



provincial
REAL ESTATE

the all you need to
know manual

buying
selling
moving




new beginnings

MANUAL



ease your mind & fill your heart



empowering you to enjoy the journey

Our whole philosophy at Provincial Real Estate is about client empowerment, education and an enjoyable experience.

Buying, Selling and Moving can be one of the most daunting and confusing times in our lives and whether you're a first home buyer or a seasoned seller we all are prone to the stresses and pitfalls of real estate transactions.

Our New Beginnings Manual is a detailed resource to arm you with a comprehensive checklist and in-depth advice when it comes to making big decisions and planning/preparing for the future move. It's a manual that eases the mind and re-fills the heart with excitement and adventure which is what 'New Beginnings' should be.

A 'New Beginning' that the Provincial Real Estate Team is privileged and proud to be a part of.

Provincial Real Estate -
The Home of New Beginnings





buyer's
manual



buyer's manual

Know your limit


Before considering buying a home, the first thing you should do is know your limit!

Make sure you visit either your bank manager, finance broker or both to understand what your financial limit is. Ask them to explain the various lending alternatives and the charges that apply. It would also be beneficial to seek advice from your accountant or financial advisor.

Once you are comfortable with your limit and have finance pre-approval, the next thing is to identify what your needs and wants are.

Needs and Wants

Searching for that perfect home can be overwhelming. To avoid time wasting and disappointment, make a list of what you need in a home first. This Checklist, as illustrated on the following page, will highlight your main priorities and hopefully create more flexibility on the less important things. Ranking your priorities is a great way to see what's negotiable and what's non negotiable when it comes to finding the right home for you and your family.



Location

Do you have to be close to amenities such as schools, transport, shopping, entertainment and parks? Location is often one of the biggest determinants of price. Make sure you narrow your search down to a few areas and then ask your agent to help you make the right decision.

Size and Features

In addition to working out how many bedrooms, bathrooms and living areas you need, it is also important to think of what you don't like in your current home. Do you have enough storage space? Is the block big enough for the kids? Do you need side access? Is there room for a workshop? etc.

Priorities – once you have your list, rank the priority of each feature

This will help you determine what you must have and what you desire in a home. Give this list to your Provincial Real Estate Agent clearly stating the must have's and what the deal breakers are. Keep in mind not to get stuck on features you can change. If the rest of the house is perfect, it's easy to repaint walls, replace floor coverings or window treatments.



checklist	my priorities	ranking
Location / Suburbs:		
Beds & Baths:		
Block Size:		
House Size:		
How many living areas:		
Side Access & Shed:		
Pool:		
Amenities:		
Schools:		
Parks:		
Community Groups:		
Medical / Hospitals:		
Shopping:		
Entertainment / Restaurants:		

contracts, conditions and insurance

Once you have found the right home, the next step is making a written offer. Your agent will normally have a standard contract (Offer and Acceptance) certified by REIWA (Real Estate Institute of Western Australia). On this Contract you will be asked to state your conditions of the sale. Some of the standard conditions and requirements are:

Full names and address - these are the full names and current addresses of the purchaser(s) which will be written on the Contract. If the purchaser is a corporation then the incorporation number (ACN) must be included with the name.

Joint Tenants or Tenants In Common - decide with your partner(s) before you make an Offer as to whether you purchase the property as Joint Tenants or Tenants In Common. The definition for each is as follows:

Joint Tenants - is usually where parties are married to take advantage of automatic survivorship. When one party dies the other(s) may apply to have the Title transferred to themselves on production of a death certificate of the deceased.

Tenants In Common - partners of a business who purchase the business premises, brothers and sisters - or where two or more friends or investors purchase a property - commonly use this type of tenancy. The proprietors are then able to sell their undivided share in the property or should they die, a Last Will and Testament

may pass on their share. The share allocation of all parties must be shown on the Contract.

Description of property - the contract should always state the full address, Lot number, Strata Plan / Plan / Diagram, Volume and Folio numbers of the property being purchased.

Strata Title - if the property is Strata Title, it needs to be brought to the attention of the buyer. Additional inquiries about the buyer's rights and entitlements will need to be made when a Strata Title property is negotiated. Prior to the prospective purchaser(s) entering into a Contract to purchase a Strata Title property, a Form 804 (Precontractual Disclosure Statement) must be given to the prospective purchaser and acknowledged by them. Form 807 (Schedules 1 & 2 by-laws 2020) must also be given to the purchaser explaining their obligations and restrictions as an owner of a Strata Titled lot.





Encumbrances and Restrictions – ensure that you have been made aware of any encumbrances such as easements, restrictive covenants etc., that are described on the Certificate Of Title. All encumbrances should be disclosed and stated on the Contract by the Agent. The Seller's Disclosure Statement may also identify any concerning issues with the property.

Chattels and Fixtures - normally all fixtures and fittings (or in other words, those items that are fixed or bolted down to the home or property) are included in the sale. Chattel items such as pool cleaning equipment, dishwashers and anything else that is not fixed to the property are not included unless stated on the Contract. This can be a grey area - so please discuss it further with your Agent.

Purchase Price - should be clearly written in figures only, extra space is provided to accommodate any counter offers and both the seller and the buyer must initial and date any alterations in order to make the Contract binding.

Deposit - is a sum of money and a token of goodwill on the part of the buyer. A deposit is the first payment towards the purchase of the home.

Cash Sale - in the case of a 'cash sale' - meaning the buyer is not required to borrow funds - then the Finance Clause does not apply. Signatures from the buyer(s) must be placed in the 'no finance required' section on the Contract.

Subject to Finance – where buyers need to take out a loan this section must be completed. Displaying who the lender is (optional) and the amount of loan in dollars or percentage. A date must also be specified as to when the formal approval of finance is to be obtained. A normal period to obtain Finance Approval is 14 to 28 days from acceptance of the Offer.

Subject to the Sale of the Buyer's Property - some buyers may not be able to purchase a property until their property has been sold. Normally a Subject Sale Offer has an attached time period to sell the buyers home and for it to become unconditional. The sellers may attach a 48 hour Clause condition to the Contract.

48 hour Clause – gives the seller the right to continue marketing their property in an effort to obtain a more favourable offer. If the seller subsequently receives a better Offer, the clause generally provides that the seller may then give 48 hours notice to the first buyer, requiring them to make the first Offer unconditional. If the first buyer does not do so then their Contract is deemed to have come to an end and the deposit will be refunded.

Subject to Successful Settlement – is a condition where a buyer has their property under offer and is awaiting all conditions to be met. Making their offer subject to the successful Settlement of their property means they have to settle their property in order to purchase their new home. A time period or date should always be specified.



Settlement Date – is the date the property is to settle and where ownership is transferred from the seller to the purchaser. Sufficient time is needed for the Settlement Agent to prepare paperwork for numerous parties such as bankers, buyers etc.

Termite Pest Inspection – it is always a good idea to have a termite / pest inspection to ensure the property is free from past or present termite activity and damage. Termite inspections are usually always nominated by the buyer and at the expense of the buyer.

Electrical, Gas and Plumbing – it is good to know that everything regarding electrical, gas, plumbing and even reticulation is in good working order just prior to settlement. We recommend purchasers carry out this inspection with the agent present at a final inspection (normally conducted within 7 days prior to settlement).

Structural – if you want peace of mind about the structural quality of the home a structural inspection is a worthwhile investment.

Some structural inspectors / engineers can carry out a full inspection which includes checking electrical, gas and plumbing as well. The cost can range from \$350.00 to \$750.00 depending on the size of the property and the extent of the inspection.

Joint Form of General Conditions – both the seller and the buyer must receive a copy of the Joint Form of General Conditions. This is a legal document providing additional conditions to those already incorporated or written in the Offer and Acceptance. These are conditions one would expect to find in a Contract that is fair to both the seller and the buyer in relation to buying and selling property / land.

Writing Special Conditions – if you have a Special Condition to include in the Contract there are 5 key rules to remember. 1- Be clear and concise, 2 – Specify who is responsible for the fulfilment of the condition or warranty, 3 – Specify clearly what has to be done, 4 –Include a time limit for performance, 5 - Include the consequences of non-fulfilment of an important condition.

