

Seller's Instructions Sheet

Property:	_____	Vol/fol:	_____
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Client Details

Seller/s Name:	_____	Date:	_____
Current Address:	_____	Mobile:	_____
New Address:	_____	Email:	_____

Estate Agent

If your sale is being made through an Estate Agent please provide details:

Estate Agent:	_____
Name of Contact:	_____
Address:	_____
Telephone:	_____
Sale Details:	Auction <input type="checkbox"/> Private Sale <input type="checkbox"/>

Property Details

Services	Available	Connected	PROVIDER	
▪ Water	<input type="checkbox"/>	<input type="checkbox"/>	_____	
▪ Sewerage	<input type="checkbox"/>	<input type="checkbox"/>	_____	
▪ Gas	<input type="checkbox"/>	<input type="checkbox"/>	_____	
▪ Electricity	<input type="checkbox"/>	<input type="checkbox"/>	_____	
▪ Telephone	<input type="checkbox"/>	<input type="checkbox"/>	_____	
This property is:	Vacant land	A free standing dwelling	Flat or home unit	Other (please specify below)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other matters:	YES	NO
▪ <i>Is the property subject to any easements, covenants or other encumbrances or restrictions as to use other than those shown on the title. (eg. Sewer or drainage pipes outside easements, right-of-way, combined drain etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>Is the property subject to any Government, Council or other orders received or made in respect of the property.</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>The property has all fences on the correct title boundaries.</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>The property has road access.</i>	<input type="checkbox"/>	<input type="checkbox"/>
▪ <i>There are no permits, licences or other rights being transferred on this sale.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Car parking: Own car park attached Car park on separate title No car parking

Please list any fittings NOT remaining with the property:

If your property is subject to an Owners Corporation or Body Corporate, please provide details:

- Manager: _____
- Address and telephone: _____

Insurance

The property is insured, and will remain insured until settlement.

Name of insurer: _____

Address of insurer: _____

Occupation of the Property

Owner / occupier ; OR

The property is vacant ; OR

A tenant occupies and Notice to Quit has been served ; OR

A tenant occupies and sale is subject to existing tenancy

NB: If a tenant is presently in occupation, please attach a copy of the tenancy agreement.

Loan Details

The property secures a loan with the following lender (details required to discharge mortgage):

- Loan Number: _____
- Contact name: _____