



Buying a home. Here's how it works.

A step-by-step guide for property buyers.

WELCOME

The home-buying journey.

Buying a home is exciting – and there's a lot to keep track of. This guide walks you through the journey from start to finish, and shows where we step in to keep things moving.

Every purchase is a little different, but the shape is the same. Here are the steps, in the order they happen.

The steps.

- 01** Checks you can do.
- 02** Engaging us.
- 03** Offer accepted.
- 04** Work through your conditions.
- 05** Confirm your finances and insurance.
- 06** Sign and inspect.
- 07** Settlement day.

THE JOURNEY

Step by step.

STEP 01

Checks you can do

Before you start making offers, a few things are worth sorting yourself. They put you in a strong position and let you move quickly when the right place comes up.

- Get pre-approval from your bank or broker, so you know your budget.
- Check the Natural Hazards Portal for the property's flood, erosion and other hazard history.
- Confirm you can get insurance on the type of property you're looking at.
- Talk to a builder about a builder's report, especially for an older home.

STEP 02

Engaging us

Once you've found a property you're interested in, there are two ways we can help.

WANT PRE-OFFER ADVICE?

Send us any documents you've received from the real estate agent, plus anything else about the property that's useful for our review. Please confirm you'd like our advice at least 4 working days before offers are due or an auction is held.

MAKING A CONDITIONAL OFFER?

If you'd rather not have pre-offer advice, we suggest working directly with the agent to formulate your offer. Feel free to ask them to insert any of the conditions from our website. Once your offer is accepted, the agent sends us a copy of the signed agreement and we begin work.

Conditions to use: convexlegal.co.nz/conditions
Our purchase pricing sheet is attached if that's helpful.

THE JOURNEY

STEP 03

Offer accepted

Congratulations. Send us a copy of the signed agreement, and let us know the following so we can set things up correctly:

- Whether you'll be borrowing money from the bank.
- Whether you'll be using KiwiSaver funds.
- How you intend to use the property – to live in, as an investment, or as a bach.
- Send us any LIM report you have, if we don't already have it.

STEP 04

Work through your conditions

If your offer is conditional, we'll work through each condition with you – finance, LIM, building report and any others. Let us know as you're satisfied with each one, and we'll confirm them. Once every condition is met, your agreement becomes unconditional.

If your offer is unconditional from the outset, we move straight to preparing for settlement.

STEP 05

Confirm your finances and insurance

Lock in the money side. You'll work with your bank or broker to finalise your finance structure – how much you're borrowing and how it's set up. Once this is decided, the bank will directly send us your loan documents to sign.

You'll also finalise your house insurance at this stage. Once it's arranged, send us a copy of your certificate of insurance.

STEP 06

Sign and inspect

We'll meet with you, in person or online, to sign your transfer and loan documents. Close to settlement, you'll complete a pre-settlement inspection to check the property is in the condition you expect.

THE JOURNEY

STEP 07

Settlement day

On settlement day we handle the transfer of funds and title. Once everything is through, the house is yours – time to collect the keys.

Timing – settlement can happen any time between 9am and 4pm, but it usually lands mid-afternoon.

The house is yours.

Where we step in.

You don't have to know it all. Here's what we take off your plate.

We can help you check out the property before you sign

We read the title, sale and purchase agreement, disclosures and LIM, and flag anything that matters before you commit.

We sort the legals

Transfer documents, bank documents and settlement – handled, so you can focus on moving.

We problem-solve

When issues crop up during the process, we sort them out for you – calmly and quickly.

CHECKLIST

Purchaser's checklist.

Roughly the order things happen. Tick them off as you go.

- Confirm conditions (if applicable)
- Book moving truck and organise utilities
- Withdraw KiwiSaver (if applicable)
- Finalise finance structure (lending amount, interest rates)
- Organise house insurance
- Send us a copy of the certificate of insurance
- Meet with us (in person or online) to sign documents
- Transfer to us any additional funds needed – paid to us before settlement day
- Complete pre-settlement inspection

BEFORE YOU GO

Wills and powers of attorney.

Your home is likely the biggest asset you'll ever own, which makes this the right moment to make sure it's protected. A will sets out what happens to your property if you die, and an enduring power of attorney lets someone you trust make decisions if you're unable to. Without them, your family can be left with a costly, stressful process at the worst possible time.

We can help with both. Read more in the Life Planning section of our website:
convexlegal.co.nz/services

GET IN TOUCH

Any questions?

Buying a home is full of moments where the right question, asked early, changes the outcome. We'd rather hear from you before you sign than after. Quick phone calls aren't charged – pick up the phone.

**We're here to help –
before, during, and after.**

PHONE**04 390 2123****EMAIL****hello@convexlegal.co.nz****OFFICES**

Level 4, 82 Willis Street, Wellington
15 Marina View, Mana, Porirua