

HouseMe Legal Refinancing Checklist



LEAVE US A RATING ON GOOGLE

HouseMe Legal's Sherpas



Rebecca and Angus

Client



Current lender



New lender



STAGE 1 • START: BEFORE YOUR NEW LOAN IS APPROVED

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
TALKING TO YOUR ADVISER	Decide why you are refinancing: a better rate, a cashback, a restructure, a change of owner, or releasing equity. More: Is refinancing worth it? (tool)	  	☐
TALKING TO YOUR ADVISER	Ask your adviser whether breaking a fixed rate costs anything. We request the discharge figure from your lender. More: Is refinancing worth it? (tool)	  	☐
TALKING TO YOUR ADVISER	Ask the new lender about the cashback and its clawback period. Leave early and it is repaid. More: Is refinancing worth it? (tool)	  	☐
FIRST CONTACT WITH HOUSEME LEGAL	Our fixed fee: \$1,144 incl GST plus LINZ (about \$268). Trust or company +\$575. Unit title +\$230. More: Refinancing legal costs (guide)	  	☐
FIRST CONTACT WITH HOUSEME LEGAL	Complete the client information form and your ID check (APLYiD). Tell us your current lender and roughly what is owing.	  	☐
FIRST CONTACT WITH HOUSEME LEGAL	Tell us if a trust or company owns the home, if it is a unit title or cross-lease, or if more than one property is involved.	  	☐

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STAGE 2 • SIGN: APPROVAL AND LOAN DOCUMENTS

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
FIRST CONTACT WITH HOUSEME LEGAL	Changing who owns the home at the same time (adding or removing a partner, moving to a trust)? Tell us now. It is a transfer as well as a refinance, and relationship-property rules apply. More: Refinancing legal costs (guide)		☐
BEFORE APPROVAL	Pick the settlement date you want and tell your adviser and us. We need 5 to 7 working days from the new lender issuing loan documents. More: Key Dates (tool)		☐
LOAN DOCUMENTS ARRIVE	Your new lender sends the loan documents to us. We review the facility agreement, mortgage and disclosure against the title, and prepare the authority and instruction form for the discharge and the new registration. More: Revolving credit, explained (tool)		☐

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STAGE 2 · SIGN (CONTINUED): SIGNING AND THE RUN-UP TO SETTLEMENT

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
LOAN DOCUMENTS ARRIVE	Book your signing appointment, in person or by video. Bring photo ID. Every owner on the title signs. Book a 15-minute call	  	☐
BEFORE SIGNING	Arrange house insurance with the new lender noted as mortgagee. We obtain the certificate of currency from your insurer.	 	☐
AT SIGNING	Sign the loan pack: facility agreement, mortgage, authority and instruction form, disclosure and any cashback offer. Nothing altered without the lender's approval. More: Revolving credit (tool)	 	☐
AFTER SIGNING	We certify to the new lender and request drawdown by its cutoff, usually midday the day before. We ask your current lender for the payout figure.	 	☐
AFTER SIGNING	Any shortfall (payout plus break fee above the new loan) must be in our trust account before settlement day. More: Is refinancing worth it? (tool)	 	☐
SETTLEMENT MORNING, 7:30AM	Our heads-up email: what happens today, in what order, and what you need to do: nothing. Please don't ring either bank. More: Settlement day guide (tool)	   	☐

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STAGE 3 • SWITCH: SETTLEMENT DAY AND AFTER

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
LATE MORNING	Your current lender confirms the exact payout figure for today, including any break fee. We reconcile it against the draft statement and confirm it with you. More: Is refinancing worth it? (tool)		☐
EARLY AFTERNOON	Your new lender releases the loan. We repay the old loan, the old mortgage is discharged and the new mortgage is registered on the title at LINZ. More: Revolving credit, explained (tool)		☐
1PM TO 3PM	Done. We email you. Busy Fridays can run later. Your new banking app may take a day to show the loan. More: Settlement day guide (tool)		☐
SETTLEMENT DAY	Any surplus (cashback paid through the loan, or an equity release) goes to the account you nominated. Our invoice is paid from the settlement funds. More: Revolving credit, explained (tool)		☐

WHEN	ACTION	WHO IS INVOLVED?	DONE? ✓
WITHIN A WEEK	We send your reporting letter confirming the switch, with a copy of the updated title.		☐
WITHIN A WEEK	Cancel any automatic payments to the old lender once its final statement shows a nil balance, and set up the new repayments. Diary the cashback clawback end date and the end of your new fixed term. More: Is refinancing worth it? (tool).		☐
ONGOING	Thinking of selling or buying next? Both start with a free call. Book a 15-minute call		☐

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