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## **Procedures & Additional Forms - Sales**

Application for a Certificate of Registration	
Application for a Licence – Corporation	
Application for a Licence – Individual	
Application for Accreditation as an Auctioneer	
Guide to Qualifications	
Underquoting Guidelines Residential Property	
Two-tier Marketing	
Price Offering	
Comparative Market Analysis	
Residential Premises Listing Details	
Residential Unit Listing Details	
Disclosure Form, Section 47	
Obtaining Beneficial Interest in Property Form, Section 49	
Waiver of cooling-off period	
Conjunction Agreement	
Expression of Interest (Deposit Paid)	
Consumer Guide Fact Sheet	
Sales Checklist	
Steps to Substantiate Selling Price Estimates	
Agent Declaration Statement	
Acknowledgement of Disclosure (of current offer and acceptance)	
Misrepresentation guidelines	
Annexure Material Facts	
Sales Advice	

Steps to Settlement Template  
Auction Laws  
Bidders Guide  
Bidders Record  
Auction & Exclusive Agency Agreement Form  
Private Treaty Exclusive Agency Agreement Form  
Asbestos Insulation Questionnaire Property Sales  
Notice of Revision of Estimated Selling Price  
CPD Diary Template  
Notice of Entering Into a Franchise Agreement  
Supervision Guidelines  
Advertising Guidelines  
Employment Application Form  
Customer Complaint Register Form  
Proof of Identity Checklist for Vendors (or appointed representative)

## **Procedures & Additional Forms – *Retail Leasing***

Mediation Agreement  
Mediator's Reports  
Application for Mediation of a Bond Dispute  
Application for Mediation of a Lease Dispute  
Certification Under 16 (NSW)  
Inspection of Premises Report  
NSW Retail Tenant's Guide  
Lessor's Disclosure Statement  
Lessee's Disclosure Statement  
Assignor's Disclosure Statement  
Retail Tenancy Fees  
Sample – Retail Shop Lease Contract  
Sample - Commercial Management Agency Agreement  
Sample - Commercial Selling Agency Agreement  
Sample - Commercial Lease Agreement

## **Procedures & Additional Forms – *Property Management***

Starting a Tenancy Information Sheets  
During a Tenancy Information Sheets  
Ending a Tenancy Information Sheets  
Safety and Security  
Swimming Pools  
Sample - Managing Agents Checklist  
Sample - Residential Tenancy Agreement  
Sample - Condition Report  
Tenant Checklist Statement  
Addendum to Tenant checklist

Sample- WHS Condition Report for Both *Strata, Residential & Commercial*  
Sample- Workplace Asbestos Information Sheet  
Sample - Request for Rental Reference  
Sample - Application for Tenancy  
Sample - Routine Inspection  
Sample - Termination Notice  
Sample - Appointment of Contractor  
Sample - Exclusive Management Agency Agreement  
Asbestos Insulation Questionnaire Property Management  
Sample - Notice of Rent Increase  
Rental Bonds Online - an introduction for managing agents

## **Trust Account Guide**

Trust Accounting  
Receiving and Holding Trust Money  
Trust Account Deposit Forms  
Bank Deposit Form  
Trust Account Cheques  
Trust Account Cash Journals  
Trust Account Ledgers  
Sample Trust Ledger Account layout  
Trust Account Transfer Journal  
Trust Account Reconciliation Statement  
Trust Account Auditing Responsibilities  
Flowchart for Disbursements  
Trust Account Risk Matrix  
Sample Auditors Report  
Property Industry Reform Changes