Mal Ryan & Glen

Purchase of Property - Instructions

Date _____

Full Name _____

Address _____

Mailing Address _____

Postal Address _____

Phone Number _____

E-mail _____ Do you check this regularly? Y N

DOB: _____

How did you find out about us? _____

What is the category of the purchasing entity? (Tick appropriate category)							
	Individuals		Company		Partnership		Trust/Super Fund

If you selected anything other than 'Individuals' above, please provide Name of Entity, ABN/ACN and full contact details of purchasing entity (and any other notes)

Please select applicable category					
	Australian Citizen		Australian resident for tax purposes		Foreign Resident

If you selected 'Australian resident for tax purposes' or 'foreign resident' what is your country of residence or citizenship?

Are you registered or required to be registered for GST? (please tick applicable)					
	Yes		No		Unsure

Is the purchase price to be plus GST? (please tick applicable)

Liability limited by a scheme approved under Professional Standards Legislation.

	Yes		No		Unsure

If you are unclear about this, please check with your accountant

Have any of the parties ever owned property in another name? If yes, please provide details

Do you hold an eligible concession card? - *For a list of eligible concession cards, please visit the State Revenue Office website or contact our office for further information.*					
	Yes		No		Unsure

Do you wish to claim a pensioner exemption on your stamp duty if you are eligible?					
	Yes		No		Unsure

Are you a first home buyer?					
	Yes		No		Unsure

Do you qualify/wish to claim the First Home Buyer duty reduction or grant? *If you are unsure on this point, please consult the State Revenue Office website, or contact our office for further information.*					
	Yes		No		Unsure

If you are purchasing the property with another person, how will the title be held? ***Joint Proprietors*** *(if one person passes away, the title automatically passes to the surviving person)* ***Tenants in Common*** *(where you each hold an individual share that can be dealt with separately)*					
	Joint Proprietors		Tenants In Common (Equal)		Tenants In Common (Unequal)

If you selected 'Tenants in Common (Unequal), please advise the division of shares

Mal Ryan & Glen

Purchase of Property - Instructions

Property & Purchase Details

What is the address of the property you are purchasing?

What is the expected price range, or agreed price, of the property you are purchasing?

What is the nature of the property (please tick applicable)					
	Residential		Vacant Land		Commercial
	Industrial		Primary Production		Other

If you selected 'other', please provide further details

Have you inspected the property?			
	Yes		No

Is there a swimming pool or spa?			
	Yes		No

Are any buildings or structures under construction or have been recently completed?			
	Yes		No

Please select which is applicable			
	I/We will be living in the property upon settlement		I/We will NOT be living in the property upon settlement

If you selected 'NOT', please provide reason – (eg. investment, vacant land, commercial)

Is the property leased?			
	Yes		No

Has a sale already been negotiated?			
	Yes		No

Liability limited by a scheme approved under Professional Standards Legislation.

Please advise agreed settlement term					
	30 days		45 days		60 days
	90 days		Other (please advise)		

Please provide full details of the selling agency – agency name, contact details and selling agent

Property Use

Are there any license associated with the property? i.e. water, grazing etc			
	Yes		No

Is the property farmland?			
	Yes		No

If the answer is yes, please answer the following:		
Are there any water entitlements associated with the property?	Yes ☐	No ☐
Is the property used for grazing, cropping or primary production?	Yes ☐	No ☐
If yes, will you be continuing this use after settlement or will you be using the land for a farming business?	Yes ☐	No ☐
Are there any improvements sold with the land such as sheds or equipment?	Yes ☐	No ☐
Are there any fencing issues?	Yes ☐	No ☐

Please provide any further information, if required

Liability limited by a scheme approved under Professional Standards Legislation.

