



Office Use Only					

SALE OF PROPERTY

Questionnaire v1.F

1. CONTACT DETAILS

The person filling in this form

**** Must be one of the Vendors**

If it is a company, a search and confirmation of the Directors will be required.

Firstname:		Middlename:	
Lastname:			
Company (if applicable):			
Address:			
Suburb:		Postcode:	
Email:			
Phone:		Mobile:	
Date of Birth:		Location:	
Country:			

2. THE PROPERTY/LAND

Address of the land subject to the enquiry/application

Property: Address			
Suburb:		Postcode:	
Responsible Authority (Council):			
Volume/Folio: (if known)	/	Lot/Plan: (if known)	/

3. SELLING AGENT

Agency Name:	
Contact Name:	
Address:	
Suburb:	Postcode:
Email:	
Phone:	Fax:
Please tick below	
Auction: <input type="radio"/> Yes <input type="radio"/> No	Auction Date: / / 20

4. SERVICES - please let us have the name of the service provider and confirmation as to whether or not such services are connected.

	Service Provider (if known)	Connected?	Anything else we should know?
Electricity	>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Available	
Gas	>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Available	
Water	>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Available	
Sewerage	>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Available	
Telephone	>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Available	
Internet	>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Available	

Is there a solar system installed?	<input type="radio"/> Yes <input type="radio"/> No	kW
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If a particular service has been disconnected or is available but not connected, it is important that the vendor’s statement contains such information. We advise that if such service is connected at the date of sale, you should not disconnect until final settlement is affected.

Solar system will be listed as a fixture on your Contract of Sale to be sold with the property unless you advise us differently.

5. NOTICES

Have you received any particulars of any notice, order, declaration, report or recommendation of a public authority or government department or approved proposal affecting the property including any notice for road widening, new fencing or construction of footpaths.

6. OUTGOINGS

Please provide us with scanned or photocopied copies of your latest Council and Water Rate notices, together with, if applicable, a copy of your latest Land Tax assessment and Body Corporate invoice for charges payable.

<input type="radio"/> Council Rates	Any others (provide details)?
<input type="radio"/> Water Rates	
<input type="radio"/> Land Tax	
<input type="radio"/> Body Corporate	

7. PLANNING / ZONING

(a) Is there any information you have concerning the zoning of the property including current zoning, any proposals for re-zoning and any planning permits that may have issued. We will obtain details of current zoning from the planning certificate that we have applied for.

(b) Are you aware whether the property is in a heritage area and may have possible limitation on renovations or developments?

8. CHATTELS / FIXTURES

Please provide us with a list of chattels and/or plant equipment to be sold with the property. Any chattels listed to be sold with the property, must remain at the property at settlement. It is very important to make it very clear to the Purchaser, what items are to be included in the sale such as a dishwasher. Never assume anything.

INCLUDED ITEMS	NOT INCLUDED ITEMS
All fixed floor coverings, light fittings, window furnishings, solar system, and all fixtures and fittings of a permanent nature.	

9. TITLE

(a) Please provide us with any title details you may have in your possession:

(b) Please confirm details of any known discrepancies between the physical boundaries to the property and those shown on title.

(c) Please advise any encumbrance and/or covenant noted on title, and water authority encumbrance or other restriction or any hidden defect known to you:

10. BUILDING WORKS

(a) Registered Builder (building works carried out by a registered builder)

Please provide details of any building approvals for construction of, or addition or renovations to the property granted during the past seven (7) years together with copies of all Planning, Building and Occupancy Permits and particulars of the Builder's Warranty Insurance.

If the Builder's Warranty Insurance has not been effected or particulars of Warranty Insurance cannot be ascertained, you will be required to arrange for the appropriate insurance cover **before** you enter into a contract.

(b) Owner Builder (building works carried out by you, and/or previous owners as Owner Builder)

Full details of **any structural works** carried out by you or whether you managed any of the works, including extensions, additions and/or renovations to the dwelling in the past seven years. Please contact us immediately to confirm you are holding a defects report from a registered building inspector and a copy of the Home Insurance Warranty. **The Inspection Report and Warranty Insurance must be included in the Contact no matter the cost of the works.**

If you are not in possession of these documents please let us have your instructions, and we will arrange an inspection on your behalf and assist you with the process of applying for the warranty insurance. If we apply to the council for a certificate, regarding alterations and all the requirements of the council have not been met, it will be your responsibility to comply with any order which the council may issue as a result of reviewing its file on the property or carrying out an inspection of the property.

In addition, in relation to alterations to the property carried out more than seven years ago (by you or a previous owner) a problem may arise if such changes were made in breach of the building regulations, i.e. were made without a permit or made but not finally inspected and approved by the Council.

Please let us know immediately if you are aware of any additions and/or alterations which may have been made to the property more than seven (7) years ago, including garages, pergolas, decking, sheds (where footings are required), fences and any other works of a structural nature.

When providing answers, we require approximate date, nature of the work, details and whether it was performed by a registered-builder or owner-builder.

