

Instructions



Fill in the form

STEP 1



Fax or email the form
to us to commence

STEP 2



Payment of the
deposit

STEP 3



Phone

(02) 83553788

Call us today. If Unsure
about how much to pay



Fax

(02) 80796988



Post

PO Box 1222
Haymarket 1240



Direct Deposit

Sydney Legal Practice
BSB 062173
ACC 10153341
Ref: your surname



Contact Details

Current Address:

Postal address for after settlement: Will you live in the property?

.....

Phone: Email:

Contract Details

Names of Buyers:

Are you purchasing the property as joint tenants or tenants in common?

Are you an non resident or permanent residents?

Have you paid a deposit to the agent?

Property Details

Are you a first home buyer?

Do you need us to order a building and pest or strata report on your behalf?

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Have you organised insurance cover for the property?

Finance Information

Please provide the banker or broker details:

Phone:

Email:

Name of Lender:

Loan amount borrowed?

Are you refinancing the existing loans?



Proposed Sale of Your Property Questionnaire Form

1. Full name (including any middle names), phone number, **current** residential address and email of **ALL** sellers (for mailing purposes during the conveyance);

Vendor 1 name: _____ Phone No: _____ Email add: _____

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***CURRENT Mailing Address** of all vendors (if at different residential addresses).

***FUTURE Mailing Address** of all vendors (once your property has been sold)

2. Please confirm the CURRENT relationship between each vendor (eg, husband/wife, brother/sister etc) and if for example a separation is currently in place, then any financial/separation agreements in place.
3. Address of the property being sold:
4. Is this your: primary place of residence or investment property
5. Do you pay land tax on this property? Land tax applies if the land value of all your NSW investments in NSW goes over the current year's threshold and excludes your primary place of residence.
If unsure, you can liaise with the Office of State Revenue direct on 1300 139 816 to confirm your status.
6. List of inclusions (cross where applicable and add extras under 'other' if required). Please ensure that all items marked are in working order:
- | | | | |
|---|--|---|---|
| <input type="checkbox"/> blinds | <input type="checkbox"/> curtains | <input type="checkbox"/> insect screens | <input type="checkbox"/> stove |
| <input type="checkbox"/> built-in wardrobes | <input type="checkbox"/> dishwasher | <input type="checkbox"/> light fittings | <input type="checkbox"/> pool equipment |
| <input type="checkbox"/> clothes line | <input type="checkbox"/> fixed floor coverings | <input type="checkbox"/> range hood | TV antenna |
| <input type="checkbox"/> other: | | | |
7. List of exclusions (if any):
8. Please list any improvements that apply to your property (eg, garage, carport, carspace &/or storage, swimming pool).
9. If you are selling your car space, garage or storage with your property, please advise if they are on a separate title?
10. Name and contact details of the selling agent;



11. Is the property currently tenanted and if so, please provide a copy of the current tenancy agreement and managing agent (if applicable).
12. If you are selling a unit, please provide the Strata Managers details.
13. Particulars of any matters which might be **detrimental** to the interests of a purchaser. Not disclosing any of the below could result in contracts being terminated and the purchaser entitled to their deposit.

This may include:

- proposed road widening,
 - any proposals by RTA or any government authorities,
 - disputes with neighbours or any authorities,
 - any sewer passing through the land,
 - issues with boundary fences,
 - any proposed developments in nearby areas
 - any orders/notices from council in relation to your property (in relation to renovations/improvements not in conformity with council requirements)
 - are you bankrupt?
14. If you have undertaken any renovations/additions to the property:
 - Please describe that has been done and estimated value of each renovation/improvement,
 - Have you received council approval &/or strata approval?
 - Please provide approval documentation (such as DA approvals), any Home Warranty insurance, building certificate, Occupation Certificate , Survey Report and any other documentation relating to the improvements/additions or that you may hold a copy of.
 15. Are you anticipating that there be sufficient funds to pay out your mortgage at settlement (excluding the deposit which would be held with the agent).
 16. Additional notes you would like to include (eg, extended settlement period, particular inclusions which are broken and will not be repaired, approximate age of the building etc)
 17. Are there any special levies that you wish to pass onto the purchasers? Or make adjustments on at settlement?

