



PAULA SUTHERLAND & ASSOCIATES
Lawyers



Buying?

We always recommend before signing a Contract for Sale that you contact us to review the terms on your behalf, or even prepare the contract for you.

Included in our services:

- Preparation and/or review of Contract for Sale
- Initial letter of advice to you
- Preparation of Transfer
- Liaising with third parties, e.g. vendor's solicitor, council, state revenue etc and providing all applicable advice, instruction and documentation
- Facilitating payment of deposit
- Undertaking all relevant searches, providing comprehensive findings and advice to you
- Liaising with your financial institution to facilitate funding of the purchase
- Preparation of requisitions on title
- Preparation of documents required at settlement
- Preparation of Settlement Statement to you
- Coordinating and attending settlement on your behalf
- Lodging of documents for Duty and Registration where required
- Final letters to all parties

Call us now to obtain
an obligation-free
quote or to simply
discuss your intentions
to buy or sell



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**RESIDENTIAL
CONVEYANCING**



Buying Or Selling?

Buying or selling a home is likely to be one of the biggest financial decisions you will ever make. It is therefore imperative that you choose a professional firm you can trust to assist you in the process, from preparing or reviewing the contract all the way through to settlement. There is a lot of work involved in any one residential conveyancing transaction and hiring a solicitor not only ensures your transaction will be done to an extremely high standard, but should any out-of-the-ordinary issues arise, we are well prepared to deal with, advise on and settle disputes or complicated legal matters rather than briefing them to specialist counsel.



Paula Sutherland & Associates have designed a highly organised, efficient and professional service, specialising in residential conveyancing where our aim is to provide you with high quality service at minimal cost and inconvenience to you. We will guide you through the process to minimise any stress upon you and provide advice on current laws and/or regulations that might affect your transaction, as well as making you aware of your rights and responsibilities at all times. From our initial consultation with you, we will tailor the process and advice to meet your individual expectations and circumstances. You will be kept fully informed and up to speed with each step along the way to ensure you receive the personal approach we pride ourselves on.



Selling?

We always recommend before signing a Contract for Sale that you contact us to review the terms on your behalf, or even prepare the contract for you.

Included in our services:

- Preparation and/or review of contract terms and conditions
- Initial letter of advice to you
- Liaising with third parties, e.g. purchaser's solicitor, selling real estate agent, property manager and body corporate (where applicable) and providing all applicable advice, instruction and documentation
- Undertaking relevant searches
- Liaising with your bank and facilitating a Discharge of Mortgage where required
- Preparing answers to requisitions on title
- Preparation of statement for settlement, including proportioned adjustments
- Coordinating and attending settlement on your behalf
- Final letters to all parties and payment of any outstanding liabilities

