



PROMPT LEGAL SERVICES Pty Ltd.

www.promptlegalservices.com.au

Date: __/__/201__

Vendor: Details Required to Prepare Section 32

- Vendor: _____
- Address of property: _____
 Residential Property Commercial Property
- Contact: Address (As above) _____ Phone: _____
 eMail: _____
- Agent Details: _____
 Agent Contact: _____ Ph: _____
- Is it planned for this property to be sold by Public Auction (Date: __/__/201__) Private Sale
- Whereabouts of Title Bank _____ Client in possession Other _____
 Volume _____ Folio _____
- Is property rented and/or will vacant possession be available at settlement.
 Rented Yes No Vacant Possession Yes No
- Vacant Land
 Building
 ↳ Have there been any Building works in the past 7 years?
 No Yes – Was Council Permit Obtained?
 No required Not obtained Obtained (BW Insurance Required)
 ↳ Owner builder No Yes
 ↳ Defect Report No Yes
- Have any notices been issued by council advising of non-compliance of building permit? Yes No
- If the property is a unit/flat/etc, copy of body corporate details. _____
- Please list any chattels that specifically need to be listed in the contract to be removed by you:

- To your knowledge, does the property have any evidence of:
 (a) Asbestos Yes No
 (b) Methamphetamine (Meth) production/use. Yes No
- Are the following connected and which authority?
 Water/ Sewerage Yes No _____
 Sewerage Yes No _____
 Electricity Yes No _____
 Gas Yes No _____
 Telephone Yes No _____

I agree that Prompt Legal Services are to provide conveyancing services in relation to the sale of the above property;

...../...../20.....

SIGNATURE OF VENDOR(S) **Date**

Quote: \$ Inclusive/ Exclusive of GST, Plus Disbursements \$.

- Please provide copies of;
- Council Rates
 - Original purchase contract (if available)
 - Tenancy agreement (If tenanted)
 - Water rates.
 - Copy of title (if Available)
 - Permits and/or notices and certificate of occupancy (if applicable)