



**QUESTIONS FOR VENDORS**

*The answers to these questions will assist us to complete the Vendors Statement for the sale of your property. We would be pleased if you could complete the questions to the best of your ability.*

1. Vendors full name: .....  
Address: .....  
Phone Number: .....

2. Property address: .....  
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3. Duplicate Certificate of Title: Volume ..... Folio .....  
Who holds the duplicate Certificate of Title? .....  
If it is held by you, then please deliver it to our office or forward it to us by security post.

4. Is there a mortgage over your property? **Yes/No**  
If yes: Mortgagee's name: .....  
Branch address: .....  
Loan No: .....

5. Is there a caveat lodged over your property? **Yes/No**  
If yes: Caveator's name: .....  
Address: .....

6. Does any Bank, Building Society, finance company or the Legal Aid Commission have an interest in your property which may not be secured by way of a mortgage? **Yes/No** (If yes, please provide details)  
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7. Do you currently occupy the property? **Yes/No**  
If no, please forward a copy of the Tenancy Agreement to us.

8. What does the church use the property for? .....  
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9. Are there any restrictions such as easements, restrictive covenants or the like which affect your property? (ie Is there a covenant that you must only build in brick (including extensions) or only one house may be built on your property?) **Yes/No** (If yes, please provide details)

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10. Has there been any failure to comply with such restrictions, if so in what capacity? (ie: has a second story extension been built in timber in breach of the covenant or a second house built on the property?)

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11. What is the name of your local Council/Shire? .....

12. How is your property zoned? .....

13. Please advise the outgoings and statutory charges in respect of your property as follows:

	<u>Amount</u>	<u>Paid/unpaid/ partly unpaid</u>
a) Council Rates:	\$	
b) Water Rates:	\$	
c) Land Tax:	\$	
d) Private Road Scheme:	\$	
e) Other statutory charges:	\$	

14. Please advise information concerning supply of the following services –

<b>Service</b>	<b>Connected</b>	<b>Name of Authority (if service is connected)</b>
Electricity	Yes/No	.....
Gas	Yes/No	.....
Water	Yes/No	.....
Sewerage	Yes/No	.....
Telephone	Yes/No	.....

15. Have you received any notices, orders, declaration or reports from any public authority, government department or neighbour, eg: fencing notice, road widening proposal, sewerage connection, etc?  
**Yes/No**

16. Have you received any quarantine or stock order imposed under the Stock Diseases Act 1968? **Yes/No**  
(if yes please supply details)

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17. Have you received notice pursuant to Section 6 of the Land Acquisition and Compensation Act 1986?  
**Yes/No** (if yes please supply details)

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18. Are you registered or required to be registered for GST purposes? **Yes/No**  
Will GST be applicable to this sale? **Yes/No**

*If you are unsure of your GST status you should seek clarification from your Accountant or Financial Adviser.*

19. Details of any insurance over your buildings are as follows:

Name of the insurance company: .....

Type of Policy: .....

Policy Number: .....

Premium: .....

Expiry Date: .....

Date to which Policy is paid: .....

Amount of Cover: .....

Unless we advise you to the contrary, please note that you should write to your insurance company after settlement in order to cancel the insurance policy and request any refund of premium.

20. a) Are you aware of any discrepancies in the measurements of the land as stated on the Certificate of Title? **Yes/No**

b) Are there any problems with the boundary lines of the property including the location of fences? **Yes/No**

21. a) Is anyone other than yourselves entitled to remove any buildings, chattels, fixtures or fittings from the property? **Yes/No**

b) Other than your personal chattels, are there any fixtures or fittings which you do not want sold with the property and propose taking with you when you move? **Yes/No**  
If yes, please specify.

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22. Have you entered into a previous Contract of Sale concerning the property? **Yes/No**  
(if yes, please provide details) .....

Please note, it will be your responsibility to arrange for readings of gas, electricity and telephone services in the week prior to settlement of the sale.

Immediately after settlement the Purchasers will wish to collect the keys to your property therefore you should make appropriate arrangements with your Real Estate Agent to ensure keys are available to the Purchasers.

**DATED** this ..... day of ..... 2011.

Signature: .....

Print Name: .....

Print Address: .....

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