

SALE CONVEYANCING

EMAIL OR FAX THIS FORM TO OUR OFFICE TO GET YOUR MATTER STARTED

Email: admin@northcotelawyers.com.au Fax: (03) 9486 1666

northcotelawyers

A N D A S S O C I A T E S

CONVEYANCING SERVICES - ALL COSTS INCLUDE GST

- Instructions for Conveyancing work only for **residential** real estate in Victoria **\$995***
- Instructions for Conveyancing work only for **'off the plan' residential** real estate in Victoria **\$1,290***
- Instructions for Conveyancing work – **Vendor not residing in Australia** **\$1,800***
- Conveyancing – Non-standard matter (including commercial real estate) **Call for a quote**

*Note: If an Owners Corporation Certificate is required an extra charge may apply if the Owners Corporation charge a fee for the certificate. Disbursements not included.

CLIENT DETAILS

VENDOR(S) FULL NAMES – Include ALL names

Mr Mrs Miss Ms

Surname:

Given names (in full):

Phone: (H): (W): (M):

Email address:

Mr Mrs Miss Ms

Surname:

Given names (in full):

Phone: (H): (W): (M):

Email address:

Current physical address (Not PO Box)

House or Unit number: Street:

Suburb: State: Postcode:

Current post address: (used UNTIL settlement)

House or Unit number: Street:

Suburb: State: Postcode:

Future post address: (used AFTER settlement)

House or Unit number: Street:

Suburb: State: Postcode:

SALE DOCUMENTS

A copy of your sale documents will be emailed to you and your real estate agent (if applicable). If you wish this to occur you must provide an email address for your agent.

Estate Agent Name: Branch:

Phone: Fax:

Email:

GST CONSIDERATIONS

GST will be payable on the sale GST will not apply to this sale

Please contact our office if you are unsure about GST considerations.

PROPERTY DETAILS

Address of property being sold:

House or Unit number: Street:

Suburb: State: Postcode:

Volume No.:

(Volume and folio are at the top of the Certificate of Title – if the property is mortgaged, ask your bank for these details.)

Folio No.:

Council Name:

Water Authority:

Gas Authority:

Electricity Authority:

Phone Provider:

This property: is vacant land **OR** a free-standing dwelling **OR** is a flat or home unit (see over page *)

OR other:

This property is NOT affected by any of the following issues (or tick any that apply):

- Any easements, covenants or other encumbrances or restrictions as to use other than those shown on the title. (e.g. sewer or drainage pipes outside easements, right-of-way, combined drain etc.)
- Any Government, Council or other orders received or made in respect of the property fences on incorrect title boundaries
- Lack of road access
- Permits, licences or other rights (e.g. grazing or water licence) being transferred on this sale
- Growth Areas Infrastructure Contribution (GAIC) liability

*** If the property is a flat or home unit:**

- there is no car parking **OR** it has its own carpark

The carpark:

Is on a separate title Is allocated by Owners Corporation

There is no common property **OR** There is *common property and it is fully insured.

**Common property must be covered by public liability insurance in the name of the Owners Corporation (i.e. not in your name or as part of your own public liability insurance) for at least \$10 million until settlement.*

it is not run by an Owners Corporation **OR** the Owners Corporation details are:

Name of Owners Corporation:

Owners Corporation Address:

Owners Corporation Telephone:

LOAN DETAILS

(NOTE: We cannot arrange settlement without this information)

The property secures a loan with the following lender (details required to discharge mortgage):

Name of lender:

Loan Number:

Lender address:

Telephone:

The property does not secure any loan of any kind. (Certificate of Title to be provided as soon as possible.)

OUTGOINGS

Total yearly outgoings do not exceed \$3,000 **OR** Total yearly outgoings are: \$

Breakdown of outgoings: Council Rates: \$ Water Rates: \$ Owners Corp.: \$

There are no back rates or other financial liabilities for which the purchaser will become liable after sale.

Please attach copies of latest rates notices – water, council and Owners Corporation (if flat or unit)

CONNECTED SERVICES

The following services are connected to the property (i.e. working inside the house/unit):

- Electricity Gas Water Sewerage Telephone

BUILDING APPROVALS & RENOVATIONS

Have any building works been carried out in the past 7 years? No If yes, please provide a brief description:

Value of building works: \$0 - \$12,000 OR \$12,000 or more

Was a building permit obtained? Yes No

Building Permit No.: Issued on: Copy attached

The building work was completed by:

- A registered builder*
 An owner-builder**

*Copy of Home Owner Warranty **MUST** be attached if value of the building works exceeds \$12,000

Building Inspection Report required in **ALL cases, and warranty insurance required if value exceeds \$12,000

If you completed the works as an owner-builder, please confirm whether:

- a) the building works were carried out in a proper and workmanlike manner: Yes No
b) the materials used were good and suitable for the purpose for which they were used, and those materials were new: Yes No
c) the building works were carried out in accordance with all applicable laws and legal requirements: Yes No

IMPORTANT NOTE: If you are an owner-builder or renovator (i.e. you have arranged building work at your property, but did not use a registered builder for the whole job) you must tell us about ANY building works undertaken on the property, even if a building permit was not required or issued, and identify works by a registered builder, single tradesperson or personally by you, regardless of value, so that we can determine what requirements exist in order to comply with the current legislation.

Failure to properly identify owner-built 'domestic building works' and to obtain the required inspection report and insurance can lead to your Contract being voided at any time prior to settlement.

LAND TAX

- Land tax applies to this property Land tax is not applicable to this property

OCCUPATION OF THE PROPERTY

- I am an owner/occupier (I am living in the property) **OR** the property is vacant (I am living elsewhere).
 A tenant occupies and: Notice to Quit has been served **OR** sale is subject to existing tenancy.

If a tenant is presently in occupation, please attach a copy of the tenancy agreement.

INSURANCE

- The property is insured, and will remain insured until settlement.

Name and address of insurer:

(Note: if the property has 'common property' (flats, units etc.) the Owners Corporation MUST have insurance for the common property of not less than \$10 million. A purchaser may end the contract if the common property is not insured.)

SIGNATURES

I/We confirm that the above information is true and correct, and is to be acted upon as my instructions to proceed.

(Signature)

(Signature)

Note: If this interactive form is returned unsigned this will be taken to be an acceptance of this fee structure and costs and disbursements will be charged in accordance with same.

HOW DID YOU HEAR ABOUT US?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Google | <input type="checkbox"/> I am a previous client | <input type="checkbox"/> Referred by past client | <input type="checkbox"/> Yellow Pages Online |
| <input type="checkbox"/> Billboard advertising | <input type="checkbox"/> Social media | <input type="checkbox"/> Other (please specify): | <div style="border: 1px solid black; width: 300px; height: 15px;"></div> |

Please send this form to our office to commence proceedings

Email: admin@northcotelawyers.com.au Fax: (03) 9486 1666

Mail: 157 St Georges Road Northcote 3070

PLEASE DO NOT LEAVE BLANK BOXES – CONTACT US IF YOU ARE UNSURE ABOUT THIS FORM

For further information regarding costs or the conveyancing process, please call or visit our website

P: (03) 9486 1661 www.northcotelawyers.com.au

Northcote Lawyers Pty Ltd (ABN 88 155 705 203)