**Instruction Sheet**

**Purchase of Real Property -**

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|  | **DATE:** |  |
|  | **START TIME:** |  |
|  | **FINISH TIME:** |  |

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| --- | --- |
| **Fennamore** | **File No.: GWC** |

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| --- |
| **CLIENTS** |

<<IF (Purchaser/Full Names) NotEqual () THEN>>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Clients / Purchasers** | |  |  | | --- | --- | | Name of Client Address | Mobile: | | Name of Client Address |  | |

<<ELSE>>

|  |  |  |
| --- | --- | --- |
| **Client<<Client/[ALT] s (plural)>> / Purchaser<<Purchaser/[ALT] s (plural)>>** | Full Name: |  |
| Street address: |  |
| Postal address: |  |
| Email address: |  |
| Phone numbers: | Mobile: |
|  | Work: |
|  | Home: |
|  | Fax number: |
| **If company** | ACN: |  |
| ARBN: |  |
| ABN: |  |
| Director(s) / Secretary(s) |  |
| Other details: |  |

<<END IF>>

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| --- | --- |
| **Tenancy** | Joint Tenants |
| Tenants in common in equal shares |
| other |
| **Verification of Identity** | Documents held verifying identify within last 2 years |
| VOI certificate completed |
| Required |
| Other |

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| --- | --- | --- |
| **PROPERTY** | | |
| **Property** | **Address:** |  |
|  |
| **Type** | Residential  Off the plan  Commercial  Rural |
| Other: |
|  |  |
| **Zoning** |  |
|  |  |
| **Council Policies** | Flood Prone  Bushfire  Road widening Contaminated |
|  | Heritage  Land slip  Tidal inundation Mine subsidence |
|  | other: |
|  |  |
|  |  |
| **Sewer location**  **identified** | Yes  No |
| Other: |
|  |  |
| **Restrictions/**  **Easements** |  |
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| **Adjustments** | Council  Water  Strata Levies  Land Tax |
|  | Other |
|  |  |
| **Services available** | Sewer  Water  Electricity  Gas |
|  | Telephone  other: |
|  |  |
| **Insurance**  **requirements** |  |
| **Additional property**  **information** |  | |
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| **CONTRACT** | | | |
| **Exchange Date** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ | **Cooling Off Expiry Date** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| **Settlement Date** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |  |  |
| **Sunset Date** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ | **Extensions permitted** |  |
| **Clause / Special Condition numbers or details** |  | **Maximum extensions** |  |

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| --- | --- | --- | --- |
| **DEPOSIT** |  | **CLIENT CONFIRMED** | |
| **Price** | $ | Yes | No |
| **Deposit paid** | $ | Yes | No |
| **Balance Deposit** | $ | Yes | No |
| **Balance Price** | $ | Yes | No |
| **Type** | Cash | Yes | No |
|  | Deposit Bond issued by | Yes | No |
|  | Other | Yes | No |
| **Deposit holder** |  | Yes | No |
| **% Amount** | 5%  10%  other | Yes | No |
| **Invest** |  | Yes | No |
| **Interest** | Shared equally | Yes | No |
|  | Vendor received all |
|  | Purchaser received all |
|  | Other |
| **TFN** |  | Yes | No |
| **TFN Provided to Deposit holder** | | Yes | No |

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| **FINANCE** | | | |
| **Cash** | Yes | **Amount** | $ |
| **Loan** | Yes | **Amount** | $ |
| **Loan Approved** | Yes  No | **Date expected** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |
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| **INCOMING MORTGAGEE** | | | |
| **Name** |  | **Phone** |  |
| **Address** |  | **Email** |  |
| **Contact Name** |  | **Contact Phone** |  |
| **Contact email** |  | **Contact Mobile** |  |

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| --- | --- | --- | --- |
| **SOLICITOR FOR INCOMING MORTGAGEE** | | | |
| **Name** |  | **Phone** |  |
| **Address** |  | **Email** |  |
| **Contact Name** |  | **Contact Phone** |  |
| **Contact email** |  | **Contact Mobile** |  |

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| --- | --- | --- |
| **VENDOR** | | |
| **Vendor / Other side** | | Full Name: |  |
| Street address: |  |
| Postal address: |  |
| Email address: |  |
| Phone numbers: | Mobile: |
|  | Work: |
|  | Home: |
|  | Fax number: |
| **If company** | | ACN: |  |
| ARBN: |  |
| ABN: |  |
| Director(s) / Secretary(s) |  |
| Other details: |  |

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| **SOLICITOR FOR VENDOR** | | | | |
| **Name** |  | **Phone** |  |
| **Address** |  | **Email** |  |
| **Contact Name** |  | **Contact Phone** |  |
| **Contact email** |  | **Contact Mobile** |  |

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| **VENDOR'S AGENT** | | | | |
| **Name** |  | **Phone** |  |
| **Address** |  | **Email** |  |
| **Contact Name** |  | **Contact Phone** |  |
| **Contact email** |  | **Contact Mobile** |  |

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| **COSTS AND DISBURSEMENTS** | | **CLIENT INFORMED** | |
| **Costs quoted** | $ | Yes | No |
| **Disbursements estimated** | $ | Yes | No |
| **Total estimate of Costs and Disbursements** | $ | Yes | No |

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| **NOTES** |
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