Changes and Alterations to the Contract – all changes made to a Contract need to be signed and/or initialled, dated by both the seller and buyer.

Conveyancer / Settlement Agent – a Settlement Agent/ Conveyancer / Solicitor should be nominated by you on the Contract to deal with the various paperwork regarding the settlement of your property.



Final Inspection – a Final Inspection is to make sure the property is in the same state and condition it was when you last inspected the property. A Final Inspection is normally conducted with the Agent present and it can be very advantageous to have the owners present to explain any technical operations of the home or its facilities. An electrical, gas and plumbing inspection by the purchasers is also usually carried out at the Final Inspection.

Title Insurance – when making a large lifetime investment it is recommended you take out Title Insurance. Title Insurance is in addition to your normal House and Contents Insurance. Title Insurance is a specialised type of insurance that covers you against faults, defects or misrepresentations in the property that were not made aware to you in the transaction. Stewart Title Limited can offer you this insurance plus peace of mind. This can generally be arranged through your Settlement Agent.


Possession – Arrangements for the hand over of keys can usually be made at the time of Final Inspection. You need to know this time when arranging removal vans. If the property is not the sellers principal place of residence, possession is after the time of settlement and on the same day. Otherwise it is any time from settlement to 12 noon the day following settlement at the sellers discretion





**Increasing your property's
appeal will attract more buyers
and a higher sale price**





seller's
manual



perfecting presentation

Increasing your home's potential value is something we all can do with little expense. Provincial Real Estate have identified there are six key areas to focus on, they are:

1 Kerb Appeal

First impressions count, especially from the road side

2 De-clutter and Clean

Create a sense of space and cleanliness inside and outside

3 Paint and Repair

Eaves, chipped walls, broken tiles, windows, doors and anything else a purchaser may consider as a burden or a negotiating tool

4 Temperature

Try and keep the home at a comfortable room temperature, open fires / wood heaters in winter are an ideal way to add extra ambience


5 Aromas

Eliminate smoke, pet or unpleasant odours. The smell of fresh coffee or baking bread is always a crowd pleaser

6 Colours

Neutralise colours on walls, change loud or dark feature walls unless it suits the character of the home

By committing to fulfil these six key presentation areas you will create more buyer appeal, attract more buyers and ultimately achieve a higher sale price. It is proven that homes presented well and in good condition sell more readily than comparable homes in a lesser condition. Please see your Provincial Real Estate Agent for a detailed checklist before you go to market.







**Price is the first window
a purchaser views your
home through**

pricing

The most common question in real estate is “what is my home worth?”

The simple answer to this question is: what a buyer is prepared to pay. But, just how much is that and how do we find out?

There are four key elements that need to be taken into consideration when appraising the value of a home, they are:

1 Recent Comparable Sale

What other homes similar to yours in the same area have sold for recently

2 Current Competition

The price of other homes that are currently on the market and comparable to yours

3 Unique Selling Point

What distinguishing features sets your home apart from the rest?

4 Market Conditions

Is it a buyers, sellers or balanced market?

Implementing the best pricing strategy for your property at the beginning, and continually monitoring feedback from your Agent, is crucial to the end sale price of your home. The longer your home is on the market, urgency from buyers decreases and normally results in a lesser sale price. Our job at Provincial Real Estate is to provide you

with all the facts and advice so that you can make the most informed and educated decision.


Speak to your Provincial Real Estate Agent to learn more about the various pricing strategies to suit your home in order to achieve optimum price.

smart marketing


Let's face it, any Agent can place your home on the internet, publish a few press advertisements and open a home for inspection. However, Provincial Real Estate takes property marketing to a different level which we call 'Smart Marketing'.

Smart Marketing is all about giving your home a Point of Difference and making your home stand out from the rest. When you place your home on the market you are instantly competing against 100's of other homes. Provincial Real Estate ensures we give your home its own identity. We capitalise on unique selling points and carefully craft a marketing campaign that targets specific buyer markets and of course the much broader global audience too.

