curae settlements

The settlement process for sellers

What happens between signing your contract and handing over the keys.

1

SIGN A CONTRACT

Send us a copy of your contract to get started.

2

COMPLETE YOUR AML/CTF CLIENT ONBOARDING

We must verify your identity before we can act for you. This comes first: we can't start work on your file until it is done. We will send you a link to complete your onboarding via Infotrack.

3

AUTHORISE US TO ACT FOR YOU

Once your onboarding is complete, we'll send you a link to our online authority form. Complete it as soon as possible.

4

ARRANGE DISCHARGE OF MORTGAGE

Arrange your discharge of mortgage by signing an authority with your bank. Apply to the ATO for a capital gains tax clearance certificate.

5

CHECK YOUR RCDS AND SMOKE ALARMS

Make sure the property has compliant RCDs and hard-wired smoke alarms.

6

FUNDS FOR SETTLEMENT

We'll send you a draft settlement statement showing the adjustment of rates and taxes and your sale proceeds.

7

SETTLEMENT

We'll arrange settlement and let you and the real estate agent know when it is complete.

8

AFTER SETTLEMENT

Contact the real estate agent to arrange the handover of keys. We'll send you your final settlement documentation.