



4/1-3 Erica Ave
 PO Box 596
 Boronia Vic 3155
 Ph: 03 9761 1950 Fax: 03 9761 0615
 Email: Info@zenlaw.com.au

Instructions to prepare a S32 Vendor Statement and/or contract of sale

Owners Details

Vendors full names:.....

Current address:.....

Contact Details:

(H) (B) (M)

E-mail:

Property being sold

Address:.....

Volume & Folio no(if known).....

Council Name:.....

Water Authority Name:

Gas Authority Name:.....

Electricity Authority Name:.....

Telephone Provider Name:.....

This property is:

Vacant land Yes/No

A free standing house Yes/No

A flat or unit Yes/No Does it have its own carpark Yes/No

A Commercial Property Yes/No

Is the property being sold by Auction? Yes/No If yes, date?

We will require the selling agents details



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Loan Details
Name of Lender:.....
Loan Number:.....

Occupation of the property
Is the property Owner occupied/tenanted (if tenanted we will need a copy of the rental agreement)

Insurance
The property should be insured and remain so until settlement
Name of insurer:.....
If the property is affected by an owners corporation (properties that have common property)
Name of Owners corporation manager.....
Address:.....

Building Approvals & Renovations
Have you obtained any building approvals or done any renovations in the last 7 years? Yes/No
Please supply details if yes, including any permits, final inspection certificates and builders warranty insurance.
Has the council issued you with any notices? Yes/No

Authority to Act
We authorise Zenith lawyers to prepare a S32 vendors statement on our behalf and to do all things necessary to settle our sale once the property is sold.
.....
Signature & Name *Signature & Name*

Please return this form to our office via mail, fax or email, we will contact you if we require any further information