

ROSE BRADY

Licensed Conveyancer

A person holding a full licence under the
Conveyancers Act 2006 - Licence No. 000287L
Certified Practising Conveyancer - Australian
Institute of Conveyancing (Vic Div)

Professional Indemnity Insured



Incorporating R & C Conveyancing
ABN. 97 070 646 716

PURCHASE INSTRUCTION SHEET

Date:.....

Please provide email address and contact numbers and date of birth for each Purchaser as it is required by State Revenue Office. Questions in red relate to SRO requirements and concessions and must be answered

Purchaser 1: (**FULL NAME** – your legal name including all middle names)

Name:			
Address:			
Mobile:	Phone:	DOB:	
Email:			
Were you born in Australia Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please answer the following			
Where were you born:			
Are you an Australian Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, please provide a copy of your residency Permit/VISA and Passport			
NOTE: if you are a foreign purchaser please contact our office			

Purchaser 2: (**FULL NAME** your legal name including all middle names)

Name:			
Address:			
Mobile:	Phone:	DOB:	
Email:			
Were you born in Australia Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please answer the following			
Where were you born:			
Are you an Australian Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, please provide a copy of your residency Permit/VISA and Passport			
NOTE: if you are a foreign purchaser please contact our office			

Address of property Being Purchased:

--

PROPERTY TYPE: **PLEASE TICK** WHERE APPLICABLE:

House <input type="checkbox"/>	Are you moving in <input type="checkbox"/>	Investment <input type="checkbox"/>	
Unit/Townhouse	Are you moving in <input type="checkbox"/>	Investment <input type="checkbox"/>	
If investment & currently tenanted, will you:	Retain current managing Agent: <input type="checkbox"/>	Appoint your own managing Agent <input type="checkbox"/>	
Vacant Land <input type="checkbox"/>	Off the Plan <input type="checkbox"/>	Rural <input type="checkbox"/>	Building own home & moving in <input type="checkbox"/>
For commercial properties please advise: Property type _____ Tenanted _____			

CONCESSIONS PLEASE TICK OR CONTACT OUR OFFICE FOR MORE INFORMATION

CONCESSION: PPR (moving in as your Principal Place of Residence Not available if purchase price is OVER \$550,000) <input type="checkbox"/>
--

First Home Owners Grant (only applies to new properties not existing homes) <input type="checkbox"/>
First Home Buyer <input type="checkbox"/> (no grant stamp duty concession applies)
Pensioner Concession <input type="checkbox"/>
Other Concession: please complete details:

If more than one Purchaser please advise tenancy:

Joint Tenants: <input type="checkbox"/>	Tenants in Common: <input type="checkbox"/> if yes % for each party eg: 50/50 or other
---	--

EG. Joint tenants – upon the death of one party, that party's share in the property is automatically transferable to the surviving proprietor

Tenants in Common – upon the death of one party, that party's share must be distributed in accordance with the party's Will, you must ensure that you have a Will relating distribution of property.

Selling Agent:

Name:
Address:
Phone:
Fax:

Possession (if house/unit)

Vacant Possession Yes <input type="checkbox"/> No <input type="checkbox"/> (yes means moving into property once settled)
Deposit: Paying by cash/cheque <input type="checkbox"/> Deposit bond <input type="checkbox"/>

Finance:

Is Contract subject to finance approval Yes No If Yes please complete:

Lender:			
Broker:			
Ph:	Fax:	Mobile:	
Email:			
Are you selling another property: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you using this property as security for your mortgage Yes <input type="checkbox"/> No <input type="checkbox"/>			
If using another property or properties please advise details			

Contract:

Is the Contract subject to any other conditions: eg: Pest & Building, Sale of Home

Please provide details:

Any illegal structures?
Building over easements?
Solar Panels?
Fixtures that you require not included in the Contract?

Verification of Identity

Have you been identified by completing the Verification of Identity Process (a VOI is now required for all parties entering into a Contract which you may have done in the last 2 years if you entered into a Contract in that time)	Yes/No
If YES, please provide proof of VOI	

PLEASE PROVIDE ID WHEN RETURNING THIS COMPLETED FORM BY PROVIDING A COPY OF EACH PERSONS DRIVERS LICENCE.