

Property Sale Instruction Form



If you wish John Fallins Solicitors to assist you in the sale of your property, please complete the following form with your details and submit. This may save you time and we can start working on your matter immediately to prepare contracts.

Please print this form out, complete and then either post to us or bring with you to your first appointment. If there are any questions that you can't answer don't be concerned—we will deal with these later.

Personal Details

Surname

Other Names

Telephone Number (Home)

Telephone Number (Work)

Facsimile Number

Mobile

Home Address

Postal Address

Email Address

John Fallins Solicitors
Level 5, Castlereagh Chambers
64 Castlereagh Street
Sydney NSW 2000
Australia

Tel. (02) 9235 2633
Fax. (02) 9235 2733
Web. www.fallins-solicitors.com.au
Email. lawyers@fallins-solicitors.com.au

Property Sale Instruction Form

Vendor Details (if different to above)

Vendor 1

Vendor 2

Property Details

Address of Property

Title reference if known

Please provide details of when and how
you acquired this property

Type of Property (please tick)

Home residence

Retirement unit

Commercial residence

Commercial shop or office

Vacant land

Rural property

Property Sale Instruction Form

Mortgage

Is there any Mortgage on
this property? Yes No

If yes,
please provide details

If no,
where is the
Certificate of Title held?

Do you hold any original
or copy Survey Report? Yes No

Has the property been
offered as security for any
centrelink or seniors'
finance plan? Yes No

If yes,
please provide details

Property Sale Instruction Form

Sale Details

Do you have a
Real Estate agent? Yes No

Agent's full details

Sale of property
will be by: Auction Private Treaty

Proposed Date?

Sale Price

or

Are you seeking the
release of the deposit to
assist you purchase
another property
or pay vendor duty? Yes No

Property Sale Instruction Form

Tenancy

Do you currently have a tenant in the property? Yes No

If yes, please give details and a copy of the lease

Is the property to be sold with vacant Possession or subject to tenancy? Vacant possession Tenancy

Inclusions (please tick)

Please list all inclusions (that are not fixtures) to be sold with the property

- | | |
|---|---|
| Curtains <input type="checkbox"/> | Security System <input type="checkbox"/> |
| Blinds <input type="checkbox"/> | Clothes line <input type="checkbox"/> |
| Floor coverings <input type="checkbox"/> | TV Antenna <input type="checkbox"/> |
| Light fittings <input type="checkbox"/> | Pool equipment <input type="checkbox"/> |
| Wardrobes <input type="checkbox"/> | Other <div style="border: 1px solid black; width: 200px; height: 150px; margin-left: 10px;"></div> |
| Rangehood <input type="checkbox"/> | |
| Stove <input type="checkbox"/> | |
| Microwave Oven <input type="checkbox"/> | |
| Clothes Dryer <input type="checkbox"/> | |
| Insect Screens <input type="checkbox"/> | |

Property Sale Instruction Form

Inclusions

**Please list inclusions
you wish to take with you**

**Is there a swimming pool
on the property?** Yes No

**If yes, does it meet all safety
requirements?** Yes No

**Are you liable to
pay land tax?** Yes No

Are you liable to pay GST? Yes No

**Is the sale of the property made in
the course of your enterprise?** Yes No

**Have you carried out any
substantial renovations
to the property?** Yes No

**Have you received any
notice from authorities such as the
Local Council about the property?** Yes No

**Are there any boundary fence
disputes with neighbours?** Yes No

Property Sale Instruction Form

Strata Unit

If selling a strata unit please provide the following additional information

**Details of any
Managing Agent**

Does your unit include Garage Carspace Storeroom

Are there any disputes with other
unit owners in your building? Yes No

Are you aware of any special lev-
ies which have been assessed by
the Owners Corporation? Yes No

Are you aware of any additional
by-laws or resolutions passed by
not yet registered? Yes No

**Any further comments you
wish to add?**