

CONVEYANCING INFORMATION FORM-PURCHASE

POST OR FAX THIS FORM TO OUR OFFICE TO GET YOUR MATTER STARTED

CLIENT DETAILS

(NOTE: Name and DOB details must be complete and accurate, as later corrections or amendments can affect stamp duty and costs)

Contract signed on.....
 (Date YOU first signed the contract or any other contract for the same property)

SURNAME(S):	First and given names (must be in full)	Date of birth		
		dd	mm	yy

Form of ownership:

- Single Purchaser only; or
- Both to own 100% jointly; or
- Each to own 50% in common; or
- Ownership in unequal proportions (Proportions must be specified in the contract particulars)

Current Street Address (Land Victoria will not accept PO Box addresses):

Current Postal Address (For correspondence **UNTIL** settlement):

Future Address (For correspondence **AFTER** settlement):

Telephone: (H) (B) (M)

E-Mail Address:

Occupation:

PROPERTY DETAILS

Address of Property Being Purchased:.....

Type of Property:

- Vacant land only House & Land Flat or Home Unit Other:.....
- Brick veneer Brick Timber Hardiplank/ cement sheet Other:.....

Recent Building Works (Includes ANY building work- House, garage, shed, pergola etc.)

- No building works have been undertaken in the past 7 years.
- It appears that building works have been undertaken in the past 7 years **AND**
 - The value of the building works is likely to exceeded \$12,000 (*Building insurance required*)
 - The value of the building works is less than \$12,000 (*Building insurance NOT required, but inspection report required if the works were by **owner-builder**. Please advise us if the works were performed by an **owner-builder**, and not a registered builder.*)

Occupation of the Property

- I will occupy the property after settlement
- A tenant will occupy after settlement

SETTLEMENT

- I will **NOT** be obtaining a home loan. I will provide all funds necessary to effect settlement.

- I **WILL** be obtaining a home loan from the following bank:

Name of bank or lending institution:.....

Borrower Acknowledgement

I have appointed a loan broker/banker to arrange my home loan and to advise you when my lender is ready to accept the settlement booking. I acknowledge that settlement cannot be arranged until my broker/banker has informed you in writing that my lender is ready to accept the settlement booking.

.....
(Signature of borrower 1)

.....
(Signature of borrower 2)

We will co-ordinate your settlement with your lender

As part of our Conveyancing service:

- At your lender’s written request we will provide your lender a copy of the Transfer of Land.
- After notification that your lender is ready to accept the settlement booking we will
 - * Advise your lender regarding the time and location of settlement;
 - * Book settlement with your lender
 - * Provide your lender with details of the documents to be provided at settlement; and
 - * Provide your lender with details of the cheques your lender will be required to deliver to settlement.

I confirm that the above information is true and correct, and is to be acted upon as my instructions to proceed.

.....
(Signature of Purchaser 1)

.....
(Signature of Purchaser 2)

HOW DID YOU HEAR ABOUT US?

PLEASE ENSURE THAT THE CONTRACT AND SECTION 32 VENDOR’S STATEMENT WILL BE SENT TO US BY THE REAL ESTATE AGENT OR THE VENDOR’S CONVEYANCER.

Signature Conveyancers
15 The Parkway, Diamond Creek 3089
Ph. 0403 559 992 Fax. 9438 3640
www.signatureconveyancers.com.au
info@signatureconveyancers.com.au