

CHECKLIST: REAL ESTATE SALE

This checklist lists basic information required for sale of real estate. It is not necessarily complete, as particular circumstances may require different/extra information. Some of the questions may require our advice for proper interpretation and response. If you would like us to act for you on your sale, please complete the checklist (so far as you can) and send it to us.

Address & title particulars

What is the correct street address of the property?

What are the title particulars of the property?

Portion _____

Lot _____

DP / SP _____

Improvements (building works)

What are the improvements (buildings, etc) on the land? (Please specify if more than one of any type.)

House / Home unit / N/A

Office / Shop / Factory / Warehouse / N/A

Carport / Carspace / Garage / N/A

Swimming pool - inground / above ground / N/A

Shed / Gazebo / Barn / N/A

Other (specify):

Development

Have you or any previous owner carried out any development (including fencing) or changed the use of the property?

Yes / No

If so, what and when?

If so, did you or the previous owner obtain consent of all necessary authorities?

Yes / No / N/A

If so, have you complied with all conditions of the consent(s)?

Yes / No / N/A

Please supply copies of all development consents and approved plans.

Yes / No / N/A

Is there any building/other construction on the property for which consent(s) were not obtained or which do not comply with the relevant building/other codes?

Yes / No / N/A

Have you or any previous owner carried out any building work under a contract made since 30 April 1997?	Yes / No
If so, what and when?	
Do you have s.92 Home Building Act certificates for all such work?	Yes / No / N/A (If yes, please provide them to us.)
Is any building work proposed to be carried out on the property?	Yes / No
If so, what and when?	
Do you have s.92 Home Building Act certificates for all such work?	Yes / No / N/A (If yes, please provide them to us.)
Is the building on the property required to be fitted with smoke/heat alarms?	Yes / No / N/A
If so, is the building fitted with complying smoke/heat alarms?	Yes / No / N/A
Inclusions	
Which of the following are included in the sale:	
Blinds	Yes / No
Built-in wardrobes	Yes / No
Clothes line	Yes / No
Curtains	Yes / No
Dishwasher	Yes / No
Fixed floor coverings	Yes / No
Insect screens	Yes / No
Light fittings	Yes / No
Range hood	Yes / No
Stove	Yes / No
Swimming pool equipment	Yes / No
External TV antenna	Yes / No
Other moveable items (please specify)	
Inspections & reports	
Do you have an existing survey?	Yes / No / N/A (If yes, please provide it to us.)
Do you require a new survey?	Yes / No / N/A
Do you require a building/other report?	Yes / No / N/A
Do you have an existing council building certificate?	Yes / No / N/A (If yes, please provide it to us.)
Do you require a new council building	Yes / No / N/A

certificate?	
Are there any unauthorised/non-complying building works on the land?	Yes / No / N/A
If so, please provide details.	
Do you require a pest inspection report?	Yes / No / N/A
Strata/community title	
Are there any unregistered/new by-laws to disclose?	Yes / No / N/A (If yes, please provide copies.)
Are there any defects to disclose?	Yes / No / N/A
If so, please provide details.	
Are there any special levies to pay/anticipated?	Yes / No / N/A
If so, please provide details.	
Please provide the managing agent's: Name Address Telephone no.	
Land tax & parking space levy	
Is land tax payable in respect of the land?	Yes / No / N/A
If so, up to what date has it been paid?	
Do you own any other real estate in NSW?	Yes / No / N/A
If so, please provide details.	
Non residential properties in Sydney, North Sydney, Milsons Point, St Leonards, Chatswood, Parramatta, Bondi Junction business districts: Is the Parking Space Levy payable?	Yes / No / N/A
If so, up to what date has it been paid?	
GST	
Is the seller carrying on an enterprise?	Yes / No
Is the seller registered or required to be registered for GST?	Yes / No / N/A
If so, what is the seller's ABN?	
Is the property commercial residential premises?	Yes / No / N/A
Is the property a new or a substantially	Yes / No / N/A

renovated property?	
Is the property subdivided farm land?	Yes / No / N/A
Is the property farm land supplied for farming?	Yes / No / N/A
Is the property sold as a "going concern"?	Yes / No / N/A
Was the property subject to the margin scheme at the time of purchase?	Yes / No / N/A
Does the seller wish to apply the margin scheme to the sale?	Yes / No / N/A
Swimming pool	
Is there a pool/other water feature on property? If so	Yes / No / N/A
• Is it a "swimming pool"?	Yes / No / N/A
• Was it built before or after 1/8/90?	Before / After / Not known
• Is access to it properly restricted?	Yes / No / N/A
• Are there depth markers at each end?	Yes / No / N/A
• Is the required safety notice displayed?	Yes / No / N/A
• Has any notice about it been received?	Yes / No / N/A
• Is there a swimming pool certificate?	Yes / No / N/A
• Is an application for exemption required?	Yes / No / N/A
Special conditions	
	(WP operator: if any of the following apply, attach the appropriate extra printed conditions.)
• Is the property strata or community title?	Strata / Community / No
• Is the property sold subject to tenancies?	Yes / No
• Is the property qualified, limited or old system title?	Qualified / Limited / Old / No
• Is the property restricted title and crown purchase money is payable?	Yes / No
• Is third party consent to transfer required?	Yes / No
• Is the property a lot in an	Yes / No

