

CHECKLIST: REAL ESTATE PURCHASE

This checklist lists basic information required for purchase 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 purchase, please complete the checklist (so far as you can) and send it to us.

Development

Has the vendor or any previous owner carried out any development (including fencing) or changed the use of the property?	Yes / No / N/A
If so, what and when?	N/A
If so, have you checked that the vendor or the previous owner obtained consent of all necessary authorities?	Yes / No / N/A
If so, have you checked that the vendor/ previous owner complied with all conditions of the consent(s)?	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
Has the vendor or any previous owner carried out any building work under a contract made since 30 April 1997?	Yes / No / N/A
If so, what and when?	N/A
Is any building work proposed to be carried out before completion?	Yes / No / N/A
If so, what and when?	N/A
New buildings: what is the expected date of completion of construction?	N/A
What do you intend to use the property for?	Residence / Office / Warehouse / Shop / Farm / Factory / Investment
Do you intend to make any alteration/ extension of the use of the property?	Yes / No / N/A
Do you intend to make any alteration to the existing structures?	Yes / No / N/A
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
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
• 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
• Is an application for exemption required?	Yes / No / N/A
Reports required	
Do you require any of the following reports?	
• Building inspection report	Yes / No / N/A
• Pest report	Yes / No / N/A
• Survey	Yes / No / N/A
• Council building certificate	Yes / No / N/A
• Body corporate/community/neighbourhood association search	Yes / No / N/A
• Geotechnical/flooding report	Yes / No / N/A
• Electrical/plumbing/drainage report	Yes / No / N/A
Personal information	
Do you have the right of permanent residence in Australia?	Yes / No / N/A
Do you want to purchase as joint tenants or tenants in common?	N/A / Joint tenants / Tenants in common in following shares:
Are you buying the property as trustee of 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
GST	
Is the seller carrying on an enterprise?	Yes / No
Is the purchaser carrying on an enterprise?	Yes / No

If so, are the 2 transactions to be made interdependent?	Yes / No / N/A
Are you likely to be away during the transaction period?	Yes / No / N/A
If so, do you have a registered power of attorney?	Yes / No / 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?	