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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
Privacy Statement to Prospective Buyers
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
Records of Property Reports (Template)
CPD Diary Template
Notice of Entering Into a Franchise Agreement
Supervision Guidelines
Advertising Guidelines
Employment Application Form
Customer Complaint Procedures & Register of Complaint Form
Proof of Identity Checklist for Vendors (or appointed representative)

Procedures & Additional Forms – *Retail Leasing*

Mediation Agreement
Mediator's Report
Application for Mediation of a Lease or Bond Dispute
Application for Mediation of a Small Business 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
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

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 - Notice of Intention to Sell Premises
Sample - Notice of Sale of Premises
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