unregistered plan of subdivision?	
• Is the contract or completion to be conditional upon a specified event?	Yes / No
If the contract or completion is to be conditional, specify the condition	
Is there to be a special apportionment of the price?	Yes / No
If so, please specify the apportionment.	
Do you require the deposit to be released?	Yes / No
Encumbrances	
Is the land held as trustee a trust? If so, please provide a copies of: <ul style="list-style-type: none"> • The trust deed. • All deeds varying the trust deed. 	Yes / No
Is the land mortgaged? If so, please provide:	Yes / No
• Mortgagee's name	
• Mortgagee's address	
• Mortgagee's contact name	
• Telephone no.	
• Facsimile no.	
• Is the mortgage registered?	Yes / No / N/A
• How much is owed to the mortgagee?	\$
Are there any unregistered rights over the land (e.g., easements, covenants, rights of way)?	Yes / No (If yes, please provide details.)
Is there any caveat affecting the land?	Yes / No (If yes, please provide details.)
Is there any other encumbrance affecting the land?	Yes / No (If yes, please provide details.)
Other affectations	
Is the property affected by any of the following:	(If the answer to any item is yes, please provide full details.)
• Any sewer of the sewer authority passing through the land?	Yes / No / N/A
• Any proposal for realignment, widening, siting or level alteration of a road or railway?	Yes / No / N/A

• Any proposal by the Minister of Education & Training to acquire the land?	Yes / No / N/A
• Any proposal by Transgrid, Energy Australia or another distributor to acquire any right or interest in the land?	Yes / No / N/A
• Any conservation instrument, order or notice under the Heritage Act?	Yes / No / N/A
• Any proposal to acquire any right or interest in the land under the Pipelines Act?	Yes / No / N/A
• Any proposal by the Land & Housing Corporation to acquire the land?	Yes / No / N/A
• Any dispute, notice or claim (evidenced in writing) in relation to any boundary, boundary fence or encroachment?	Yes / No / N/A
• Any access order, or any application for an access order, under the Access to Neighbouring Land Act?	Yes / No / N/A
• Any notice under the Local Government Act (in relation to buildings, roads and footpaths) which has not been fully complied with?	Yes / No / N/A
• Any dispute, notice or claim (evidenced in writing) in relation to a failure to comply with a positive covenant?	Yes / No / N/A
• [leased strata lot] Any notice or claim by the lessor, evidenced in writing, alleging a breach of the lease terms?	Yes / No / N/A
• Any right of way under the Mining Act?	Yes / No / N/A
• Any licence under the Water Act?	Yes / No / N/A
• Any notice under the Environmentally Hazardous Chemicals Act?	Yes / No / N/A
• Any order, notice, declaration, undertaking, appointment or authorisation under the Stock Diseases Act?	Yes / No / N/A
• Any order, requirement, undertaking, restriction or prohibition under the Stock (Chemical Residues) Act?	Yes / No / N/A
• Any requirement, notification or notice	Yes / No / N/A

under the Soil Conservation Act?	
• Any direction under the Native Vegetation Conservation Act?	Yes / No / N/A
Additional information	
Do you require a settlement period longer or shorter than 6 weeks?	Yes / No
Is the property fully insured?	Yes / No / N/A
Where are the title documents kept?	
Are you also buying a property?	Yes / No / N/A
If so, are the 2 contracts to be interdependent?	Yes / No / N/A
Are you selling by private treaty or auction?	Private treaty / Auction
What is the auction date?	
What is your target selling price?	\$
What is the first opening date?	
Are you likely to be away during the selling period?	Yes / No / N/A
If so, do you have a registered power of attorney?	Yes / No / N/A
Tax, social security & estate planning	
Have you considered/obtained advice or do you require advice in relation to the effects of:	
• Capital Gains Tax	Considered / Obtained / (Not) Required / N/A
• Income tax	Considered / Obtained / (Not) Required / N/A
• Social security rules	Considered / Obtained / (Not) Required / N/A
Have you considered/do you require advice in relation to your succession & estate planning?	Considered / (Not) Required / N/A
Financing particulars	
If you are mortgaging the land, please state:	
• The sum to be borrowed	
• The initial interest rate	
• Financier's name	

• Financier's address	
• Financier's contact name	
• Telephone no.	
• Facsimile no.	
• Finance offer received	Yes / No / N/A
Will you or anyone else be giving any other security for the sum to be borrowed?	Yes / No
If yes, what sort of security will be given and by whom?	