



## Process Guide

# Sale of home purchased through MyHome

Requesting consent from Homes Tasmania-1300 665 663 option 2 /propertysales@homes.tas.gov.au

1

Co-owner must first notify Homes Tasmania and Bank of us to advise of their intention to sell the property.

2

Homes Tasmania will provide the customer/s with a consent to sale letter advising of the specific wording and signing instructions required to be captured in the contract of sale.

3

Customer to provide the real estate agent a copy of the clause to be included in the contract of sale. The letter will also confirm the % that Homes Tasmania will receive at settlement of the contract price.

4

The co-owner must provide Homes Tasmania with the contract of sale, signed by the proposed purchaser and co-owner for approval by Homes Tasmania.

5

Once approved, Homes Tasmania to sign contract of sale and return to customer. Bank of us will provide an estimation of funds required at settlement.

6

The co-owner is responsible for all costs incurred in the sale of property including discharge mortgage, real estate agent fees and commissions, registration fees and associated legal fees.

7

Bank of us to be provided with the signed, approved contract of sale in readiness to prepare the Discharge Authority form.

8

It is the co-owner/s responsibility to discharge the mortgage to the satisfaction of Bank of us.

9

Customer/s to provide completed Discharge Authority form to Bank of us. Bank of us will provide confirmation by email of receipt of receiving the Discharge Authority form.

10

Customer/s to forward email to customers legal representative. Legal representative to book settlement with Bank of us.

11

Legal representatives acting on behalf of the customer/s will liaise with other parties and Bank of us to proceed to settlement.

12

Once the Bank of us loan has been finalised, proceeds from sale of property must be apportioned between Homes Tasmania and the co-owner in proportion of their % shares in the property.

**bankofus.com.au**  
1300 306 716



**Bank of us.**

**Homes  
Tasmania**