

VENDOR – Date of Instructions/...../.....

If Regional did not act, how did you hear of us?	
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If property owned by a Company

Company Name			
ACN or ABN			
Company address			
Director 1		Director 2	
Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Middle Name (s)		Middle Name (s)	
Surname		Surname	
Date of Birth		Date of Birth	
Email		Email	
Mobile No:		Mobile No:	

Is the property held by a trust where the Company is trustee?	Yes <input type="checkbox"/>	Complete all sections	If so, specify full name of trust:	
	No <input type="checkbox"/>	If no, go to Postal Address		

Type of Trust eg Discretionary	
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Are there beneficiaries to the trust	Yes <input type="checkbox"/>
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Beneficiary 1 – As above <input type="checkbox"/>		Beneficiary 2 – As above <input type="checkbox"/>	
Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Middle Name (s)		Middle Name (s)	
Surname		Surname	
Date of Birth		Date of Birth	
Email		Email	
Mobile No:		Mobile No:	

Current home address	
Postal Address (if different from home address)	

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If property owned by individuals

Vendor 1		Vendor 2	
Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Middle Name (s)		Middle Name (s)	
Surname		Surname	
Date of Birth		Date of Birth	
Email		Email	
Mobile No:		Mobile No:	

Is the property held by a trust where the Company is trustee?	Yes <input type="checkbox"/>	Complete all sections	If so, specify full name of trust:	
	No <input type="checkbox"/>	If no, go to Postal Address		

Type of Trust eg Discretionary	
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Are there beneficiaries to the trust	Yes <input type="checkbox"/>
--------------------------------------	------------------------------

Beneficiary 1 – As above <input type="checkbox"/>		Beneficiary 2 – As above <input type="checkbox"/>	
Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Middle Name (s)		Middle Name (s)	
Surname		Surname	
Date of Birth		Date of Birth	
Email		Email	
Mobile No:		Mobile No:	

Current home address	
Postal Address (if different from home address)	

Additional Vendors

Vendor 3 (if applicable)		Vendor 4 (if applicable)	
Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Middle Name (s)		Middle Name (s)	
Surname		Surname	
Date of Birth		Date of Birth	
Email		Email	
Mobile No:		Mobile No:	

Does this transaction involve a breakdown of marriage? If so, complete below	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, has an agreement been reached	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a written agreement or court orders? If yes please supply a copy	Yes <input type="checkbox"/> No <input type="checkbox"/>

Marital Arrangements

Vendor 1		Vendor 2	
Name of Family Law Office		Name of Family Law Office	
Lawyer		Lawyer	
Address		Address	
Phone No		Phone No	
Email		Email	
Mobile No:		Mobile No:	

Power of Attorney or Executors to the Estate

POA or Executor 1		POA or Executor 2	
Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Prefix	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
First Name		First Name	
Middle Name (s)		Middle Name (s)	
Surname		Surname	
Date of Birth	Click here to enter a date.	Date of Birth	Click here to enter a date.
Email		Email	
Mobile No:		Mobile No:	

Property and Selling Details

Address of Property being Sold			
Is the Property being sold the same as the residential address	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is property being Auctioned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Auction Date: <input type="text"/>

Estate Agent:

Agency	
Agents Name	
Agents Mobile No:	
Address of Agency	
Email	

Mortgage and Title Details

Is your property mortgaged?	Yes <input type="checkbox"/>	No <input type="checkbox"/> (if no go to *)	
If yes Name of Bank			
Branch (if known)			
Amount owing?	\$		
Loan account no:			
*If no mortgage location of certificate of title:			
Is your property subject to a caveat?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes to whom? <input type="text"/>
Title details: <i>certificate of title</i>	<i>Volume:</i>	<i>Folio:</i>	
Have you owned the property more than 7 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If less than 7 years, did we act in your purchase of this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If not, can you provide a copy of the purchase contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Rates and Charges

Municipality:	City of Greater Geelong	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other - <input type="text"/>
Water Board:	Barwon Water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other - <input type="text"/>

Zoning	
Overlay (eg heritage, environmental, special building restrictions)	

