



Commercial | Family | Litigation | Property

**INSTRUCTION SHEET FOR SALE OF PROPERTY  
SECTION 32 - VENDOR STATEMENT**

Please complete this Information Sheet to the best of your knowledge

<b>Property Address:</b>	
Full Name/s as registered on Title:	
ACN if Vendor is a Company:	
Full Name of the Trust/Superfund that owns the property (If applicable):	
Your postal address:	
Your future postal address after settlement	
Telephone Number/s:	
Email address:	
Date of Birth of all Vendors:	
Are you an Australian Citizen/Resident?  As from 1 <sup>st</sup> July 2017, if you sell a property for \$750,000 or more, you must provide an ATO Clearance Certificate to the Purchaser prior to settlement. Please provide your Tax File Number so that we can obtain this on your behalf.	YES   NO   UNSURE  TAX FILE NO:

<b>Questions –</b>	<b>Please provide as much information as possible.</b>
1. What type of dwelling are you selling? For example, a house, unit, apartment, office, block of land, etc.	
2. Approximately how old is the dwelling?	
3. Approximately when was the dwelling purchased?	
4. Who holds the Certificate/s of Title to the property being sold? Note: If you hold the Certificate/s, you must provide same to this office prior to	

settlement. If you do not hold the Certificate/s, please provide the contact details of the person we should contact to obtain it, for example, your bank, etc.	
<p>5. Are you the registered proprietor of the property?</p> <p>Are you acting as an attorney in this Sale? If so, please provide a copy of your Power of Attorney.</p> <p>Are you acting as an executor, trustee, or administrator in regards to ownership of the land?</p>	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p>
<p>6. Are there any car spaces, storage lots or other areas included in the Sale? If yes, please provide Lot number.</p> <p>7. Are any car spaces subject to a congestion levy? If yes, please provide further details.</p>	<p>YES NO LOT NO:</p> <p>YES NO Details:</p>
8. Are you aware of any encroachments that affect the land? For example, a neighbour's shed and/or retaining wall is partly build on your land.	YES NO UNSURE
9. Is there anything else to your knowledge that you believe may affect the Sale of the property? If yes, please provide further details.	YES NO Details:
10. Has the property ever flooded? <b>If yes, please contact our office to discuss further.</b>	YES NO
<p><b>Building/Planning Information</b></p> <p>11. Has there been any building works completed on the property in the last 7 years?</p> <p>If yes, please provide details of the work carried out on the property, including anything of a cosmetic nature.</p>	<p>YES NO UNSURE</p> <p>Details:</p>
12. Have you done any Owner-Builder work on the property? For example, renovated a bathroom or kitchen, etc.	<p>YES NO UNSURE</p> <p><b>If yes, please contact our office to discuss this matter further in relation to the requirements of full disclosure.</b></p>

<p><b>According to Consumer Affairs Victoria, you are an Owner-Builder if:</b></p> <ul style="list-style-type: none"> <li>• You intend to use your own skills to build, extend or renovate a home that you live in or intend to live in; or</li> <li>• You intend to manage tradespeople to do the work on a home that you live in or intend to live in; or</li> <li>• You are a registered builder who builds, extends or renovates a home on their property.</li> </ul> <p><b>For more information, go to:</b>  <a href="http://www.consumer.vic.gov.au/housing-and-accomodation/building-and-renovating/checklists/owner-builders">http://www.consumer.vic.gov.au/housing-and-accomodation/building-and-renovating/checklists/owner-builders</a></p>	
<p>13. Has a Certificate of Final Inspection or an Occupancy Permit been issued for the property within the last 6 ½ years?</p>	<p>YES NO UNSURE</p>
<p>14. Please provide a copy of any planning permits issued over the property.</p>	
<p>15. To your knowledge, is the property affected by planning overlays?</p>	<p>YES NO UNSURE</p>
<p><b><u>GST &amp; Capital Gains Tax</u></b></p> <p>16. Is the Vendor registered for GST?</p> <p>If not, is the Vendor required to be registered for GST?</p> <p>17. Is the property used for Commerical purposes (in part or in whole)?</p> <p>18. Have you considered the Capital Gains Tax consequences of the Sale of the property?</p>	<p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO</p>
<p><b><u>Easements</u></b></p> <p>19. Is the property subject to any unregistered easements, such as easements that are not shown on the Title? For example, rights of carriageway or pipes or wires that cross the property but are not registered as easements on Title</p> <p>20. Are you aware of any failure to comply with any restrictions imposed by any easement, covenant or right? For example, a garage built over an easement.</p>	<p>YES NO UNSURE</p> <p>YES NO UNSURE</p>

