



THE CONVEYANCING TEAM

Victorian buyer checklist

A practical guide from before signing or bidding through to settlement. Tick each item, then use page 2 for details and notes.

Use this checklist to organise the information commonly required for an eligible Victorian purchase by individual Australian citizens or permanent residents. Richard will confirm what applies to your matter.

1. Before you sign or bid

- ☐ Send the Contract of Sale and Section 32 to Richard as early as possible.
- ☐ Tell Richard the auction date or deadline for your offer.
- ☐ Discuss proposed finance, building and pest inspection conditions before making an offer.
- ☐ Consider independent building and pest inspections before signing.
- ☐ Do not assume a cooling-off right will apply, particularly at or around an auction.

3. Payment and fraud safety

- ☐ Never rely solely on bank details received by email.
- ☐ Verify payment instructions using Richard's established telephone number.
- ☐ The Conveyancing Team does not operate a trust account and will not ask you to send purchase funds to the firm.
- ☐ Optional title insurance is a separate arrangement between you and an insurer. Review the insurer's policy and exclusions.

2. If the contract is signed

- ☐ Send the complete signed contract immediately.
- ☐ Record the finance approval, deposit, settlement and other condition dates.
- ☐ Provide your broker or lender and estate agent contact details.
- ☐ Tell Richard immediately about any difficulty meeting a contractual deadline.

Linked sale and purchase

- | | |
|---|--|
| ☐ Confirm whether you are buying a home to replace a property you currently own or occupy. | ☐ If the dates differ, provide both settlement dates and identify which property settles first. |
| ☐ Tell Richard whether you are selling, or have already sold, another property. | ☐ Confirm whether The Conveyancing Team will also act for you on the sale. |
| ☐ Confirm whether the purchase and sale are intended to settle on the same day. | |



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Buyer matter details and notes

Type into the fields below, save a copy, and send it to Richard when requested.

Finance approval due 	Building / pest due 	Settlement date
Other settlement date 		
Same-day settlement? 	Which property settles first? 	We act on the sale?

Questions, dates and other information

Record anything Richard should know, including offer or auction timing, contract conditions, linked settlement arrangements and questions requiring advice.

Do not enter names, addresses, contact details, identity information, banking information or other personal information.

Official information: [SRO duty calculator](#) | [Land transfer fee calculator](#)

Important: This checklist provides general information only. It is not a substitute for advice about your contract or circumstances. Contract terms and deadlines vary. Contact Richard before signing or bidding. Completing this checklist or making an enquiry does not create a conveyancer-client relationship; engagement is confirmed separately in writing.