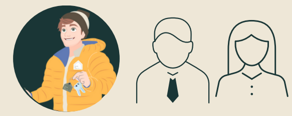
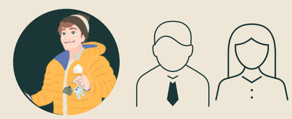
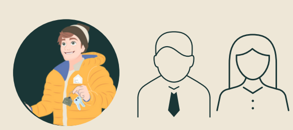
HouseMe Legal's
Auction Checklist

LEAVE US A RATING ON GOOGLE

HouseMe Legal's Sherpas	Client	Seller's Lawyer	Real Estate Agent
 Rebecca, Allison, and Angus			

STAGE 1A: BEFORE YOU GO TO THE AUCTION - TALK TO A LAWYER

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
INITIAL CHAT WITH HOUSEME LEGAL	Book your initial free meeting with Angus. I am always available for a 5-minute call; however if you need detailed advice, please book a meeting with me via this link.	Click here to send an email to HouseMe Legal		☐
INITIAL CHAT WITH HOUSEME LEGAL	Opes Partners have published a comprehensive book on how to invest in New Zealand property. From first-home buyers to seasoned investors, this book provides a road map outlining how to buy property.	Buy this book		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss your finance options, building your deposit, pre-approval, interest rates, budget, property expenses, insurance, and using a recommended mortgage advisor.	Visit the blog page here for tips and tricks when buying property Watch FAQ videos here		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss using a building inspector to check the property.	Recommended contacts are here		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss the record of title for the property and the registered interests on the title	Refer to the glossary for any new legal words		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss how you want to own the property e.g. joint tenant, tenants in common.	Click here to see your options.		☐

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
INITIAL CHAT WITH HOUSEME LEGAL	Discuss using your Kiwisaver and if you need to request a variation to the agreement to allow you to use some of your Kiwisaver to pay for the initial deposit.	How to kickstart your Kiwisaver withdrawal. Read this Newsletter: How to use your Kiwisaver to purchase at Auction.		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss how an auction works.	Click here to find out more about how each sale method works		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss IRD number/Land Transfer Tax Statement, OIO Statement, Bright-line Test, AML/APLYiD.			☐
INITIAL CHAT WITH HOUSEME LEGAL	Check chattels in the Agreement match what you think you are buying. Normally, these are listed on Schedule 2 at the back of the Agreement.			☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss your options if the property is subject to a tenancy	Options to end a tenancy are outlined here.		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss how an unconditional offer works. When you bid at auction, your bid cannot be subject to any conditions.			☐
INITIAL CHAT WITH HOUSEME LEGAL	If you are a couple, discuss relationship property and contracting out agreement.	Refer to Agreeable's website: Agreeable		☐
INITIAL CHAT WITH HOUSEME LEGAL	Discuss the fixed price offer for your conveyancing.	I can provide you with a copy of our prices.		☐

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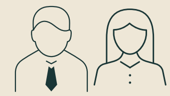
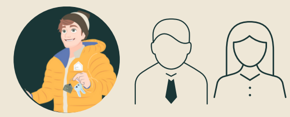
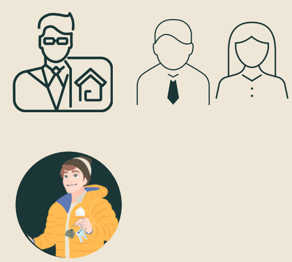
STAGE 1B: BEFORE YOU GO TO THE AUCTION - AFTER YOU HAVE SPOKEN TO YOUR LAWYER

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
AFTER FIRST MEETING	Create a moving budget.			☐
AFTER FIRST MEETING	Receive live approval from your lender. This will provide you with a maximum purchase price. Live approval is different to pre-approval. Pre-approval is a general budget you can shop for. Live approval means your lender has signed off on the specific property. Think of it like you have been given the task of doing the Christmas shopping but your partner needs to sign off on each purchase you make.	Click here if you want help getting pre-approval Budgeting tools: First Home Buyer Calculator Build Your Deposit		☐
AFTER FIRST MEETING	**Do It Yourself:** Check the property can be insured and obtain a quote for the certificate of currency. Properties built prior to 1940 require an electrical Warrant of Fitness for a buyer to get insurance. **Need some help:** Brendon Bachelor Brendon@generalinsurance.nz can help you sort your insurance out. He's an expert - from first home buying to unique properties. Send him an email and let a pro do this for you.	Google "house insurance nz" to get a quote. We recommend using AMP.		☐
AFTER FIRST MEETING	Complete client onboarding form	Refer here to see why we require AML info		☐

