

# TRANSACTION AND REPRESENTATION REPORT

Completion of this Report is MANDATORY and is to be completed by both the Listing and the Selling salespersons and filed with a copy of the Agreement for Sale and Purchase, Approved Guide and the Consent timed, dated, and signed by both Vendor and Purchaser.

DETAILS - PROPERTY ADDRESS: \_\_\_\_\_

Listing no: \_\_\_\_\_ Vendor Funding Yes / No If Yes \$ \_\_\_\_\_

Vendor: \_\_\_\_\_

Trust: Yes / No If yes, did all trustees sign: Yes / No

Purchaser: \_\_\_\_\_

Trust: Yes / No If yes, did all trustees sign: Yes / No

Sale price: \$ \_\_\_\_\_ GST: Yes / No Date of sale: \_\_\_\_\_

Listing salesperson (name): \_\_\_\_\_

Selling salesperson (name): \_\_\_\_\_

## LISTING CONTRACT

Type of Agency: Sole / Auction / General / Master Unit Title \ Crosslease (delete one) Yes / No

Did the Vendor sign the Listing Contract in your presence? Yes / No If No: by Fax / Email

State all specific Vendor instructions re Listing: \_\_\_\_\_

How were they given a copy of the Listing Contract? Personal delivery / fax / email  
What date/time were they given a copy of the above? \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ at \_\_\_\_\_ am/pm

How were they given a copy of the Approved Guide? Personal delivery / fax / email  
What date/time were they given a copy of the above? \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ at \_\_\_\_\_ am/pm

What date/time did they sign the Consent? \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ at \_\_\_\_\_ am/pm

Copy of Consent attached: Yes / No

If not, why not? \_\_\_\_\_

## SALE CONTRACT

Section 134 Declaration required? Yes / No If Yes: date completed \_\_\_\_\_ / \_\_\_\_\_ /20

Is there any Relationship (personal / business) between the listing or selling salesperson and the Vendor/Purchaser: Yes / No

If Yes what? \_\_\_\_\_

Vendor : Did the Vendor sign the Sale Contract in your presence? Yes / No

How were they given a copy of the Sale Contract? Personal delivery / fax / email  
What date/time were they given a copy of the above? \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ at \_\_\_\_\_ am/pm

How were they given a copy of the Approved Guide? Personal delivery / fax / email  
What date/time were they given a copy of the above? \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ at \_\_\_\_\_ am/pm

Purchaser : Did the Purchaser sign the Sale Contract in your presence? Yes / No

How were they given a copy of the Sale Contract? Personal delivery / fax / email  
What date/time were they given a copy of the above? \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ at \_\_\_\_\_ am/pm

How were they given a copy of the Approved Guide? Personal delivery / fax / email  
What date/time were they given a copy of the above? \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ at \_\_\_\_\_ am/pm

Copy of Consent attached: Yes / No

If No, why not? \_\_\_\_\_

Legal advice offered to Vendor: Yes / No Accepted / Declined

Legal advice offered to Purchaser: Yes / No Accepted / Declined

Specific Vendor instructions re sale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Purchaser instructions re sale: \_\_\_\_\_

**During sale negotiations were any of the following items discussed or commented upon by either the Vendor, Purchaser or selling or listing salespersons?** *Please circle the items concerned and note fully ALL relevant details.*

**Land:** Unit Title Disclosure, GST, Size, boundaries, fences, hedges, trees, neighbours, sewerage, drainage, subdivision potential, cross leasing, pool fencing, common areas, defined flood areas, zoning.

**Building Construction:** roof, cladding, interior walls and ceilings (including height), plumbing, electrical, gas, water, painting, renovation, refurbishing, permits or consents rewired, re-piled, re-plumbed, Local Authority/Council requisitions, alteration potential.

**Weather-tightness Issues:** all comments or representations made concerning structural soundness of the property, or its construction, or materials used in its construction price, inspection reports.

**Potential:** value, tenancy, rental cap rate, leases, capital growth, re-zoning.

**Clauses GST – inclusive \ plus GST (delete one)**

L.I.M clause/advice to Purchaser:	Yes / No	L.I.M obtained:	Yes / No
Builders Inspection advice offered to Purchaser:	Yes / No	Report obtained:	Yes / No
OIA clause/advice offered to Purchaser:	Yes / No	OIA obtained:	Yes / No
Finance clause/advice offered to Purchaser:	Yes / No	Finance obtained:	Yes / No

**Chattels:** fixed floor coverings, drapes, curtains, blinds, light fittings, stove, fridge, expelair, microwave, telephone, dishwasher, rangehood, wastemaster, wall heaters, ceiling fans, heated towel rails, TV aerial, Sky TV satellite dish/aerial, security system, remotes for automatic garage doors, garden shed, portable spa, trees or shrubs (removal) or other.

**Agreement for Sale and Purchase:** Unit Title Disclosure, GST price, deposit, settlement date, finance clause, title matters, clause 5, Council matters clause 6, clause 8 – Unit titles, other special conditions or requirements (detail matters discussed) or other advices.

**GST Advice given to you** Yes / No **Unit Title Property** Yes / No **OSH compliance – Hazards on site notified to \ by you:** Yes / No

If yes, please detail steps taken \ advice given : \_\_\_\_\_

**Commission as per Listing Contract:** Yes / No **Reduced:** Yes / No

If reduced, date of the written Management approval: **Date:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

If none, please explain: \_\_\_\_\_

**Conjunctional sale:** Yes / No

**Name of company:** \_\_\_\_\_ **Name of salesperson:** \_\_\_\_\_

**Date conjunctional agreement form completed:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**SIGNED**

**Selling salesperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**Listing salesperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**Management:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_