



Instruction Sheet - Selling

1) Personal details

Name			
Address			
Mailing Address	As above		

Contact details

Home Phone	Bus. Phone	Fax
Mobile	Email	

Property details

Address	
Title Reference	

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

2) Other details

Agency Name

.....

Agency Address

.....

Individual handling the transaction

.....

Bus. Phone.....

Fax

Mobile

Email

Mortgagee Name

.....

Mortgagee Address

.....

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

.....

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%		5%		Agreed at	%	Other (such as Bond)
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Invest after exchange?(Circle) Yes. If yes, TFN is No

Tax Issues

GST

- property is a taxable supply
- GST included in price
- Margin scheme applies

No		Yes	
No		Yes	
No		Yes	

If Not a taxable supply please tick one option below

- Not made in the course or furtherance of an enterprise that the vendor carries on(section 9-5(b))
- By a vendor who is neither registered not required to be registered for GST (section 9-5(d))
- GST-free because the sale is the supply of a going concern under section 38-325
- GST-free because the sale is subdivided farm land or farm land supplied for farming under Subdivision 38-O
- Input taxed because the sale is of eligible residential premises (sections 40-65, 40-75(2) and 195-1)

Land Tax adjustment required No Yes

Are you or your mortgagee in possession of

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

Alterations and Additions

Have you made any alterations or additions to your home?

No Yes

If yes, please read the following information available from the Department of Fair Trading and discuss if necessary

Home Warranty Insurance

The Home Warranty Insurance scheme was established under the Home Building Act 1989 and began on 1 May 1997 in NSW. Since then, the scheme has experienced some changes:

- ❖ *1 May 1997 - Home warranty insurance cover for breach of statutory warranty to be provided by private insurance companies. All builders and tradespeople required by law to give home warranty insurance certificate to home owners for work over \$5,000.*
- ❖ *1 April 2002 - The threshold of insurance has been increased from \$5,000 to \$12,000.*
- ❖ *1 July 2002 - Further changes introduced, including the reduction of the required insurance cover from seven to **six** years for structural work These changes are summarised below.*

Changes from 1 July 2002

Home warranty insurance after July 2002 allows a claim to be made where the contractor has become insolvent, disappeared or died. A home owner is covered for the loss caused by:

- ❖ *structural defects for a period of six years after completion of the work*
- ❖ *non-structural defects for two years from the date of completion of the work*
- ❖ *incomplete work (for an amount up to 20% of the contract price with a \$200,000 limit) for a period of 12 months after failure to start or cessation of work.*

Important. Home warranty insurance must be provided before:

- ❖ *taking any money on the contract, including a deposit*
- ❖ *commencing the work*
- ❖ *supplying the kit home.*

If the residential building work is valued at less than \$12,000, there is no legal requirement for the builder or tradesperson to provide home warranty insurance certificate. Contractors who carry out residential building work and/or the supply of kit homes must still hold an appropriate licence with Fair Trading where the labour and materials involved are valued at over \$1,000.

Persons who contract to carry out specialist work (ie. electrical wiring, plumbing, gas-fitting, air-conditioning and refrigeration) require a licence regardless of the value of the work.

Approved insurers

Home warranty insurance can only be purchased from insurance companies approved by the Minister for Commerce. View a list of companies approved to sell home warranty insurance on the approved insurers page at

<http://www.fairtrading.nsw.gov.au/building/buildertradespeople/approvedinsurers.html>.

Caution. Be wary of any builder or tradesperson who says they do not need insurance. Always check with the Office of Fair Trading before you sign the contract. It is recommended that you check the validity of the insurance certificate by contacting the insurance company shown on the certificate. The certificate should be an original issued by the insurer and should have the name of the contractor, homeowner, property address and total sum.

Please provide details of any building work carried out at the property

Type of building
work.....

Date of building
work.....

Name of
builder.....

Licence number of
builder.....

Insurance certificate details.....

Is there a swimming pool?

No Yes

Are there any fencing issues?

No

Yes

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

No

Yes

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.....
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.....
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Signed.....

Dated.....