11. LEASES / RESIDENTIAL TENANCY AGREEMENTS

If the property is leased, please kindly provide us with a copy of the lease or agreement as this will need to be attached by us to the Vendor's statement.

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12. BODY CORPORATE

If your property is affected by a Body Corporate, please tell us the name, address and telephone number of the secretary of the body corporate, as there are certain details regarding the body corporate which you must provide to a purchaser.

Company:	
Contact Name:	
Address:	
Suburb:	Postcode:
Email:	
Phone:	Fax:

13. GST

This sale may attract GST

(a) Please confirm whether or not you are registered for GST purposes. If so, please provide us your ABN.

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(b) When marketing the property please take into account whether or not the sale will be sold exclusive or inclusive of GST. Please let us have your instructions with regard to GST and whether the Margin Scheme is to be applied.

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14. INSURANCE

We remind you that you should maintain adequate insurance cover in respect of damages or destruction to your property together with public liability insurance kept current to the date the whole of the sale price is paid (final settlement date).

Yes No

15. POWER OF ATTORNEY

If the Contract of Sale and Section 32 Statement are to be signed under power, please provide us with a certified copy of the Power of Attorney document. It will need to be provided with the Vendor's statement.

It is to be provided? Yes (attached) No

16. SWIMMING POOL

Please advise us whether the property includes a swimming pool and whether Council Regulations have been complied with regard to fencing, gates and/or barriers.

Swimming Pool with fencing/gates and/or barriers? Yes No
Were you provided a certificate of compliance and/or any other documents by the installation company? Yes (attached) No

17. LAND TAX?

Do you pay Land Tax? Yes No Not Sure

If so, you are required to include a Land Tax Certificate in the section 32.

18. EASEMENT?

Do you have an easement on your Property? Yes No Not Sure

If unsure, we will need to include a Drains & Sewerage Certificate to include in your Section 32 Vendors Statement.

19. SPECIAL CONDITIONS

We will provide many special conditions on our standard Contract of Sale. Should you require any specific to your needs, please advise us below:

Do we need to include any special conditions to the Contract of Sale? Yes No Not Sure

20. MORTGAGE ON PROPERTY?

Do you currently have a mortgage on the property? Yes No Not Sure

How much is approximately owing?

\$

Who is the mortgagee (bank)?

We will require your loan number

If you used a broker to secure the loan what are there contact details? We will require a Name & Phone number.

21. RIPARIAN LAND

Land that adjoins rivers, creeks, estuaries, lakes or wetlands is known as riparian land. It is often the only remaining area of remnant vegetation in the landscape.

What is a Crown land water frontage?

- A strip of Crown land that runs alongside a river, creek or wetland and is generally located between the waterway and the private land boundary.
- Frontage widths vary from 20 – 100 metres or more in some cases.
- Crown land water frontages occur along most large streams in Victoria. Approximately 30,000 km of Victoria's 170,000 km of water frontage consists of Crown land water frontages.

Does your property adjoin any such possible land? Yes No

If yes to the above, do you have a licence from the Department of Environment, Land, Water and Planning ("DELWP"), or its predecessor, in relation to that strip of land? Yes No

If you do pay a licence, please provide us with a full copy of the Licence for inclusion in the Section 32 statement.

22. OTHER VENDORS?

Is there a second known person on title?

If it is a company, a search and confirmation of the Directors will be required.

Firstname:		Middlename:	
Lastname:			
Company:			
Address:			
Suburb:		Postcode:	
Email:			
Phone:		Mobile:	

Date of Birth:	Location:
Country:	

Is there a third known person on title?

If it is a company, a search and confirmation of the Directors will be required.

Firstname:		Middlename:	
Lastname:			
Company:			
Address:			
Suburb:		Postcode:	
Email:			
Phone:		Mobile:	

Date of Birth:	Location:
Country:	

How did you hear about us?

- Google Searching (Internet)
- Word of Mouth
- Big News Magazine (Free)
- We Save You Money Magazine (Free)
- Mailbox advertising
- Billboard advertising
- Other _____

This questionnaire, is to be supplied by either:

1. Email – info@spinconveyancing.com.au
2. Mail – PO Box 1294, Waverley Gardens VIC 3170

DOCUMENTS CHECKLIST:

- Latest Council Rates ?
- Latest Water Rates ?
- Land Tax ?
- Notices (such as a Fencing Notice from your neighbour, etc) ?
- Any certificates (such as Electrical Certificates for Air-Conditioning or Solar Installations, Pool Fencing, etc) ?
- Leases and Agreements ?
- Body Corporate Notices, Rules ?
- Copy of the Certificate of Title if you have it ?
- Licence from the DELWP for riparian land ?

VERIFICATION OF IDENTITY

There is a regulatory requirement for you to undergo a Verification of Identity process (100pts of ID) check. We will provide to you details shortly on how to arrange this.

Your personal information will be held by us for a period not less than 7 years. Should more than one person/company appear on title, all individuals/directors signing documents are required to undergo the identity check.

For more information, please review our Privacy Policy which you will find on our website at www.spinconveyancing.com.au.

We look forward to working with you,



SPIN CONVEYANCING.....