**Instruction Sheet**

**Sale of Real Property -**

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

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Clients /Vendors** |

|  |  |
| --- | --- |
| NameResidential Address | Mobile:  Email:  |
| NameResidential 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>>

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

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| --- |
| **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: |
|  |
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|  |
| **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** |  |
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| **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: |  |
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| **Notes** |  |
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| **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 \_\_\_\_\_\_\_% |

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| **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 |

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

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

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

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

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| **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 $ |

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| **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/orEasements to be created |  |
|  |
| Other: |  |
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| **COST ESTIMATE / QUOTE**  |
| **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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