



Create

Property Details

Floor No / Building Name:

Unit No / Street No / Name:

Suburb / State / Postcode:

State / Title Reference:

Confirm data By checking the box, you are confirming that the details in this section are correct

- It is best practice to create a new matter in Settlement Room once your client has signed the contract of sale. Settlement Room will automatically link your matter to a matching invitation when received.
- If you have received an invitation via email and have not yet created your own matter, you will be prompted to do so after clicking “Accept invitation and create matter” from the invitation notification.
- The matter create screen will populate with data from the invitation, however you must enter in the title particulars and your clients name.
- By creating a matched matter, you have accepted the invitation to participate.

Invitation

Add Vendor's Representative to this Settlement Room

- Select the Organisation from our Conveyancing Directory
 [Can't find Participant?](#)
- Select Workgroup
- If you would like to include additional text with your invitation then include it below:

- Invite a participant by using the organisation search field. If an organisation has more than one workgroup (office) ensure that you select the appropriate group for your invitation.
- If the required participant does not appear, select the *Can't find Participant?* hyperlink to manually enter their details. These details will appear next time you search once moderated by SAI Global Property and entered into our Conveyancing Directory.
- Once an invitation has been sent, the status of the matter will change to **Waiting for Participants**.
- If an invitee is noted as a *non-participant* this means they are not participating and you should interact with them outside of Settlement Room.

Status Box

Parties	Participation	Verification	Ready to Book	Financials
PR - Pete Property	-	-	-	-
IM - Square Bank	-	-	-	-
VR - Val Conveyancing	-	-	-	-
OM - Circle Bank	-	-	-	-

- To the left is an example of the status box. At any given time you are able to view the position of all the participants.
- To the right are the icons that complete the status box, and their different meanings depending on the phase of the matter.
- Your actions in Settlement Room will depend on the participation status of the parties.

Participation	Verification	Ready to Book	Financials
Joined	Verified	Ready	Complete
Non-Participant	Not verified	Not Ready	Not Complete
Invite pending	Pending		
Rejected			



Matter Verification Status: Not Verified

- 🌸 Purchaser Details - Review your data
- ✔️ Property Details - Verify Petes Property Services (Purchaser's Representative) data
- ✔️ Property Details - Review your data
- ✔️ Vendor Details - Verify Petes Property Services (Purchaser's Representative) data
- ✔️ Vendor Details - Review your data

- Auto-verification occurs when matched matters have identical data. If matched matters have not auto-verified then manual verification is required for each party.

It is important to note that you only verify or unverify the other party's data.

- When required to verify, the specific section will be highlighted for you to review;
 - ◇ If you believe their data to be correct, click *verify* and edit your incorrect details
 - ◇ If you recognise their data to be incorrect, click *unverify* to notify the other party

Enter Settlement Booking Details

State:

Regions: NSW - Sydney CBD Other

Venue: [Can't find venue?](#)

Date/Time:

Settlement Booking

Status: Confirmed

Booking Details

The matter is now booked with all parties in agreement

- A matter status will become ready to book when the participants have populated and when participating banks have issued their Ready To Book notification.
- If your settlement venue is not found in the venue field, select *Can't find venue?* hyperlink. A new text box will appear for you to manually add in the venue details.
- The booking proposal will issue a notification to the other party who will accept your proposal or suggest a new booking.
- To remove your acceptance of a booking, click on *remove* and then propose a new time.
- Participating SAI Global Property Financial Institutions will accept your booking proposal immediately
- Booking status will change to *Confirmed* when all parties have accepted.



- The Purchaser and Vendor representative's must agree upon the *balance to vendor* prior to entering in financials.
- If the Outgoing Mortgagee is participating, their payout figure will appear in this section.
- The Vendor's Representative can add cheques required in addition to the payout figure from the Outgoing Mortgagee.
- All payment directions from this section will appear for the participating Purchaser's Representative.

Vendor payment directions

Payee	Amount
Total balance to vendor	\$503,777.00
Circle Bank	\$501,777.00
Sydney Council	\$2,000.00
Total vendor payment directions:	\$503,777.00
Vendor's unallocated funds	\$0.00

Vendor Representative (VR) view of Financials tab

Payment directions and funds allocation

Vendor Payment Directions				
Payee	Payment Amount	Square Bank To Provide	PR To Provide	
Circle Bank	\$501,777.00	\$393,000.00	\$108,777.00	\$0.00
Sydney Council	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Total Vendor Payment Directions	\$503,777.00			
Vendor's Unallocated Funds	\$0.00			
Purchaser Payment Directions				
Pete Property	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Total Purchaser Payment Directions	\$1,000.00			
Total Payment Directions	\$504,777.00			
Total funds available	\$504,777.00	\$395,000.00	\$109,777.00	
Purchaser unallocated funds		\$0.00	\$0.00	

Purchaser Representative (PR) view of Financials tab

The vendor's payment directions will prepopulate from the vendor's financials tab into the *vendors payment directions*.

- Under the *purchaser payment directions* section, add any additional cheques you require as the Purchasers Representative.
- Enter amounts your mortgagee will be providing in the field beside the payment amount under the IM column (Square Bank).
- Enter amounts you will be providing at settlement on behalf of your customer under the PR Funds column.

For further detail, please refer to the Help Tab for additional Settlement Room support documents.