

ADDITIONAL INFORMATION REQUIRED

Has your property had a prior pest/white ant infestation ?

Yes/No

Details:

Is the property connected to the sewer? Yes/No

If on a septic or effluent system please provide your current Approval to Operate Septic System.

Is the property connected to Town Water? Yes/No

Do you have a Swimming Pool? If so, do you have a satisfactory final inspection certificate from Council confirming that the pool and fences meet the regulations? Yes/No

Have you received any notices from Council or any other authority regarding works to your property or proposed resumptions? Yes/No

Have you received any arrears/default notices from your Bank in respect of the loan/mortgage? Yes/No

Other financial information required: (You may need to liaise with your accountant)

Are you liable for GST? Yes/No

Are you liable or is this property liable for Land Tax? Yes/No

Are you liable for Capital Gains Tax? Yes/No

THE LEGAL BITS

In New South Wales, before you can sell your home and list it with an agent you must have a Contract for Sale of Land document.

The Contract must contain certain documents:-

- Pre-printed copyright conditions
- Title Search
- Planning Certificate
- Sewer Diagram

Other documents included or useful in a Contract for sale are:-

- Special Conditions
- Survey document
- Council Building Certificate
- Home Warranty Insurance Certificate (if you have erected a house or made substantial alterations in the past 7 years)
- Council Approvals and inspections.

Absolute Legal Services

FACT SHEET

Sale of a property

Residential



Sale of a property

Residential

Phone: (02) 4329 1544

Fax: (02) 4329 1550

Email: abslegal@bigpond.com.au

Absolute Legal Services

Absolute Legal Services
Roz Davis,
Solicitor

Ph: (02) 4329 5144

SELLING YOUR HOME — information required:

PLEASE NOTE YOU ARE NOT LIABLE FOR STAMP DUTY ON THE SALE OF A RESIDENTIAL PROPERTY

YOUR DETAILS

Name of your Bank: bank, branch etc (provide full details and telephone numbers)

Bank: _____

Branch: _____

Ph: _____

Name of your Agent, (provide full details and telephone numbers)

Agent/agency: _____

Address: _____

Ph: _____

OTHER INFORMATION REQUIRED

How many years ago did you purchase or refinance (give details)

and who acted for you?

Is there a tenant in the property? Yes / No

If yes, who is the managing agent?: (please give details)

If the property is Strata Title, who is the Strata Managing Agent?:

(please give details)

Did you obtain satisfactory final building inspection (if anything avoid the Contract being terminated or the purchaser claiming damages)

Council Approval Yes / No

Satisfactory Final building inspection Yes / No

Provide Copies

Produce details of alterations to your property. E.g. year, work undertaken

Other: (indicate)

blinds, built-in wardrobes (x), clothes line, curtains, dishwasher, fixed floor coverings, insect screen, TV antenna, front and/or rear screen security door, alarm system, sir-conditioner, combustion heater, light fittings

House inclusions: (Circle)

other: (indicate)

dwelling house, separate garage, work shed, swimming pool, separate carport, self-contained flat, other structures, strata unit, strata town house

Improvements on the property: (Circle)

Lot No. _____ Deposited/Strata Plan No. _____

SALE PROPERTY DETAILS

EMAIL / POST (circle one)

Preferred method of correspondence:

Email: _____

M: _____

H: _____

W: _____

Your telephone contact: _____

Your Address: _____

Address of property being sold: _____

Full names: _____

Do you have a Survey/Building Certificate ?

Have survey with all existing improvements Yes / No
 Have survey without some improvements Yes/ No
 Have Council Building Certificate Yes / No

Attach copies if you have any of the above or details

Survey/Building Certificate Information

A survey identifies your property and shows the position of the legal boundaries (as against the fences) and the improvements on the property. It will also show whether the improvements on the property such as house, garage, garden shed etc are the required distances to boundaries.

A Council Building Certificate is an inspection certificate by Council to verify that all the improvements on the property have been approved by Council and that all the improvements have received satisfactory final building inspection by Council

Most buyers will ask for both of these certificates.

As a Vendor you are under no obligation to have these certificates and inspections although it is highly recommended that you do obtain these certificates, particularly if you wish to avoid lengthy delays in obtaining an exchange of contracts while a buyer obtains these certificates or a buyer not proceeding because they are unsure.

If you have erected structures on your property without council approval or a final inspection, you are required to give full disclosure in the contract.

Currently identification survey fees are \$462.00 and Council Building Certificate fees are \$210.00. A survey takes 4 to 5 days to complete and must be obtained before you can apply for a Council Building Certificate. A Council Building Certificate takes 10—21 days.

Do you have 2 Smoke Alarms installed for compliance with 2006 Regulations ? Yes / No

Have you received any Government Notices relating to the said property ? Yes / No

Any neighbour or fencing disputes? Yes/No

Details:

