

ABSOLUTE LEGAL SERVICES

Sale of Residential Property

Facts and instructions

Your Details

Full Names	
Address	
Email	
Phone	
Other	

The Property Details

Address of property being sold	
Lot Number	Deposited Plan or Strata Plan Number
Type of property—Circle or Tick	House Vacant Land Strata Unit Rural Other
Improvements on Property Circle or Tick	House Separate Garage Work shed Swimming Pool Separate Carport Self-contained flat Other
Inclusions	blinds built-in-wardrobes clothes line dishwasher fixed floor coverings insect screens light fittings range hood stove pool equipment TV antenna front or rear screen security doors combustion heater air conditioner alarm system solar panels water tank other
Exclusions	

Bank or loan details

Real estate details (if applicable)

Do you have Bank loan to payout?		Name of agent or agency	
Bank & Branch		Person to contact	
Loan account number		Phone and email contact	

Other

When did you purchase the property?		Is there a tenant in the property?	
Who acted for you when you purchased		If tenant, who is the Letting Agent	
If available, provide copies of contract & documents from when you purchased		If Strata Title, details of Strata Managing Agent	
Are you selling your home or investment property?		Do you have a survey report & Council; Building Certificate. Please provide	
How many smoke alarms in the property?		Is the property connected to the sewer? If not provide copy of On-site Sewer Approval	
If swimming pool, please provide swimming pool registration certificate and council approval		Are there any fencing disputes with neighbours	

Information for you

A **Survey Report** identifies fences on the correct legal boundaries and whether the position of the dwelling and other structures are the required distance (as imposed by the local Council) to the boundaries. Cost if required: \$715.00

A **Council Building Certificate** is an inspection conducted by Council to confirm that all building works received a "Satisfactory Final Building Inspection". Cost if required: \$250.00

You must by law disclose any unapproved building works in a contract which can detract from a purchaser proceeding to an exchange of contracts. Most buyers will want a Survey Report and Building Certificate. As a vendor you are under no obligation to provide a buyer with these documents although it is highly recommended that you do.

Termites. If you have treated active termites, please provide copies of all reports, treatment certificates.

If selling investment property, do you pay land tax?

In NSW you must have a contract for sale of land prepared before you can list with an agent or sell privately. The contract must contain updated title searches, planning certificate from council and sewer diagram.

Any comments or instructions