



Checklist for Sale Authorities

<input type="checkbox"/>	Is the Licenced Estate Agent Corporation name on the authority correct and does it include the ABN?
<input type="checkbox"/>	Is the property in more than one name?
<input type="checkbox"/>	If in the name of 2 or more people, have they all signed each page?
<input type="checkbox"/>	Is this authority in the name of a Company and is it clearly signed as "Director"?
<input type="checkbox"/>	Is the exclusive authority period completed?
<input type="checkbox"/>	Are the "with vacant possession" box and "full purchase price" boxes ticked?
<input type="checkbox"/>	Is the asking price complete (with either a price or "to be advised"?)
<input type="checkbox"/>	Is the Agents estimate of selling price completed with a figure or a price range?
<input type="checkbox"/>	If a price range, is it 10% or less?
<input type="checkbox"/>	Is one of the "Commission" boxes filled out?
<input type="checkbox"/>	Is the \$ amount of estimated commission filled out and does it approximate the ESP/EPR?
<input type="checkbox"/>	Is the yes or no box ticked in the commission sharing box? If yes is the notice of commission sharing completed on page 6?
<input type="checkbox"/>	Is the marketing expenses box completed?
<input type="checkbox"/>	Is the authority dated?
<input type="checkbox"/>	Is it signed as Power of Attorney (Check that a copy is on file)?
<input type="checkbox"/>	Have all the pages been signed by the agent and the vendor(s)?
<input type="checkbox"/>	Has the rebate statement on page 5 been crossed through?
<input type="checkbox"/>	Has the level of service on page 6 been completed?
<input type="checkbox"/>	Is the GST on the price clarified?
<input type="checkbox"/>	Has the Vendor initialled the "Negotiation of Commission" on the front page?
<input type="checkbox"/>	Has the Vendor initialled the GST Statement?

PS This is NOT legal advice but general information only.
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