

VENDOR INSTRUCTION SHEET

CLIENT/VENDOR:

POSTAL ADDRESS:

TELEPHONE: (Home) (Work) (Mob)

EMAIL:

PROPERTY FOR SALE:

SELLING AGENT:

STRATA MANAGER (if applicable):

TITLE PARTICULARS: **LOT** **DP** **SECTION**

WHEREABOUTS OF TITLE DEED:

EXPECTED/ACTUAL SALE PRICE:

Has a Bank a registered Mortgage on property? Yes ☐ No ☐
If so approximate amount owing? \$ _____

Is the property an investment property? Yes ☐ No ☐

Is the property tenanted? Yes ☐ No ☐

If property sold with: ☐ Vacant possession ☐ Existing tenancy

Tenants Particulars or Copy lease attached:
Managing Agent:

Is there a Bond? Yes ☐ No ☐

GST

Has the Vendor an ABN number? Yes ☐ No ☐

What is it? ABN _____

Is the Vendor registered for GST?

Is the sale a taxable supply? ☐ YES

Included in price Yes ☐ No ☐

Margin Scheme

(NB no input tax credit available) Yes ☐ No ☐

Not included in price

And payable by Purchaser Yes ☐ No ☐

☐ NO, and the reason is:

- ☐ input taxed residential premises
- ☐ sale not a taxable supply Section 9, because:
 - ☐ not in the course or furtherance of an enterprise;
 - ☐ not for value
 - ☐ not registered or required to be registered
 - ☐ not connected with Australia
- ☐ sale of Going Concern
- ☐ Sale of farm land for farming
- ☐ Sale of subdivided farm land for farming

CAPITAL GAINS TAX

Payable ☐ YES

50% concession available for individuals and trusts not companies

Yes ☐ No ☐

Small business concession available Yes ☐ No ☐

Less than \$5M active assets

- ☐ rollover
- ☐ 50% further discount
- ☐ 15 years retirement exemption, over 55
- ☐ \$500,000 lifetime super contribution

Not payable ☐ NO, and the reason is:

- ☐ principal place of residence
- ☐ pre 20/9/85

(Refer to your accountant for clarification)

LAND TAX:

Is the Vendor or property subject to land tax? Yes ☐ No ☐

What is unimproved capital land value - \$ _____

Is there to be an adjustment of Land Tax in Contract? Yes ☐ No ☐

PURCHASER'S DETAILS:

PURCHASER'S SOLICITORS:

Do you want documents sent to your
accountant after settlement?

Yes ☐ No ☐

Accountant's contact details:

COMPLETION DATE:

☐ 42 days

☐ Date: ____/____/____

☐ Other: _____

IMPROVEMENTS:

☐ House/Unit ☐ Garage ☐ Carport ☐ Shed ☐ Other: _____

INCLUSIONS

☐ Blinds

☐ Built-in wardrobes

☐ Clothesline

☐ Curtains

☐ Dishwasher

☐ Fixed Floor Coverings

☐ Insect screens

☐ Light fittings

☐ Range-hood

☐ Stove

☐ Pool Equipment

☐ TV antenna

☐ Air conditioning

☐ slow combustion heater

☐ gas heater

☐ spa

☐ Cubby house

☐ Garden shed

☐ Other: _____

EXCLUSIONS:

Are the inclusions in working order?

Yes ☐ No ☐

Date property purchased? _____

Does the property comply with the Division 7A (Smoke alarms) of Part 9 (Fire safety and matters concerning the Building Code of Australia) of the Environmental Planning and Assessment Regulation 2000.

Yes ☐ No ☐

Are there any Family Court matters or marital concerns that will dictate how the proceeds of the sale are to be distributed?

Yes ☐ No ☐

If so Name of Spouse's Solicitor:

Do you hold a Survey Report or Building Certificate?

Yes ☐ No ☐

Are you aware of any encroachments ?

Yes ☐ No ☐

Are you aware of any issues with Council regarding
existing structures?

Yes ☐ No ☐

Have you been bankrupt or insolvent?

Yes ☐ No ☐

Are you over 18 Years?

Yes ☐ No ☐

Has the Vendor received any Notices or Orders from the Council, Water Board, Strata Titles Commissioner or any other Body imposing any obligation to expend money on the subject property?

Yes ☐ No ☐

Have the Council, RTA, Water Board or any other body resumed any of the land since they acquired property?

Yes ☐ No ☐

Are there any easements or rights of way affecting the property that they are aware of?

Yes ☐ No ☐

Does the property comply with the covenants or restrictions on the use of land, if any?

Yes ☐ No ☐

Is there a swimming pool?

Yes ☐ No ☐

Was Council approval obtained?

Yes ☐ No ☐

Do you have a compliance certificate?

Yes ☐ No ☐

When was pool constructed and by whom? _____

Is the Vendor aware of any unsatisfied judgements order or writs or execution against the property?

Yes ☐ No ☐

Are any improvements or chattels subject to hire purchase, credit contract, bill of sale or charge etc?

Yes ☐ No ☐

Is there any latent defects in title or the property?

Yes ☐ No ☐

When was the building constructed and the name of the builder who constructed property?

Home Building Legislation – 7 year warranty

Insurance Certificate required if the house was built or any building work done:

(a) after 1 May 1997 and before 2 April 2002 (more than \$5,000.00) Yes ☐ No ☐

(b) after 2 April 2002 (cost more \$12,000.00) Yes ☐ No ☐

(If vendor is a developer or owner builder than insurance certificate should be annexed to Contract and if not the purchaser can rescind)

