

## QUESTIONNAIRE – SELLING YOUR PROPERTY

**PROPERTY:**

**Lot No**

**DP**

(this information can be found on a Council rate notice)

**Person 1:**  Mr /  Mrs  Ms  Miss:

**Person 2:**  Mr /  Mrs  Ms  Miss:

**Mobile:**

**Mobile:**

**Tel:**

(Home/Work)

**Tel:**

(Home/Work)

**Postal Address:**

**Email:**

**What is your preferred method of contact (tick more than one if applicable)**

Home Phone  Home Mail  Mobile  Text  Email  other:

**QUESTIONS**

**ANSWERS**

What is built on the property?  
*Eg. pergola,*

house  
 home unit  
 separate shed

carspace  
 garage  
 carport

vacant land  
 swimming pool

What is included on the property?

<input type="checkbox"/> blinds	<input type="checkbox"/> dishwasher	<input type="checkbox"/> light fittings	<input type="checkbox"/> stove
<input type="checkbox"/> built-in wardrobes	<input type="checkbox"/> fixed floor coverings	<input type="checkbox"/> range hood	<input type="checkbox"/> pool equipment
<input type="checkbox"/> clothes line	<input type="checkbox"/> insect screens	<input type="checkbox"/> solar panels	<input type="checkbox"/> TV antenna
<input type="checkbox"/> curtains			
<input type="checkbox"/> automatic garage doors & remotes ( )	<input type="checkbox"/> ceiling fans ( )	<input type="checkbox"/> air conditioner	<input type="checkbox"/> cubby house
	<input type="checkbox"/> garden shed		

Other: (please list)

eg. Water Tanks, Pressure Pump etc.

**Are all the above appliances and inclusions in working order (if not please specify)**

What is **excluded** from the sale?  
eg. Shelves in garage, water fountain etc

What time for settlement ( \_\_ days from exchange of contracts) suits you and can you give vacant possession then?

35 days  
 42 days  
 other?

Who is your real estate agent?

Are you selling on the condition that the tenancy continues?

Are you selling;  
 subject to existing tenants  
 vacant possession

**Tenancy**

Is your property tenanted,  
**If so please provide a copy of your lease**

yes  no

Who is your tenancy agreement with?

When does the current Lease expire?

<b>Mortgage</b>	
Have you borrowed money on the property? <b>If so from whom?</b>	
Where are is the Title Deeds? (usually with lender)	
Please provide your loan number:	
Please advise whether this is a <b>Business Loan</b>	
Are there any Guarantors on the Loan?	
Are you liable to pay land tax?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you expect there will be sufficient funds to completely pay out the loan you may have against the property?	<input type="checkbox"/> yes <input type="checkbox"/> no
What is the approximate payout amount?	
Is the loan that is to be paid out also secured by another property? If so please advise the details.	
<b>GST</b>	
Are you registered for GST?	
Is GST applicable to the sale?	
Is the sale a going concern for the purposes of GST?	
Do you wish to apply the GST Margin Scheme to the sale?	
<b>Strata</b>	
Is your property a Strata.	<input type="checkbox"/> yes <input type="checkbox"/> no
If so who is your Strata Manager?	
Please advise the amount for the strata levies. <i>Please provide details.</i>	
Are there any special Levies?	
<b>Sewerage</b>	
Is your property sewered?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you got a sewerage diagram,	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Onsite Waste Management System</b>	
If not, have you obtained consent to operate an on-site sewage management system?	<input type="checkbox"/> yes <input type="checkbox"/> no
If so, who is the maintenance provider?	
<b>Contract &amp; Other Documents</b>	
Have you got a copy of the contract from when you purchased the property?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you got a survey report on the property?	<input type="checkbox"/> yes <input type="checkbox"/> no
If so, are the plans accurate and complete?	
Do you have a building certificate? (Occupation Certificate)	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Building</b>	
When did you purchase the property?	
How old are the buildings?	
What are they made of?	