<p><b><u>Access &amp; Sewerage</u></b></p> <p>21. Is there access to the property by road? 22. Are the following services connected to the property?</p> <p>Electricity</p> <p>Gas</p> <p>Water</p> <p>Sewerage</p> <p>Telephone</p>	<p>YES NO</p> <p>YES NO Authority:</p> <p>YES NO Authority:</p> <p>YES NO Authority:</p> <p>YES NO Authority:</p> <p>YES NO Authority:</p>
<p><b><u>Notices</u></b></p> <p>23. Have you received any notices or orders from your Council or any other statutory authority? For example, a notice to fence, a building notice, or street construction, etc.</p> <p>24. Are you aware of any notice/proposal/planning application affecting neighbouring land?</p> <p>25. Have any planning permits been issued affecting the property?</p> <p>26. Is the property on the Historic Building register?</p> <p>27. Are you aware of any fencing dispute with your neighbours?</p>	<p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p>
<p><b><u>Insurance</u></b></p> <p>28. Is the property insured? If yes, please provide full particulars of your insurance cover.</p>	<p>YES NO UNSURE</p> <p>Details:</p>
<p><b><u>Measurements</u></b></p> <p>29. To your knowledge, do the physical location boundaries of the property correspond with the Title dimensions? If any fences or any part of any buildings encroach onto the title boundary of a neighbouring property, please provide details.</p> <p>30. Have you received notice of any intended compulsory acquisition of any part of the land such as for road widening?</p>	<p>YES NO UNSURE</p> <p>Details:</p> <p>YES NO UNSURE</p>

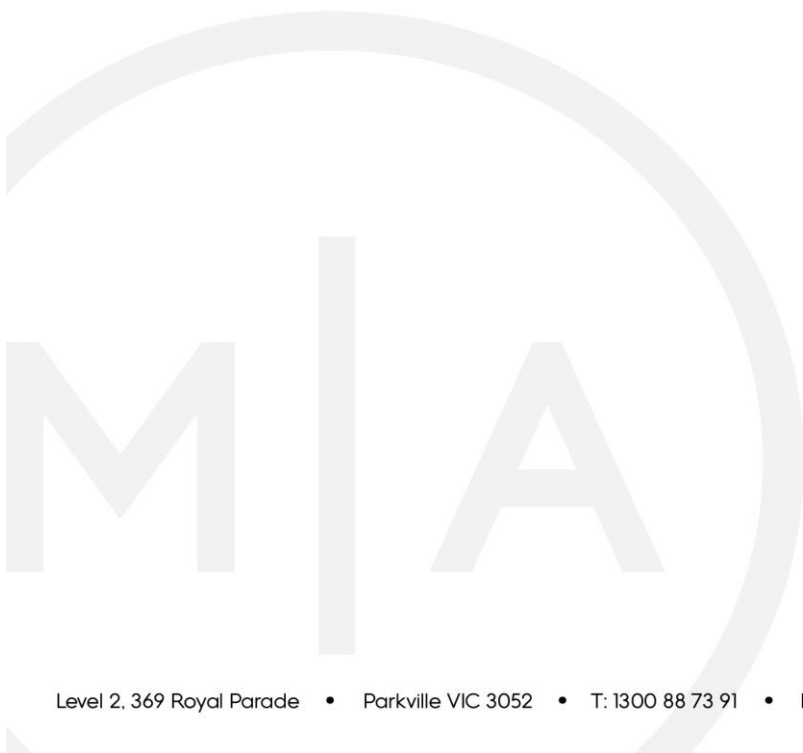
<p><b><u>Mortgage</u></b></p> <p>31. If the property is used as security for a loan, please provide details of the following:</p> <ul style="list-style-type: none"> <li>• Name, address and contact details of your Lender;</li> <li>• Home loan account number or reference number</li> </ul> <p>32. Are you in default under your mortgage?</p>	<p>Name of Lender:</p> <p>Contact No:</p> <p>Home Loan No:</p> <p>YES   NO   UNSURE</p>
<p><b><u>Caveat</u></b></p> <p>33. Is there a caveat registered on the Title?</p> <p>If yes, please provide details of the name of the caveator.</p>	<p>YES   NO   UNSURE</p> <p>Details:</p>
<p><b><u>Tenants</u></b></p> <p>34. Is the property rented?</p> <p>If yes, please send us a copy of the lease and provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the tenant;</li> <li>• Monthly rent;</li> <li>• Date the rent is paid to;</li> <li>• Bond or security deposit amount;</li> <li>• Where the bond or security deposit is held;</li> <li>• Whether the tenant is in breach of the lease.</li> </ul>	<p>YES   NO   UNSURE</p> <p>Name of the tenant:</p> <p>Monthly rent:</p> <p>Date the rent is paid to:</p> <p>Bond or security deposit amount:</p> <p>Where the bond or security deposit is held:</p> <p>Is the tenant is in breach of the lease?:</p> <p>YES   NO   UNSURE</p>
<p><b><u>Chattels</u></b></p> <p>It is important that the Contract of Sale correctly sets out details of the chattels that are being sold with your property. Chattels are moveable items such as carpets, light fittings, internal and external blinds, drapes, dishwashers, swimming pool equipment, TV antennas, portable air conditioning unit, portable clothes lines and remote control devices.</p> <p>A common description used to describe the chattels being sold is '<b>All fixed floor coverings, electric light fittings, and window furnishings</b>'.</p>	<p>Details:</p>