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
AFTER FIRST MEETING	Order Property File for the Property	Click here to order a Property File from Auckland Council		
AFTER FIRST MEETING	Order a LIM Report for the property.	Click here to order a LIM Report from Auckland Council. Google “LIM Report [insert local council]” to order a LIM from another local council.		
BEFORE THE AUCTION	Ask the agent exactly when your property will go to auction. At each auction, there are often 10-15 properties being sold at once. This means you do not want to turn up too early if your property is being sold last.	We recommend watching some auctions before you attend an auction.		
BEFORE THE AUCTION	If you require any variations to the agreement e.g. Kiwisaver for the initial deposit, different settlement date, then make sure the seller has countersigned the variation.			
WIN THE AUCTION	Sign the agreement on page 17. The agent will then send the auction agreement to your lawyer.			
Further info for First Home Buyers can be found here				

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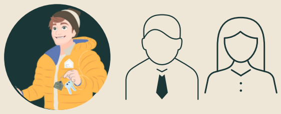
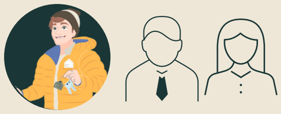
STAGE 2: AFTER WINNING THE AUCTION

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
AFTER WINNING THE AUCTION	Pay the deposit. Normally 10% is payable following signing or satisfaction of conditions	Check the agreement to see whether the deposit goes to the agent's office or Seller's lawyer		☐
AFTER WINNING THE AUCTION.	Sign and submit your Kiwisaver. You can do this with your lawyer or a Justice of the Peace.	Kiwisaver Checklist Click here to access our Kiwisaver checklist.		☐

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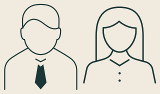
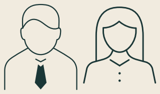
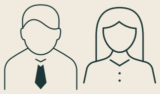
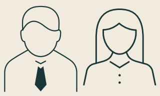
Seller's Lawyer

Real Estate Agent

STAGE 3: COUNTDOWN UNTIL SETTLEMENT DAY

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
FOUR WEEKS FROM SETTLEMENT DAY	Book moving truck for settlement day. Do not try to move into your new place too early (settlement may not take place until the afternoon)			☐
FOUR WEEKS FROM SETTLEMENT DAY	Transfer or cancel your current utilities			☐
FOUR WEEKS FROM SETTLEMENT DAY	Follow up with your lender to confirm the settlement date and to get bank documents issued as soon as possible			☐
FOUR WEEKS FROM SETTLEMENT DAY	Confirm insurance cover (certificate of currency) meets bank's requirements (total replacement) and note's bank as interested party/mortgagee			☐
ONE WEEK FROM SETTLEMENT DAY	Receive Settlement Statement from the Seller's lawyer.	Example here		☐

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STAGE 3: COUNTDOWN UNTIL SETTLEMENT DAY

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
ONE WEEK FROM SETTLEMENT DAY	Book meeting with your lawyer to sign and discuss:			
	Loan documents			
	Settlement Statement			
	Cash contribution (if any)			
	Draft final invoice			
	Account number/deposit slip where any remaining funds will be deposited			
	Land Transfer Statement			
	OIO Statement			
ONE WEEK FROM SETTLEMENT DAY	Complete pre-settlement inspection	Checklist here		
ONE WEEK FROM SETTLEMENT DAY	Provide cash contribution/savings to HouseMe Legal's Trust Account so the funds are ready to be used on the Settlement Day			

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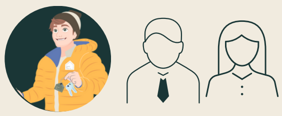
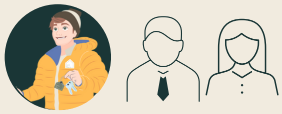
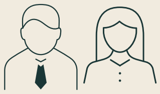
STAGE 4: SETTLEMENT DAY AND YOUR NEW HOME

WHEN	ACTION	WANT TO KNOW MORE?	WHO IS INVOLVED?	DONE? ✓
SETTLEMENT DAY	Lender sends money to HouseMe Legal's trust account. The money sits alongside the client's cash contribution, Kiwisaver, etc.			☐
SETTLEMENT DAY	HouseMe Legal will receive an undertaking from the Seller's lawyer that they are ready to settle and will release the title into the client's name upon receipt of the settlement funds. HouseMe Legal then undertakes it has paid the money to the Seller's lawyer. Transfer and mortgage are registered at LINZ.			☐
SETTLEMENT DAY	Agent gives the keys to the client			☐
AFTER SETTLEMENT	Copy of the title and bill is sent to the client			☐
AFTER SETTLEMENT	Copy of the title is sent to the lender			☐
AFTER SETTLEMENT	Local council/authority is notified of the new owner			☐
AFTER SETTLEMENT	Tell your friends and family about your new address			☐