

Now that you have chosen the location for your new home, here is a step-by-step guide on what you need to do over the coming months to secure your lot and prepare for settlement.

# 1

## Secure your chosen lot

The first step to securing your chosen lot is to arrange a time with Newhaven's sales representative to pay a \$1,000 holding deposit. The deposit is fully refundable and can be made using the following payment methods:

- Debit
- Credit Card (Visa / MasterCard)
- Cheque (made out to: HWL Ebsworth Lawyers Melbourne Trust Account)
- Bank Transfer (Name of account: HWL Ebsworth Lawyers, BSB: 033003, Account no: 313396). Please include your lot number and surname in the transfer description and email a copy of the transfer receipt to Newhaven's sales representative as soon as the payment has been made.

# 2

## Get 'finance ready'

Within seven days of paying the holding deposit, you will be required to sign the Contract of Sale and pay the balance of your deposit. Before doing so:

- Speak with your mortgage broker to arrange a pre-approval letter from your loan provider.
- If you do not have a mortgage broker, we recommend Loan Studio, Peet's preferred financial partner. They can be contacted on 1300 978 051 for a confidential discussion.
- Arrange the balance of the deposit for payment.
- Choose a conveyancer to manage the settlement on your lot and keep their details handy to bring along to your appointment.
- Decide whose names will be listed on the Contract of Sale.

# 3

## Sign your contract

- Newhaven's sales representative will arrange an appointment with you at the Sales and Information Centre to sign your Contract of Sale.
- Make sure you bring along the balance of your deposit or a copy of the bank transfer receipt, and the details of your conveyancer.
- Peet's lawyer will post a copy of the signed contract to your conveyancer. Newhaven's sales representative will email you a copy of the signed pages for your records.

# 4

## Prepare for settlement

- Newhaven's sales representative and customer relations team will keep in touch with you by phone, email and post with updates on how your lot is progressing.
- Newhaven's sales representative will also contact you when your lot is almost ready for settlement.
- Once the timeframe has been confirmed, please contact your mortgage broker (or loan provider if you don't have a broker) and check that your finance has been approved and is now unconditional.

# 5

## Complete the settlement

- Once a land title has been issued for your lot, settlement can occur.
- Unlike the contract signing, you don't need to visit the Sales and Information Centre to arrange the settlement on your lot. Peet's lawyer and your conveyancer will manage this on your behalf.
- Peet's lawyer will contact your conveyancer and confirm the exact settlement date which is 10 calendar days from the date that the land title is issued.
- Your conveyancer can now start preparing the relevant paperwork.
- At this time, you or your mortgage broker should contact your loan provider and have them release the funds to pay the outstanding amount on your lot.
- Now is also a good time to inspect your lot and ensure that the boundary pegs are in place and the lot is clear of any debris.\*
- On the agreed date, your conveyancer will carry out your settlement with Peet's lawyer.

**Congratulations you're now the proud owner of land at Newhaven. We look forward to welcoming you as a resident of Newhaven soon!**

Discover more:  
Visit Newhaven's Sales and Information Centre  
6-8 Journey Drive, Tarneit  
or call Mohit on 0439 393 829

**[newhaventarneit.com.au](http://newhaventarneit.com.au)**