



# VENDOR Instructions Form

## Vendor's Details

Full Name:

ACN / ABN:

If a company or trust

Address:

Email

Telephone:

Tax File Number:

Please provide your tax file number if your property will be sold more than \$750,000.

## Property Details

Please provide details of the property or properties to be sold. If your property is a vacant land, please provide Lot number (instead of street number) as part of the property address.

### Property address

Please indicate whether you are selling your investment property or your main residence?

Residence ☐

Investment ☐

Have you provided your latest Council Rates?

YES ☐

NO ☐ If not, please provide

If you are selling a unit or apartment, have you provided your latest Strata Rates?

YES ☐

NO ☐ If not, please provide

If there is a home loan, have you provided your latest home loan statement?

YES ☐

NO ☐ If not, please provide

## Agent's Details

Agent's name:

Sale responsible person:

Office address:

Post code

Telephone:

Email:

## Sale Details

Please provide the details of your sale

Method of sale:

Auction ☐

Sale by Negotiation ☐

Anticipated sale price:

Deposit:

5% of Sale Price ☐

10% of Sale Price ☐

Release of deposit before settlement:

YES ☐

NO ☐

Settlement period:

Standard Period  
42 days / 6 weeks ☐

Non-Standard ☐  
Please specific

Other Details:

Special Instructions

Home Improvements

If yes, please provide the details and advise if the Council approval has been obtained for such improvements.

Yes ☐

No ☐

Possession

Vacant possession / sold with tenancy

If your property will be sold with tenancy, please provide a copy of the Residential Tenancy Agreement and the Managing Agent's details.

With tenants ☐

Without tenant ☐

Other Instructions

Please specify if you have any other instructions for us.

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