

READ AND RETAIN

To-Do List for Buyers

Item	Completed ☒
1. Read our First email pack and all attachments, and call us if you have any questions or concerns, including any matters that might be excluded from our retainer that you consider might be important to you, your plans for the Property or the transaction. See our Booklet for more information about any items below.	<input type="checkbox"/>
2. Complete the Questionnaire and Authority and the Searches List and return them to us as soon as possible together with copies of the material requested in the Questionnaire and Authority.	<input type="checkbox"/>
3. If you have not yet inspected the Property, arrange an inspection of the Property with the real estate agent, preferably prior to expiry of any Cooling-off period.	<input type="checkbox"/>
4. Arrange insurance for the Property from 5pm on the first business day after the Contract Date (unless we specify another time in our First email). (See the Booklet for more information).	<input type="checkbox"/>
5. Diarise all the Critical Dates noted in our First email and ensure that you provide us with instructions before all the dates.	<input type="checkbox"/>
6. Provide us with copies of any documents (including disclosure notices) given to you by the Seller or the real estate agent (now or in the future) that we may not already have received a copy of. Any delay in providing these to us may affect rights arising in relation to them including a loss of rights if there are time limits.	<input type="checkbox"/>
7. Make a note of when to provide funds for the duty payable to Commissioner of State Revenue by deposit to our trust account (only if payable prior to Settlement).	<input type="checkbox"/>
8. IF SUBJECT TO BUILDING AND PEST - Arrange for a licensed building inspector to conduct a building inspection and a licensed pest inspector to conduct a pest	<input type="checkbox"/>

inspection and to provide you with written reports. You might wish to ask the building inspector to also consider the following items on the Property:

- sewage and waste water treatment facilities;
- hot water systems;
- air conditioning;
- lifts (if a lot in a Community Titles Scheme);
- retaining walls;
- revetment walls;
- cladding; and
- asbestos.

Provide a copy of the building and pest inspection reports to us before the due date and tell us if you are satisfied with the reports.

9. You should instruct us if the inspection finds that compliant smoke alarms are not installed and if so whether you would like us to adjust the settlement figures.
10. Make finance application urgently. We recommend you read all of the terms of any finance approval before accepting it. See the **Booklet** for more information.
11. Consider whether you should consult with other consultants (such as accountant [e.g. tax or SMSF advice], financial planner, town planner, surveyor, soil tester, architect, builder or other professional).
12. Provide a copy of any letter from your financier to us. Contact us to discuss your finance condition prior to the due date. See **Booklet** for more information.
13. Ask your bank when you will receive mortgage documents, make a note to follow-up and when mortgage documents are available, sign all mortgage documentation and give to your bank.
14. If you intend on obtaining a duty concession as a first home owner or home owner:
 - Check the information in the **Booklet** and Queensland Treasury website to see whether you are likely to meet all the relevant eligibility requirements for the concession you intend on applying for (available at www.treasury.qld.gov.au);
 - Read, complete and return the duty concession declaration (Form QRO - D2.1) to us.

If you do not intend on obtaining a duty concession as a first home owner or home owner, complete the Form QRO – D2.2 and return it to us.

15. Provide copies and details of any relevant Powers of Attorney and/or trust documents (see [Questionnaire and Authority](#) for more detail).

16. Make a note of when to provide the balance funds due at settlement (if balance purchase price not being provided wholly by financier) and contact your financier and us to discuss the logistics of ensuring that the whole of the funds required for settlement are available.

Cyber criminals have been hacking into communications. Do not act on any communication (from us, or anyone else) that requires you to send, deposit, pay or transfer funds above \$10,000 (Australian dollars or equivalent in another currency) or give any funds transfer information you receive to someone else – until you:

1. check the phone number of the apparent original sender of the communication – use a source other than the communication that asks for money;
2. contact the apparent original sender (including us) of that communication by using that phone number;
3. read out and read back the account and BSB numbers (or other specific payment details where applicable, e.g. if not a bank account) contained in the communication; and
4. confirm any instructions.

You may wish to also consider checking for amounts less than this on a case-by-case basis.

Please send a copy of any funds transfer or deposit confirmation as soon as possible after a funds transfer or deposit is made over \$10,000.

17. Make a note to contact us at least one week prior to settlement to tell us whether we are required to collect the keys at settlement or whether you will collect them from the real estate agent following settlement.

18. Arrange a pre-settlement inspection of the Property with the real estate agent for the morning of settlement, or as close to settlement as possible (even for vacant land). Do a thorough check of the Property, including:

- that the Property is reasonably in the condition in which it was when you signed the Contract or initially inspected it;
- that any tenants or occupants that should have vacated have left and any tenants that are continuing are still in the Property;
- that all fixtures and chattels you expect to be left are still on the Property;
- whether any safety switch and fire alarms installed in the Property are as disclosed in the Contract; and
- that all keys, security codes and other devices are either available from the real estate agent or will be made available at settlement. If you would like the keys delivered to us at settlement (instead of the real estate agent) the request must be made at least two clear business days prior to settlement, so please tell us as soon as possible.

19. Contact us as soon as possible if for any reason you have any concerns or you do not wish us to complete settlement on your behalf. In the absence of instructions from you raising any concerns or instructing us not to proceed to settle we will attend to these things in an effort to ensure that you do not breach your obligations under the Contract.

20. After settlement, ensure that regulatory requirements are being met. For example, ensure that you arrange to have safety switches, fire alarms or pool fencing installed or made compliant with current standards.

21. After settlement, ensure that the pool is registered with the QBCC and that you obtain or maintain a current Pool Safety Certificate.

22. After settlement, ensure that you or your managing agent send a copy of the Form 5 to the Residential Tenancies Authority and a copy to the tenant.