Water Leases or Agreements

Is there a Water Agreement or Lease in regard to water supply	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please supply the name of the Authority and phone contact		Ph No	<input type="text"/>

Owners Corporation (Body Corporate) – if applicable

OC Managing Group	
Managers Name	
Managers Address	
Phone	
Email	
Are you aware of any levies or charges to be struck?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Owners Corporation received or issued any notices?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is <u>common property</u> , liability insurance minimum \$10M in place? (Sale may be lost if not insured.)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Notices

Have you received any notices or orders e.g. to fence, street construction, special charges imposed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any notice/proposals/planning application affecting neighbouring land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has any planning permit been issued affecting your land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your property on the Historic Buildings register?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you received a notice that this property is included for the Growth Area Infrastructure Contribution	Yes <input type="checkbox"/> No <input type="checkbox"/>
*If the answer is “yes” to any of the above please attach copy of relevant documents.	

Building Information

Building Type		Number of Bedrooms	
Brick	<input type="checkbox"/>	1	<input type="checkbox"/>
Brick Veneer	<input type="checkbox"/>	2	<input type="checkbox"/>
Timber	<input type="checkbox"/>	3	<input type="checkbox"/>
Fibro Cement	<input type="checkbox"/>	4	<input type="checkbox"/>
Other	<input type="checkbox"/>	5 or more	<input type="checkbox"/>

Services Connected

Services	Not Connected
Water	<input type="checkbox"/>
Sewerage	<input type="checkbox"/>
Electricity	<input type="checkbox"/>
Gas	<input type="checkbox"/>
Phone	<input type="checkbox"/>

Solar Panels

Do you have Solar Panels on your property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you are on a payment plan to purchase the Solar panels	Yes <input type="checkbox"/> No <input type="checkbox"/>	A copy of the payment plan is required

Building Approvals Issued or other works in the last 7 years – supporting permits and inspections will apply.

Is the main dwelling older than 7 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Approximate age	<input type="text"/>	years
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Registered Building Works

Works with Permit: Have there been any building permits issued in last 7 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have these permitted works been issued with an Occupancy Permit or Final Inspection?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the works exceed \$16,000.00?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were any works carried out as an owner builder?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have Warranty Insurance for any works that exceeded \$16,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any works been completed in the last 7 years that have not been issued with a Building Permit or works that are incomplete?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Council required a Planning Permit be issued for any works constructed on the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where a pool or outdoor spa exist, have permits been issued for the required fencing?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Encumbrances

Have the Council set planning requirements that prohibit the construction of a dwelling house (rural properties mainly)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the property have an easement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where is the easement located?	<input type="text"/>
Are there any buildings (eg garage) that are over (or encroach) this easement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a Covenant (restriction set on title) affecting this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, has the covenant been complied with?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Tenancy

Is the property tenanted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a Tenancy Agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does an agency handle the tenancy details? Please advise.	<input type="text"/>
Phone number	<input type="text"/>
Email	<input type="text"/>

Plumbing and Title Boundaries

Is the sewerage pipeline shared between neighbouring properties prior to attaching to the main	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the measurements on title match the actual measurements of the property	Yes <input type="checkbox"/> No <input type="checkbox"/>

GST

Is GST applicable to this transaction. (Most residential land is GST exempt)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If 'Yes' complete the questions below in respect of GST

Do you have an ABN?	_____ - _____ - _____
Are you registered (or required to be registered) for GST purposes?	
Is the property used for commercial purposes (in whole or in part)?	
Are you involved in the business of buying and/or selling property?	

GST (Cont)

Is the sale of this property part of an arrangement entered into for the intention of making a gain/profit? <i>For example you acquire the property with the intention to renovate, rebuild, build a new building or subdivide and then sell the property making a gain/profit</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this the first time sale of a property that was renovated or rebuilt while you owned the property or was built new on land owned by you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

IMPORTANT NOTICE:

On solicitors advice:

1. A Building Certificate can be obtained from the Council which shows any permitted works that have been completed over the last ten years. The cost of a Building Certificate is usually \$75.00. Your vendor's statement will be prepared without this certificate, unless you instruct Regional Conveyancing to obtain it and provide \$75.00 (includes GST) to cover the cost. This certificate is included in with costs for Auction documents.
2. If the property is outside Barwon Water Region we advise that an Encumbrance Certificate be obtained which shows the location of easements and sewerage lines within the property.
3. Building Certificate \$75.00 Encumbrance Certificate \$66.00(if app)
 Auction Document Fee \$200.00 (includes Building Certificate).

