



PURCHASE CHECKLIST

REF: FILE NO:

DETAILS OF OWNERS

Contact

Full Names:	1..... 2.....
Address:
Contact details:	Tel:.....Fax:.....
Email Address:	Mobile:1.....2..... 1..... 2.....
Date of Birth:	1.....2.....

Broker/Banker/Home Loan Details:

Are you obtaining finance? If yes, please provide the following details:	
Bank:
Contact person:
Branch:
Address:
Contact details:	Tel:.....Fax:..... Email:.....

1. PRINCIPAL PLACE OF RESIDENCE

Will this property be your principal place of residence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property being purchased for investment purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>

DETAILS OF PROPERTY

General Information

Address:
Settlement Date:
Caveat Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
EPA Certificate Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Ownership (including Nomination & Substitution)

<ul style="list-style-type: none"> • What are the names to be registered on Title? • If nominating or substituting (<i>refer to attached letter for explanation</i>), what is the relationship of the nominee and the person stated in the Contract?
<ul style="list-style-type: none"> • If more than one party to be registered on title, will be the property be owned as joint proprietors or tenants in common? (<i>please refer to our letter for definition</i>) • Address of nominee: • Date of birth: • Is the Purchaser acting as trustee of any trust? • Are the documents to be executed under Power of Attorney? 	Joint proprietors <input type="checkbox"/> Tenants in common <input type="checkbox"/> If tenants in common, what proportion?% Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is the name of the trust? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a copy of the Power of Attorney.

STAMP DUTY CONCESSION/EXEMPTION

<ul style="list-style-type: none">• If property is your principal place of residence and your purchase price is less than \$600,000.00, do you wish to apply for the relevant stamp duty concession?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• Are you a First Home Owner purchasing a brand new home or a home that is to be built with a purchase price less than \$750,000.00?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• If yes, are you applying for First Home Owners Grant?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>We will presume that your Bank is making this application unless you instruct us otherwise.</i>
<ul style="list-style-type: none">• If you are a First Home Buyer of an established home and your purchase price is less than \$600,000.00, do you wish to apply for the First Home Owner duty reduction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• Do you hold a pension or concession card?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you will need to produce same at our office.
<ul style="list-style-type: none">• If you hold a pension/concession card and your purchase is less than \$750,000.00 do you wish to apply for the relevant stamp duty concession?	Yes <input type="checkbox"/> No <input type="checkbox"/>

The above information is true and correct to the best of our knowledge.

Dated:

Signed:
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