



Instruction Sheet - Buying

1) Personal details

Full Name(s): State full name	1)	
	2)	
	3)	
	4)	
Address:		
Mailing Address:	As above	

Contact details

Home Phone:	Bus. Phone:	Fax:
Mobile:	Email:	

Property details

Address:	
Title Reference: (if known)	

Property type

House Land Home Unit Community Unregistered

Possession

Vacant possession Subject to tenancy

Early possession date

Completion Date 42 Days No Yes
If No please specify



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2) Other side / Real Estate Agent

Agency Name:

Agency Address:

Individual handling the transaction:
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Bus. Phone..... Fax

Mobile Email

3) Funding / Finance for the purchase

Are you borrowing money to complete the purchase? NO YES (please circle)

If Yes, Incoming Mortgagee Name:

Mortgagee Address:
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Individual handling the transaction:

Bus. Phone..... Fax

Mobile..... Email.....

Owner occupier

Investor

Joint tenants

Tenants in common in equal shares

Tenants in common in unequal shares

Please give details
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Inclusions (please tick)		Exclusions (please list)
Curtains		
Blinds		
Light fittings		
Fixed floor coverings		
Insect screens		
Built in wardrobes		
Dishwasher		
Stove		
Range hood		
Clothes line		
TV antenna		
Pool equipment		
Other		

Deposit to be paid (please tick)

10%	<input type="checkbox"/>	5%	<input type="checkbox"/>	Agreed at	<input type="text"/>	%	Other (such as Bond)
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Invest after exchange?(Circle) Yes. If yes, TFN is No

Do you or your incoming mortgagee require -

Survey	No	Yes	Don't know
Building certificate	No	Yes	Don't know

Is there a swimming pool?

No Yes

Are there any other issues **you think you may need** to discuss with us? Do you have a will? Where did you hear about us?

No Yes

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This questionnaire lists basis information for the purchase of real estate. It is not necessarily complete, as particular circumstances may require different/extra information. Some of the questions may require our advice for proper interpretation and response. Please contact us if you require any assistance or have any inquiries about the completion on this questionnaire.

Signed.....

Dated.....