During your ownership, have you carried out any building work to the property? If yes, please provide the following; Did it cost over \$20,000.00? <b>If yes, please provide details of the building work and council approval and final inspection documents</b>	
Has any building work been done on the property without the consent of council by you or a previous owner?	<b>If yes provide full details of non-approved structures.</b>
Has the property been treated for termites?	If so, how long ago,
What kind of treatment was carried out?	
<b>Swimming Pool</b>	
Is there a swimming pool? If so, does it comply with safety access laws? Eg fenced, resuscitations notice, self-closing gate.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no
What pool equipment is being sold with the house, <b>e.g. pool cleaner, pool scoop, filter etc.</b>	
When was it built?	
Who built it?	
How much did it cost?	
Has the swimming pool been registered on the NSW Swimming Pool Register?	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Smoke Alarms</b>	
Does the property comply with the Smoke Alarm Regulations? <i>Eg. Is the dwelling fitted with smoke alarms?</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
How many smoke alarms are on the dwelling?	
Where are they located?	
Are they hard wired or battery operated?	
<b>Insulation/Solar Panels</b>	
Is the property insulated?  If so, was it insulated under the recent Government Insulation Scheme?	Please advise the type of insulation?  If so, please advise details?
Does the property have solar power? If so, please advise whether you have entered into an agreement to purchase or buy back of energy and/or solar panels?	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If so please advise full details.</i>
<b>Property</b>	
Does the property have the benefit of	Water <input type="checkbox"/> yes <input type="checkbox"/> no Drainage <input type="checkbox"/> yes <input type="checkbox"/> no Sewerage <input type="checkbox"/> yes <input type="checkbox"/> no Gas <input type="checkbox"/> yes <input type="checkbox"/> no Electricity <input type="checkbox"/> yes <input type="checkbox"/> no Telephone <input type="checkbox"/> yes <input type="checkbox"/> no

Have you received any notice about water, sewerage or drainage, pipes, power or other service lines to the property?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Has any work been done to the property or on any adjoining road for which a claim may be made against you? <b>(eg kerbing, footpaths)</b>	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Are you aware of any proposed resumption of the property? <b>Eg. Road Widening etc.</b>	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Is there any dispute about boundaries or dividing fences?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Have you received any notice under the <i>Dividing Fences Act</i> from your neighbour.	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Is there any dispute or court action about the property?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Have you received any other notice, work order, or claim about the property?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Road or rail (re-alignment, widening, siting, or alteration of levels)?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
From council (eg demolish, repair or make structural alterations)?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
From the Land and Housing Corporation? Under the <i>Heritage Act, Pipelines Act, Unhealthy Building Land Act, Mining Act, Water Act, Environmentally Hazardous Chemicals Act, Stock (Chemical Residues) Act, Soil Conservation Act</i> ?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Are you aware of any encroachment by your buildings, fences, pipes or power lines upon any adjoining property or upon your property?	<input type="checkbox"/> yes <input type="checkbox"/> no	<i>If yes please provide details</i>
Do you hold any licences for the property <i>(eg water rights)</i> ?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Are you aware of any faults in the property (eg defective structures or services, land slip, flooding, pollution ...)?	<i>If yes please provide details</i>	
Are you aware of any matter that may be of concern to a purchaser that may not be discoverable by a normal inspection or search?		
<b>Purchasing</b>		
Do you plan to buy another property which is to settle simultaneously with your sale?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Are there any matters that may dictate how the sale proceeds are to be divided? <i>(eg family court matters)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	
How did you hear about us?		
<b>Please return the questionnaire to:</b> Alternatively, please scan and email: <b>chris@greenhillsconveyancing.com.au</b>	<b>Greenhills Conveyancing</b> <b>PO Box 2097,</b> <b>Greenhills NSW 2323</b>	

## Checklist: have you provided us with;

<b>Tenancy</b>	
Tenancy Agreement	<input type="checkbox"/> yes <input type="checkbox"/> no
Is your property tenanted,	<input type="checkbox"/> yes <input type="checkbox"/> no
copy of your lease	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Sewerage</b>	
Copy of the Sewerage Diagram	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Onsite Waste Management System</b>	
Current Council Approval of Onsite Waste Management System	<input type="checkbox"/> yes <input type="checkbox"/> no
Most recent copy of the maintenance report	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Contract &amp; Other Documents</b>	
Copy of the Contract	<input type="checkbox"/> yes <input type="checkbox"/> no
Copy of the survey report on the property	<input type="checkbox"/> yes <input type="checkbox"/> no
Copy of the building certificate (Occupation Certificate)	<input type="checkbox"/> yes <input type="checkbox"/> no
Copy of the home warranty insurance certificate	
<b>Building</b>	
Copies home warranty insurance for additional building work	<input type="checkbox"/> yes <input type="checkbox"/> no
Copies of the building work	<input type="checkbox"/> yes <input type="checkbox"/> no
Copies of council approval & final documents	<input type="checkbox"/> yes <input type="checkbox"/> no
Any paperwork in relation to the termite treatment.	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Swimming Pool</b>	
Copies of council approvals & final inspection	<input type="checkbox"/> yes <input type="checkbox"/> no
Copy of NSW Swimming Pool Register certificate	<input type="checkbox"/> yes <input type="checkbox"/> no
Copy of any home warranty insurance.	<input type="checkbox"/> yes <input type="checkbox"/> no
Swimming Pool Certificate	<input type="checkbox"/> yes <input type="checkbox"/> no
Compliance Certificate (or Non-Compliance)	<input type="checkbox"/> yes <input type="checkbox"/> no