

# VENDOR'S INSTRUCTION AND AUTHORITY

To Electronic Form 1 Co Pty Ltd  
PHONE 8223 2988

FAX 8224 0600

Vendor/s name: .....

Address for Tax Invoice to be forwarded to: .....

Phone: ..... Email:.....

I/We have listed our property at: .....

Certificate of Title Volume ..... Folio .....

For sale with

**Agent:** .....

**Salesperson:** .....

I instruct Electronic Form 1 Co Pty Ltd to order all the necessary searches (costs detailed below) and prepare the Form 1 statement for the sale of the above detailed property and to then provide the Form 1 to my agent for serving on the Purchaser. I understand that the searches are required to complete the Form 1 under the Land and Business (Sale and Conveyancing) Act 1994 and that I am required to complete a Vendor Questionnaire and provide any information relevant to the property to allow Electronic Form 1 Co Pty Ltd to prepare the Form 1 on my behalf. We understand that we have to sign a Form 1 when the property is contracted and that we have legal liabilities of disclosure under Section 7 of the said Act.

You are instructed to apply for the searches on our Agent at my/our cost and that **we shall forward payment within 14 days of the issue of a tax invoice which will be issued on the completion of searches and the provision of the Form 1 to the agent.**

<input checked="" type="checkbox"/> Preparation of Form 1	\$300.00
<input checked="" type="checkbox"/> Property Interest Report	\$290.00
<input checked="" type="checkbox"/> Council of .....	\$55.80
<input type="checkbox"/> Urgent Council of.....	\$67.25
<input checked="" type="checkbox"/> Document (Caveat, Lien, Agreement, Encumbrance etc)	\$10.20
<input checked="" type="checkbox"/> Strata Plan	\$11.20
<input checked="" type="checkbox"/> Strata Secretary: .....	\$55.00 to \$88.00
<input type="checkbox"/> EPA Search	\$15.00
<input type="checkbox"/> Other .....	

**Please note all prices above are exclusive of GST**

Signed by the Vendor/s .....

Dated this ..... day of ..... 2018