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## **WHAT WE DO FOR YOU WHEN YOU PURCHASE A PROPERTY**

Buying a property is a very important event and we at McKay Business Services can guide you through what can be a very complex process.

We can assist you by:

- checking any prospective contract BEFORE you sign and offering independent advice
- advising you of the information that has been disclosed in the Form 1 that affects the property
- checking whether there are any Encumbrance either registered or to be registered on the Title are explained to you and dealt with appropriately
- arranging for the fully signed documentation to be sent to us from the real estate agent
- advising you of the requirement to take out insurance immediately
- contacting you once we have the necessary documentation from the agent to discuss how you wish to hold the land (ie “**joint tenants**” or “**tenants in common**”)
- ensuring that special conditions are complied with by the due date
- preparing and certifying the legal documentation (Memorandum of Transfer) necessary to transfer the property which is lodged electronically at the Lands Titles Office at settlement
- advising you on the stamp duty and registration fees payable
- obtaining and examining the title and statutory searches to ensure that there are no outstanding charges on the property
- liaising with your mortgage broker and/or financial institution in regards to your mortgage and sending them copies of the Memorandum of Transfer
- checking that all rates and taxes are adjusted correctly by the Vendor’s Conveyancer
- preparing a settlement statement and forwarding it to you prior to settlement so that you are aware of all the costs
- attending to your verification of identity in our office or with a verifiers agent
- arranging for stamping of the transfer and any other documentation prior to settlement
- confirming all amounts provided by your incoming financial institution and liaising with them and you for any shortfall amounts
- liaising with all other parties involved in the transaction regularly so as to ensure timeframes are met
- completing any GST withholding documents and payments on your behalf if applicable
- arranging for bank cheques from your financier to be available for settlement
- co-ordinating the settlement via an electronic conveyancing platform on your behalf which can take place anytime from 10.00am to 4.30pm
- advising you by telephone as soon as settlement has been completed and then sending final confirmation to you by email
- notifying Council and SA Water of the change of ownership (and Strata Manager if applicable)
- confirming that the water use has been adjusted to the settlement date and paid by the Vendors

***“Our aim is to make YOUR settlement as stress free and seamless as possible by providing an independent personal service and ensuring that we are there for you to talk to at all times.”***