

Purchaser Questionnaire

Conveyancing: instructions and checklist for buyers

MATTER / FILE NO.

PREPARED BY

DATE

WELCOME

This form helps us act quickly and accurately for you. Please answer every question you can and email it back with a PDF of the signed Contract of Sale and Section 32 Vendor Statement. Leave anything blank if you are unsure and we will help you complete it. If you run out of room anywhere, please continue in section H (Other matters) at the end of this form.

A Purchaser details

1 Full name(s) of purchaser(s), including all middle names

Enter names exactly as they should appear on the title.

2 Date(s) of birth

3 Address after settlement (for correspondence)

4 Best contact details

MOBILE

EMAIL

B The property & the contract

5 Address of the property you are buying

6 Have you provided the Contract of Sale and Section 32 Vendor Statement to Hendersons Legal as a PDF?

☐ Yes

☐ No

PLEASE NOTE

From 2026, sellers must disclose an expanded list of "material facts" (for example past flooding or bushfire, illegal or defective building work, and combustible cladding). We will review the Section 32 for these. Tell us if you have any concerns about the property.

7 Preferred settlement date

Allow enough time for finance, usually a minimum of 45 to 60 days.

8 Date the cooling-off period ends

Generally 3 clear business days after you sign (private sale). Does not apply at auction.

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Purchaser Questionnaire (continued)

C Due diligence

9 Have you measured the boundaries of the property? Does it match the title? ☐ Yes ☐ No

10 Have you obtained a building inspection report? ☐ Yes ☐ No

Can you see any building defects?

e.g. cracking in plaster, evidence of water leaks, or recent plastering or painting.

☐ Yes ☐ No

If yes, please describe the defects:

11 Have you obtained a pest report? ☐ Yes ☐ No

12 Have you tested and confirmed that the following are in working order?

Tick each item you have checked.

☐ Taps

☐ Toilets

☐ Lights

☐ Heating

☐ Air conditioning

☐ Oven

☐ Stove

☐ Range hood

D How you are buying

13 Will you nominate another person or entity to take the property? ☐ Yes ☐ No

e.g. a company, trust or SMSF. Tell us the correct purchasing name below.

Name to appear on the transfer / nomination:

14 How will the purchasers hold the property?

☐ Sole purchaser

☐ Joint proprietors

☐ Tenants in common

If tenants in common, define shares:

Joint proprietors (usually spouses/domestic partners) each hold an equal share; on death the property passes automatically to the survivor, not under a will.

15 If a Self-Managed Super Fund (SMSF) is nominated, provide: (a) trustee of the bare trust; (b) name of the bare trust; (c) beneficiary (i.e. trustee of the SMSF); (d) ACN of bare trust

E Finance & insurance

16 Lender / broker

Name of your lender or mortgage broker, and your contact there.

CONTACT NAME

PHONE

EMAIL

17 Date loan documents were signed

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Purchaser Questionnaire (continued)

18 Has finance been unconditionally approved?

☐ Yes☐ No*If not yet approved, tell us your finance-approval due date so we can request an extension if needed.**Finance due date / extension notes:*

19 Has your building & contents (or landlord) insurance been arranged for settlement?

☐ Yes☐ No**F Eligibility & duty**

20 Are the purchasers first home buyers?

☐ Yes☐ No

21 Will this property be your principal place of residence?

☐ Yes☐ No

22 Are any purchasers foreign residents who may need FIRB approval?

☐ Yes☐ No*Foreign purchasers generally pay additional (foreign purchaser) duty. Tell us if unsure.***G Deposit & administration****PLEASE NOTE**

Deposit release: under the 2026 changes to the Sale of Land Act, a deposit is not released to the seller before settlement unless the contract expressly allows it. We will advise you before agreeing to any early release.

23 Documents you will need to sign during the matter (for our checklist):

☐ Costs Agreement☐ Verification of Identity (VOI)*☐ SRO duty authority☐ PEXA client authorisation** Not required if you have completed a VOI in the last 18 months.*

24 Please arrange connection for the day of settlement:

☐ Gas☐ Electricity☐ Telephone☐ Internet☐ Water

25 Who referred you to Hendersons Legal?

26 Purchaser tax file number(s)

Provided securely for stamping / SRO purposes only.

27 Do you want any special conditions included in the contract?

☐ Yes☐ No*Tick any that apply and give details.*☐ Early access for (purpose and date):☐ Smaller deposit of (amount):*Please list any other special conditions in section H.*

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Purchaser Questionnaire (continued)

H Other matters

Please list anything else you would like us to know, and any details that did not fit in earlier sections (please note the question number each item relates to).