Please sign to confirm that you have read and checked the above information and return it to Regional Conveyancing as soon as possible.

AUTHORITY TO REGIONAL CONVEYANCING

**TO: Regional Conveyancing
Suite 5, Level 1, 343 Pakington Street,
Newtown Vic 3220**

Irrevocable instructions to Regional Conveyancing:-

Property being sold:

We hereby request and authorise Regional Conveyancing to advise our financial institution and/or their agent, Real Estate Agent and any Council or Regulatory Body that in respect of the above property, on our behalf:

- Request and collect materials, documents or certificates from our financial institution and/or their agent, Real Estate Agent and any Council or regulatory body to assist with the construction of the Section 32,
- For Regional Conveyancing or their agents to require any action to occur with our financial institution and/or their agent, Real Estate Agent and any Council or regulatory body, to arrange or facilitate the production of such documents to form part of the Section 32.

It is understood that we will be bound by these instructions.

Signed:	Print Name	Dated	/	/
Signed:	Print Name	Dated	/	/
Signed:	Print Name	Dated	/	/
Signed:	Print Name	Dated	/	/

***Please return this form to:**

Regional Conveyancing, Level 1, Suite 5, 343 Pakington Street, Newtown VIC 3220
reception@regionalconveyancing.com



Have you attached the following documents [where applicable]?

<table border="0" style="width: 100%;"> <tr><td>Certificate of title</td><td><input type="checkbox"/></td></tr> <tr><td>Mortgage statement</td><td><input type="checkbox"/></td></tr> <tr><td>Municipal rate notice</td><td><input type="checkbox"/></td></tr> <tr><td>Water board rate notice</td><td><input type="checkbox"/></td></tr> <tr><td>Sewer plan if up to date</td><td><input type="checkbox"/></td></tr> <tr><td>Tenancy agreement</td><td><input type="checkbox"/></td></tr> <tr><td>Lease</td><td><input type="checkbox"/></td></tr> <tr><td>Court Orders</td><td><input type="checkbox"/></td></tr> </table>	Certificate of title	<input type="checkbox"/>	Mortgage statement	<input type="checkbox"/>	Municipal rate notice	<input type="checkbox"/>	Water board rate notice	<input type="checkbox"/>	Sewer plan if up to date	<input type="checkbox"/>	Tenancy agreement	<input type="checkbox"/>	Lease	<input type="checkbox"/>	Court Orders	<input type="checkbox"/>	<table border="0" style="width: 100%;"> <tr><td>Building Permit</td><td><input type="checkbox"/></td></tr> <tr><td>Certificate of occupancy/Final Approval</td><td><input type="checkbox"/></td></tr> <tr><td>Warranty Insurance (Reg. Builder)</td><td><input type="checkbox"/></td></tr> <tr><td>Any notice or order</td><td><input type="checkbox"/></td></tr> <tr><td>Land tax assessment</td><td><input type="checkbox"/></td></tr> <tr><td>Owner builder inspection report and insurance</td><td><input type="checkbox"/></td></tr> <tr><td>Previous Contract of Sale</td><td><input type="checkbox"/></td></tr> <tr><td>Other *</td><td><input type="checkbox"/></td></tr> </table>	Building Permit	<input type="checkbox"/>	Certificate of occupancy/Final Approval	<input type="checkbox"/>	Warranty Insurance (Reg. Builder)	<input type="checkbox"/>	Any notice or order	<input type="checkbox"/>	Land tax assessment	<input type="checkbox"/>	Owner builder inspection report and insurance	<input type="checkbox"/>	Previous Contract of Sale	<input type="checkbox"/>	Other *	<input type="checkbox"/>
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