**PURCHASER’S CHECKLIST**

***Please complete the form and return to Just Conveyancing asap so work can commence on your file***

**PERSON 1**

*Please tick* 🗆Mr 🗆 Mrs 🗆 Ms 🗆 Miss

YOUR FULL NAME: FIRST MIDDLE LAST:

DOB

MAILING ADDRESS

CURRENT LIVING ADDRESS

TELEPHONE: MOBILE

EMAIL

NATIONALITY/CITIZENSHIP …………………………………………………………………………………………………………………

COUNTRY OF TAX RESIDENCE

HAVE YOU HAD A NAME CHANGE 🗆 YES 🗆 NO

REASON FOR CHANGE?

HAVE YOU OWNED A PROPERTY IN A PREVIOUS NAME 🗆 YES 🗆 NO

**PERSON 2**

*Please tick* 🗆Mr 🗆 Mrs 🗆 Ms 🗆 Miss

YOUR FULL NAME: FIRST MIDDLE LAST:

DOB

MAILING ADDRESS

CURRENT LIVING ADDRESS

TELEPHONE MOBILE

EMAIL

NATIONALITY/CITIZENSHIP

COUNTRY OF TAX RESIDENCE

HAVE YOU HAD A NAME CHANGE 🗆 YES 🗆 NO

REASON FOR CHANGE?

HAVE YOU OWNED A PROPERTY IN A PREVIOUS NAME? 🗆 YES 🗆 NO

**Please advise how you wish to be registered on the Title if more than one owner.**

🗆 **Joint Proprietors**

🗆 **Tenants In Common** in **EQUAL** **Shares 50/50**

🗆 **Tenants in Common in** **UNEQUAL shares** Please provide the share percentage you want on Title

**Joint Proprietors**: If one person dies their share becomes the property of the surviving proprietor and does not form part of the deceased estate even if mention in the Will of the deceased.

**Tenants in Common:** On the death of any one party their share is dealt with according to their Will and could be passed to another party or parties if they so desire. The person remaining on the Title does not automatically own the whole of the property.

**If buying the property in a Company name please advise the following:**

Company Name & ACN

Trust Name:

**If buying the property in a Self Managed Super Fund (SMSF) please advise the following:**

Trust Name

Trustee Name

Please check with your Accountant the correct entity to be registered on Title

**ADDRESS OF PROPERTY PURCHASED:**

**🗆 LAND 🗆 HOUSE 🗆 TOWNHOUSE 🗆 UNIT 🗆 FACTORY 🗆 SHOP 🗆 FARM**

**You must measure the title boundaries ASAP.**

**Please advise ASAP if the fences do not match the title measurements.**

**SETTLEMENT DATE FOR YOUR PURCHASE:**

**REAL ESTATE AGENT’S NAME**

Tele: Email

**ARE YOU MOVING INTO THE PROPERTY** 🗆 YES 🗆 NO

**If you are moving into the property and have purchased for less than $550,000.00 you may be entitled to apply for the Principle Place of Residence (PPR) discount as a reduction in the Stamp Duty payable.**

**DO YOU WANT JUST CONVEYANCING TO APPLY FOR THIS DISCOUNT** 🗆 YES 🗆 NO

**ARE YOU A FIRST HOME OWNER** 🗆 YES 🗆 NO

**FIRST HOME OWNERS GRANT APPLICABLE?** 🗆 YES 🗆 NO

You will complete FHOG

application with your Bank. Your Bank lodges the grant, please provide us with approved UIN number once FHOG approved

**PENSIONER/HEALTH CARE CARD ?**

Please provide a copy of current card for potential duty discounts. You may be entitled to apply for a reduction on the Stamp Duty payable. We can prepare the required documents for an additional fee.

**DO YOU WANT JUST CONVEYANCING TO APPLY FOR THIS DISCOUNT** 🗆 YES 🗆 NO

**IS THE CONTRACT SIGNED SUBJECT TO ANY OF THESE CLAUSES?**

Finance Clause 🗆 YES 🗆 NO DUE DATE:

Building Report 🗆 YES 🗆 NO DUE DATE:

Pest Report 🗆 YES 🗆 NO DUE DATE:

**PLEASE NOTE**: **It is** **YOUR responsibility & critical** **you meet these due dates**.

You must advise us before the relevant clause due dates if you need an extension of time.

If we do not hear from you it will be deemed you have satisfied the conditions and are proceeding with the Contract.

