

LAWYERS CONVEYANCING
INSTRUCTION FORM – SALE CONVEYANCING
EMAIL OR FAX THIS FORM TO OUR OFFICE TO GET YOUR MATTER STARTED
Email: *Info@LawyersRealEstate.com.au* Fax: (03) 9725 3316

All costs include GST

- | | | |
|----|---|-------------------------|
| 1. | <input type="checkbox"/> Instructions for Sale of real estate – Full real estate sale and conveyancing services | \$5,500* |
| 2. | <input type="checkbox"/> Instructions for Conveyancing work only for residential real estate in Victoria | \$795* |
| 3. | <input type="checkbox"/> Instructions for Conveyancing work only for “ off the plan ” residential real estate in Victoria | \$880* |
| 4. | <input type="checkbox"/> Instructions for Conveyancing work – Vendor not residing in Australia | \$1,210* |
| 5. | <input type="checkbox"/> Conveyancing – Non-standard matter (including commercial real estate) | Call for a quote |

* Note: If an Owners Corporation Certificate is required and the Owners Corporation charges a fee for the certificate, this fee is not included in our costs.

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"/> Television advertising | <input type="checkbox"/> Social media | <input type="checkbox"/> Other (please specify): | <input style="width: 150px;" type="text"/> |

CLIENT DETAILS

(VENDOR(S) FULL NAMES – Include ALL names)

Mr/Mrs/Miss/Ms	
Surname	Given names (in full)
Mr/Mrs/Miss/Ms	
Surname	Given names (in full)

Current post address: (used UNTIL settlement)

Future post address: (used AFTER settlement)

Telephone (H): **(W):** **(M):**

Email address: **Occupation:**

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:**

Tel.: **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:

Volume No.: **Folio No.:** (Volume and folio are at the top of the Certificate of Title – if the property is mortgaged, ask your bank for these details.)

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 subject to 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.)
- is not subject to any Government, Council or other orders received or made in respect of the property.
- has all fences on the correct title boundaries. has road access.
- there are no permits, licences or other rights (e.g. grazing licence) being transferred on this sale.

* 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 Secretary:

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 actually 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 Yes

If yes, give 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

Building Approvals & Renovations continued...

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!)*

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

X
.....

(Signature)

X
.....

(Signature)

To get started, send this form to our office

Email: Info@LawyersRealEstate.com.au

Fax: (03) 9725 3316

Post: Suite 6, 3-5 Hewish Road, Croydon 3136

PLEASE DO NOT LEAVE BLANK BOXES – CONTACT US IF UNSURE ABOUT THIS FORM
For further information regarding costs or the conveyancing process, visit our website at:

www.LawyersConveyancing.com.au

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