

## FIRST HOME BUYERS CHECKLIST

	To Do	Notes
BEFORE SIGNING AN AGREEMENT	Obtain pre-approval for finance	<ul style="list-style-type: none"> <li>Meet with mortgage broker or bank to determine your budget.</li> </ul>
	Obtain pre-approval for KiwiSaver withdrawal	<ul style="list-style-type: none"> <li>Complete pre-approval application to determine what funds you can withdraw. Funds can be used towards payment of the deposit or for settlement.</li> <li>Links to forms: <a href="#">ASB</a>; <a href="#">ANZ</a>; <a href="#">BNZ</a>; <a href="#">Fisher Funds</a>; <a href="#">SBS</a>; <a href="#">Westpac</a></li> </ul>
	Contact us	<ul style="list-style-type: none"> <li>Contact us to begin the on-boarding process as a client.</li> </ul>

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SUBMITTING YOUR OFFER	<p>Is the property being sold by auction?</p> <p>Yes – offer must be unconditional No – offer can be conditional</p>	<ul style="list-style-type: none"> <li>All auction agreements are unconditional.</li> <li>We strongly recommend that we complete a pre-auction assessment of the property.</li> <li>You must have pre-approval for all conditions (e.g. finance and insurance) as if you are successful at auction, you are legally bound to complete the purchase.</li> <li>Settlement will need to be at least 15 working days from the date of the auction if using your KiwiSaver funds. If you require KiwiSaver funds to pay the deposit, please advise prior to the auction.</li> </ul>
	<p>If your offer is conditional, we recommend including these conditions:</p> <p>LIM                      Building Report Finance                 Solicitor's approval Insurance</p>	<ul style="list-style-type: none"> <li>Include the date for confirmation of conditions to be 10-15 working days following signing the agreement.</li> <li>We strongly recommend we review your agreement prior to signing and can assist with drafting the agreement if required.</li> </ul>

	To Do	Notes
ONCE YOU HAVE A SIGNED AGREEMENT	Submit KiwiSaver application	<ul style="list-style-type: none"> <li>We will meet with you to sign your application and will submit this for you at least 10 working days prior to the date the funds are required.</li> </ul>
	Arrange for building report to be completed	<ul style="list-style-type: none"> <li>Important to obtain so you can understand the condition of the property.</li> <li>Builder will inspect the property and note down any defects.</li> </ul>
	Receive property review from us	<ul style="list-style-type: none"> <li>We will order a LIM (Land Information Memorandum) from the relevant Council which contains all information that the Council holds for the property.</li> <li>We will report to you on the LIM, Record of Title and any other relevant property matters.</li> </ul>
	Obtain pre-approval for finance (if haven't already)	<ul style="list-style-type: none"> <li>Need to arrange finance prior to confirming all conditions. Often a valuation is required as part of this process.</li> </ul>

	Obtain insurance quote	<ul style="list-style-type: none"> <li>A valid insurance policy will need to be in place prior to settlement. Obtain quotes now to ensure you will be able to insure the property.</li> </ul>
	Confirm all conditions	<ul style="list-style-type: none"> <li>Once you are satisfied with the due diligence investigation, on or before the relevant dates we can confirm all conditions, and you will have an unconditional agreement.</li> </ul>

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<b>WORKING TOWARDS SETTLEMENT</b>	Pay deposit	<ul style="list-style-type: none"> <li>Who you need to pay the deposit to will be recorded on your agreement.</li> </ul>
	Finalise loan structure with lender	<ul style="list-style-type: none"> <li>Finalise your lending structure with your bank once the agreement is confirmed.</li> </ul>
	Finalise insurance policy	<ul style="list-style-type: none"> <li>Ensure the start date for the policy is the settlement date for your purchase.</li> <li>Include your Mortgagee (bank) as an interested party on the policy. We require a copy of the insurance certificate of currency to send back to the bank.</li> </ul>
	Meet with us to sign loan and settlement documents	<ul style="list-style-type: none"> <li>Once we receive your loan documents, we will prepare the required settlement documents to record your purchase. We can then meet to sign all documentation.</li> </ul>
	Complete pre-settlement inspection	<ul style="list-style-type: none"> <li>You can inspect the property once prior to settlement. This is usually facilitated by the agent and allows you to check the property, and chattels are in the same condition as when the agreement was signed.</li> <li>Ideally complete 2-3 days before settlement to be able to raise any issues by the day prior to settlement.</li> </ul>
	Pay any cash contribution required	<ul style="list-style-type: none"> <li>If there is a shortfall of funds required for settlement, we will contact you to advise the amount to pay.</li> </ul>

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<b>ON SETTLEMENT</b>	Complete Settlement	<ul style="list-style-type: none"> <li>Your bank will drawdown loan funds to our trust account. We will receive undertakings from the vendor's solicitor that they are ready to settle.</li> <li>Once we have made payment to the vendor's solicitor, settlement has been completed.</li> <li>We will call you to confirm once settlement has been completed</li> </ul>
	Pick up keys from Real Estate Agent	
	Celebrate!	<ul style="list-style-type: none"> <li>Congratulations, you have just purchased your first home!</li> </ul>

	To Do	Notes
<b>FOLLOWING SETTLEMENT</b>	Update mailing address	
	Create a rates account	

For more information as to how we can assist you in purchasing your first home, please contact our property team on 03 379 3880.