



PROPERTY TRANSFER SPECIALIST

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VENDORS STATEMENT QUESTIONNAIRE

Please complete in full - we cannot proceed if information is missing:

SELLER (Owner) Please insert full legal names as listed on your Title)

Full Names

Vendor 1 _____ DOB _____

Mobile Phone no. _____

Email Address _____ @ _____

Vendor 2 _____ DOB _____

Mobile Phone No. _____

Please provide details of any maiden names or previous names that you have been known as (this is a new Government requirement)

Vendor 1 _____ Vendor 2 _____

Home Address _____

Postal Address _____

Trustee or Company Name if property not in your own name:

Sole Director Company ___ Yes ___ No **A.C.N** _____

Company details: Full names and addresses of Director/s

Name _____

Address _____

Does the company have a Common Seal? _____

Are you Registered for GST? _____

Do you pay Land Tax? _____

DETAILS ABOUT THE PROPERTY TO BE SOLD

Property Address _____
Street Number Street Name

Suburb

Is the sale the result of a breakdown of a relationship? _____

We will need written instructions from both parties to advise how the funds are to be paid at settlement.

TYPE OF PROPERTY

Approximate Age of Dwelling _____ (IF UNDER 7 YEARS PLEASE COMPLETE BUILDING SECTION OF PAGE 3)

TITLE DETAILS

LOT NUMBER _____ **PLAN NUMBER** _____

VOLUME _____ **FOLIO** _____

Registered Proprietor (if title not in your name) _____

Please provide answers to the following:

Does the property back onto a laneway?

Is there a separate Title for a car space?

Do the Fence boundaries match Title boundaries?

Is the property occupied by a Tenant?

If yes, please complete page 5 of this questionnaire

Do you have your own Water Meter to the Property?

Do you have a Pool or Spa?

If yes is the correct safety fence and locks in place?

Are there any structures built over any easements?

Are there any unregistered easements on Title?

Has the property been subject to contamination?

If there is a Covenant on Title, has it been breached?

Have you received any notices from anyone?

(purchaser must be made aware of anything that may impact on them when purchasing property, Fencing Notice/ Noise disturbance, road making change etc)

Are there any developments proposed that may affect your property or matters a buyer should know about that may affect the sale?

RATES AND CHARGES (list authority and amount of rates payable)

1. Name of Council _____ \$ _____ amount paid per annum
2. Water Authority _____ \$ _____ amount paid per quarter
3. Other (Body corporate etc) _____ \$ _____ amount paid and date paid to _____

Are there any outstanding monies for Roads or Sewage Schemes?

SERVICES

Please indicate the services connected to the property

Electricity Phone Gas Sewage Water

Please provide a copy of your current rates and water notice.

Some Questions regarding the sale.

Will the property be sold by Private sale / Auction? _____

Date of Auction _____

Please advise us and the Agent the fixed items not included in the sale

YOUR AGENT NAME: _____

ADDRESS _____

CONTACT NUMBER _____

AGENT EMAIL ADDRESS _____

Where is the original Title Held? (if you have a Mortgage it will be with your Bank)

We will require the original title if in your possession no later than one week prior to settlement.

DETAILS OF MORTGAGE AND OR CAVEAT (please provide details of all loans secured by this property)

Lender Name _____

Loan No. _____

Details of Caveat (if applicable): Caveator _____ Amount owing: _____

Is this Mortgage linked to other properties?

Do you need the deposit released prior to settlement?

(this will incur additional charges not included in our fixed fee)

IMPORTANT NOTES:

- If you owe the bank more than 80% of the value of your property, the deposit will not be released to you until Settlement day.

-If your sale is the result of a relationship separation, if any disputes you will need to engage a family law solicitor.

BUILDING APPROVALS AND BUILDING WORKS

Have any building works been undertaken on the property by either you or the previous owner in the past 7 years?

NO: _____

YES: _____ Structure Built _____ Date of structure _____

Please provide a copy of all Permits for works carried out in the past seven years.

