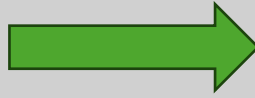


A Step by Step Guide on Selling Property

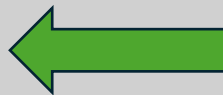
Step 1:

You have decided to sell your Property and have engaged a Real Estate Agent to market your Property for sale.



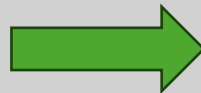
Step 2:

You have contacted us to commence preparation of your sales Contract. We will prepare a questionnaire for you to complete to ensure the Contract is drafted compliantly, and to meet your needs.



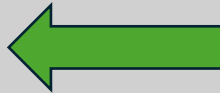
Step 3:

Once the Contract is prepared, we will issue the Contract to your nominated Agent for marketing purposes.



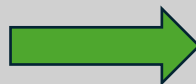
Step 4:

Upon your Agent finding a Buyer, the Agent will normally attend to the exchange of Contracts or prepare a Sales Advice outlining the terms of the sale for our office to attend to any negotiations and exchange of Contracts with the Purchasers Conveyancers/Solicitors.



Step 5:

Once Contracts have become unconditional (legally binding between yourself and the Purchaser), we will provide correspondence to you outlining the key dates, and seeking the completion of a Discharge Authority to release any Mortgage on title.



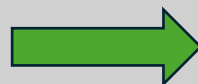
Step 6:

We will work with your Mortgagee to discharge the Mortgage and book settlement with your Mortgagee and the Purchasers Conveyancers/Solicitors for the Completion Date.



Step 7:

We will contact you to obtain EFT details (BSB & Account Numbers) for any surplus funds to be paid electronically via PEXA on Settlement. Upon your Bank sharing the payout figure, we will provide all financials to you with a detailed explanation in plain English outlining the terms of settlement.



Step 8:

Settlement will take place via the electronic platform PEXA, at which time we will notify you and authorise the Agent to release the keys to the Purchaser, and to release to the Deposit to you, less any commission payable.

Congratulations you have now sold your Property.