

SALE INFORMATION SHEET – online service only.

This document must be completed and sent by email before any online service is available.

(Please circle correct answer or fill in details) and provide copies where applicable
It is important to take the time to answer these questions accurately

Name:		Home telephone:	
Address:		Work No:	
		Mobile:	
		Facsimile:	
Email:			

IDENTIFICATION IS REQUIRED TO OUR OFFICE	You must have your Identity verified formally. VOI. AUSTRALIA PASSPORT/DRIVERS LICENCE/MEDICARE CARD. IF FOREIGN PASSPORT THEN PROOF OF CITIZENSHIP IS REQUIRED.
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(Please provide ORIGINAL FOR ALL REGISTERED OWNERS – a photograph will be taken of each vendor) – Our Online service can be accessed via ZIP ID \$39.00.

Property Address:	
Lot and Plan Number:	

(Please provide copy of Council rates for the sale property)

House: (please circle answers)

Garage	Carport	Garden Shed	Pergola	
Other structures -				

Unit / Villa / Townhouse: (please circle answers)

Garage	Yes	No	Carport	Yes	No	Storage Room	Yes	No
Are there exclusive use areas?				Yes	No			

1. How long have you owned the Property (approx.)		
2. Have you made any structural alterations/additions	Yes	No
3. Year alterations approved:		Year alterations commenced:
4. Builder details:	Name:	
	Address:	
	Licence Number:	

(Please provide copies of Council Approved Plans)

It is important that you provide details of any unauthorised or non-Council approved works at the property so an appropriate disclosure condition can be included in the contract

5. Do you have a Survey Report and/or Building Certificate?	Yes	No
6. Have you complied with the new Smoke Alarm Regulation?	Yes	No
7. Swimming Pool – Your pool MUST be registered with the local Council – is your pool registered? You cannot sell a property WITHOUT the mandatory certificate of Compliance after 29.4.16	Yes	No
8. PLEASE NOTE – <u>Your agent cannot market the property without the required Council Certificate.</u>		
9. Have you applied for Certificate of Compliance for the Pool/Spa?	Yes	No
10. Are you aware of any NON compliance	Yes	No
11. This Certificate of Compliance Certificate involves a proper inspection from Council	This may delay issuing a contract to sell your property.	
12. Pool builder details:	Name:	
	Address:	
	Licence Number:	

Title Deeds

13. Are you holding the title Deeds to the property?	Yes	No
If you have a mortgage on your title please provide the following information:		
14. Lenders Name:		
15. Loan Account Number(s):		
16. Is this Discharge of the Mortgage partial or full?	Partial	Full
17. Are there any matters that dictate how the sale proceeds must be distributed? E.g. Family court matters or marital concerns?	Yes	No
18. Will the expected sale price be sufficient to completely pay out any loan you may have secured by way of a mortgage over the property?	Yes	No
19. What is the approximate pay our figure for the loan or loans?	\$	
20. Is any loan that has to be paid out also secured by another property?	Yes	No

- | | |
|---|---|
| <input type="checkbox"/> Blinds | <input type="checkbox"/> Floor coverings |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Stove |
| <input type="checkbox"/> Range hood | <input type="checkbox"/> Insect screens |
| <input type="checkbox"/> Air conditioner | <input type="checkbox"/> Pool equipment – Electrical or Manual equipment. |
| <input type="checkbox"/> Built in wardrobes | <input type="checkbox"/> Garden Shed |
| <input type="checkbox"/> Auto pool cleaner | <input type="checkbox"/> Light fittings |
| <input type="checkbox"/> Clothes line | <input type="checkbox"/> TV antenna |

Items EXCLUDED from the sale *(please list)*

Selling Agent Details

Name:		Telephone:	
Contact Name:			

21. Will you be selling by Auction?	Yes	No

Strata Title (If the property has a Strata Title please provide Manager details.)

Name:		Telephone:	
Address:			
22. Are you aware of any unpaid Special Levies?	Yes	No	

Tenancy – Please be aware of the New Tenancy laws see Dept of Fair Trading website

23. Is the property sold with an EXISTING TENANT?	Yes	No	
If rented, please provide copy of lease OR letting Agent's details			
Name:		Contact number:	
Address:			

Notices Relating to the Property

24. Have you received any notice from a Government Department, Statutory Authority or Council in relation to the property? <i>(If Yes please provide a copy to us)</i>	Yes	No
25. Are you aware of any matter relating to the buildings on the land that would justify Council making a Demolition or Upgrading Order?	Yes	No

Investment Properties

26. Are you aware of any encroachment by or upon your land?	Yes	No
27. (a) Do you currently pay Land Tax on this property? <i>(If 'YES' Please provide copy of last Assessment OR Receipt)</i> <i>See your tax accountant...</i>	Yes	No
(b) Do you require the Contract to be conditional on the Purchaser paying a proportion of the current years Land Tax?	Yes	No

28. Has the property been subject to serious flooding / bushfire/ a serious violent crime or are you aware of any significant health or safety risks regarding the property in the last five years?	Yes	No
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GST (The sale of an existing residential property is not subject to GST)

See your accountant

29. Is the Vendor registered or required to be registered for GST?	Yes	No
If YES: Your ABN Number is required:	ABN:	
30. Is this sale a taxable supply?	Yes	No
31. Is the property a new residential premise?	Yes	No

Other Personal Details:

32. Have any of the Vendors been bankrupt or insolvent?	Yes	No
33. Are there any disputes about boundary fences?	Yes	No
34. Do you require the settlement time to be different from the normal 6 weeks? <i>(If Yes please provide details)</i> _____ _____	Yes	No
35. If the Purchaser agrees, do you require the deposit to be released for your purchase of another property?	Yes	No
36. Would you accept a 5% deposit on exchange? We do NOT recommend this – if your purchaser does not complete then they only forfeit 5% to you.	Yes	No

Please provide us with an address and phone number to contact you *following settlement* (if known). If you are PURCHASING please instruct this office of the settlement date. It is advisable for us to look after you in your sale and your purchase – this will make for a smoother transaction.

Following settlement Address:		Telephone:	
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Dated this: _____

Name:

Name:

Direct Deposit Details – General Account \$330.00

Account Name	The Shire Conveyancer online service
Bank	Westpac Bank
BSB	032 718
Account Number	216 608
Reference	Your Surname

1. ATTACHED COPY OF COUNCIL RATES NOTICE
2. AUSTRALIAN PASSPORT OR FOREIGN PASSPORT WITH PROOF OF CITIZENSHIP
3. MEDICARE CARD
4. YOU MAY HAVE YOUR VERIFICATION OF IDENTITY COMPLETED (V.O.I.) cost is approx. \$39.00. See brochure attached.
5. PRINTED AND SIGNED QUESTIONNAIRE by all owners.
6. PAID INITIAL FEE – SHOW PROOF of the payment before ONLINE Service begins.
7. IF YOU HAVE A POOL – THE REQUIRED COUNCIL CERTIFICATE of COMPLIANCE OR A LETTER STATING ANY ISSUES.