

KRG WILL	WHILE YOU SHOULD
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1 Signed contract

<input type="checkbox"/> Receive signed contract.	<input type="checkbox"/> Arrange for contract to be forwarded to KRG. If you currently have a mortgage, inform your Mortgagee about Contract of Sale and anticipated Settlement Date.
<input type="checkbox"/> Send you (Seller) a letter requesting information concerning the sale.	<input type="checkbox"/> Respond to KRG's letter within 48 hours of receipt (if possible) including: 1) Copy of current rates notice/body corporate levies notice on the property. 2) Certificate of Title to property if one is in your possession (this should be forwarded by Registered Mail).
<input type="checkbox"/> Receive and approve Transfer Documents from Buyers' Solicitors and arranges for you to sign them.	<input type="checkbox"/> Sign the transfer documents in the presence of a JP and return them to KRG within 48 hours of receipt (if possible).
<input type="checkbox"/> Monitor outcome of finance application and obtains your instructions in relation to termination or extension (if necessary).	<input type="checkbox"/> Provide instructions where necessary.
<input type="checkbox"/> Monitor outcome of Building and Pest inspection and seeks your instructions in relation to extensions or other matters raised by the Buyer. Answer any enquiries raised by the Buyers solicitors in relation to the searches.	<input type="checkbox"/> Provide instructions where necessary.
<input type="checkbox"/> Calculate adjustments to purchase price to apportion Income (i.e. Rent) and Outgoings (i.e. Rates, water and taxes) relating to the property. Arrange release of mortgage with the Mortgagee. Obtain payout figure (being the balance of the mortgage on the property) from the Mortgagee. Provide settlement figures and cheque details to Buyers solicitors.	<input type="checkbox"/> Provide current rates notice/body corporate levies notice to Solicitor.
<input type="checkbox"/> Arrange time for settlement with Buyers solicitor and Mortgagee.	<input type="checkbox"/> If property is being sold with Vacant Possession, move all belongings from house prior to Settlement.

2 Settlement

<input type="checkbox"/> Attend settlement on behalf of Seller and delivers stamped transfer documents to Buyers Solicitor.	<input type="checkbox"/> Not attend settlement
<input type="checkbox"/> Pay out Mortgage and obtains Release of Mortgage (if any).	
<input type="checkbox"/> Hand over Release and Certificate of Title (if any) to Buyers Solicitors. Receive balance of purchase price from Buyers Solicitors.	

3 Post settlement

<input type="checkbox"/> Attend settlement on behalf of Seller and delivers stamped transfer documents to Buyers Solicitor.	<input type="checkbox"/> Collect balance of deposit from Agent (if any).
<input type="checkbox"/> Pay out Mortgage and obtains Release of Mortgage (if any).	
<input type="checkbox"/> Hand over Release and Certificate of Title (if any) to Buyers Solicitors. Buyers Solicitors receive Balance purchase price.	