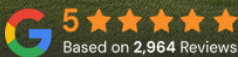




Incredibly easy conveyancing



# Your Quick Guide To Conveyancing In Queensland



bytherules Conveyancing  
#1 for PEXA settlements  
in Australia 2019 - 2026

\*All legal services are provided by the law firm bytherules Conveyancing Pty Ltd

# Buying a property



FIND YOUR  
PERFECT MATCH



CONTRACT  
REVIEW



CHECKS &  
BALANCES



INSPECTION  
INSIGHTS

1

## FINDING YOUR PERFECT MATCH

Your Real Estate Agent and Broker are your first friends in the search for your ideal property, guiding you through viewings and negotiations.

2

## CONTRACT REVIEW

Our team reviews your draft Contract of Sale to ensure it is crystal clear, with no surprises lurking in the fine print.

3

## CHECKS AND BALANCES

We conduct thorough searches on land titles, zoning, rates and water balances to safeguard against any future headaches. This is a critical part of the process and relies on our experience over many years and over a hundred thousand transactions.

4

## INSPECTIONS INSIGHTS

A building and pest inspection is a must-do, ensuring your dream home is exactly that, both structurally sound and pest-free.

5

## FINANCING YOUR DREAM

Securing your mortgage is a pivotal step; we provide reminders to align with any finance clauses in the contract.

6

## THE COMMITMENT

With an agreement in place, you'll pay a deposit, symbolising your commitment to the purchase.

7

## COUNTDOWN TO OWNERSHIP

The settlement period is your countdown to becoming a homeowner, and we assist with finalising any last-minute details.

8

## SETTLEMENT DAY

The big day when ownership officially transfers to you, facilitated by our expert team to ensure everything goes smoothly.

9

## POST-SETTLEMENT

We dot the i's and cross the t's with authorities to finalise your ownership and handle any final tasks like transfer duty payment.

# Buying a property



FINANCING  
YOUR  
DREAM



THE  
COMMITMENT



COUNT  
DOWN TO  
OWNERSHIP



SETTLEMENT  
DAY



POST  
SETTLEMENT



## WHAT IS CONVEYANCING?

Imagine conveyancing as the bridge that connects you from the dream of owning a new home or selling a property to the reality of it. It's not just about signing papers; it's the journey of ensuring your property changes hands legally, smoothly, and with clear terms from start to finish. This journey is piloted by experts in property law, ensuring every 'i' is dotted and every 't' is crossed.



## NAVIGATING THE PROCESS

Regardless of whether you are stepping into the property market for the first time or you are a seasoned investor, understanding the steps involved in conveyancing can demystify the process. We are here to guide you through each stage, ensuring you know what to expect, what actions you need to take, and how to ensure a seamless transition of property ownership.



## YOUR PARTNERS IN PROPERTY TRANSACTIONS

Your journey involves several key players: Real Estate Agents, Brokers, Conveyancing Paralegals and Solicitors each playing a vital role in ensuring your property transaction is successful. Together, they form a team that supports you through negotiations, legalities, and the myriad of paperwork.

# Selling a property



MARKET  
READY



LEGAL  
PREPARATION



SEALING  
THE DEAL



PROVIDING  
PEACE OF MIND

1

## MARKET READY

Your Real Estate Agent is key in setting the right price, attracting buyers and navigating the sales process.

2

## LEGAL PREPARATION

We are here to prepare your Seller Disclosure Statement and review your draft contract, ensuring the paperwork is ready for the eyes of potential buyers.

3

## SEALING THE DEAL

Accepting an offer begins the formal sales process, leading to the signing of contracts.

4

## PROVIDING PEACE OF MIND

We assist in responding to any requests received from the buyer and receiving their acceptance of contract conditions such as finance and building and pest.

5

## THE HOMESTRETCH

The settlement period is where everything comes together, leading up to the transfer of ownership.

6

## CELEBRATING THE SALE

On settlement day, ownership officially changes hands, marking the successful sale of your property.

7

## WRAPPING UP

We ensure all legalities are squared away, including the registration of the new ownership and any final financial adjustments.



## LET'S WORK TOGETHER

Engaging bytherules means you're not just hiring a service; you're partnering with a team dedicated to making your property journey as smooth and stress-free as possible. Remember, knowledge is power, especially in real estate transactions, and we're here to empower you every step of the way.

**Let's embark on this journey together, ensuring your property transaction is a success story.**

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THE  
HOMESTRETCH



CELEBRATING  
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WRAPPING UP



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# Your Essential Glossary



Navigating the world of property transactions can feel like learning a new language. That's why we've created this straightforward glossary, designed to shed light on the most common terms you'll encounter during the conveyancing process.

**AML/CTF regime:** A regime now expanded to the conveyancing industry requiring law firms to conduct Customer Due Diligence on all clients at the start of their transaction to safeguard against Anti-Money Laundering and Counter-Terrorism Financing in Australia.

