

Settlement flowchart for sellers

1 Offer & acceptance agreed

Your LJ Hooker sales office will send details & advise LJ Hooker Settlements to start the settlement process.

Contract stage

2 Offer & acceptance

You will receive by post a copy of the Offer & Acceptance from the LJ Hooker sales office.

Introductory letter

You will receive an Introductory letter and Authority to act from LJ Hooker Settlements. Please sign & return as soon as possible.

Settlement process stage

4 Settlement Tracker

You will be updated by sms & email every step of the way via a web based program "Settlement Tracker".

5 Contact bank and sign

If you have a mortgage on your property, please contact your Bank as soon as possible to sign the Discharge of Mortgage form.

6 Discharge of mortgage

Your settlement agent will liaise with your Bank to arrange the discharge of the mortgage. This takes approx 10 working days from signing.

7 Conditions fulfilled

Ensure that any conditions on the O&A required to be fulfilled by the seller are undertaken by the required date – extremely important.

8 Transfer document

to be signed by you prior to settlement, after it has been signed by the buyer.

9 Pre-settlement inspection

may be undertaken by the buyer. Ensure that all items in the home are in good working order.

10 New address notification

You should notify Telstra, Aust. Post, Synergy, Alinta Gas and other service companies of your new address.

11 Final settlement statement is prepared

detailing monies due to you with all disbursements made to the relevant authorities.

12 Property presentation

As settlement is imminent, ensure (as you would expect in your new home) that the property is clean and all rubbish is removed.

Settlement effected stage

13 Settlement takes place

LJ Hooker Settlements repays the mortgage & deposits the balance of funds by bank cheque into your bank account the same day (3-5 days to clear).

14 Keys

Keys must be handed in by 12 noon the following day (if occupied or as arranged with your Real Estate Agent).

15 Notification

You will be notified immediately when settlement occurs and we will inform your LJ Hooker sales person & forward balance of commission.

16 Confirmation of Settlement Letter

sent to you with final statement showing adjustments of rates, taxes etc.

17 Congratulations!

We hope you will use LJ Hooker Settlements for the sale or purchase of your next property.



Settlement Tracker
conveyancing online

Now we can settle your nerves as well.

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