



NOTTINGHAM TERRACES

CHECKLIST FOR SALE CONTRACT PREPARATION

NOTE TO AGENTS AND CONTRACT ADMINISTRATORS
THE SELLER REQUIRES THAT YOU USE THIS CHECKLIST. IT IS EVIDENCE IF THE BUYER LATER ALLEGES THAT THE SALE CONTRACT FORMATION OCCURRED IN ANOTHER "NOT PROPER WAY".

SIGNING MUST BE DONE IN THE FOLLOWING ORDER

A. FORM 8 (2 copies) (if any)

Tick off once completed

- 1. Part 2 of Form 8, Agent to complete, sign and date.

B. DISCLOSURE DOCUMENTS (2 copies)

- 1. **Front Page**

- (a) Complete Buyer's full name

NOTE: If Buyer is a trustee, fill in full name of trustee and full name of trust.

NOTE: If Buyer is a company, fill in full name and ACN of company.

- (b) Complete Lot number.

- (c) Sign and date Statutory Disclosure Statements.

The Seller authorises all agents, salespersons and contract administrators to sign, date, give and deliver the Statutory Disclosure Statements (and any other disclosure) to the Buyer as the Seller's duly authorised signatory/agent.

- (d) Buyer to sign and date at bottom of front page as acknowledgment of receipt.

- 2. **Identification Plan**

- Clearly highlight Lot sold.
- Buyer to initial.

- 3. **Schedule of Proposed Contributions (Body Corporate Levies)**

- Highlight levies/row for Lot sold.
- Buyer to initial.



4. Proposed Community Management Statement

- Schedule E - highlight any exclusive use area descriptions applicable to the Lot.
- Buyer to initial.
- Exclusive Use Plans - highlight any areas of exclusive use allocated to the Lot.
- Buyer to initial.

5. Proposed Specifications (Schedule of Finishes)

- Buyer to initial each page of specifications which applies to the apartment type sold.

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C. PROPOSED SALE CONTRACT (2 copies)

1. If Buyer is a company - need to carry out company search.

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2. Reference Schedule

- (a) Do not date. Seller will date the Sale Contract when the Seller signs.
- (b) Complete Buyer's full name.
- (c) Complete Buyer's full address.
- (d) Complete Buyer's phone, facsimile and mobile numbers if available.
- (e) Complete Buyer's Solicitors, full name, address and telephone/fax numbers.

(f) Personal Use election

Have Buyer complete Personal Use election.

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- If buying Property to live in – tick YES.
- If buying Property for investment (company/trustee/superfund) – tick NO.

(g) Foreign Interest

- Complete if Buyer is a foreign interest.
- If Foreign, complete Nationality and include copy of passport.

(h) Property Description – complete:

- Unit number.
- Lot number.



- (i) Colour scheme - make colour scheme selection
- (j) Price – complete:
 - Full Price;
 - Total Deposit (must be an amount equal to 10% of the Price);
 - Initial Deposit payable on signing of Sale Contract; and
 - Balance Deposit payable 14 days after the Contract Date.
- (k) Guarantors **NOTE:** only applies if Buyer is a company
 - All directors from company search must guarantee.
 Complete:
 - Full name of each Guarantor; and
 - Full address of each Guarantor.
- (l) **Signing** - if Buyer is individual:
 - Buyer to sign
 - Witness Buyer's signing.
- (m) **Signing** - If Buyer is a Company:
 - 2 directors or 1 director and the company secretary must sign
 - If Buyer is sole director/company secretary company then next to the signature, print the director's full name and the words "**sole director/secretary**".
 - Witness Buyer's signing.
- 3. **No Pre-Contract Representations – Important Notice**
 - Complete any representation made to Buyer upon which Buyer relies (if any).
 - Buyer to initial at bottom of page.
- 4. **Floor Layout Plan**
 - Insert floor layout plan – on page of Sale Contract where marked.
 - Buyer to initial plan.
- 5. **Guarantee and Indemnity at back of Sale Contract**
 - (a) If the Buyer is a company, all directors from company search must sign the Guarantee and Indemnity.
 - (b) Clearly print name of each Guarantor next to their signature.



(c) Separately witness each Guarantor's signing.

D. OTHER MATTERS

- (a) Do not rush the Buyer, let them read the Sale Contract and other documents if so desired.
- (b) Do not push the Buyer into signing.

Date of Preparation/Signing:

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Sales Consultant:

..... *[print full name]*

Signed by Sales Consultant:

.....

Buyer Name:

.....

Lot No.:

"Nottingham Terraces"

PLEASE RETURN THE FOLLOWING DOCUMENTS TO HWLE:

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| 1. Form 8 (2 copies, if any); | 2. Disclosure Documents (2 copies); and |
| 3. Sale Contract (2 copies); | 4. This Checklist |