

**SECTION 32 VENDOR STATEMENT**  
**INFORMATION COLLECTION FORM**

To get started we need to prepare a Section 32 Vendor Statement. To enable us to do this we need information from the Vendor.

Documents to upload:

1. Council Rates Notice
2. Water Rates Notice
3. Owners Corporation Notice (if applicable)
4. Certificate of Insurance (if applicable)
5. Occupant Permit (if applicable)
6. Bank Loan Statement (if applicable)
7. Copy of Lease (if application)

Please complete ALL sections below.

**1. VENDOR INFORMATION:**

**Name/s:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Address** (if different to above): \_\_\_\_\_

**Phone No.** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Is Vendor registered for GST?**      Yes      No

**2. PROPERTY DETAILS**

**Address of property you are selling:** \_\_\_\_\_

**Registered Proprietor/s:** \_\_\_\_\_

**Who is in occupation of property:**

Owner Occupied OR

Tenanted (please provide copy of Lease) OR

Vacant

**Title Particulars:** Volume: \_\_\_\_\_ Folio: \_\_\_\_\_

**3. MORTGAGE**

**We will arrange for a discharge of that mortgage and will send to you a discharge authority for signing and return to our office in the near future.**

Do you have a mortgage? Yes No

If yes,  
Bank Name: \_\_\_\_\_ Account no: \_\_\_\_\_

**4. OUTGOINGS**

What are the outgoings (water, council, land tax and owners corporation fees), and to what date have they been paid?

Copy bills attached Yes No

OR Give details: \_\_\_\_\_

Is the property affected by an owners corporation Yes No

If yes, managers name: \_\_\_\_\_

Managers address: \_\_\_\_\_

*Note: An owners corporation certificate MUST be provided to the purchaser if the property is affected by an owners corporation. The owners corporation is entitled to charge \$150 for this certificate. We will obtain this certificate on your behalf.*

**5. SERVICES CONNECTED TO THE LAND**

Electricity	Connected/Not connected	
Gas	Connected/Not connected	
Water	Connected/Not connected	
Sewerage	Connected/Not connected	(NO = septic tank)
Telephone	Connected/Not connected	

**6. IMPROVEMENTS/BUILDINGS**

Was the house built or have any improvements, renovations, or works, been carried out during the past 10 years? Yes No

If yes, give details: \_\_\_\_\_

If so, please provide copies of the building approvals/permits, certificate of occupancy/ certificate of final inspection, and any building warranty insurance.

If you do not comply with the strict disclosure requirements, then the purchasers could withdraw from the purchase right up to the date of settlement.

If you are considered 'owner-builders', you would need to obtain a condition report, include certain warranties in your contract, and provide Warranty Insurance if the cost of the works was over \$12,000.

**7. NOTICES AND ORDERS**

Have you received any notices at all, from any authority, other than annual rates notices, or are any likely? Details must be included in the vendor statement.

Yes    No

If yes, give details: \_\_\_\_\_

**8. YOUR LEGAL OBLIGATIONS ON SALE**

You must ensure that you provide us with as much information as possible. If the vendor statement is incorrect or incomplete in any particular way, the purchaser may be able to avoid the contract and also bring an action against you for misleading conduct. This situation could also result in you being liable for agent's commission on the sale, together with additional legal fees.

9. Name of your Estate Agent: \_\_\_\_\_

Estate Agent Contact details:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_