Mal Ryan & Glen

Purchase of Property - Instructions

Caveat

A caveat is a notification to the world that you have purchased this property. It prevents the Vendor from doing anything with the title without your agreement and therefore we recommend that you lodge one

Do you require a Caveat the be registered over the property?			
	Yes		No

If you selected 'YES' to the above, you agree to pay additional disbursement of approximately **$67.37 plus professional costs of $500.00 per title**
Signed:

If you selected 'NO' to the above, you accept that by choosing not to register a caveat over the Title, you will be financially liable for any adverse matter affecting the property that would have been protected by the registration of a caveat
Signed:

Finance

Are you borrowing funds to assist with the purchase?			
	Yes		No

Are you borrowing the whole amount, or will you be making up the difference with your own funds?			
	Whole Amount		Making up the difference

Please provide contact details of financier *If using a bank, please provide details of lender*

Optional Property Enquiries

As a purchaser, there are several property enquiries not typically covered in the vendor's statement that we can conduct on your behalf. These searches help identify any undisclosed issues that could potentially affect your interests. Please be aware that there are fees associated with ordering these certificates, which are listed below. If you would like us to proceed with ordering any of these certificates once the contracts are signed, kindly select the appropriate response in the section below.

Search	Cost	Yes	No
Building Approval 326(1) – Provides particulars of any building approval granted in the preceding 10 years and any current certificate, notice or report made under the Act on the property *(**Please note that ordering a building certificate may result in Council reviewing any building works at the property – if illegal works are discovered, Council may issue a notice which will be your responsibility to comply with prior to sale unless otherwise agreed with the purchaser.)*	$103.17		
Building Approval 326(2) – Provides particulars as to whether the building or land is in an area liable to flooding, termite infestation, bushfires, significant snowfalls and designated lands or works	$103.17		
VicRoads – Information on approved road proposals requiring any portion of the described property. Note that this search only includes VicRoad roads and not roads owned by local government or authorities	$60.98		
Heritage – Provides information regarding current heritage status of the property	$106.50		
Mine Subsidence – Provides advice on Mine Subsidence hazards at the property	$42.57		
Environmental Protection Authority Priority Sites + – provides a search of records related to contaminated land held by the EPA	$49.50		

Liability limited by a scheme approved under Professional Standards Legislation.

Mal Ryan & Glen

Purchase of Property - Instructions

I/WE HEREBY AUTHORISE Mal Ryan & Glen to act on my/our behalf in the above transaction including all matters relating to preparation and execution of all documents and tasks in order to complete the Conveyance. I/WE HEREBY ACKNOWLEDGE that any advice between me/us and Mal Ryan & Glen is legal advice only and not for the benefit of any third party.

I/WE FURTHER AUTHORISE Mal Ryan & Glen on our behalf to arrange for the preparation of all documents, to prepare and to sign all letters, to receive all correspondence, to send collect and receive all documents and papers, to make and receive all telephone communications and facsimile and email transmissions, to pay any moneys due by me/us and to give valid receipts and discharges.

I/We understand that any information provided to Mal Ryan & Glen can and will only be used in ways required to lawfully complete the matter.

I/We acknowledge that my/our costs for Mal Ryan & Glen are due and payable as and when invoiced by Mal Ryan & Glen. If my/our account is not paid at this time penalties and recovery costs will be incurred. I/WE AUTHORISE Mal Ryan & Glen to charge my property if required.

I/WE CONSENT to receiving letters, forms, invoices and all other forms of communication by email or such other electronic transmission forms, including communication through the PEXA settle-me app, the InfoTrack IDfy app and the State Revenue Office digital duty platform.

I/WE CONSENT to my/our file being retained by Mal Ryan & Glen in electronic format only and I/WE ACKNOWLEDGE that my/our file will be retained for 7 years only and then destroyed, unless otherwise required by law.

I/WE HEREBY AGREE to ratify and confirm whatever Mal Ryan & Glen shall do or cause to be done in my/our names and on my/our behalf in respect of the aforementioned purchase of the property and HEREBY DECLARE that this Authority is irrevocable.

Signature _____

Full Name _____

Date _____

Liability limited by a scheme approved under Professional Standards Legislation.