

CONTRACT FOR SALE (ACT) CHECKLIST



WHAT TO EXPECT WHEN YOU'RE EXPECTING... TO BUY OR SELL PROPERTY

Depending on the type of property, Contracts for Sale must include different documents in order to be valid.

This Checklist is designed to help you keep track of everything you need to provide as a Seller or Agent of residential property, and everything you need to look out for as a Buyer.

► IF YOU LIKE THIS,
WE LIKE YOU.

We believe in sharing knowledge, experience and ambitions so that together we can build something bigger than ourselves and better than what came before.

Sound good? Let's chat.

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	House / Land	Apartment (Class A Unit)	Townhouse (Class B Unit)	Off-the-plan
Contract Front Page	Check: ☐ Property details ☐ Seller's name ☐ Stakeholder	Check: ☐ Property details ☐ Seller's name ☐ Stakeholder	Check: ☐ Property details ☐ Seller's name ☐ Stakeholder	Check: ☐ Property details ☐ Seller's name ☐ Stakeholder
Asbestos Disclosure	☐ Always required	☐ Always required	☐ Always required	☐ Always required
Adaptability Disclosure		☐ If adaptable	☐ If adaptable	
Standard Conditions	☐ Always required	☐ Always required	☐ Always required	☐ Always required
Auction Conditions	☐ If required	☐ If required	☐ If required	
Special Conditions	Check: ☐ Deposit Bond ☐ BG ☐ BPay clause	Check: ☐ Deposit Bond ☐ BG ☐ BPay clause	Check: ☐ Deposit Bond ☐ BG ☐ BPay clause	Check: ☐ Off-the-plan conditions ☐ Approvals Date ☐ UP Registration Date
Searches	Check: ☐ Title Search ☐ Crown Lease ☐ Deposited Plan ☐ LCE	Check: ☐ Title Search ☐ Deposited Plan ☐ CP Title Search ☐ Units Plan ☐ LCE	Check: ☐ Title Search ☐ Deposited Plan ☐ CP Title Search ☐ Units Plan ☐ LCE	Check: ☐ Title Search ☐ Crown Lease ☐ Deposited Plan ☐ LCE
Plans & Inclusions				Check: ☐ Site Plans ☐ Level Plans ☐ Unit Plan ☐ Inclusions
Body Corporate		Check: ☐ s119 Certificate ☐ OC & EC minutes 2 yrs	Check: ☐ s119 Certificate ☐ OC & EC minutes 2 yrs	Check: ☐ BC budget ☐ Levy estimates ☐ Default Rules
Reports	Check: ☐ Building Report ☐ EER ☐ Pest Report ☐ Invoice	Check: ☐ EER only ☐ Invoice	Check: ☐ Building Report ☐ EER ☐ Pest Report ☐ Invoice	Check: ☐ EER only

Current as at 1 November 2020