

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

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

- _____ Once Agreement for Sale and Purchase has been signed, please forward original copy of Agreement to Alison Green Lawyer Limited.
- _____ Return Account Opening Forms fully completed (if any) sent to you.

AFTER YOUR AGREEMENT HAS BECOME “UNCONDITIONAL”:

- _____ Arrange for any work to be completed as negotiated in the Agreement (if applicable).
- _____ Ensure that insurance cover remains in place until after settlement has taken place and you have been notified by Alison Green Lawyer Limited.
- _____ Contact moving company to arrange booking (if applicable).
- _____ Contact power/gas/telephone/sky companies in relation to final readings and final account payments.
- _____ Contact your bank in relation to the repayment of your existing mortgage (if applicable). We will also contact your bank to request a discharge of your mortgage.
- _____ Please note that Alison Green Lawyer Limited will contact local authorities in relation to the payment of rates.
- _____ Alison Green Lawyer Limited will receive commission statement from land agent and will forward copy to you (if applicable).
- _____ When contacted by our office – please make an appointment at Alison Green Lawyer Limited to sign conveyancing forms: Authority and Instruction form, Land Transfer Tax Statement and IR1101 (RLWT).
- _____ Bring with you current passport or New Zealand driver’s licence for identification purposes.
- _____ If the Bright-Line Test applies to this transaction you will need to complete an IR1101 prior to settlement. If the Vendor is an Overseas person for the purposes of Residential Land Withholding Tax (RLWT) the Vendor will also need to complete a Statutory Declaration prior to Settlement. If the Vendor is an Overseas Person and the Bright-Line Test applies then RLWT must be deducted and paid to IRD on settlement.
- _____ Bring with you original rates notice or power account as evidence linking you with property being sold.
- _____ 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.
- _____ Keys – please ensure that one key is available at real estate agent’s office before settlement.
- _____ If private treaty, please bring a spare key with you to our office for holding until settlement completed OR arrange to hand to Vendor after settlement completed.
- _____ Balance of keys can remain in house (eg kitchen drawer) on final vacation of the property.
- _____ Organise to vacate the property prior to lunchtime or as soon as possible thereafter.
- _____ Advise Alison Green Lawyer Limited if any other matters are relevant BEFORE settlement.