



Sales Questionnaire

Vendor Details

Names (Including Mr/Mrs/Ms/Miss)	Vendor 1	Vendor 2		
Mailing Address	Vendor 3	Vendor 4		
Phone Numbers	Vendor 1 Home	Vendor 2 Home	Vendor 3 Home	Vendor 4 Home
	Work	Work	Work	Work
Email Address	Mobile	Mobile	Mobile	Mobile
Date of Birth	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Property Being Sold				
Folio	Lot No	Section No (if applicable)		
Deposited Plan / Strata Plan (These details can be found on your rates notice)				

Property Details

Property Type	<input type="radio"/> House	<input type="radio"/> Unit	<input type="radio"/> Townhouse	<input type="radio"/> Villa	<input type="radio"/> Other	<input type="text"/>
Improvements	Vacant Land	<input type="radio"/> Yes	<input type="radio"/> No	Carport	<input type="radio"/> Yes	<input type="radio"/> No
	Garage	<input type="radio"/> Yes	<input type="radio"/> No	Swimming Pool	<input type="radio"/> Yes	<input type="radio"/> No
	Pergola	<input type="radio"/> Yes	<input type="radio"/> No	Spa	<input type="radio"/> Yes	<input type="radio"/> No
	Storage Room (unit only)	<input type="radio"/> Yes	<input type="radio"/> No	Are there any other structures on the land? If yes, please specify		
			<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>	



Inclusions

Inclusions (please advise which items will be included with the sale)	Air Conditioner	<input type="radio"/> Yes	<input type="radio"/> No	Floor Coverings	<input type="radio"/> Yes	<input type="radio"/> No
	Blinds	<input type="radio"/> Yes	<input type="radio"/> No	Insect Screens	<input type="radio"/> Yes	<input type="radio"/> No
	Built-in Wardrobes	<input type="radio"/> Yes	<input type="radio"/> No	Light Fittings	<input type="radio"/> Yes	<input type="radio"/> No
	Ceiling Fans	<input type="radio"/> Yes	<input type="radio"/> No	Pool Equipment	<input type="radio"/> Yes	<input type="radio"/> No
	Clothes Line	<input type="radio"/> Yes	<input type="radio"/> No	Range Hood	<input type="radio"/> Yes	<input type="radio"/> No
	Curtains	<input type="radio"/> Yes	<input type="radio"/> No	Solar Panels	<input type="radio"/> Yes	<input type="radio"/> No
	Dishwasher	<input type="radio"/> Yes	<input type="radio"/> No	Stove	<input type="radio"/> Yes	<input type="radio"/> No
	Auto Pool Cleaner	<input type="radio"/> Yes	<input type="radio"/> No	TV Antenna	<input type="radio"/> Yes	<input type="radio"/> No
	Alarm System	<input type="radio"/> Yes	<input type="radio"/> No			
	If yes, Is it a 'back to base' system?			<input type="radio"/> Yes	<input type="radio"/> No	
Please advise of any other inclusions <i>This includes anything else you would like to leave at the property. eg. garage shelves</i>						

Are all the inclusions in working order?

Exclusions

(please advise which items will be excluded from the sale)

Real Estate Agent

Company Name	<input type="text"/>		
Address	<input type="text"/>		
Contact Details	<input type="text"/> Phone	<input type="text"/> Email	<input type="text"/> Contact

Community / Strata Manager

Company Name	<input type="text"/>		
Address	<input type="text"/>		
Contact Details	<input type="text"/> Phone	<input type="text"/> Email	<input type="text"/> Contact
Is the property located within a Community Title Scheme?	<input type="radio"/> Yes	<input type="radio"/> No	<i>If yes, please specify</i> <input type="text"/>
Are you aware of any Special Levies?	<input type="text"/>		



Tenancy

What is the Property Sold with?

Vacant Possession (property will be empty on settlement)
 With a Tenant (property is sold with the tenant staying)

If the property is sold with tenancies, please provide details of the managing agent to enable us to arrange for a copy of your lease to be annexed to the Contract

Managing Real Estate Agent Company Name

Address

Phone

Email

Contact - Property Manager

Mortgage

Do you have a Mortgage over the Property?

Yes No

Bank

Loan 1

Loan 2

Loan 3

BSB

Loan A/C Number

Will this be a partial or full discharge of mortgage?

(If you have more than one property with the same bank, it will be a partial)

Partial

Full

Please list other property addresses and associated Loan Account Numbers

Is there a guarantor on the loan?

Yes

No

If yes, please advise full name/s

Will the expected sale price be sufficient to completely pay out your mortgage?

Yes

No

If no, please confirm you have sufficient funds to pay out this debt

Yes

No

What is the estimate payout figure of the loan?

Is this a family law matter or separation?

Yes

No

Please provide Bank Account Details for left over funds to be Deposited to

Account Name

Bank

BSB

Account Number

Account Name

Bank

BSB

Account Number

Do you require the Settlement Period to be different from the standard six (6) weeks?

Yes No

If yes, please advise preferred settlement period. eg. flexible 12 week



Property History

When selling property, a vendor has to make a full disclosure of everything they know about it. The following are questions the purchaser's conveyancer asks about the property. Please complete the questions to the best of your knowledge. If you do not answer accurately, or if full information is not provided, the purchaser may become entitled to cancel the contract or claim money compensation from you. If you are unsure how to answer any of the questions, please contact us to discuss.

What age (approximately) is the Property?	<input type="text"/>	
When did you Purchase the Property?	<input type="text"/>	
Have you made any alterations/additions or cosmetic renovations to the Property?	<input type="radio"/> Yes <input type="radio"/> No	
	The Year alterations/additions were made <input type="text"/>	
	Scope of work that was completed <input type="text"/>	
If you answered yes to the above question, please provide further details of the Alterations/Additions/Cosmetic renovations.	Builders Details, including name, address and licence number <input type="text"/>	
	Do you hold the approvals for these alterations/additions? <input type="radio"/> Yes <input type="radio"/> No	
	Do you hold an Occupation Certificate for the above works? <input type="radio"/> Yes <input type="radio"/> No	
	Do you have the Home Owners Warranty Insurance Certificate that is required under the Home Building Act if the cost of work exceeds \$20,000? <input type="radio"/> Yes <input type="radio"/> No	
	If yes, please provide a copy <input type="text"/>	
	Please provide details of any unauthorised or non-Council approved works on the property so an appropriate disclosure condition can be included in the Contract. This includes works done without Body Corporate approval (if Strata or Community) <input type="text"/>	
	Do you hold a Survey and/or Building Certificate? <input type="radio"/> Yes <input type="radio"/> No	
	Do you have smoke alarms fitted in the property (at least one per story)? <input type="radio"/> Yes <input type="radio"/> No	
	Do you have any solar panels? <input type="radio"/> Yes <input type="radio"/> No	
	If yes, are they fully owned by you? <input type="radio"/> Yes <input type="radio"/> No	
Has the property been subject to serious Flooding/Bushfire/a Serious Violent Crime?	<input type="radio"/> Yes <input type="radio"/> No If yes, please provide more details <input type="text"/>	
Are you aware of any significant Health or Safety Risk regarding the Property?	<input type="radio"/> Yes <input type="radio"/> No If yes, please provide more details <input type="text"/>	



Swimming Pool or Spa

Only complete if you have a pool or spa on your lot

When was the Pool/Spa built?	<input type="text"/>	
Is the Pool/Spa fenced?	<input type="radio"/> Yes <input type="radio"/> No	
Pool Builders Details (if known)	Name <input type="text"/>	
	Address <input type="text"/>	
	Licence Number <input type="text"/>	
Do you hold approvals?	<input type="radio"/> Yes <input type="radio"/> No <i>If yes, please provide a copy</i>	
Do you have a Compliance / Non-Compliance Certificate?	<input type="radio"/> Yes <input type="radio"/> No <i>You may check at www.swimmingpoolregister.nsw.com.au</i>	

Notice from Government Bodies

Have you received a notice from any Government Body relating to any of the following?	Work to be completed at or near the property?	<input type="radio"/> Yes <input type="radio"/> No
	Any other work of any kind to be completed on the property?	<input type="radio"/> Yes <input type="radio"/> No
	Any money to be paid on the property (other than council or water rates) or mortgages?	<input type="radio"/> Yes <input type="radio"/> No
Agreement with Council	Have you ever entered into any agreement with the Council or with any other government authority concerning the property (other than a building application)?	<input type="radio"/> Yes <input type="radio"/> No
Any items not fully owned by you	Are any of the items included in the sale (eg. carpet, light fittings, etc) not fully owned by you, eg. under lease or hire purchase?	<input type="radio"/> Yes <input type="radio"/> No
Claim or Interest in the Property	Does anyone have any claim or interest in the property or any part of it other than the registered owners, and the mortgagee/s and tenants you have specified above? eg. are there any caveats on title?	<input type="radio"/> Yes <input type="radio"/> No
Encroachment on Land	Are you aware of any Encroachment on the Land?	<input type="radio"/> Yes <input type="radio"/> No
Demolition or Upgrading Order	Are you aware of any matter that would justify Council making a Demolition or Upgrading Order?	<input type="radio"/> Yes <input type="radio"/> No
Land Tax	Do you currently pay Land Tax? <i>If yes, please provide a copy of assessment</i>	<input type="radio"/> Yes <input type="radio"/> No
Taxable Supply	Is the sale going to be a taxable supply? <i>Note, the sale of an existing residential property is not subject to GST.</i>	<input type="radio"/> Yes <input type="radio"/> No
Boundary Fences	Are there any disputes about boundary fences?	<input type="radio"/> Yes <input type="radio"/> No

Personal Details

Bankruptcy or Insolvency	Have any of the Vendors been bankrupt or insolvent, or are there any judgements or other Court orders against any of the owners?	<input type="radio"/> Yes <input type="radio"/> No
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Notes

Statement

I/We confirm that all information provided is true and correct to the best of my/our knowledge and I/We shall advise Flash Conveyancing of any changes that may occur.

Sign Here

Sign Here

Name

Name

Date

Date

For your convenience we accept cash, cheque or internet transfer. Invoice will be sent after the contract has been prepared.

Direct Deposit Details – General Account \$420.00

Account Name: Flash Conveyancing
Bank: NAB
BSB: 082-356
Account No: 8836 57216
Reference: Your Surname

Things to return along with this Questionnaire:

1. Signed Cost Agreement
2. Copy of Drivers Licence
3. Copy of Council Rates Notice
4. Copy of Approvals (if applicable)
5. Copy of Home Owners Warranty Insurance Certificate (if applicable)
6. Copy of Land Tax Assessment (if applicable)

Please return to us as follows:

Mail: PO Box 3045, Rouse Hill NSW 2155
Email: info@flashconveyancing.com.au
In Person: 211/29-31 Lexington Drive, Bella Vista NSW 2153
(by appointment)

If you have any questions, please do not hesitate to contact us.

CLICK HERE TO BOOK AN APPOINTMENT 