

## **THE PROCESS YOU CAN EXPECT IF YOU ARE SELLING A COMMERCIAL PROPERTY WITH US**

### **BEFORE YOUR AGREEMENT IS NEGOTIATED/BECOMES “UNCONDITIONAL”, PLEASE DO THE FOLLOWING:**

- \_\_\_ Once Agreement for Sale and Purchase has been signed, please forward original copy of Agreement to our office.
- \_\_\_ Return Account Opening Forms fully completed (if any) sent to you.
- \_\_\_ In accordance with your Agreement, please organise the following (for example and as required):
  - Liaise with your bank about proposal to sell property (and bank repayment).
  - Ensure you have an up-to-date warrant of fitness for your building (if one is required).
- \_\_\_ We will let you know when we hear news of the satisfaction of the conditions.

### **AFTER YOUR AGREEMENT HAS BECOME “UNCONDITIONAL”**

- \_\_\_ Purchaser will be obliged to pay deposit (if applicable) in accordance with Agreement.
- \_\_\_ We will make appointment at our office to sign conveyancing documents, Land Transfer Tax Statement.
- \_\_\_ Bring with you passport or New Zealand driver's licence for identification purposes.
- \_\_\_ If surplus funds are available to you after settlement – please provide deposit slip or written instructions for payment of these funds to your bank account.