



PROMPT LEGAL SERVICES

www.promptlegalservices.com.au

Vendor: Details Required To Prepare Section 32

- Vendor: _____
- Address of property: _____
 Residential Property Commercial Property
- Contact: Address (As above) _____ Phone: _____
- Agent Details: _____
- Is it planned for this property to be sold by Public Auction Private Sale
- Whereabouts of Title _____ or details: _____ Volume _____ Folio _____
- Is property rented and/or will vacant possession be available at settlement.
Rented Yes No Vacant Possession Yes No
- How old is the property? _____ Years
If under ten years, permit, builders warranty and certificate of occupancy required.
- Have there been any improvements on property which would attract building insurance (builder's warranty insurance.) Yes No
- Have any building permits for improvements issued in the last 7 years? Yes No
- Have any notices been issued by council advising of non-compliance of building permit? Yes No
- Building works in the past 7 years which require a permit but not obtained? _____
- Does the property have a swimming pool? Yes No If so is it legally fenced? Yes No
- Does the property have smoke detectors installed? Yes No
- If the property is a unit/flat/etc, copy of body corporate details. _____
If there is common property, there must be insurance in place.
- Please list any chattels that specifically need to be listed in the contract to be removed by you

- Are the following connected and **which authority?**
Water Yes No _____
Sewerage Yes No _____
Electricity Yes No _____
Gas Yes No _____
Telephone Yes No _____

I agree that Prompt Legal Services are to provide conveyancing services in relation to the sale of the above property;

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SIGNATURE OF VENDOR(S)

Date

Quote: \$ Inclusive/ Exclusive of GST, Plus Disbursements \$.

Please provide copies of;
 Council Rates
 Water rates.

Original purchase contract (if available) Tenancy agreement (If tenanted)
 Copy of title (if Available) Permits and/or notices and certificate of occupancy (if applicable)