

Settlement flowchart for buyers

1 Offer & acceptance agreed upon

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.

3 Settlement Tracker

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

4 Introductory letter

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

5 Pay Deposit

Make sure your deposit is paid on time to the Real Estate Agent's office as nominated on the offer of Acceptance Contract.

6 If finance is required

Should finance be required, you must provide a copy of the O&A to your Broker or Bank so approval can be arranged. Have you considered LJ Hooker Financial Services?

7 Approval of finance

When finance is approved, please arrange for your financial institution to send a copy of the approved letter to your LJ Hooker sales office by the date required.

Settlement process stage

8 Personal Contact

Your Settlement agent will personally call & discuss all details of this transaction.

9 Important Documents

LJ Hooker Settlements will send you important documents for signing including the transfer of land.

10 Sign Mortgage Documents

Contact your Bank to sign mortgage documents if required. This process takes approx 10 working days to process once signed.

11 Special Conditions

Ensure your conditions ie building inspections or termite reports are conducted on time. A pre-settlement inspection can be arranged with your LJ Hooker sales person prior to settlement.

12 Settlement Statement

Will be sent to you and your Bank detailing the amount of funds required by you prior to settlement, ie. Stamp Duty, settlement fees, etc.

13 Stamp Duty

Must be paid to the Office of State Revenue prior to settlement or on a general contract of sale within 3 months of the contract date.

14 Certificate of Insurance

You will need to arrange a Certificate of Insurance over the property for the Bank & for peace of mind. You can contact LJ Hooker Client Services on 1300 887 618 to arrange this.

Settlement effected

15 Congratulations!

You will be notified immediately when settlement occurs. Congratulations – enjoy your new home. We hope that you will use LJ Hooker Settlements for the sale or purchase of your next property.

16 Sellers obligation

It is the sellers obligation to hand the keys to the Buyer by 12 noon the following day unless prearranged.

17 Confirmation of Settlement Letter

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

18 Title deeds

The title deeds will be sent to you by registered mail – or if mortgaged a copy identifying you as owner will be forwarded to you by post, this will take approx 4 weeks.



Settlement Tracker
conveyancing online

Now we can settle your nerves as well.

LJ Hooker Settlements. Level 10, 68 St Georges Terrace, PERTH WA 6000.
Phone: 08 9426 6088 Fax: 08 9426 6089 Email: settlementswa@ljh.com.au