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|  | **Campus Lawyers & Associates** ABN 40 606 727 600 L1, Office 1 Sanctuary Lakes Shopping Centre300 Point Cook RoadPoint Cook VIC 3030**Ph: 1800 99 2005****Fax:** 03 8676 1953**E:** info@campuslawyers.com.au**W: campuslawyers.com.au**  |
| **NEW PROPERTY SALE CLIENT QUESTIONNAIRE*****🖎****Please complete the details below to instruct us to prepare your contract and s32****🖃*** *Please Email completed form with copies of the applicable documents to* **info@campuslawyers.com.au**or call**1800 99 2005** with any questions – Thank you! |
| Address of Property For Sale**:** |  |
| Expected Sale price (\*see NOTES below if $750,000 or more): | **$** |
| Auction or Private Sale?: |  |
| If Auction please provide auction date: |  |
| What is the current us of the land? For example residential dwelling or shop/warehouse/commercial property:  |  |
| How many titles are there for the property?  |  |
| Are any car spaces, storage lots or other areas included in the sale? |  |
| Is there more than one property title for this property?  | [ ]  YES [ ]  NO If yes, please advise number of titles:  |
| Is there access to the property by road?  | [ ]  YES [ ]  NO  |
| If notresidential premises is the sale PLUS or INCLUSIVE of GST?  | [ ]  PLUS GST [ ]  INCLUSIVE OF GST |
| Is the property to be sold [New Residential Premises](https://www.ato.gov.au/Business/GST/When-to-charge-GST-%28and-when-not-to%29/Input-taxed-sales/Residential-premises/#Sale_of_Residential_Premises) or [Potential Residential Land](https://www.ato.gov.au/Business/GST/In-detail/Your-industry/Property/GST-at-settlement/?anchor=potentialresidentialland#potentialresidentialland) (i.e a never before lived in or sold property or subdivided land that a new residential dwelling may be built on)?*:* | [ ]  YES [ ]  NO  |
| **\*See notes below** |  |
| Is the vendor registered for GST or required to be registered for GST? Please check with your accountant*:* | [ ]  YES [ ]  NO  |
| If you answered YES to above please provide **ABN**: |  |
| Please advise if the Margin Scheme will apply*:*You will need to seek advice from your taxation accountant regarding your eligibility to apply the Margin Scheme | [ ]  YES [ ]  NO [ ]  N/A  |
| **Vendor 1 details:** | **\*(if vendor is a company, please complete details of the company below instead)** |
| First Name: |  |
| Middle Name(s): |  |
| Last name(s): |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Place of birth (Town and Country): |  |
| Date of Birth DD/MM/YYYY |  |
| Country of Citizenship: | [ ]  Australia [ ]  Other, please specify:  |
| If not Australian citizen, do you have permanent residency?  | [ ]  YES [ ]  NO  |
| **Vendor 2 details:** | **\*(if vendor is a company, please complete details of the company below instead)** |
| First Name: |  |
| Middle Name(s): |  |
| Last name(s): |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Place of birth (Town and Country): |  |
| Date of Birth DD/MM/YYYY |  |
| Country of Citizenship: | [ ]  Australia [ ]  Other, please specify:  |
| If not Australian citizen, do you have permanent residency? | [ ]  YES [ ]  NO  |
| **\*Vendor COMPANY details:** |  |
| Company Name: |  |
| ACN: |  |
| ABN: |  |
| Address: |  |
| Contact person name: |  |
| Phone: |  |
| Email: |  |
| Is the Vendor Company a Trustee of a Trust:  | [ ]  YES [ ]  NO  |
| IF YES Trust Name: |  |
| Trust ABN: |  |
|  | [ ]  If Vendor company is a Trustee please provide copy of the most recent Trust Deed  |
| **Real Estate Agent details:** |  |
| Agency Name: |  |
| Agent Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Are all fixtures and fittings included in the sale of the property?:  | [ ]  YES [ ]  NO  |
| If you answered NO to the above, please list **the exclusions** that apply (i.e list all fixtures and fittings that you will remove from the property before settlement such as light fittings, curtains or TVs and TV brackets affixed to walls): |  |
| If water tanks have been installed are they included in the sale? | [ ]  YES [ ]  NO |
| Have solar panels been installed?\*If yes, note that solar panels are now frequently included in a sale and considered fixtures that will pass with the property. Please tell us of any government buyback arrangement is in place and whether such an arrangement is assignable to the purchaser, and if not what arrangement will apply. These contracts may or may not be assignable and, if not, the contract will have to be paid out either by the you the vendor or the purchaser by negotiation. | [ ]  \*YES [ ]  NOIf YES please provide details: e.g. solar panels for hot water supply and provide details (and a copy) of any agreement in place that relates to the solar panels:  |
| Is there a swimming pool/spa on the land? | [ ]  YES [ ]  NO  |
| If yes – has it been fenced? | [ ]  YES [ ]  NO |
| Have you received any demand, notice, order, requirement, proposal, declaration or recommendation of a public authority or government department affecting the land?For example, an order from VCAT, a street construction charge, or a notice about work, fences and/or subdivision by an adjoining owner?  | [ ]  YES [ ]  NO If yes please provided details and copies of the notice(s) |
| Are there any unregistered easements on the property? An easement is a right of way for someone to use your land: | [ ]  YES [ ]  NO  |
|  | [ ]  If YES please provide copies of easement notices received |
| Are you aware of any failure to comply with any restrictions imposed by any easement, covenant or right?For example a garage that is built over a sewer pipe?If YES please provide details:  | [ ]  YES [ ]  NO If YES please provide details: |
| Will the property be sold with vacant possession (i.e. no tenants)?: | [ ]  YES [ ]  NO  |
| Is there a current lease in place for the property?: | [ ]  YES [ ]  NO  |
|  | [ ]  If YES please provide a copy of the current lease |
| If YES to above, name of rental manager company:  |  |
| Email of rental manager: |  |
| Phone number for rental manager:  |  |
| Land Tax: | [ ]  please provide a copy of your most recent ATO Land Tax Assessment Notice |
| **Planning information and building works**Have any building permits been issued within in the last 7 years? ***YES/NO:*** | [ ]  YES [ ]  NO **-----------------------** |
| **IF YES** to above, if the property has been built, or there have been **any** building works (including renovations) where a building permit was issued in the past 7 years, **please provide:**  | [ ]  copy building permit[ ]  copy home builders warranty insurance certificate [ ]  certificate of occupancy/completion.If any building works completed in the last 6.5 years as an **owner builder** (i.e. you coordinated the works/tradesmen yourself) you will also need to provide:[ ]  Building Defects Report[ ]  Domestic Building Insurance certificate if works valued at more than $16,000[ ]  Certificate of completion/occupancy from council. |
| Have any planning permits been issued or refused? | [ ]  YES [ ]  NO IF YES:[ ]  please provide a copy of any planning permit(s) issued for the land and provide expiry date(s):Date……/……/……Date……/……/…… |
| Please provide a copy of the following by email: | [ ]  Copy of a recent water rates notice; and[ ]  Copy of a recent council rates notice. |
| Have you entered into or are you aware of any agreement with the local council to fund the works required to rectify flammable cladding on any building(s) on the land?See part 8B in the Local Government Act 1989 (Vic) | [ ]  YES [ ]  NO [ ]  If YES please provide details and a copies of applicable notices or documents |
| List any of the following services that are **NOT** connected: Electricity, Telephone, Water, Sewerage, Gas: |  |
| Is the property part by an Owners Corporation (OC) (previously known as Body Corporate)?: | [ ]  YES [ ]  NO [ ]  If YES please provide copy OC invoice |
| Is there a mortgage on the property?: | [ ]  YES [ ]  NO  |
| If YES, which bank?: |  |
| Name/s on the loan (borrowers): |  |
| Loan Account No. /Customer No.: |  |
| Do you hold the original certificate of title for the property? Note if you have a mortgage your lending back will usually be in possession of the original title, we will contact your bank for you to invite them to settlement if this is the case: | [ ]  YES \*if YES, note we will need you to provide us with the original certificate of title well in advance of the settlement date [ ]  NO  |
| Please provide your address for correspondence after settlement:  |  |
| **NOTES**1. **Australian Tax Office Clearance Certificate - Sale price of $750,000 or more:**

