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

Selling a property can be a very exciting but stressful time and we at McKay Business Services can provide professional assistance to ensure that your interests are protected.

We can assist you by:

- checking any prospective contract BEFORE you sign and offering independent advice as to what the special conditions mean to you as the vendor
- assisting with preparation of the Form 1 and discussing any information that is required
- arranging for the fully signed documentation to be sent to us from the Real Estate Agent
- checking that all the special conditions are met by the due date
- checking that the deposit has been paid by the Purchaser
- ensuring that special conditions are complied with by the due date
- checking to see if there any Encumbrances on the property and ensuring that these are dealt with correctly
- checking that the legal documentation (Memorandum of Transfer) necessary to transfer the property to the purchaser is correct and the certification of these documents
- obtaining and examining the title and statutory searches to ensure that there are no outstanding charges on the property
- arranging for the discharge of mortgage with your existing financial institution (if applicable)
- arranging for your verification of identity to be undertaken in our office or with a verifiers agent
- calculating all the rates and taxes that are to be adjusted and forwarding an adjustment statement to the Purchaser's Conveyancer
- preparing a settlement statement and forwarding it to you prior to settlement so that you are aware of all the costs and expenses that are payable including the agents fees and commission.
- confirming all amounts to be provided to your outgoing financial institution
- liaising with all other parties involved in the transaction regularly so as to ensure timeframes are met
- obtaining a special meter reading for calculation of water use to the date of settlement
- ensure that funds are available from the purchaser at settlement and all proceeds are directed as required by all parties
- co-ordinating the settlement via an electronic platform on your behalf which generally occurs between 10.00am and 4.30pm
- advising you by telephone as soon as settlement has been completed and then sending a final confirmation to you by email
- depositing the proceeds of the sale into your nominated account
- notifying the Real Estate Agent that settlement has been completed
- notifying Council and SA Water of the change of ownership (and Strata Manager if applicable) and pay any outstanding amounts
- calculating the water use adjustment and sending the amount payable to SA Water

***"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."***