

**Offer and Acceptance  
between Purchaser and  
Vendor**

Unconditional Exchange  
(No Cooling Off Period)

Exchange with a Cooling Off Period (Generally  
Five Business days and benefits the Purchaser only)

\* Review and sign Contract with the Purchaser \*

Sign Contract with the Agent who will then  
exchange Contracts

\* Confirm with Client that they are  
happy to proceed unconditionally.  
Ensure that the following items have  
been carried out, if necessary: \*

- Changes to the Contract
- Strata/Building/Pest Inspection(s)
- Unconditional Finance Approval
- Payment of Deposit

\* Obtain Instructions from Client  
(i.e. Settlement Period, Strata/Building/Pest) \*

If necessary, organise  
Strata/Building/Pest Inspection(s)

Sign Section 66W Certificate (Waiving the  
Cooling Off Period) and forward Contract,  
executed Section 66W Certificate and  
Deposit to Vendor's Representative for  
exchange of Contracts

Request the Vendor's Representative to make  
necessary changes to the Contract

If necessary, contact Client's Bank/Broker and assists  
in obtaining Unconditional Finance

**Contracts Unconditional**

If necessary, request an extension of  
the Cooling Off Period

Once Contracts are  
unconditional, the Contract is  
binding upon both the Vendor  
and Purchaser

\* Confirm with Client that they are happy to  
proceed with unconditionally. Ensure that  
the items have been carried out, if  
necessary: \*

- Changes to the Contract
- Strata/Building/Pest Inspections
- Unconditional Finance Approval
- Payment of Deposit

Contracts will automatically go  
unconditional at the expiration of  
the Cooling Off Period, unless  
and extension is granted by the  
Vendor or Contracts are  
rescinded.  
No Section 66W Certificate is  
required

**Contracts Unconditional**



**Sara Aldren**  
Phone: (02) 9984 8840  
Mobile: 0422 011 434  
License: 1670200

**KEY**

**Significant  
Milestone**

Aldren Conveyancing  
Services \*

Instructions required  
from you \*

You

Things you should know