

Sales authority instructions

Unsigned preparation draft - review the complete document before use.

Blank W form - enter reviewed information only.

Supply the facts for a licensed or lawyer-approved authority.

Contact

Your full name

Contact email

Contact phone

Property

Property address

Suburb

State or territory (VIC / NSW / QLD / WA / SA / TAS / ACT / NT)

Postcode

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Property

Property type

Agency

Agency legal entity

Trading name

ABN

Estate-agent licence number

Agency email

Agency phone

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Appointment

All owners and signing capacities

Appointment preference (Exclusive / General / Auction / Discuss with provider)

Timing

Proposed term start

Proposed term end

Fees and evidence

Proposed reasonable selling estimate

Evidence supporting the estimate

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Fees and evidence

Proposed commission including GST

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Marketing and other expenses including GST

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Rebate and commission-sharing facts to review

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Review

Required professional review

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