



SALE INSTRUCTIONS

Full Name of Registered Proprietors	
Are the Registered Proprietors Australian Citizens	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, Country of Citizenship	
Current Address	
Future Address	
Home Phone:	Mobile:
Date of Birth	
Email	
Address of Property Being Sold	

PROPERTY INFORMATION

Referred By	
Sale Type	<input type="checkbox"/> Private Sale <input type="checkbox"/> Auction - Date of Auction:
Chattels being sold with Property	<input type="checkbox"/> Light Fittings
	<input type="checkbox"/> Dishwasher
	<input type="checkbox"/> Internal Window Coverings
	<input type="checkbox"/> External Window Coverings
	<input type="checkbox"/> Floor coverings
	<input type="checkbox"/> Air Conditioner
	<input type="checkbox"/> Fixed TV
	<input type="checkbox"/> Other – Please list
Type of Property	<input type="checkbox"/> Vacant Land
	<input type="checkbox"/> Residential
	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Rural
	<input type="checkbox"/> Commercial
	<input type="checkbox"/> Other -

DOCUMENTS REQUIRED FROM YOU

Documents Required from you	<input type="checkbox"/> Council Rate Notice
	<input type="checkbox"/> Driver's Licence / Photo ID of each owner
	<input type="checkbox"/> Home Loan Statement from your lender & Loan No.
	<input type="checkbox"/> Water Bill
	<input type="checkbox"/> Owners Corporation Invoice (if applicable)
	<input type="checkbox"/> If you are a First Home Owner – Passport /details of birth place
Who holds the original Certificate of Title if there is no Mortgage on the property The original Title must be delivered to our office once the Contract of Sale is signed	

SERVICES CONNECTED	
Services Connected	<input type="checkbox"/> Gas
	<input type="checkbox"/> Electricity
	<input type="checkbox"/> Telephone
	<input type="checkbox"/> Water
	<input type="checkbox"/> Sewerage
	<input type="checkbox"/> Septic
	<input type="checkbox"/> Water Tank

FURTHER INFORMATION ABOUT PROPERTY

Name of Insurer	
Do you have Solar Panels	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you owe money on the solar panels	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, this will have to be paid in full at settlement please provide a copy of the Contract	

Is there a Swimming Pool / Spa	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is it fenced	<input type="checkbox"/> Yes <input type="checkbox"/> No
PLEASE SUPPLY COUNCIL REGISTRATION DOCUMENTATION FOR THE POOL/SPA	
Are Smoke Alarms Installed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property registered under the Heritage Act	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the property is Leased please forward a copy of the Lease / Rental Agreement and provide details of your Agent	Name: Phone:
Have you received any Notices from the Council or another Authority regarding the property	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, please supply a copy to our office

PLANNING PERMIT

Has there been a Planning Permit in the last 7 Years if so please provide a copy of the Planning Permit Please supply a copy of the permit and or restrictions	<input type="checkbox"/> Planning Permit <input type="checkbox"/> Planning Restrictions
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BUILDING WORKS

Approximately how old is the House years
If under 7 years please provide copies of the following	<input type="checkbox"/> Building Permit <input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Builders Warranty Insurance

BUILDING WORKS continued

Any Building Works in the last 7 Years Eg. Pergola, Verandah, Decking, Carport, Internal, Renovations, Retaining Walls etc	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, was a Permit obtained for these works	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide copies of the following	<input type="checkbox"/> Building Permit <input type="checkbox"/> Final Inspection
If NOT, please discuss with our office as an Owner Builder Report may be required	
Are there any buildings built on Easements	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please provide a copy of consent obtained	<input type="checkbox"/> Consent
Does GAIC apply to this Land (Growth Area Infrastructure Contribution)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a Family Law matter in progress If so, please provide Financial Agreement / Court Orders	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Financial Agreement / Orders
Is GST payable on the property	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, is the Margin Scheme applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
It is important that you advise us if the property has been affected by any of the following major events or a similar event	<input type="checkbox"/> Homicide or other major crime <input type="checkbox"/> Major Structural Defect <input type="checkbox"/> Asbestos <input type="checkbox"/> Termites <input type="checkbox"/> Faulty Cladding <input type="checkbox"/> Contamination <input type="checkbox"/> Manufacture of illicit drugs

RECEIPT OF DOCUMENTS

Receipt of Documents	
Please advise whether you would prefer to receive documents via email and you can then print, sign and return to our office or via post. Or alternatively, we can print documents and you can sign at our office	Email <input type="checkbox"/> Yes <input type="checkbox"/> No Australia Post <input type="checkbox"/> Yes <input type="checkbox"/> No
Alternatively, we can print documents and you can sign at our office We will email for you to read first	<input type="checkbox"/> Yes <input type="checkbox"/> No

REAL ESTATE AGENT

Name of Real Estate Agent	
Agency Details	

VENDORS CONFIRMING INSTRUCTIONS TO CONVEYANCING RESOLUTIONS

I/We agree that this Section 32 Statement and the documents herewith (including the Register Search Statement) must be updated at the expiration of six calendar months from the date of the Register Search Statement herein. I will not hold Conveyancing Resolutions responsible if the Vendors Statement is not so updated or if it is used by any Real Estate Agent other than the one to whom it is first forwarded to by Conveyancing Resolutions. I confirm that this statement has been prepared in accordance with my instructions and from the information and documents provided or approved by me and are true and correct. I undertake that I will exercise all possible diligence and provide full and honest disclosure and all relevant information of which I am aware or might reasonable be expected to be aware of. I am aware that Conveyancing Resolutions have only been retained to prepare this document in accordance with my instructions and the information and documents provided or approved by me. I certify that I am not aware of :

- (a) Any variation between the land occupied by me and the land described in the Certificate/s of Title.
- (b) Any registered or unregistered encumbrances not disclosed in this document
- (c) Any failure to obtain any necessary planning, building or other permits
- (d) The property being affected by any environmental, landslip, mining, flooding, fill, latent defects, bushfire attack or historical significance issues
- (e) Any contingent or proposed liabilities affecting any Owners Corporation including any relating to the undertaking or repairs to the property
- (f) My occupation of any adjacent land which is not contained in the land being sold
- (g) Any buildings erected over any easements
- (h) Any rights over any other land ie. a roadway or walkway other than those disclosed
- (i) Any proposal in relation to any other land which may directly or currently affect the property being sold.

I/We acknowledge that I have read the statement, all the documents and the representations and warranties given by me in lieu of requisitions and I accept sole responsibility for the accuracy of all the information and documentation and for providing or omitting all or any of the information, conditions, titles, notices or documents including but not limited to the generality of the forgoing, any information, conditions titles or documents required or that later may be deemed to be required by Section 32 of the Sale of Land Act 1996 as amended and/or any other Act or regulation.

INSURANCE: I/We the vendor undertake to keep the property and all improvements fully insured for their full replacement value until the final settlement of any sale of the property.

Date:

Signature 1:

Signature 2: