



Vendor's document check list — Sale of Property

This checklist will assist a vendor to give all relevant information concerning the sale of a property
(to assist an agent to market the property or a lawyer to prepare a vendor's statement)

	tick when done
1. Title details	
Details of Volume and Folio numbers to the Property (if the property is Mortgaged the title will be held by the first mortgage lender)	<input type="checkbox"/>
2. Mortgage Lender	
In relation to each mortgage lender give the following:	
2.1 Name of lender	<input type="checkbox"/>
2.2 Address of lender	<input type="checkbox"/>
2.3 Loan or reference number	<input type="checkbox"/>
2.4 Amount outstanding on the loan	<input type="checkbox"/>
2.5 Account manager's name	<input type="checkbox"/>
2.6 Lender's phone and fax number	<input type="checkbox"/>
The details of your mortgage lender will assist your agent and lawyer to seek speedy release of the deposit and to arrange settlement	
3. Tax file number	
Details of the vendor's tax file number (this information may be required if the deposit is to be invested to earn interest, otherwise tax may be deducted from the interest although the Vendor is not obliged to give a tax file number)	<input type="checkbox"/>
4. ABN	
If the vendor does not quote an ABN as set out below the purchaser may be required under A New Tax System (Pay As You Go) Act 1999 to withhold 48.5% of the sale price which are to be sold with the Business.	<input type="checkbox"/>
4.1 The vendor's ABN is:	
If you have inserted an ABN go to 5	
4.2 The sale will be wholly of a private or domestic nature,	
if yes go to 5	<input type="checkbox"/>
if no go to 4.3	<input type="checkbox"/>

	tick when done
4.3 The vendor is not an enterprise for tax purposes because it has no reasonable expectation of profit or gain from its activity	
if yes go to 5	<input type="checkbox"/>
if no go to 4.4	<input type="checkbox"/>
4.4 The vendor is not an Australian Resident and does not carry on an enterprise in Australia	
if yes go to 5	<input type="checkbox"/>
if no go to 4.5	<input type="checkbox"/>
4.5 All payments to be made to the vendor under the contract will be exempt from tax	
if yes go to 5	<input type="checkbox"/>
5. GST	
5.1 Is the Vendor liable for GST in relation to this sale?	<input type="checkbox"/>
if yes go to 5.2	
if no go to 6	
5.2 The Price is to include GST (<i>recommended if GST is payable by the Vendor</i>) because it makes the property easier to sell and is in compliance with legal requirements to provide details of a GST inclusive price	
if yes go to 6	<input type="checkbox"/>
5.3 GST is payable in addition to the Price. (<i>If this is selected the Deposit will be only 10% of the GST exclusive Price</i>):	
if yes go to 6	<input type="checkbox"/>
5.4 The Vendor will use the Margin Scheme to calculate GST:	
if yes go to 6	<input type="checkbox"/>
You should contact your tax advisor to discuss the impact of GST on your proposed sale if you are unsure about the impact of GST on your sale or if you intend to use the Margin Scheme.	

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6. Chattels and fixtures					
6.1	List chattels to be sold: <i>(attach list if required)</i>		You should supply all lease documents (Leases / Tenancy Agreements / Assignment Variations / Licences and all documents recording all agreements made with tenant and occupiers).		
6.2	List fixtures NOT to be sold: <i>(attach list if required)</i>		9.2 If there is no written agreement describe in detail the terms of the agreement with the tenants or occupiers:		
7. Outgoings			9.3 Give details of MANAGING AGENT		
Current year's rates & taxes:			Name:		
Municipal rates are	\$..... per annum		Address:		
Water rates are	\$..... per annum		Tel N ^o		
Land Tax is	\$..... per annum		Fax N ^o		
Body Corporate fees are	\$..... per annum/ per quarter / monthly		9.4 If there is a current tenant but the property is to be sold with vacant possession at settlement, what action has or will be taken to make sure the tenant vacates the property by settlement.		
8. Services			10. Planning		
Are the following services currently connected and who are the relevant supply authorities? <i>"Currently connected" means that the services can be immediately used without a payment first being made to a supply authority or without any work having to be carried out.</i>			Supply copies of:		
Service	Yes / No / Don't know	Supplier	10.1 all planning permits you have relating to the current use of the property		<input type="checkbox"/>
electricity	10.2 all planning permits you have relating to the use to which the property may be put in the future		<input type="checkbox"/>
gas	10.3 all planning permits you have relating to the buildings and other improvements now on the property		<input type="checkbox"/>
water	10.4 all planning permits you have relating to buildings and other improvements that may be built on the property in the future		<input type="checkbox"/>
sewerage	10.5 all planning permits you have which may allow the property to be subdivided		<input type="checkbox"/>
telephone	11. Building Regulations		
<i>Suppliers may include (examples only) –</i>			11.1 In the property a residence or does it include a residence?		
<i>electricity – AGL / TXU / Citipower</i>			if yes go to 11.2		<input type="checkbox"/>
<i>gas – AGL / TXU / Origin Energy</i>			if yes go to 12		<input type="checkbox"/>
<i>water & sewerage – South East Water / City West Water / Yarra Valley Water</i>			11.2 Supply copies of all building approvals or building permits issued for building works in the last 7 years		<input type="checkbox"/>
<i>telephone - Telstra / Optus / AAPT / Vodaphone</i>					
9. Tenancies					
9.1	Is the property to be sold with the tenant or occupier staying in the property at settlement?				
	if yes go to 9.2	<input type="checkbox"/>			
	if no go to 9.4	<input type="checkbox"/>			

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11.3 Supply copies of all Housing Guarantee Fund Guarantee Certificates for work carried out in the last 7 years	<input type="checkbox"/>
11.4 Give the following details regarding the builder (for building work carried out after 1 st May 1996)	<input type="checkbox"/>
Name:	
Reg N ^o :	
Name of Building Defects Insurer:	
Building Defects Insurance Policy N ^o :	
11.5 If building work was carried out by an owner builder you should call us immediately to discuss this issue.	<input type="checkbox"/>
11.6 Supply copies of all occupancy permits, occupancy certificates and certificates of final inspection that you may have and which relate to buildings now on the property	<input type="checkbox"/>

12. Building insurance	
Supply the following details of current fire or industrial special risks insurances:	
Insurers Name:	
Policy N ^o :	
Policy Type:	
Amount of Cover: \$.....	

13. Body Corporate	
13.1 Is the property affected by a Body Corporate?	
if yes go to 13.2	<input type="checkbox"/>
if no go to 14	<input type="checkbox"/>

	tick when done
13.2 The Body Corporate must hold the following insurances:	
• In all cases public risk insurance for at least \$10 million	
• Reinstatement and replacement insurance for all buildings on common property	
• Reinstatement and replacement insurance for the whole building in a multi story development	
13.3 Does the Body Corporate have a Manager or Secretary?	
if yes go to 13.4	<input type="checkbox"/>
if yes go to 13.5	<input type="checkbox"/>
13.4 Give following body corporate details:	
Name of Manager/Secretary:	
Address:	
Tel N ^o :	
Fax N ^o :	
13.5 If the Body Corporate is inactive or does not have a Manager or Secretary, you should still arrange the required insurances (see 11.2 above), otherwise purchaser may be able to end a contract of sale.	
Supply a copy of insurance certificates for all Body Corporate insurances	<input type="checkbox"/>

14. Notices/orders	
Have you received from any authority any notice, order, proposal or recommendation regarding the property or its use eg. that the property is subject to flooding.	
14.1 if yes go to 14.2	<input type="checkbox"/>
14.2 Supply copies of all materials you have received in this regard.	<input type="checkbox"/>

For further information on matters related to property sales contact:

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