



Your name .....

Full Names  
of ALL  
owner/s  
listed on  
title (must  
LEGAL  
names)

Date/s of Birth

\_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Current  
Address

Residency

- Australian citizen
- Permanent resident
- New Zealand citizen  
holding 444 Visa
- None of the above

Postal  
address

As above

Residency for tax  
purposes

- Did a tax return in  
Australia in the past year
- Did not do a tax return in  
Australia

Email  
address

Verification of  
Identity

- Northern Conveyancing
- Australia Post
- ZIP ID

Mobile

Are you acting as

- Executor
- Trustee
- Guardian
- Administrator
- Power of Attorney

Home phone

.....

**The property being sold consists of** (tick all that apply)

- Dwelling
- Vacant land
- Commercial premises
- Car Space/s
- Storage lot/s

**Auction**

- No
- Yes

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Council rates per year** \$.....

**Water Rates per year** \$.....

**Mortgage**

- Yes

Loan No:.....

- No

Please attach copies of rates notices

**These services ARE connected**

- Electricity
- Mains gas
- Mains water
- Sewerage
- Septic Tank
- Telephone

**Lenders contact details**

**Owners Corporation** (or Body Corporate)

- No
- Yes – Contact Details for manager:-

**Orders or Notices on the property** (these are things you have to do or pay for regarding your property or notification of things going on around you) Please list or attach details.

- No
- Yes – Details:-

**I/We have owned the property for Building works in the last SEVEN years** (this includes renovations, additions, alterations to the inside or outside of the building) Please provide copies of all relevant documents.

..... Years

- None
- Yes, but permit not required
- Yes, permit attached
- Yes, permit obtained but not in my possession

**Age of the building**

- Not applicable – vacant land

..... Years

**Building works done by**

- Owner Builder
- Registered Builder

**Smoke Detectors & Safety Switches are installed**

- Yes
- No

**Swimming Pool and/or Spa**  No  
 Yes  
 Permit Obtained  
 Fenced as required

**There is access to the property by road**  Yes  
 No

**Tenancy**  I/We live at the property  
 Tenanted  
 Vacant land

**Persons who have an interest in this property**  Not Applicable  
 Beneficiary of a trust  
 Partner who is not noted on title  
 Other:-

**Real Estate Agent** Name of Agent:-  
Company:-  
Address:-  
Phone:-

**Easements and/or covenants**  Compliant  
 There has been a breach – details attached  
 There is an unregistered easement – details attached

**Chattels being sold with the property that have been purchased under finance**  Security/Alarm system  
 Air conditioner  
 Solar panels  
 Other:-

**Capital Gains Tax & GST:-** Houses that have been sold and lived in prior to this sale do not attract GST ie: GST applies to new homes, vacant land, commercial property etc. If you are unsure, we recommend discussing with your accountant.  
 Not Applicable  
 May apply  
 Does apply

Signed \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_