

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. Your invoice will be due and payable either at settlement of your property or within four months of engaging our services should your property not sell within this four-month time frame. You will be charged full professional service fees plus disbursements.

CLIENT DETAILS

VENDOR(S) FULL NAMES – Include ALL names

Mr Mrs Miss Ms

Surname:

Given names (in full):

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

Date of Birth (dd/mm/yyyy)

Email address:

/ /

Mr Mrs Miss Ms

Surname:

Given names (in full):

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

Date of Birth (dd/mm/yyyy)

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: Auction Date (if set):

Email:

GST CONSIDERATIONS

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

Please contact our office or your accountant 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 Commercial **OR** other:

Fixtures, fittings and chattels:

The property will be sold with all **fixtures and fittings** Yes No

A fixture or fitting is something that has been affixed to the land or building so as to become part of it such as, but not limited to, a heating/air-conditioning unit, hot plates, free standing gas stove, under bench or integrated dishwasher, carpets, taps, fixed floor coverings, light fittings and window furnishings.

If no, please list the fixtures and fittings that **will not be** sold with the property

Does the property have solar panels? Yes No

If Yes, is there a government buyback agreement and/or supplier payment plan in place? Yes No

The property will be sold with **chattels** Yes No

A chattel is a movable, tangible article of property such as, but no limited to, dishwasher (free standing) or fridge.

If yes, please list the chattels that **will be** sold with the property

If you are uncertain whether an item is a fixture or chattel, please contact our office to discuss.

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 - \$16,000 OR \$16,000 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 \$16,000
Building Inspection Report required in **ALL cases, and warranty insurance required if value exceeds \$16,000

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?

Google I am a previous client Referred by past client Yellow Pages Online
 Billboard advertising Social media Other (please specify):

Please return this form to our office to as soon as possible

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)