******IMPORTANT: IF YOU ANSWERED YES TO BUILDING WORKS BEING UNDER SEVEN YEARS OLD,**

PLEASE PROVIDE COPIES OF:

- 1. Building Permit and Final Inspection or Certificate of Occupancy**
- 2. Builders Warranty Insurance**
- 3. IF OWNER BUILDER - WHETHER OR NOT A PERMIT WAS OBTAINED -
Owner builder report for all owner built work and
If the works are over \$16,000 - Owner Builder Insurance Policy**

Who carried out the work? ___ Registered Builder ___ Owner Builder

Please provide details of building works:

Type of structure built _____

Approximate value of building works \$ _____

Name of Registered Builder (if known) _____

OWNER BUILDER WORK

Please note that the Law requires that for all Owner Builder Works regardless of the cost of those works, a Section 173b Defects Report must be provided to any prospective purchaser by being included in the Vendors Statement. A Defects Report can be obtained from a Licenced Building Inspector.

Did you take any of the permits out in you own name as an owner builder? _____

Are you aware of your obligations regarding insurance as an owner builder? Please note that if you are an Owner Builder, you are required to provide Warranty Insurance for works valued over \$16,000.00 to a Purchaser if the work is less than six and a half years old. It is against the law to sell an Owner Built property without having the relevant insurance in place at the time of the sale.

WHERE A PROPERTY IS TENANTED please provide the following:

1. Details of the Managing Agent of the property

Name _____ Phone Number _____

2. Is the property currently tenanted under a lease? _____

Please provide us with a copy of the current Lease

3. Will you be selling the property tenanted or with vacant possession
_____ Tenanted _____ Vacant Possession

4. What is the monthly rental payable by the tenant \$ _____

5. Are you aware of any items at the property which are in need of repair or replacement by the tenants?

If so, please ensure that the Selling Agent makes reference to same in the Contract.

6. Has a Notice to Quit been served upon the Tenant? If no, please ensure that the Tenants have been served Notice with ample time (allow 75 days to provide 60 days notice under the lease, a day for service and 14 days for purchaser loan approval) to Settle on a sale if you intend to sell the property with vacant possession.

BODY CORPORATE DETIALS

If you are selling a Unit that has Common property

Is the Owners Corporation managed? If so provide the following:

Name _____

Address _____ Phone Number _____

If the property is managed by an Owners Corporation Manager we are required to obtain an Owners Corporation Certificate, the fee for us to obtain the certificate is an additional \$200.00.

If the property is not managed:

Please provide a copy of the Body Corporate Public Liability Insurance in the name of the Body Corporate. All properties with Common Property must have a current Public Liability Insurance in place for not less than \$10 million. If a property is sold without the required insurance in place prior to a sale, a purchaser can void the Contract any time up until Settlement.

Do you hold a copy of the Minutes of the last Annual General Meeting? _____

Have there been any notices served regarding Special Levies? _____

****** Please advise if you will be away and the dates during this sale. Very important that you make us aware to avoid any delays in settlement.**

****** Should you change your address, phone or email details between now and when a Contract is entered into, please notify our office to update details.**

TERMS & CONDITIONS

It is agreed that the costs associated with this transaction have been disclosed to me/us. it is understood that Signature Conveyancers reserves the right to cease involvement in the said matter at any time, with all associated costs to be covered by the signing party/s. i/we hereby give Signature Conveyancers authority to correspond with my/our financial institute for the purpose of booking and attendance of settlement.

I/we ACKNOWLEDGE that all Legal, GST, Stamp Duty or other Taxation advice, Wills and Estate Planning, Vendor Statement, Property Zoning and Planning or Building advise or any other advise that may be deemed to be such advice, can and will only be given through the retained legal practitioner by way of a formal written request or an appointment in writing and upon entering a written agreement for the payment of appropriate legal and other fees for such advice or work carried out through a qualified person or by or at the direction of the retained legal practitioner.

DATED _____

I/we undersigned HEREBY REQUEST and AUTHORISE you to prepare a Vendors Statement pursuant to the Sale of Land Act 1961 on my behalf.

SIGNED by the said Vendors
