



SOLICITORS

## YOUR CONVEYANCE

Conveyance is the name most commonly used for the transfer of property from seller to buyer.

Regardless of whether it is a residence or investment, the purchase or sale of a property may be one of the most important decisions that you will ever make.

The conveyance process requires adherence to complex rules and protocols. We have well designed and monitored systems in place to ensure that your conveyance is done right and in a timely manner.

There are also times when other areas of law may need to be drawn on for your particular circumstance. We provide exceptional and cost effective service to all of our conveyance clients, whether your transaction is straightforward, or more complex with a variety of legal aspects to consider.

### PROCEDURE, COSTS AND SEARCHES

Our service to you includes ensuring compliance with statutory rules, making sure conditions outlined in the contract are met and preparing and submitting all necessary documentation. We also attend to payment of fees and charges to all relevant bodies.

We undertake all essential searches on your behalf and can arrange for further checks and searches depending upon your specific concerns and your intended purpose for the property.

Our fees are charged as a “flat fee” dependant on the transaction, plus search costs and outlays incurred.

### GOVERNMENT CHARGES

When purchasing, there are standard State and Local Government charges such as stamp duty, registration fees and search and inspection fees.

Please contact us and we will advise you in relation to costs and taxes you will be liable for.

Alternatively, you can visit the websites below for further information and online calculators for duties and registration fees:

**Office of State Revenue**

[www.osr.qld.gov.au](http://www.osr.qld.gov.au)

**Department of Natural Resources and Water**

[www.nrw.qld.gov.au](http://www.nrw.qld.gov.au)

If you require further information, or if we can assist you with your conveyance, please contact us.



# SHIFTING CHECKLIST

**Telephone, Pay TV and Internet** - Your provider should be advised of the date for disconnecting the services at your existing residence (if any) and will require details to connect to your new residence.

**Electricity** - The meters should be read on or immediately before the date on which you take or give possession and you should contact your provider for this purpose. You should also pay or receive back your security deposit if applicable.

**Post Office** - Fill in the form at Australia Post to have your mail re-directed to your new address.

**Driver's Licence** - You are required to advise Queensland Transport of change of address within 14 days of moving. This can now be done on-line.

**Accountant/Solicitor** - Your new address should be advised as this will be important with regard to taxation, wills, etc.

**Insurance & Superannuation** - Notify your new address to all insurance companies in relation to each policy. Also change your house owners and householder's policy to cover your new residence and review any life cover that you may have.

**Employer** - Most employers keep records of current residential addresses of employees, so you should let your employer know immediately.

**Removalists** - Check what they are to do and what they expect you to do. A lot of time can be used and a lot of damage done in the dismantling and reassembly of "kit" furniture.

**Gas** - If you have a gas hot water system or stove at your existing or new residence the gas company will need to be advised for meter readings.

## **Newspapers/Magazines/Subscriptions**

Finalise deliveries to your old address and make arrangements for your new residence.

**Clubs, Etc** – Advise any club, union or society of which you are a member, of your new address.

**Keys** - If you have bought a home, arrange for the locksmiths to change the barrels in the locks. You never know who has a copy of the key and for a small price you can have all locks keyed the same.

**General Upkeep** - If the property will not be occupied immediately, it is advisable to ensure that lawns are kept short and the letter box is cleared often so the property does not appear unoccupied, thus attracting vandals or burglars. If there is a swimming pool, arrange to keep up the necessary chemicals to ensure a clean pool at all times.

**Swimming Pool** - If a pool is included in the purchase, have the vendor teach you its operation prior to completion. If equipment is still under warranty, be sure you receive appropriate papers.

**Banks, and Other Financial Institutions** Notify your building societies, finance, hire purchase, credit card companies and banks regarding your change of address, so as to avoid surprise "bills".

**Alarms & Security System** - Check that alarms are operational and change all passwords and codes. If any of it is still under warranty make sure you receive all appropriate papers. Check it is not tied to an ongoing service contract

**Salvation Army** - When packing there are always things that you consider to be worthless, however, this may be of value to someone else. The Salvation Army, if contacted, will call and collect old clothes or furniture that you regard as "junk".

**Wills** - Selling or purchasing a property is for most people a major change in their lives and you may now find that the provisions of your will do not reflect your current circumstances. We suggest that you re-read your will to ensure that it does in fact achieve the end result that you desire, and if you are concerned about its content, please do not hesitate to contact us.

**Family & Friends** - You should notify all family and friends of your shift, (except those that you may wish to forget. Shifting homes is often a good chance to "lose" unwanted friends!)

## **Useful websites when moving:-**

**Australian Electoral Commission** - [www.aec.gov.au](http://www.aec.gov.au)  
**Queensland Transport** - [www.service.transport.qld.gov.au](http://www.service.transport.qld.gov.au)  
**Moving Tracker** - [www.movingtracker.com.au](http://www.movingtracker.com.au)