All Australian residents selling property in Australia for $750,000 or more must obtain a clearance certificate from the Australian Tax Office (ATO) prior to settlement of their property sale. If this clearance certificate is not obtained and provided to the purchaser before settlement, by law the purchaser must withhold 12.5% of the purchase and pay the amount withheld at settlement to the Commissioner of Taxation.**If your property is expected to sell for $750,000 or more, please visit this links below to apply for the clearance certificate as a matter of priority:*** [Online Clearance certificate application for Australian residents This link opens in a new window](https://www.ato.gov.au/frcgw_clearance_certificate.aspx)
* [Instructions for the online clearance certificate application](https://www.ato.gov.au/Forms/Capital-gains-withholding-clearance-certificate-application-online-form-and-instructions---for-Australian-residents/)

**Once you have received the clearance certificate please provide this to us as soon as possible so we may forward this to the purchaser’s representative to ensure 12.5% of the purchase price is not withheld at settlement.** 1. **GST**

From 1 July 2018, certain purchasers of [New Residential Premises](https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-and-property/?page=3#Newresidentialpremises) or [Potential Residential Land](https://www.ato.gov.au/Business/GST/In-detail/Your-industry/Property/GST-at-settlement/?anchor=potentialresidentialland#potentialresidentialland) will be required to withhold an amount from the purchase price payment to the Australian Taxation Office on or before the settlement date. If you are selling [New Residential Premises](https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-and-property/?page=3#Newresidentialpremises) or [Potential Residential Land](https://www.ato.gov.au/Business/GST/In-detail/Your-industry/Property/GST-at-settlement/?anchor=potentialresidentialland#potentialresidentialland) **You will need to seek advice from your taxation accountant in relation to your GST obligations and whether or not GST will be payable at settlement.** If GST Is payable by the purchaser we will provide the requried notice to the purchaser before settlement.For further information please click this link: [GST at settlement](https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-at-settlement/?=redirected)1. **Disclosure of Building Works and Notices or Orders**

Please contact us for further advice if you are unsure of the building works that have been conducted at your property, easements, restrictions or notices or orders you may have received or be liable for – the contract may be invalid due to non-disclosure (meaning a purchaser could end the contract and you would still be liable to pay the agent sales commission). 1. **Verification of Identity:**

In accordance with government requirements, each vendor will be required to verify their identity either at our office or by attending an Australia Post outlet. We will send you details on how to complete this identity verification by email once we have received this completed questionnaire.  |