

<u>BUILDING</u>	Does the property comprise a home, dwelling or any other structure/building?	Yes / No
	If so, what is the approximate age of the home/building?	_____ years
	Have any building permits been issued in the last 7 years?	Yes / No
	If yes , please provide copies of : a) BUILDING PERMIT, b) FINAL INSPECTION, c) CERTIFICATE OF OCCUPANCY d) HOME OWNERS WARRANTY INSURANCE	a) Yes / No
		b) Yes / No
		c) Yes / No
		d) Yes / No
	If works were completed by you as owner builder, you must provide an independent BUILDING INSPECTION REPORT (please contact our office for a list of list of qualified inspectors)	
When did construction of the building works commence?		
What date were the building works completed?		
<p><i>** We advise that in matters involving both registered builders and owner builders it is an offence to enter into a Contract of Sale only, without the existence of a domestic building contract (for properties under construction), and Home Owners Warranty Insurance or for owner builders who have not provided an inspection report and Home Owner's Warranty Insurance. Please note that in the absence of the above documentation being in place and disclosed in the Vendor's Statement, a purchaser may avoid a Contract of Sale at any time up until settlement. Accordingly it is important that we are provided with all relevant information and documents, including copies of building permits , planning permits or Section 173 agreements (if applicable).</i></p>		

<u>SERVICES & RATES</u>	Which utilities and services are connected to the property? <u>Name of Supplier</u> Gas Telephone Water Sewerage Electricity	
	Are there any notices or orders affecting the property? If yes, please provide details	Yes / No
	Have you enclosed copies of your most recent council rates, water rates, land tax and Body Corporate Notices? (as applicable)	Yes / No
	Please provide an estimate of your annual council and water rates (not including water usage)	\$
	Is there a mortgage over the property?	Yes / No
<u>HOME LOAN</u>	Are your bank details provided in the area above?	Yes / No
<u>BODY CORPORATE</u>	Is the property part of a Body Corporate?	Yes / No
	Does the Body Corporate hold the required insurance for building cover and public liability cover? A copy of the insurance premium is required. Have you enclosed a copy of same?	Yes / No
	Have you enclosed a copy of your most recent Body Corporate contributions invoice?	
	Have you enclosed a copy of the most recent Minutes of Annual General Meeting? <i>** Pursuant to the Subdivision Act 1988 and Subdivision (Body Corporate) Regulations 2001, all buildings and common property on the plan <u>must</u> be insured in the name of the Body Corporate with public liability insurance of not less than \$10million. Please note that in the absence of a current body corporate insurance policy being in effect on the day of sale, a purchaser may withdraw from the Contract of Sale at any time prior to settlement, even where insurance is arranged subsequently.</i>	Yes / No

<u>PLANNING ISSUES</u>	Have any levies been struck or are any levies proposed to be struck? Please provide full details.	Yes / No
	Has a Town Planning Permit been issued in relation to this property? If so, please provide a copy of same.	Yes / No
	Has a Section 173 Agreement been issued in relation to the property? If so, please provide a copy of same.	Yes / No
	Have you ever received consent from any authority regarding construction over an easement etc? If so please provide copies.	Yes / No
<u>TENANCIES</u>	Is the property tenanted?	Yes / No
	If yes, have you provided a copy of the Lease?	Yes / No
	Are the proprietor/s registered for GST purposes?	Yes / No
<u>GST</u>	Is this sale subject to GST?	Yes / No
	If yes, will the sale price be GST inclusive or GST exclusive?	
	Is any GST to be calculated on the margin scheme?	Yes / No
	If GST is payable at the full rate of 10%, please provide a tax invoice to our office prior to settlement.	
	<i>** If the vendor is registered for GST, but the sale is not subject to GST, please provide a brief explanation as to why this is the case.</i>	
	Do you know the zoning of the property to your knowledge? (ie. residential, commercial, agricultural, industrial)	
	Is the property subject to Heritage Overlays?	Yes / No
<u>ZONING</u>		

<u>POOLS & SPAS</u>	Would you like us to apply for all Rate and Planning Certificates as set out in our covering letter?	Yes / No
	Does the property contain a pool or spa?	Yes / No
	Has the pool or spa been fenced or secured in accordance with current Building Act Regulations or local Council requirements?	Yes / No
	Has the Council undertaken a final inspection and passed the fence/security?	Yes / No
<u>NOTIFICATION OF SETTLEMENT</u>	Please provide a mobile phone number if you would like SMS confirmation of your settlement having taken place	

Signed :

Signed:

I/We hereby authorize Rotman & Morris to disburse the balance of deposit monies either at settlement or upon receipt of a Section 27 Deposit Release Statement duly signed by all parties

Dated :/...../200