



## VENDORS STATEMENT QUESTIONNAIRE

**Please complete in full – we cannot proceed in information is missing:**

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

**Full Names**

Vendor 1 \_\_\_\_\_ Date of Birth \_\_/\_\_/\_\_\_\_

Mobile Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_@\_\_\_\_\_

Vendor 2 \_\_\_\_\_ Date of Birth \_\_/\_\_/\_\_\_\_

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** \_\_\_\_\_

**Phone Numbers Home** \_\_\_\_\_ **Work** \_\_\_\_\_

**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?**

**DETAILS ABOUT THE PROPERTY TO BE SOLD**

**Property Address** \_\_\_\_\_  
Street or Lot No. Street Name Suburb

Is the sale the result of a breakdown of a relationship? YES/NO

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

**TYPE OF PROPERTY**  House  Land  Unit  Factory  Other

Approximate Age of Dwelling: \_\_\_\_\_ (IF UNDER 7 YEARS PLEASE COMPLETE BUILDING SECTION ON 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 YES/NO

Is there a separate Title for a Car Space YES/NO

Do the Fence Boundaries match Title Boundaries YES/NO

Is the property occupied by a Tenant? YES/NO  
if yes, please complete page 5 of this questionnaire

Do you have your own Water Meter to the property? YES/NO

Do you have a Pool or Spa YES/NO  
If yes is the correct safety fence and locks in place? YES/NO

Are there any structures built over any easements? YES/NO

Are there any unregistered easements on title? YES/NO

Has the property been subject to contamination? YES/NO

If there is a Covenant on Title, has it been breached? YES/NO

Have you received any notices from anyone? YES/NO  
(purchaser must be made aware of anything that may impact on them when purchasing property, Fencing Notice/ Noise disturbance, road making charge etc)

Are there any developments proposed that may affect your property or matters a Buyer should know about that may affect the sale? YES/NO

**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 Sewerage Schemes?

**SERVICES** Please indicate the services connected to the property

Electricity  Phone  Gas  Sewerage  Water

Please provide a copy of your current Rates Notice.

**Some Questions regarding the Sale**

**Will the property be sold by Private sale / or 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 DETAILS** \_\_\_\_\_

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

\_\_\_\_\_ **We will require the Title 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

Address

Telephone Number:

Fax Number:

Loan No. \_\_\_\_\_

Details of Caveat if applicable: Caveator \_\_\_\_\_ Amount owing \_\_\_\_\_

Is this Mortgage linked to other properties? YES/NO

Do you need the deposit released prior to Settlement? YES/NO

**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, if we need to be involved in the family law matter, extra fees will apply.

Are you considering refinancing to another Bank? YES/NO

You must advise us if you do, to avoid any delays in Settlement



**WHERE A PROPERTY IS TENANTED** Please provide the following:

1. Details of the Managing Agent of the property

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

2. Is the property currently Tenanted under a Lease? YES/NO

**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.**

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**BODY CORPORATE DETAILS**

If you are selling a Unit that has Common property

Is the Owners Corporation Managed? If so please 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 charged by O.C. Managers for a Certificate is \$150.00

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? YES/NO  
if so, please provide us with a copy.

Have there been any notices served regarding Special Levies? YES/NO

Is there a separate Lease/Licence for Courtyard/Car Space or Storage Areas with the Body Corporate

**\*\*\*\*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.**

**\*\*\*\*If you are looking to purchase another property, we offer a free service to peruse all contracts before you sign to avoid any hidden surprises – we also suggest you try to match your settlement dates if you need the funds to purchase from your sale.**

**Should you change your address, phone or email details between now and when a Contract is entered into, can you please notify us so that we can change our records.**

As set out in the copy policy and other relevant documents exhibited in a conspicuous place outside every office and place of business. It is irrevocably agreed that Southern Peninsula Conveyancing or its solicitor are not acting in any capacity and shall not be deemed by any Court or Tribunal to be advising me or acting upon my behalf in any capacity until after this statement and appointment is signed, dated as set out below and received by Southern Peninsula Conveyancing.

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 advice or any other advice 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 any 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 ..... 20.....

I/We the 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 \_\_\_\_\_  
\_\_\_\_\_

PLEASE COMPLETE AND RETURN THIS FORM IN PERSON, BY FAX 59775999 OR VIA EMAIL [spc05@bigpond.net.au](mailto:spc05@bigpond.net.au)