**Instruction Sheet**

**Purchase of Real Property -**

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

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Clients / Purchasers** |

|  |  |
| --- | --- |
| Name of ClientAddress | Mobile:  |
| Name of ClientAddress |  |

 |

<<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** |  |

|  |  |  |
| --- | --- | --- |
| **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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