

VENDOR INTAKE AND INSTRUCTIONS FORM

Please **complete** and **return** this form to Sproal Property Law & Conveyancing by email or post.
 Email to info@sproal.au or post to PO Box 1024, Launceston 7250.

<p>Please print full names of all Title holders</p> <p>If there are more than four (4) Title holders, please provide details on a separate piece of paper and attach to this form.</p> <p>If the property is owned by a company, please note the company name in the 'Full Name' section and provide us with a company statement, and an email address and mobile number for either the sole director/secretary or at least two directors (if applicable).</p>	<div style="background-color: #e0e0e0; padding: 2px;">Title holder 1:</div> <hr/> <p>Full Name:</p> <hr/> <p>Mr / Mrs / Miss / Mx / Other: Date of Birth:</p> <hr/> <p>Contact number:</p> <hr/> <p>Email address:</p> <hr/> <p>I am an Australian Citizen - <input type="checkbox"/></p> <p>I hold a permanent visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>I am a New Zealand citizen who is the holder of a special category visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>If none of the above, please describe your status:</p> <hr/> <div style="background-color: #e0e0e0; padding: 2px;">Title holder 2: <input type="checkbox"/> Not applicable</div> <hr/> <p>Full Name:</p> <hr/> <p>Mr / Mrs / Miss / Mx / Other: Date of Birth:</p> <hr/> <p>Contact number:</p> <hr/> <p>Email address:</p> <hr/> <p>I am an Australian Citizen - <input type="checkbox"/></p> <p>I hold a permanent visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>I am a New Zealand citizen who is the holder of a special category visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>If none of the above, please describe your status:</p>
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	<p>Title holder 3: <input type="checkbox"/> Not applicable</p> <hr/> <p>Full Name:</p> <hr/> <p>Mr / Mrs / Miss / Mx / Other: Date of Birth:</p> <hr/> <p>Contact number:</p> <hr/> <p>Email address:</p> <hr/> <p>I am an Australian Citizen - <input type="checkbox"/></p> <p>I hold a permanent visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>I am a New Zealand citizen who is the holder of a special category visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>If none of the above, please describe your status:</p> <hr/> <p>Title holder 4: <input type="checkbox"/> Not applicable</p> <hr/> <p>Full Name:</p> <hr/> <p>Mr / Mrs / Miss / Mx / Other: Date of Birth:</p> <hr/> <p>Contact number:</p> <hr/> <p>Email address:</p> <hr/> <p>I am an Australian Citizen - <input type="checkbox"/></p> <p>I hold a permanent visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>I am a New Zealand citizen who is the holder of a special category visa within the meaning of the Migration Act 1958 - <input type="checkbox"/></p> <p>If none of the above, please describe your status:</p>
<p>Is the property owned by a trust or super fund?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, note the trust or super fund name:</p>

<p>Is the property owner registered or required to be registered for GST?</p> <p><i>If you own the property as trustee for a trust or super fund, you should note the trust or super fund ABN.</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, provide ABN below.</p> <p>ABN:</p> <p>If you are not sure of the correct answer, please consult your accountant</p>
<p>Contact Details</p>	<p>Pre-settlement postal address:</p> <hr/> <p>Pre-settlement residential address (if different to above):</p> <hr/> <p>Post-settlement postal address (if different to above):</p> <hr/> <p>Post-settlement residential address (if different to above):</p>
<p>Is the Title to the Property held under mortgage to a bank / lending institution?</p>	<p><input type="checkbox"/> No. Please advise where your Title is held:</p> <p><input type="checkbox"/> Yes, provide details below.</p> <p>Name of mortgagee:</p> <p>Loan account number:</p> <p>Name of your banker/broker (if known):</p> <p>Is the loan account secured by any other properties you own other than the property being sold? Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p>
<p>Was or will the Property be used as your principal place on the 1 July before settlement of the sale?</p>	<p><input type="checkbox"/> Yes - principal place of residence at 1 July</p> <p><input type="checkbox"/> No</p>
<p>Keys</p>	<p><input type="checkbox"/> To be delivered to the agent prior to settlement</p> <p><input type="checkbox"/> To be delivered to Sproal Property Law & Conveyancing prior to settlement</p> <p><input type="checkbox"/> Not applicable, there are no keys</p> <p><input type="checkbox"/> Other:</p>

<p>Has the Property been sold subject to a lease or licence?</p> <p><i>(Including Crown access licence, water licence & Jetty Licence- please provide a copy of the licence agreement if applicable)</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, provide details below:</p> <p>Property manager:</p> <p>Rent per week: \$</p> <p>Bond paid? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is the Property strata titled?</p> <p><i>(The answer is generally 'yes' for an apartment, townhouse or unit)</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, provide details below:</p> <p>Is the property insured under a strata insurance policy? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide us with a copy of the policy.</i></p> <p>Is there an active body corporate: Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>If yes, please advise the body corporate manager's name and contact details:</p>
<p>Are you relying on the proceeds from this sale to complete the purchase of another property?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please note the address of property being purchased:</p>

Confirmation & acceptance:

- I/We confirm that I/we instruct Sproal & Associates Pty Ltd trading as Sproal Property Law & Conveyancing ("Sproal") to act on our behalf regarding this matter
- I/We confirm that the information provided on this form is accurate, correct, and complete.
- I/We confirm that I/we have read the initial letter and 'Important Information' sent to me/us.
- I/We appoint Sproal as my/our agent for the purpose of obtaining searches and paying all Government fees relating to this transaction.
- I/We acknowledge that information relating to me/us that is required to complete or process the conveyancing transaction, including my/our personal information, may be collected, stored and used by, and disclosed to, stored and used by:
 - a) the State Revenue Office;
 - b) the Land Titles Office;
 - c) TasWater;
 - d) Sproal & Associates Pty Ltd or their successor or assigns;
 - e) the other party's representative; and
 - f) third parties (who may be located overseas), involved in the completion or processing of the conveyancing transaction for the purpose of completing and processing the conveyancing transaction or as required by law, including for the purpose of a compliance examination.
- I/We consent to the collection, disclosure, storage and use of information relating to me/us as acknowledged above.

Signature _____

Date : _____

Signature _____

Date : _____

Signature _____

Date : _____

Signature _____

Date : _____