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# ORDER FORM

## Seller's details

Preferred contact

Client 1 – First name \_\_\_\_\_ Last name \_\_\_\_\_ Client 2 – First name \_\_\_\_\_ Last name \_\_\_\_\_ 

Mailing address \_\_\_\_\_

Preferred email \_\_\_\_\_

Contact phone #s \_\_\_\_\_ (h) \_\_\_\_\_ (w)

\_\_\_\_\_ (m) \_\_\_\_\_ (m)

Inspection address (if different from above) \_\_\_\_\_

Access contact \_\_\_\_\_

Real estate agent \_\_\_\_\_

Solicitor \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Ex-government property  Yes  No When would you like the property on the market \_\_\_\_\_

## Type of report

Class B - house

- \* Pre-listing Condition Report  
\* Sale Assist Package  
\* Sale Assist QuickTrak Package

# Bedrooms \_\_\_\_\_

# Living areas \_\_\_\_\_

# Bathrooms \_\_\_\_\_

Size of home if known \_\_\_\_\_

Class A - Unit/Apartment

- Sale Assist Energy Rating

Complex name \_\_\_\_\_

Door number \_\_\_\_\_

# Bedrooms \_\_\_\_\_

Unit is on floor \_\_\_\_\_

## PLEASE NOTE

- You are entitled to be reimbursed by the buyer at the time of settlement. This should be confirmed with your solicitor.
- Reports will not be released until full payment for inspections is received. Payment is required within 2 business days of completing the inspection.
- A \$25 cancellation fee plus any ACTPLA disbursement costs will be charged for a cancellation after 48hrs of receipt of original order being received.
- \* A pre-listing condition report explains the current condition of your home which enables you to make any repairs prior to Property Works completing your full package needs.
- \* Sale Assist Package (7-9 working day turnaround)
- \* Sale Assist QuickTrack Package (4 working day turnaround depending on availability).

## Payment method\*

 Credit card (Visa/Mastercard) B-PAY Bank cheque/money order Sale-Assist Ezi-pay (3 month payment plan, conditions apply)

Card name \_\_\_\_\_ Card number \_\_\_\_\_

Expiry date \_\_\_\_\_ Signature \_\_\_\_\_

## Letter of authority

ACTPLA Authorisation

I/we, \_\_\_\_\_ as the owners/power of attorney of the below property authorize  
 Property Works (ACT) to conduct a 'Conveyancing Enquiry' or search and collect documents related to this residence on our behalf.

Block \_\_\_\_\_ Section \_\_\_\_\_ Unit number \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_