



Vendor:
Details Required to Prepare Contract and Section 32

Date: __/__/202__

- Property Address: _____
 Residential Property Commercial Property Vacant Land
- Vendor: _____
 - ↳ Is the Vendor the Trustee of a trust Yes No
 - ↳ Is the Vendor a Foreign Resident Yes No
- Current Address (Same as Property Address) _____
- Phone: _____ TFN: _____
- eMail: _____ Date of Birth: _____
- Australian Citizen or Australian permanent resident: Yes No
- TFN: _____
- Post-Settlement Address: (Same as Current Address) _____
- 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 _____
- **GST:** if you are unsure about any of these GST questions, seek advice from your accountant.
Is this residential property **AND** has a building of **more** than 5 years old?
 Yes (you may ignore the balance of GST questions)
 No → are you (or required to be) registered for GST?
 Yes → ABN _____
 No
- If residential property, has property been continuously tenanted for 5 years? Yes No
- Is there a carpark, separate from the main property, associated with this sale? Yes No
- Is property rented and/or will vacant possession be available at settlement.
 Yes (Rented) No (Vacant at settlement) N/A (Vacant land)

- If non-Vacant Land
 - ↳ 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
- Does the property have a pool or spa? No Yes
 - ↳ Registered with the local council? No Yes
 - ↳ Compliance certificate obtained ? No Yes
- Have any notices been issued by council advising of non-compliance of building permit? Yes No
- Have any notices, fencing Notices, or orders been issued by any authority? Yes No
- Are you aware of any structure built over an easement? Yes No
- If the property is a unit/flat/etc,Owners Corporation Manager details.

- Please list any chattels that specifically need to be listed in the contract to be removed by you:
Default for residential will be "All fixed floor coverings, electric light fittings and window furnishings"

- 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
 - Septic Tank 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;

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SIGNATURE OF VENDOR(S)

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

Please provide copies of:

- Council Rates
- Water Rates.
- Owners' corporation bill (If any)
- Original purchase contract (if easily available)
- Certificate of Title (If not encumbered by a mortgage)
- Tenancy agreement (If tenanted)
- Any official notices on the property (if any)

If building/construction less than 7 years old

- Building Permit
- Occupancy Permit/ Certificate of final inspection
- Builders Warranty insurance
- Owner Builders inspection report (If an OB)