**HOW ARE YOU PAYING FOR THE PROPERTY? 🗆 BANK LOAN 🗆 CASH**

**HAS LOAN BEEN UNCONDITIONALLY APPROVED? 🗆 YES 🗆 NO**

**DUTY DISCOUNTS & BANK MORTGAGE INSURANCE FEES MAY ALSO APPLY.**

**CHECK STAMP DUTY FEES ON STATE REVENUE OFFICE WEBSITE OR CHECK WITH YOUR BANK**

BANKER/BROKER NAME:

Tele Number: Email:

Loan Reference Number:

**PLEASE ADVISE IF YOU ARE USING ANOTHER PROPERTY AS SECURITY TO PURCHASE YOUR PROPERTY AND OR REFINANCING ANOTHER PROPERTY LINKED TO THIS PURCHASE.**

**IS THERE AN OUTSIDE POOL OR SPA ON THE PROPERTY** 🗆 YES 🗆 NO

**IF SO, IS IT CORRECTLY FENCED TO MEET SAFETY STANDARDS** 🗆 YES 🗆 NO

**HAVE ANY BUILDING WORKS BEEN CARRIED OUT IN THE LAST 6 ½ YEARS** 🗆 YES 🗆 NO

**IS THE PROPERTY OLDER THAN 6 ½ YEARS** 🗆 YES 🗆 NO

**ANY PART OF THE PROPERTY ENCROACH ON ANY NEIGHBOURING**

**PROPERTY** 🗆 YES 🗆 NO

**ANY STRUCTURES BUILT OVER ANY EASEMENTS** 🗆 YES 🗆 NO

**DO YOU WANT US TO APPLY FOR A BUILDING CERTIFICATE FROM COUNCIL**

**TO ENSURE ALL PERMITS HAVE BEEN SATISFIED IF ANY? THIS IS AN**

**ADDITIONAL COST AND VARIES FROM COUNCIL TO COUNCIL** 🗆 YES 🗆 NO

**AUTHORITY TO PROCEED**

Information herein is to the best of my/our knowledge is correct

1/We now hereby authorise you to represent me/us generally in relation to the Conveyancing of

the above property acting as my/our representative.

**WILL YOU BE AWAY AT ANYTIME DURING THIS TRANSACTION** 🗆 YES 🗆 NO

**When** ?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will any documents be signed under Power of Attorney during this purchase? 🗆 YES 🗆 NO

If so, please provide a **certified copy** of the original **POWER OF ATTORNEY**

**AUTHORITY TO PROCEED**

I/we hereby authorize you to represent me/us generally in relation to the Conveyancing of the above property acting as my/our representative and carry out searches and enquiries as deemed necessary for the sale of my/our property. I irrevocably appoint you my agent for the purpose of completing this transaction and directing all payments and I charge the property as security for all fees. I/we have read and understood the information asked of me/us. Information herein is to the best of my/our knowledge is correct. I acknowledge if I/we do not disclose information about the property and or anything that affects the property in same way, the purchaser may be able to avoid the sale. I acknowledge if I/we leave any of the information blank, it will require you to carry out extra work and time for the conveyancing and you will apply to the relevant authority to obtain the information, and that this may result in extra costs to me/us.

I/we acknowledge we will securely archive my/our file in line with current privacy laws for 7 years we acknowledge that my/our file will be destroyed at the expiration of that time. For an archive fee of $99 documents may be retrieved within this period.

Please note some certificates we will apply for on your behalf can take 10-15 business days standard service to receive from the relevant authorities. If you require your documentation to be available to your agent for the first open for inspection we will need to upgrade your certificates to an “urgent” service and the authorities will charge us more for this service. By signing this questionnaire you authorize Just Conveyancing to apply for the required urgent certificates on your behalf. By signing this document you accept that the property is your responsibility and at your risk up until final settlement and that you will maintain and keep your property sufficiently insured until you receive the full sale proceeds.

Print name: …………………………………………………………………………………………………………………………………………………………………………

Signature: …………………………………………………………………………………………………………………………………………………………………………..

Date: ………………………………………………………………………..

**PLEASE RETURN ASAP SO WE CAN PREPARE YOUR FILE AND DOCUMENTS**

* Questionnaire completed and signed
* Contract of Sale dated and signed by all parties
* Copy of receipt of deposit paid
* Letter of loan approval from your Bank
* Other documents or information relevant to this property purchase
* Copy Power of Attorney certified by a Solicitor