<p>35. Please provide details of any further chattels, if any, being sold with the property.</p> <p>36.</p> <p>37. Have water tanks been installed?</p> <p>If yes, are they being sold with the property?</p> <p>38. Have solar panels been installed?</p> <p>If yes, are they being sold with the property?</p> <p>39. Are the chattels included, if any, in the Sale affected by a security interest on the Personal Property Securities Register?</p> <p>For more information on the PPSR, please visit <a href="https://www.ppsr.gov.au/">https://www.ppsr.gov.au/</a></p>	<p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p> <p>YES NO UNSURE</p>
<b><u>Growth Area Infrastructure Contribution (GAIC)</u></b>	
<p>40. Will the Sale of the property trigger payment of the GAIC?</p>	<p>YES NO UNSURE</p>
<b><u>Contamination of the land</u></b>	
<p>41. Do you know of any obligation on the owner or occupier of the land to give notice of any contamination of the land?</p>	<p>YES NO UNSURE</p>
<b><u>Bushfire Prone Area</u></b>	
<p>42. Is the land in a bushfire prone area?</p>	<p>YES NO UNSURE</p>
<b><u>Smoke Alarms/Safety Switches/Swimming Pools</u></b>	
<p>43. Have safety switches and smoke alarms been installed?</p>	<p>YES NO UNSURE</p>
<p>44. Is there a swimming pool or spa on the land?</p>	<p>YES NO UNSURE</p>
<p>If yes, is it fenced?</p>	<p>YES NO UNSURE</p>
<b><u>Owners Corporation/Body Corporates</u></b>	
<p>45. Is there an Owners Corporation at the Property?</p>	<p>YES NO UNSURE</p>
<p>46. Is the Owners Corporation Active?</p>	<p>YES NO UNSURE</p>
<p>47. If it is active, please provide the Owners Corporation Manager details.</p>	<p>Manager/Secretary:</p> <p>Address:</p>

	Contact number:
<p><b><u>Real Estate Agent</u></b></p> <p>48. Please provide the contact details of the Real Estate Agency &amp; Agent with whom you have listed your property.</p>	<p>Agency:</p> <p>Agent:</p> <p>Contact number:</p>
<p><b><u>Auction</u></b></p> <p>49. Is the property going to Auction?</p>	<p>YES    NO    UNSURE</p> <p>Date:</p>

***Please note –***

In the event that you are in the process of a separation, family law, or any other law proceedings that may affect the property, you are required to contact our office immediately to discuss further.



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

1. Completed Instruction Sheet	
2. Copies of most recent council, water and land tax invoices or accounts	
3. Any Building Permits, Certificates of Occupancy/Final, Owner Builder Information (if applicable)	
4. Copy of Certificate/s of Title	
5. Copy most recent Home Loan statement (if applicable)	
6. Copy most recent Owners Corporation/Body Corporate invoice (if applicable)	
7. Copy of Lease (if applicable)	
8. Complete the Verification of Identity (VOI) process	
9. 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 to 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 Vendor/s.....**

**Date: .....**