Provincial Real Estate offers all clients the 'Rolls Royce' of marketing attention with the latest e-commerce technology and highly-trained negotiators. To experience not just a difference but a 'Point of Difference', please call your Provincial Real Estate consultant for a complimentary marketing consultation.



**Our point of
difference gives
you a point
of difference**





moving
manual

Week 1 – Diarising and Decisions

- Invest in purchasing a diary or organiser to jot down dates and details.
- Make the decision if you are going to move yourself or use a removalist company. Add up the many costs (truck, fuel, hotels, stress, strained friendships) of doing it yourself before deciding professionals are too expensive. If you decide on hiring a removalist company make sure they are reputable and insured.
- Hire your truck or removalist company as soon as possible to avoid missing out or being forced to pay a premium.
- If you're moving due to employment reasons, find out if you can claim these expenses from your employer or seek advice from your accountant as a tax deduction.
- Provincial Real Estate can put you in touch with companies who can pack, organise, clean and move if you don't have the time. It's just part of our complimentary customer service.

Week 2

- Clean up and sort out storage areas inside and outside of your home. Donate or sell anything you don't need.
- Get rid of any flammable, corrosive or potentially hazardous products like paint, fuel, oil. Seek advice from your local or government authority.
- Remove any building materials or general rubbish from the yard that the purchaser of your home doesn't want. Fixtures and fittings stay unless specified in the Contract.
- If fixed items on walls, floors and ceilings are going to be removed as per the Contract (for example mirrors, cupboards and shelves) make sure you repair and paint the holes, recesses or damage left behind.
- Start planning your meals around the remaining contents of your freezer and pantry.



Week 3

- If packing yourself, start collecting large packing boxes or purchase boxes from your removalist company.
- Other packing materials required are: masking tape, scissors, box cutters, trolley, butcher's paper or newspapers, blankets, bubble wrap, marker pens and plastic storage containers.
- Have all valuables you are moving re-appraised for insurance purposes.
- Make a home inventory of all your possessions and record serial numbers of electrical equipment and white goods.



Week 4

- Advise your local post office to redirect all mail from your existing address to your new address on a nominated date.
- If moving out of state, check drivers license requirements, registration and insurance requirements.
- Check what is covered in a move by your insurance policy. Make sure your house and contents insurance covers both the existing home and the new home during the move.
- Contact all organisations you belong to and transfer your membership to your new location. Transfer medical records to your new doctor, dentist and specialist if applicable.
- Check with all local service providers such as dry cleaners, library etc to pick up items or settle accounts.
- Send an email or letter to friends and family to inform them of your move, change of address and contact details.
- Inform the utility companies when to turn off the old services and turn on the new.
- Ask your veterinarian about travel plans for your pets.

Week 5

- Pack an “Open Me First” box storing all the essentials you’ll need as you unpack. Include medications, toiletries, torch, mobile phone, address books, linen, towels and pet supplies. Make separate ones for the children. Load these boxes and tool kits last so they’ll be easy to find when you arrive at your new home.
- It is recommended, and in your best interest, that important valuables such as family photos, jewellery and legal documents be moved by yourself rather than removalist companies.
- Pack breakables individually with bubble wrap and/or several sheets of paper.
- Write a code for what’s inside each box on the box top and on your home inventory list.
- If your move is long, consider giving plants to neighbours, friends or family.



Week 6

- If you're moving locally, consider leaving pets and small children with friends or family on moving day to reduce stress on them and you.
- Do a final check of your house and property. Check in each room, wardrobes, sheds and any other storage areas to make sure nothing is left behind.
- Unplug, defrost and dry the freezer and refrigerator.
- Clean the home ready for the new owners.
- Organise keys, collect manuals, write down instructions to leave and transfer over to the new owners.



complimentary appraisal & gift pack

Wondering what your home may be worth?
Contact the Provincial Team for a no obligation, free, friendly and comprehensive property appraisal. Every property appraisal receives our Special Gift Pack as shown below.



Call 9293 2200
to book your
appointment

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@ProvincialRealEstateKalamunda

provincialrealestate.com.au

P: 9293 2200



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