

THE PROCESS YOU CAN EXPECT IF YOU ARE BUYING A HOME WITH US

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

For KiwiSaver users:

- ___ Contact your KiwiSaver provider to see if you are eligible to use part of your KiwiSaver for purchase.
- ___ Contact Housing NZ to see if you are eligible for their deposit subsidy.
- ___ When negotiating Agreement for Sale and Purchase – ensure that there is at least 10 working days between signing the Agreement and the dates for satisfaction of your conditions and 20 working days from the unconditional date to the settlement date.

For all purchasers:

- ___ Return Account Opening Forms fully completed (if any) sent to you.
- ___ Once Agreement for Sale and Purchase has been signed, please forward original copy of Agreement to Alison Green Lawyer Limited.
- ___ In accordance with your Agreement, please organise the following (for example and as required):
 - Builder to complete report
 - Bank/lending institution/finance broker for finance approval.
 - Council to obtain LIM report or other report/information.
 - Valuer to obtain valuation report.
 - Apply to satisfy any other conditions as shown.
 - Insurance company to see if property can be insured for full replacement.
- ___ When contacted by our office – please make an appointment at the offices of Alison Green Lawyer Limited re satisfaction of conditions of Agreement.

AFTER YOUR AGREEMENT HAS BECOME “UNCONDITIONAL” PLEASE DO THE FOLLOWING:

- ___ Pay deposit (if applicable) in accordance with Agreement.
- ___ Advise your bank/lender/broker that your Agreement is unconditional to ensure mortgage documents are forwarded to our office.
- ___ If using KiwiSaver funds – ensure your KiwiSaver provider has forwarded their documents to solicitor.
- ___ If obtaining Housing NZ deposit subsidy – ensure Housing NZ has forwarded their documents to solicitor (please note that 20 working days’ notice is required by them to process your application).
- ___ Obtain certificate of insurance from insurance company noting your full name(s), address of property, finance provider as interested party (first mortgagee) and settlement date as start date for cover AND ask your insurer to fax certificate to us.
- ___ When contacted by our office – please make an appointment at Alison Green Lawyer Limited to sign conveyancing documents, Land Transfer Tax Statement and equivalent of IR1101 if Vendor and Purchaser associated and purchase is of residential land which meets “bright line test” from an Offshore RLWT Person as Vendor.
- ___ Bring with you passport or New Zealand driver’s licence for identification purposes.
- ___ Obtain statement from Alison Green Lawyer Limited as to funds required from you to complete purchase.
- ___ 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.
- ___ Organise funds to be paid to Alison Green Lawyer Limited Trust Account – either by internet payment or payment made directly from your bank to our account (fax from bank required as confirmation).
- ___ Pre-settlement inspection (before settlement date) – if you wish to do this, please organise a time with agent or vendor directly (if private treaty). Advise Law Firm of any problems arising at property as a result of pre-settlement inspection no later than 9:00 am on Settlement Day. Otherwise Law Firm will go ahead and settle without reverting to client.
- ___ Ring Alison Green Lawyer Limited to advise outcome of pre-settlement inspection.
- ___ Advise Alison Green Lawyer Limited if any other matters are relevant BEFORE settlement.