



Commercial | Family | Litigation | Property

### INSTRUCTION SHEET FOR PURCHASE OF PROPERTY

Please complete this Information Sheet to the best of your knowledge

<b>Property Address:</b>	
Full name/s to be registered on Title: (including any middle names)	
Are you buying the property as Trustee of a Trust/Superfund?  If YES, please advise name of Trust/Superfund Details.	YES NO  Details:
ACN if you are purchasing this property as a Company:	
Your postal address:	
Telephone number/s:	
Email address:	
Date of Birth of all Parties:	
Are you an Australian Citizen/Resident?  If yes, Please provide your Tax File Number:  If no, do you have Foreign Investment Review Board approval?  Under Australia's foreign investment framework, foreign persons generally need to apply for foreign investment approval before purchasing residential real estate in Australia.	YES NO UNSURE  TAX FILE NO:  YES NO UNSURE
Are you registered or required to be registered for GST?	YES NO UNSURE

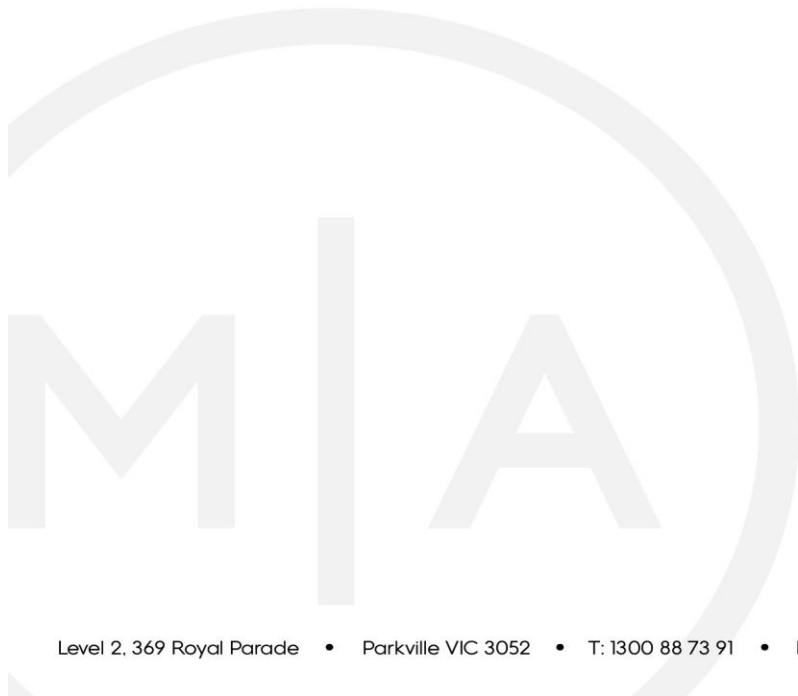
Are you acting as an attorney for this purchase?	YES NO If yes, please provide a copy of your Power of Attorney.
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Questions –	Please provide as much information as possible.
<b>Property:</b>	
1. What type of dwelling are you purchasing? For example, a house, unit, apartment, office, vacant block of land, etc.	
2. Approximately how old is the dwelling?	
3. If you are buying a unit, townhouse or apartment, are any car spaces, storage lots, or other areas included in the Sale?  If Yes, please provide the Lot number.	YES NO UNSURE  LOT NO:
4. Is the property used for Commercial purposes (in whole or in part)?	YES NO UNSURE
5. Do you believe there has been any building works completed on the property in the last 7 years?  If yes, please provide details of the works you believe have been carried out on the property, including anything of a cosmetic nature.	YES NO UNSURE  Details:
6. Is there a swimming pool or spa on the land?  If yes, has it been fenced?	YES NO UNSURE  YES NO UNSURE
<b>Contract of Sale:</b>	
<b>Finance:</b>	
7. Will the Contract be subject to finance?	YES NO UNSURE
8. Will you be obtaining finance to complete the purchase?  If yes, please provide the details of your Lender/Broker. <u>We also advise that our office will require a copy of your finance approval as soon as possible.</u>	YES NO UNSURE  Lender/Broker:  Contact no:  Email:

<p><b>Chattels:</b></p> <p>9. It is important that the Contract of Sale correctly sets out details of the chattels that are being purchased with the property. You must ensure that prior to signing the Contract, that the agent correctly lists the chattels.</p> <p>A common description used to describe the chattels being sold is <i>'All fixed floor coverings, electric light fittings and window furnishings'</i>.</p> <p>Chattels are moveable items such as carpets, light fittings, internal and external blinds, drapes, dishwashers, swimming pool equipment, TV antennas, portable air conditioning units, portable clothes lines and remote control devices.</p> <p>Have water tanks been installed?</p> <p>If yes, are they included in the Sale?</p> <p>Have solar panels been installed?</p> <p>If yes, are they included in the Sale?</p>	<p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p>
<p><b>Special Conditions:</b></p> <p>10. Is the Contract of Sale subject to any Special Conditions? For example, the Sale of your own property, etc.</p> <p>Please note that if any arrangements are made with the Vendor or Real Estate Agent after the Contract is signed this must be agreed in writing. For example: changing the agreed settlement date</p>	<p>YES NO UNSURE</p>
<p><b>Settlement Date:</b> Kindly provide the agreed to settlement date.</p>	<p>Settlement Date:</p>
<p><b>Real Estate Agent:</b></p> <p>11. Please provide the contact details of the Real Estate Agency &amp; Agent you have purchased the property through.</p>	<p>Agency:</p> <p>Agent:</p> <p>Phone number:</p> <p>Email:</p>

<p><b>Intended use of the property:</b> 12. Is this purchase an investment?</p> <p><b>Lease:</b> 13. Is there a current lease over the property?  If so, do you intend to continue to lease out the property with the current tenant?  If you require vacant possession of the property at settlement, please discuss this as soon as possible with the Property Agent. 14. Do you intend to live in the property?  If yes, Our office will arrange for the Principal Place of Residency stamp duty concession to be applied at settlement.</p>	<p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p>
<p><b>Transfer of Land:</b> 15. Are you purchasing the property as Joint Proprietors or Tenants in Common? <b>Joint Proprietors</b> means that you have joint ownership and should one of the parties to the transaction pass away, the property will automatically revert to the other/s as Sole Proprietor/s. Most married couples hold property as Joint Proprietors.  <b>Tenants in Common</b> means that you can own the property in whatever shares preferable (for example, 50/50, 90/10, etc.), and should one of the parties pass away, the deceased's share passes to the beneficiaries under their Will.  If you are unsure, please contact us to discuss.</p>	
<p><b>First Home Buyer:</b> 16. Are you a First Home Buyer? If yes, please note that our office will arrange for the <u>First Home Buyers Stamp Duty concession</u> to be applied at settlement.  Please note that if you are entitled to the <u>First Home Buyers Grant</u> your Lender will be responsible for this application. If you do not have a</p>	<p>YES NO UNSURE</p>

Lender please contact our office immediately.	
<b>Pensioner/Health Care Card Concession:</b> 17. Do you have a pension/health care card that will be valid at settlement?  If yes, please provide a copy of both sides of the card together with a copy of your Drivers Licence.  18. Have you claimed a pension/health care card stamp duty concession before?	YES    NO    UNSURE         YES    NO    UNSURE
19. Are you entitled to any other Stamp Duty Concessions that you are aware of?	YES : NO    UNSURE



**CHECKLIST OF ITEMS TO BE SENT TO M A LEGAL**

1. Completed Instruction Sheet	
2. Complete Verification of Identities (VOI) process	
3. Fully signed copy of the contract	
4. Lender details (if applicable)	
5. Client Authorisation Form	

**Disclaimer**

**Please note that in the recent times emphasis of the law has changed to give greater rights to a Purchaser. The Vendors' failure to disclose information or to mislead a Purchaser may give the Purchaser the right to terminate a Contract or a right to claim compensation. If you are in doubt in relation to any matters that affect your obligations as a Purchaser, please do not hesitate to seek our assistance.**

**I/We confirm that the information provided above is correct to the best of my/our knowledge and authorise M A Legal to sign off the Duties Online form State Revenue Office on my/our behalf/ves.**

**Signed by Purchaser/s:.....**

**Date:.....**

