

# Things to Provide/Advise

## FOR YOUR SALE

REQUIREMENTS	DESCRIPTION	✓
Property Details	Address and title details (these are on your rate notice)	
Real Estate Agent Details	Contact person, phone and email if known	
Identification Documents	We will need to verify your identity & your link to the property	
Documents Relating to the Property	Contract, searches, approvals (if any) you obtained when purchasing the property	
Alterations or Additions	Provide details of any works to the property during your ownership	
Swimming Pool/Spa	Compliance/non-compliance certificate is required	
Strata Management Details	If Strata Title	
Tenancy Details	If property is tenanted – details of managing agent and copy of lease	
Mortgagee/Bank Details	Name/contact of Bank/Broker and Loan Account Number <b>or</b> if property owned outright location of the Certificate of Title	
Improvements/Inclusions/Exclusions	Advise us of items passing with the sale and any specific exclusions	
Investment Property	Check with your Accountant your position regarding Land Tax, Capital Gains Tax, etc. and advise as these may need to be taken into consideration in the drafting of the contract and on settlement of the sale.	

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## FOR YOUR purchase

REQUIREMENTS	DESCRIPTION	✓
Purchase Details	Address of Property and Real Estate Agent you are purchasing through	
Identification Documents	We will need to verify your identity	
Finance Details	Lenders details and contact (if borrowing)	