

# Wollongong Conveyancing Services

67 Kembla Street, Wollongong NSW 2500  
Tel (02) 4226 2467 - Fax (02) 4225 8535

## VENDOR'S/SELLER'S INITIAL INSTRUCTIONS

DATE:

NAME:

ADDRESS:

HOME NO.

WORK NO.

MOBILE NO.

MOBILE NO.

EMAIL 1.

EMAIL 2.

1. Address of Property being sold: \_\_\_\_\_
2. Name of Agent: \_\_\_\_\_
3. Name of Mortgagee: (if applicable) \_\_\_\_\_
4. Title Deeds held by: \_\_\_\_\_
5. Do you hold Survey Report/Building Certificate?: \_\_\_\_\_
6. What is the nature of improvements erected on the property? *(Please tick appropriate boxes)*  

house	factory	flats	home unit	vacant land
garage	carport	car space	swimming pool	
other <i>(specify)</i> _____				

---

(P.O. Box 321 Wollongong East 2520)  
DX 27849 WOLLONGONG COURT NSW  
[www.wollongongconveyancing.com.au](http://www.wollongongconveyancing.com.au)

4. What items are included in the property? *(Please tick appropriate boxes)*

- |  |   |   |                                     |   |
|--|---|---|-------------------------------------|---|
| <input type="checkbox"/> blinds                | <input type="checkbox"/> range hood     | <input type="checkbox"/> stove                        | <input type="checkbox"/> dishwasher | <input type="checkbox"/> clothes line   |
| <input type="checkbox"/> curtains              | <input type="checkbox"/> light fittings | <input type="checkbox"/> built in wardrobes           |                                     | <input type="checkbox"/> insect screens |
| <input type="checkbox"/> fixed floor coverings |   | <input type="checkbox"/> swimming pool equipment      |                                     |   |
| <input type="checkbox"/> external TV antenna   |   | <input type="checkbox"/> other <i>(specify)</i> _____ |                                     |   |

5. Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Orders/Disputes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. How did you hear about us?

- Yellow Pages     Yellow Pages online     Mercury     Web     Broker
- Referral – previous client     Other \_\_\_\_\_

8. Was this a referral to a specific person in WCS? If "Yes" please specify: \_\_\_\_\_

\_\_\_\_\_