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Vendor Information Form

First Vendor

Name _____ DOB _____
Address _____
Suburb _____ Post Code _____
Home Phone _____ Work Phone _____
Mobile _____ Email _____

Second Vendor

Name _____ DOB _____
Address _____
Suburb _____ Post Code _____
Home Phone _____ Work Phone _____
Mobile _____ Email _____

Preferred contact person: _____

Preferred method of contact: _____

Preferred time of contact: Business hours 6 - 8 evenings

PROPERTY

Unit/Street No. _____ Street Name _____
Suburb. _____ Postcode _____

ESTATE AGENT DETAILS

Name of Agency _____
Representative _____
Telephone No. _____
Mobile No. _____

CONTRACT DETAILS

Vacant Land only YES / NO
House and Land YES / NO

Flat / Unit YES / NO

Note: Where a Body Corporate is involved a Form 3 Body Corporate Certificate may have to be obtained. This will involve an additional charge.

Services	Connected to the Land	Connected to the Dwelling
Electricity	YES / NO	YES / NO
Gas	YES / NO	YES / NO
Water	YES / NO	YES / NO
Sewerage	YES / NO	YES / NO
Telephone	YES / NO	YES / NO

If **NO** to any of the above please provide details:

Outgoings

- Total annual outgoings do not exceed \$1500.00
- or Total annual outgoings are \$ _____

Attach copies of your most recent rate notices - Council, Water and Body Corporate (if a flat or unit)

Occupation

Who occupies the property? Owners / Tenants / Other

If leased, term of lease _____

Use of the Property _____

Age of the dwelling _____

Building Works , Approvals & Renovations

- Recent Building Works
- No Building Approvals have been obtained and no building works have been undertaken in the last 7 years
 - Building works have been undertaken in the last 7 years **and** The value of the Building works **would exceed** \$12,000

(Attach copy) Building Permit No: _____ Issued on: ____ / ____ / _____

- The value of the Building works **would exceed** \$12,000 (Builders Insurance Required)
- The Building works were carried out by a Registered Builder
- Home Owner Warranty attached
- The value of the Building works would **not** exceed \$12,000

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 detail any building works undertaken on the property, even if you did not obtain a Building Permit. Failure to properly identify "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 state, in detail, the nature of any works undertaken in the space provided below:

Insurance

- The Building is Insured and will remain so until settlement

Notices or Orders

Has any Notice, Order or determination relating to the property been given or made under any act, regulation, local law or by-law?

YES / NO

Is there a Mortgage on the Property?

YES / NO

Name of the Mortgage Lender?

Are there any Caveats against the Property?

YES / NO

(If "Yes" please provide copies)

Is the property subject to any unregistered Mortgage, lien or charge?

YES / NO

If Yes, provide details:

Is the Vendor under any legal disability which may affect the Vendors capacity to deal with the property?

YES / NO

If Yes, provide details:

Is the Vendor aware of any discrepancy between occupation & Title?

YES / NO

If Yes, provide details:

Have any legal proceedings which affect or may affect the property been commenced or threatened?

YES / NO

If Yes, provide details:

Does any person other than the Vendor have or claim the right to remove any structure or fixtures from the property?

YES / NO

If Yes, provide details:

Is there any latent defect affecting the property?

YES / NO

If Yes, provide details:

Method of Sale

Auction Private

Auction Date: ____ / ____ / ____

Settlement Terms?

30 days
 60 days
 90 days
 Other _____