**Building and Pest Inspection:** A health check-up for your property, identifying any issues with the structure or pest infestations.

**Caveat:** A legal flag that can be placed on a Certificate of Title, indicating someone else has an interest in the property.

**Certificate of Title aka Title Search:** Your property's birth certificate, showing ownership and other vital details as at the date of the search. This information was historically held in a physical 'Certificate of Title', but is now held by Titles Queensland Pty Ltd and obtained by ordering a Title Search.

**Community Title (Strata) Scheme:** Shared ownership of common areas of the building, with a Body Corporate (Owners Corporation) established to maintain these areas. Most townhouses, units, and duplexes are established under a Community Titles Scheme.

**Conveyancing:** Think of this as the pathway that transfers a property's ownership from one person to another.

**Conveyancing Paralegal:** A person who provides administrative support and can manage the mechanics of a conveyance. They support solicitors in making sure the property changes hands smoothly and legally.

**Contract of Sale:** This document is the blueprint of your property transaction, detailing the agreement between buyer and seller.

**Council Rates:** Fees paid to the local council, funding community services and infrastructure.

**Seller Disclosure Statement:** A statement provided by the seller to the buyer prior to entering into the Contract disclosing information about the property such as zoning, encumbrances, rates and water levies, pool safety compliance, and more.

**Body Corporate Certificate:** Provided with the Seller Disclosure Statement for the sale of a property in a Community Title Scheme. The certificate includes information about the body corporate, including applicable levies and related responsibilities for the buyer.

**Cooling-Off Period:** A safety net for buyers, allowing them to back out of a contract within a short window, typically five business days.

**Deposit:** The initial payment made by the buyer, usually representing 5-10% of the property's price, as a sign of commitment to the purchase.

**Disbursements:** These are the extra costs your conveyancer pays on your behalf, like search fees, which are passed on to you.

**Easement:** This grants someone the right to use a section of land that they do not own for a specific purpose, like a pathway or utilities.

**Encumbrance:** Any claim or liability on the property, such as mortgages or other rights, that can affect your ownership.

**Mortgage:** A loan agreement where the property is used as security until the loan is repaid.

**PEXA (Property Exchange Australia):** A digital platform to facilitate your property Settlement electronically, making transactions smoother and faster.

**Purchaser:** The person or entity buying the property.

**Searches:** Documents ordered to determine the status of the property in relation to a particular concern (e.g. a Queensland Transport Search is used to determine any transport proposals affecting the property).

**Seller or Vendor:** The person or entity selling the property.

**Settlement:** This is the finish line where the deal is finalised, the balance purchase price is paid, and the keys change hands.

**Settlement Date:** Mark this date on your calendar! It's when the Settlement is scheduled to happen.

**Transfer Duty (formerly known as Stamp Duty):** A state tax payable on property transactions. Consider it part of the cost of moving into your new home.


**Titles Office Registration Fees:** A fee payable to transfer ownership of the property with Titles Queensland Pty Ltd.

**Sunset Clause:** A condition in the contract benefitting the seller, allowing them to continue marketing the property until the buyer satisfies their contractual conditions.

**Transfer Document:** The official paper that passes ownership from the seller to the buyer.

**Verification of Identity (VOI):** A crucial step to confirm the identities of those involved, safeguarding against fraud.

**Zoning:** Local laws that dictate how you can use your property, whether it's for living, working, or something else.



# Introduction of Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) regime for conveyancing

From 1 July 2026, law firms in Australia that undertake conveyancing will be providing designated services under the AML/CTF Amendment Bill 2024.

The laws are designed to expand regulation into new industries that are recognised domestically and globally as high-risk for criminal exploitation. This includes the purchase and sale of real property.

From this date, law firms will be required to conduct Customer Due Diligence (CDD) for all ongoing matters, including performing searches and additional verification checks on clients. Any necessary additional searches and reporting to AUSTRAC will be carried out alongside the standard verification of identity (VOI) procedures.

For more information please visit [AUSTRAC](#).



NEW LEGISLATION  
COMMENCEMENT  
DATE



COUNTER  
TERRORISM  
FINANCING



MONEY  
LAUNDRY



VERIFICATION  
CHECKS  
(VOI)



ANTI-  
CRIMINAL  
EXPLOITATION



CUSTOMER  
DUE DILIGENCE  
(CDD)

- ✔ Free pre-contract review & advice
- ✔ Responsive support throughout your transaction
- ✔ No legal jargon, just clear communication



We hope you found this information useful and bytherules, look forward to helping make your sale and/or purchase incredibly easy.



bytherules Conveyancing Pty Ltd  
 1300 22 33 44  
[www.bytherules.com.au](http://www.bytherules.com.au)

SCAN TO OBTAIN  
 A 10-SECOND QUOTE



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