

**INFORMATION TO ASSIST US IN  
PREPARING YOUR SALE**

**Name of client:**

**Property being sold:**

**Contact details:**

Address for correspondence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home ph.: \_\_\_\_\_

Work ph.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Who holds the Certificate of Title:** \_\_\_\_\_

**Do you have a Mortgage over the property:**

Yes / No

*If yes, complete the following:*

**Name of Bank holding the mortgage:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**What services are available and connected and who is the responsible authority:-**

*(please tick if available and if connected)*

Telephone:	<input type="checkbox"/>	Available	<input type="checkbox"/>	Connected	_____
Water:	<input type="checkbox"/>	Available	<input type="checkbox"/>	Connected	_____
Sewerage:	<input type="checkbox"/>	Available	<input type="checkbox"/>	Connected	_____
Electricity:	<input type="checkbox"/>	Available	<input type="checkbox"/>	Connected	_____
Gas:	<input type="checkbox"/>	Available	<input type="checkbox"/>	Connected	_____

**Is the property Vacant Land?**

Yes / No

**Has their been any building approvals in the last seven years?**

*If yes, please provide details*

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**Is the house more that seven years old?**

Yes / No

**Have you received any notices affecting the property?**

Yes / No

**Is the property affected by a Body Corporate?**

Yes / No

**Are there any restriction over renovating, extending or building on the land that you are aware of?**

Yes / No

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**PLEASE PROVIDE THE FOLLOWING DOCUMENTS  
TO OUR OFFICE**

1. Copy of Certificate of Title in your name(s)
2. Copy of current rate notice
3. Copy of current water notice
4. Copy of current Body Corporate Insurance *(if applicable)*
5. Copy of permits and final inspection notices *(if building works in the last 7 years)*
6. Copy of Certificate of Occupancy *(if property less than 7 years old)*
7. Copy of Home Warranty Insurance *(if property less than 7 years old)*
8. Copy of any notices received *(if applicable)*

.....  
(signature(s))

Dated: .....