**Instruction Sheet**

**Sale of Real Property -**

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

|  |  |
| --- | --- |
|  | **File No.:** |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Clients /Vendors** | |  |  | | --- | --- | | Name  Residential Address | Mobile:  Email: | | Name  Residential Address | Mobile:  Email: | |

<<ELSE>>

|  |  |  |
| --- | --- | --- |
| **Client<<Client/[ALT] s (plural)>> /Vendor<<Vendor/[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>>

|  |  |
| --- | --- |
| **Verification of Identity** | Documents held verifying identify within last 2 years |
| VOI certificate completed |
| Required |
| Other |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROPERTY** | | | | | |
| **Property** | **Address:** |  | | | |
|  | | | |
|  | | | |
| **Improvements** | House  Home unit  Townhouse | | | |
| Carport  Carspace  Garage | | | |
| Swimming pool  Other: | | | |
|  | | | |
| **Inclusions** | Spa  Other: | | | |
| Blinds  Dishwasher | | | |
| Light fittings  Stove | | | |
| Built-in wardrobes  Fixed Floor Coverings | | | |
| Range Hood  Pool equipment | | | |
| Clothes line  Insect screens | | | |
| Solar panels  TV antenna | | | |
| Curtains  Shutters | | | |
| Rainwater tank  Other: | | | |
|  | | | |
| **Exclusions** |  | | | |
|  | | | |
|  | | | |
|  | | | |
| **Inclusions subject to finance** | Yes  No | | | |
| If YES, details: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **Zoning** |  | | | |
|  |  | | | |
| **Council Policies** | Flood Prone  Bushfire  Road widening Contaminated | | | |
|  | Heritage  Land slip  Tidal inundation Mine subsidence | | | |
|  | other: | | | |
|  |  | | | |
| **Sewer Type** | Network connection  On site system | | | |
| Other: | | | |
|  | | | |
| **Restrictions/**  **Easements /**  **Affectations** |  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **Modifications** | **Have any works been carried out** | | Yes | | No |
| **If YES, details** | | Date approved | | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
|  | | Date completed | | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
|  | | Insurance taken | | Yes  No |
|  | | | | |
| **Swimming Pool** | **Registered** | | Yes | | No |
| **Compliance Certificate** | | Yes | | No |
| **Fencing and signage comply** | | Yes | | No |
| **Other** | |  | |  |
|  | | | | |
| **Reports and Certificates** | **Does the Vendor hold:** | |  | |  |
| **Survey Report** | | Yes | | No |
| **Building Certificate** | | Yes | | No |
| **Occupation Certificate** | | Yes | | No |
| **Other** | | Yes | | No |
|  | | | | |
| **Adjustments** | Council | Yes Amount $  No | | | |
| Water | Yes Amount $  No | | | |
| Strata Levies | Yes Amount $  No | | | |
| Strata special levy | Yes Amount $  No | | | |
| Land Tax | Yes Amount $  No | | | |
| Other |  | | | |
|  |  | | | |
|  |  | | | |
| **Services available** | Sewer | Yes | | No | |
| Water | Yes | | No | |
| Electricity | Yes | | No | |
| Gas | Yes | | No | |
| Telephone | Yes | | No | |
| other: |  | | | |
|  |  | | | |
| **Notes** |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SETTLEMENT REQUIREMENTS** | | | |
| **Time Frame** | 42 days after exchange (standard) | Yes | No |
| Specific date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ | Yes | No |
| Specific period after exchange | Yes | No |
| If YES, details: |  |  |
| Negotiable | Yes | No |
| **Type** | Electronic | Yes | No |
| If YES, Client Authorisation Form signed | Yes | No |
| Paper | Yes | No |
| **Penalty Interest**  **Period** | Purchaser pays on default | Yes | No |
| If yes, % amount \_\_\_\_\_\_\_% | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SALE PRICE and DEPOSIT** | | | |
| **Sale Price** |  | **CLIENT CONFIRMED** | |
| **Price Guide** |  | Yes | No |
| **Deposit** |  | **CLIENT CONFIRMED** | |
| **Deposit release required** |  | Yes | No |
| **Deposit Type acceptable** | Cash | Yes | No |
| Deposit Bond issued by | Yes | No |
| Other | Yes | No |
| **Deposit % Amount acceptable** | 5% | Yes | No |
| 10% | Yes | No |
| other | Yes | No |
|  |  |  |
| **Deposit holder** | Selling Agent | Yes | No |
| Vendors' Solicitor | Yes | No |
| Vendor (released on exchange) | Yes | No |
| Other | Yes | No |
|  |  |  |
| **Invest Deposit** | Yes  No | No | No |
|  |  |  |
| **Interest** | Shared equally | Yes | No |
| Vendor received all |
| Purchaser received all |
| Other |
| **TFN** |  | Yes | No |
| **TFN Provided to Deposit holder** | | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE DEED** | | | |
| **Type** | Paper |  |  |
|  | Electronic |  |  |
| **Held by:** | Mortgagee  Client  Safe Custody  Other |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DISCHARGING MORTGAGEE** | | | |
| **Name** |  | **Phone** |  |
| **Address** |  | **Email** |  |
| **Contact Name** |  | **Contact Phone** |  |
| **Contact email** |  | **Contact Mobile** |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VENDORS' AGENT** | | | | |
| **Name** |  | **Phone** |  |
| **Address** |  | **Email** |  |
| **Contact Name** |  | **Contact Phone** |  |
| **Contact email** |  | **Contact Mobile** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TAX** | | | | | |
| **GST** |  | | | | |
| **Taxable Supply** | NO | | | | |
| Not made in the course or furtherance of an enterprise that the vendor carries on section 9-5(b)) | | | | |
| By a vendor who is neither registered nor required to be registered for GST (section 9-5(d)) | | | | |
| GST-free because the sale is the supply of a going concern under section 38-325 | | | | |
| GST-free because the sale is subdivided farm land or farm land supplied for farming under Subdivision 38-O | | | | |
| Input taxed because the sale is of eligible residential premises (sections 40-65, 40-75(2) and 195-1) | | | | |
| Yes | | | | |
| Yes in full | | | | |
| Yes to an extent | | | | |
|  | | | | |
| **Residential**  **Withholding Payment** | Purchaser to withhold RW Payment | | NO | | |
| Yes | | |
| If YES, Details to be provided to Purchaser | | | | |
| Supplier’s name: | | | | |
| Supplier’s ABN: | | | | |
| Supplier’s business address: | | | | |
| Supplier’s email address: | | | | |
| Supplier’s phone number: | | | | |
| Supplier’s proportion of *RW payment*: $ | | | | |
|  | | | | |
| **Foreign Resident** | | Capital gains withholding payment | | Yes | No |
| Clearance Certificate required | | Yes | No |
|  | |  |  |
| **LAND TAX** | | Payable | | Yes | No |
|  | | If yes, Land value: $ | |
| Adjustment required | | Yes | No |
|  | | If yes adjust on: | |
|  | |  | Single holding |
|  | |  | Amount $ |

|  |  |  |
| --- | --- | --- |
| **OFF-THE-PLAN (basics)** | | |
| **Off the Plan Sale** | Approval details: |  |
| Construction period: |  |
| Improvement Type: |  |
| Schedule of Inclusions: |  |
| Sunset date: |  |
| Extension reasons: |  |
| Extension periods: |  |
| Penalty Interest: |  |
| Restrictions and/or  Easements to be created |  |
|  |
| Other: |  |
|  | |
|  | |
|  | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **COST ESTIMATE / QUOTE** | | | |
| **COSTS AND DISBURSEMENTS** | | **CLIENT INFORMED** | |
| **Costs quoted** | $ | Yes | No |
| **Disbursements estimated** | $ | Yes | No |
| **Total estimate of Costs and Disbursements** | $ | Yes | No |

|  |
| --- |
| **NOTES** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |