



Date: _____
Property _____
Address: _____
Main Contact _____
Person: _____
File Ref: _____

Full LEGAL names of all people listed on title:

Name	Date of Birth	_____
Current address	Phone number	_____
Email Address	Postal Address	_____
Which type of correspondence do you prefer:	Email	Post _____

Name	Date of Birth	_____
Current Address	Phone Number	_____
Email address	Postal Address	_____
Which type of correspondence do you prefer?	Email	Post _____

Name	Date of Birth	_____
Current Address	Phone Number	_____
Email address	Postal Address	_____
Which type of correspondence do you prefer?	Email	Post _____

Are any of the above acting as? EXECUTOR TRUSTEE GUARDIAN
ADMINISTRATOR POWER OF ATTORNEY DOES NOT APPLY

*We will require copies of the above documents to verify, please circle which of above apply

Your residency situation - please select which applies to you	Have you completed a tax return for the past year?
<ul style="list-style-type: none">• Australian citizen• Permanent resident• New Zealand citizen• None of above	*Yes *No

*This information is relevant if you are selling for over \$750k or selling a new residential property.

**If you are selling for over \$750k you will need to complete a Clearance certificate via the following link https://www.ato.gov.au/FRWT_Certificate.aspx

Completing the link will create a certificate that will be emailed to you from the Australian Taxation Office, you must return this to us.

Who is your selling agent?

Name of Agent: _____
Company: _____
Address: _____
Phone Number: _____
Email Address: _____

What method are you selling the property?

*Auction - Date of Auction.

*Sealed Bid

*Private Sale

*Other (please advise) _____

Do you hold a mortgage over the property?

Name of Bank	Interest rate
Loan Reference Number	Loan Term (whats left)
Contact person	How much was your original loan
Loan amount now	Are you in arrears, if so how much
Do you have a redraw facility, if so how much is available?	

QUESTIONS RELATING TO THE PROPERTY BEING SOLD

Which of the following apply to the property being sold?

Dwelling	Vacant Land	Commercial Premises	Car space/s	Storage Lot/s
Electricity	Mains Gas	Mains water	Bottled Gas*	Tank Water
Septic Tank	Telephone	NBN	Smoke Detectors	Safety Switch
Solar Panels*	Security Alarm*	Combustible Cladding	Deaths	

*Do these items have finance or ongoing payment arrangements affecting the ownership?

Is there access to the property via road? Yes No

Is there any easements and/or covenants? Yes* No

*Have these been complied with or any other unregistered easements that you are aware of?

Is there a residential tenancy agreement in place? Yes* NO

*Name of Managing Agent: _____.

Company: _____.

Address: _____.

Phone Number: _____.

Email Address: _____.

Is there an Owners Corporation in place? Yes* NO

*Name of Managing Agent: _____.

Company: _____.

Address: _____.

Phone Number: _____.

Email Address: _____.

Have there been any building works, renovations, additions, alterations in the last SEVEN years?

*Yes No

*If yes, Did you obtain a Permit? Yes No

Were the works completed by a registered builder? Yes No

*If a permit was required, we require a copy of the all relating documentation surrounding the permit

To your knowledge, what is the age of the building? _____.

To your knowledge, have any notices or orders been served on the property from ANY party? *Yes No

*If yes, you must provide copies of the relevant notice or order

Is there a pool and/or spa? *Yes No

*Was a permit obtained? *Yes No

*We will require copies of any permit documents

*Fences installed? Yes No

*Have you registered your pool/spa with council in accordance with current legislation? *Yes No

*We will require copies of any registration documents

SIGNED: _____ DATE: _____.

SIGNED: _____ DATE: _____.

SIGNED: _____ DATE: _____.

SIGNED: _____ DATE: _____.

OFFICE USE ONLY

- | | | | |
|------------------------------------|--|--------------------------|---------------------------------------|
| <input type="checkbox"/> COUNCIL | <input type="checkbox"/> CAVEAT | <input type="checkbox"/> | <input type="checkbox"/> BP |
| <input type="checkbox"/> WATER | <input type="checkbox"/> APR | <input type="checkbox"/> | <input type="checkbox"/> OP |
| <input type="checkbox"/> LAND TAX | <input type="checkbox"/> ASP | <input type="checkbox"/> | <input type="checkbox"/> BWI |
| <input type="checkbox"/> VIC ROADS | <input type="checkbox"/> POA | <input type="checkbox"/> | <input type="checkbox"/> 137B |
| <input type="checkbox"/> O/C | <input type="checkbox"/> TITLE | <input type="checkbox"/> | <input type="checkbox"/> POOL/SPA REG |
| <input type="checkbox"/> TENANCY | <input type="checkbox"/> PLAN | <input type="checkbox"/> | <input type="checkbox"/> FRCGWCT |
| <input type="checkbox"/> | <input type="checkbox"/> EASEMENTS/COVENANTS | <input type="checkbox"/> | <input type="checkbox"/> GST |
| <input type="checkbox"/> | <input type="checkbox"/> FINANCE | | |