

VENDOR CHECKLIST PRE CONTRACT



**LAW
INSTITUTE
VICTORIA**

Property address:

Our Ref:

Auction Date:

Vendor Client / Client contact:

Client email:

Phone:

Mob:

Purchaser:

Purchasers legal rep:

Phone:

Mortgagee details:

Phone:

1	1.1 Obtain instructions	<input type="checkbox"/>		
	1.2 Open file and send LP Act disclosure costs agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
	Costs: Under \$750 (excluding GST)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	OR Costs quoted \$.....			
	Disbursements quoted \$.....			
2	Send Vendor's Questionnaire	<input type="checkbox"/> Date sent:	<input type="checkbox"/> Date recd:	
3	3.1 Obtain title search including:	<input type="checkbox"/> Date of appn:	<input type="checkbox"/> Date recd:	
	- any plan of subdivision and any:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A.....	
	- easement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A.....	
	- covenant(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A.....	
	- section 173 agreement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A.....	
	- owners corporation report/retirement village notice	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A.....	
	3.2 Apply for all relevant certificates:	Date of appn:		
	3.2.1 Council rates	<input type="checkbox"/> Date recd:		
	3.2.2 Water rates and encumbrances	<input type="checkbox"/> Date recd:		
	3.2.3 Planning	<input type="checkbox"/> Date recd:		
	3.2.4 Land Tax	<input type="checkbox"/> Date recd:		
	3.2.5 Roads	<input type="checkbox"/> Date recd:		
	3.2.6 Building permits etc	<input type="checkbox"/> Date recd:		
	3.2.7 Other	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
	3.3 Owners corporation certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
	(a) Apply for owners corporation certificate	<input type="checkbox"/> Date of appn:	<input type="checkbox"/> Date recd:	
	<i>Confirm that a copy of "Statement of Advice and Information for Prospective Purchasers and Lot Owners", Rules and minutes of last AGM are attached to the vendor's statement</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Requested:
	(b) If 2 lot subdivision, prepare owners corporation certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Building			
	4.1 Major Domestic Building Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	4.2 Occupancy permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	4.3 Home Warranty Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	4.4 (a) Registered Builder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	(b) Owner Builder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	- Owner Builder Consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	- Condition Report	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	- Warranties in contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5	Retirement Village	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
	5.1 Management Agreement/Option/Deferred Payment Deed/ Bylaws/Deed of Priority	List docs which apply:		
	5.2 Contract, Disclosure Statement and other documents (section 19 Retirement Villages Act)	<input type="checkbox"/> Obtained/ prepared	<input type="checkbox"/> Given to purchaser on:	(at least 21 days before date of relevant contract)
6	Subject to:			
	6.1 Lease / Residential tenancy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Copy/original doc obtained on:
	6.2 Licence for a car space <input type="checkbox"/> Storage <input type="checkbox"/> Courtyard <input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Copy/original doc obtained on:
7	7.1 Vendor's statement	<input type="checkbox"/> Prepared	<input type="checkbox"/> All copies signed	<input type="checkbox"/> Sent to agent/ N/A
	7.2 Section 27 statement	<input type="checkbox"/> Prepared	<input type="checkbox"/> Signed by vendor	
8	8.1 Prepared contract of sale	Private sale <input type="checkbox"/> Auction <input type="checkbox"/> Special conditions <input type="checkbox"/>		
	8.2 Is Vendor registered or required to be registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	8.3 GST <input type="checkbox"/> Yes <input type="checkbox"/> No	Price: GST <input type="checkbox"/> inclusive <input type="checkbox"/> exclusive		
	If yes:	Existing residential premises <input type="checkbox"/> New residential premises <input type="checkbox"/>		
		Going Concern <input type="checkbox"/> Margin Scheme <input type="checkbox"/> Farm Land <input type="checkbox"/> Other <input type="checkbox"/> - specify		
9	9.1 Send to real estate agent:			
	(a) Vendor's statement (signed/unsigned)	<input type="checkbox"/> Date sent:		
	(b) Contract of sale	<input type="checkbox"/> Date sent:		
	(c) Section 27 statement	<input type="checkbox"/> Date sent:		
	9.2 Send copy documents to client to check	<input type="checkbox"/> Date sent:		
	9.3 Advised client to maintain building insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
10	Contract exchanged (see post contract checklist)	Date:		