

PROMPT LEGAL SERVICES Pty. Ltd.

www.promptlegalservices.com.au
Phone: (03) 9379-0877



Incorporating **Gladstone Park Conveyancing**
and **Classic Conveyancing**

Vendor Instructions

Contract of Sale and Vendor Statement

Date: ___/___/202__

- Property address: _____
 residential commercial vacant land
- Name/Vendor/s: _____

- Vendor/s current address: (same as property address)

- Vendor/s post-settlement address: (same as current address)

- tel.: _____
- email: _____
- date of birth: _____
- Tax File Number: _____
- Have you lodged tax returns for the preceding two financial years? Yes No
- Is the property held by the Vendor as trustee of a trust?
 No Yes – trust name _____ ABN _____
- Australian citizen or permanent resident: Yes No
- Real estate agent: _____
- Is the property to be sold by: auction (date: ___/___/202__) private sale
- Location of Certificate of Title: bank _____ vendor other _____
Volume/Folio _____
- GST: *If you are unsure about these issues, please seek advice from your accountant.*
 - Is this residential property and includes a building more than 5 years old? Yes No
 - Is this residential property continuously tenanted for 5 years? Yes No
 - If non-residential property, will the sale price be; inclusive of GST or plus GST
 - Is the vendor registered for GST (or required to be)? Yes ABN _____ No
- Is there a separate carpark (not incorporated in the main property Title)? Yes No
- Will vacant possession be available at settlement?
 Yes No (rented) n/a (vacant land)

- Have there been any building works in the past 7 years?
 - No
 - Yes – was building permit obtained? No Yes
- Have any written notices or orders about the property been received from any authority or individual?
 - Yes No
- Are you an owner builder? Yes No
- Are any development activities planned for the property or surrounding areas? Yes No
- Does the property have a pool or spa (indoor or outdoor with a depth greater than 300 mm that is not emptied after each use)? No Yes
 - registered with the municipal council? No Yes
 - safety barrier compliance certificate? No Yes
- Owners Corporation manager (if applicable): _____
- Material facts - Does the property include or ever been subject to:
 - (a) serious crime Yes No
 - (b) illicit drug production Yes No
 - (c) structural defects Yes No
 - (d) tests or inspections (pests, asbestos, combustible cladding, etc.) Yes No
 - (e) illegal improvements (without permits or approvals) Yes No
 - (f) other – details: _____
- Are the following services connected?
 - Water Yes No
 - Sewerage Yes No
 - Electricity Yes No
 - Gas Yes No
 - Telephone Yes No
- Please list any goods that specifically need to be included in the contract and will remain at the property
Default for residential will be “All fixed floor coverings, light fittings and window furnishings”

Fixtures, such as hot water service, stove/oven, heating/cooling are automatically included and don't need to be listed. If you are unsure about what items to list or omit, please contact Prompt Legal Services.

I/we confirm this information is to the best of my/our knowledge complete and correct. Prompt Legal Services is authorised to use this information for completion of; section 32 vendor statement, contract of sale, State Revenue Office data, application for ATO foreign resident capital gains withholding tax clearance certificate and any other associated sale documents.

Signature of vendor/s _____

Prompt Legal Services fees - \$_____ (including GST) plus disbursements (excluding any unforeseen issues)

Please provide copies of:

- Council rate notice
- Water and sewerage rate notice
- Owners corporation invoice (if applicable)
- Original purchase contract (if readily available)
- Certificate of Title
- Lease/Tenancy agreement (if applicable)
- All notices and orders received (if any)
- Pool/spa safety barrier compliance certificate (if any)

and if buildings are less than 7 years old:

- Building permit
- Occupancy permit or Certificate of final inspection
- Builders warranty insurance