

CONTRACT & SECTION 32 INFORMATION FORM

EMAIL (Info@LawyersRealestate.com.au)OR FAX (9725 3316)

THIS FORM TO OUR OFFICE TO GET YOUR MATTER STARTED

- Instructions for Sale of real estate – Full real estate sale and conveyancing services **\$4,400***
 - Instructions for Conveyancing work only for **residential** real estate in Victoria **\$770***
 - Instructions for Conveyancing work only for **off the plan residential** real estate in Victoria **\$880***
 - Instructions for Conveyancing work – **vendor not residing in Australia** **\$1,210***
 - Instructions for Conveyancing work only for **commercial** real estate in Victoria **\$990****
- (Includes conveyancing work as defined in the Legal Profession Act 2004, agreed disbursements, and GST)*

*(# **Note: Price does not include disbursements.**)*

***Where an Owners Corporation is involved an extra charge will apply for each Owners Corporation Certificate required**

CLIENT DETAILS

Vendor(s) Full Names:
(i.e. including ALL given names)

Current Address (For correspondence **UNTIL** settlement):

Future Address (For correspondence **AFTER** settlement):

Telephone: (H).....(B).....(M).....

E-mail:**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:.....**Tel:**.....**Fax:**.....

Email Address:

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)

Council Name:.....**Water Authority:**.....

Gas Authority:.....**Electricity Authority:**.....**Telephone Provider:**.....

This property: **is vacant land** or **a free-standing dwelling**
or **is a flat or home unit (see below *)** **other**

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

*** A flat or home unit:**

- its own carpark attached the carpark is on a separate title
- it has a carpark allocated by Owners Corporation there is no car parking
- 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).

Connected Services

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

Electricity Water Gas Sewerage Telephone

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)

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!)*

Building Approvals & Renovations

No building approvals have been obtained, and no building works have been performed in the past 7 years.

A building permit was obtained in the past 7 years, and details are as follows:

Building Permit No:..... Issued On:..... Copy of permit attached.

New home OR Extension (over \$12,000) OR Renovations (over \$12,000.00) OR

Other works (over \$12,000.00)

The building work was completed by:

A registered builder (*copy of Home Owner Warranty **MUST** be attached*).

The building work was completed by an owner builder: *\$0 - \$12,000 **\$12,000 or more.

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" can lead to your Contract being voided at any time prior to settlement, if the required inspection report and insurance are not obtained prior to entering the Contract of Sale.

Please describe the building work:

**Building inspection report required*

***Building inspection report AND warranty insurance required*

How did you hear about us?

Yellow Pages On-line

Google

FindLaw.com.au

Yahoo

Office window display

I'm a previous client

Referred by past client

Law Institute Referral

Other (*please specify*).....

.....
(Signature)

.....
(Signature)

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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