

VENDOR AND CAMPAIGN / PACK 03

Residential sales: listing to settlement

03

The evidence trail for a Victorian private sale or auction campaign.

THE FIVE-STAGE CONTROL MAP

A file becomes defensible when each stage has an owner, a current source, an approval and retained evidence.

01 Appoint	02 Price	03 Disclose	04 Market	05 Contract
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W AGENT RULE

Draft the operational brief. Use official prescribed forms. Route legal instruments to the licensed professional responsible for them.

PACK 03 / ACTION CHECKLIST

Build the evidence file

Tick only when the document exists, is current, has been approved by the right person and is stored against the matter.

01	Vendor and authority	Verify identity, ownership and signing capacity; execute the correct authority and provide the signed copy.	[]
02	Commission disclosures	Include prescribed ESP, complaints, rebate and commission-sharing wording where applicable.	[]
03	Price evidence	Retain comparable-sales evidence and agent estimate. Use the Property Price Statement (PPS) where October 2026 rules apply; record advertising updates, unconditional date and sold-price publication duties.	[]
04	Material facts	Ask structured vendor questions, record evidence, escalate uncertainty and update disclosures if facts change.	[]
05	Legal sale pack	Obtain lawyer/conveyancer prepared contract and Section 32; log version, amendments and authority to release.	[]
06	Due diligence checklist	Make the current CAV checklist available at inspections and through the property website.	[]
07	Advertising approval	Keep vendor approval for copy, price, photography, floor plan, inclusions, claims and publication date.	[]
08	Inspection and offers	Record attendance lawfully, buyer communications, all offers, vendor instructions and conflict disclosures.	[]
09	Auction file	Check campaign transition and seven-day reserve publication. Display auction rules and information sheet for at least 30 minutes before the auction; retain written reserve, bids and result. A changed published reserve restarts timing.	[]
10	Exchange and settlement handoff	Confirm signatures, deposit trust treatment, cooling-off position, conditions and legal handoff.	[]

PACK 03 / SIGNING BOUNDARY

What W Agent must not blur

These controls are deliberately conservative. They protect the client, the agency and the professional who is responsible for the final instrument.

1	The contract of sale, Section 32 and special conditions belong with the vendor's lawyer or licensed conveyancer.
2	W Agent may operate the campaign and fill permitted details into an authorised instrument, but must not improvise legal clauses.
3	Check CAV's campaign transition before advertising. Use current PPS where required and retain applicable reserve and sold-price evidence. Future Section 32 and deposit/commission timetables are separate. Ask the responsible professional about exemptions.

OFFICIAL SOURCES

Open the live source again immediately before use. A saved or printed copy can become stale.

01	CAV price-statement reforms https://www.consumer.vic.gov.au/licensing-and-registration/estate-agents/new-changes-to-property-sales-and-underquoting-laws
02	CAV price-statement industry QAs https://www.consumer.vic.gov.au/licensing-and-registration/estate-agents/new-changes-to-property-sales-and-underquoting-laws/industry-qas-new-changes-to-property-sales-and-underquoting-laws
03	CAV authorities https://www.consumer.vic.gov.au/licensing-and-registration/estate-agents/running-your-business/authorities-commissions-and-contracts/authorities-rebates-and-commission
04	CAV contracts and disclosure https://www.consumer.vic.gov.au/licensing-and-registration/estate-agents/running-your-business/authorities-commissions-and-contracts/contracts
05	CAV auctions https://www.consumer.vic.gov.au/housing/buying-and-selling-property/selling-property/selling-property-by-auction

IMPORTANT

This W Agent pack is a general operational checklist, not legal, conveyancing, financial, tax, valuation, planning, building, employment or franchising advice. It is not a prescribed form, authority, contract, disclosure document or government-approved instrument. Laws, forms, facts and transaction risks change. Obtain matter-specific advice and use current official or professionally licensed documents before signing, serving, advertising, receiving trust money or providing a regulated service.