

PURCHASER

e-dealing workflow check list

Primary Contact (PC)
Conveyancing Professional (CP)
Checklist Author (A)

e-dealing No.
Client
File reference
Settlement date
Prior Manual Dealing No.

1. Dealing details

Registered Proprietor Title Reference(s)

Vendor's PC Ph email

Vendor's CP

Transferee

Tenancy (ownership shares) (Remember in Landonline to select the tenancy then enter the transferees)

Mortgagee

Memorandum Number Priority Amount

A/CP signature Date

2. Sign e-dealing

PC	A/CP	
<input type="checkbox"/>	<input type="checkbox"/>	A&I forms completed - alternate Conveyancing Professional specified if required
<input type="checkbox"/>	<input type="checkbox"/>	Title references, Vendor and Purchaser names and, Mortgagee details have all been confirmed against the documentation and search records
<input type="checkbox"/>	<input type="checkbox"/>	e-dealing details are correct including Tenancy in Transfer/ Fencing Covenant // Memorandum Number for Mortgage / Priority Amount - as appropriate
<input type="checkbox"/>	<input type="checkbox"/>	Instruments have been Pre-Validated (<input type="checkbox"/> <input type="checkbox"/> Failure due to prior manual dealing)

PC Checklist of attached documentation for CP - where appropriate:

- | | |
|--|--|
| <input type="checkbox"/> Current Guaranteed Search Note | <input type="checkbox"/> Print of the draft Mortgage |
| <input type="checkbox"/> Print of the draft Transfer | <input type="checkbox"/> Institutions letter of Instructions |
| <input type="checkbox"/> Written authority for non joint tenancy | <input type="checkbox"/> Mortgage form with Memorandum No. |
| <input type="checkbox"/> A&I (Transfer) with photo ID | <input type="checkbox"/> A&I (Mortgage) with photo ID (both on same A&I) |

PC signature Date

The e-dealing is signed and is ready to Release - CP signature Date

3. Release documents for purchaser

A/CP

- A Guaranteed Search has been obtained if required
- The e-dealing has been Pre-Validated - (Failure due to prior manual dealing)
- The e-dealing should be submitted regardless of any prior manual dealing

The e-dealing is ready for Release and Submit - A/CP signature Date

4. Completion of e-dealing

PC

- All documents have been released PC's signature Date
- The e-dealing has been submitted
- Notice of registration and all supporting documentation are held on file

The e-dealing has registered - PC signature Date