

Vendor Questionnaire

Conveyancing: sale information for sellers, including owner-builders

MATTER / FILE NO.

PREPARED BY

DATE

BEFORE YOU START

The information below lets us prepare a compliant Section 32 Vendor Statement and protect you from later claims. Please answer fully. Victorian law now requires sellers to disclose a wide range of "material facts", and knowingly concealing them is an offence. If in doubt, disclose it and we will advise. If you carried out owner-builder works, please also complete section H. If you run out of room anywhere, please continue in section I (Other matters) at the end of this form.

A Vendor details

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

- 2 Date(s) of birth

- 3 Address of vendor(s) after settlement

- 4 Best contact details

MOBILE

EMAIL

B The property

- 5 Address of the property being sold

- 6 Is the property being sold at auction?

If private sale, note the Vendor Statement must be given to buyers before they sign.

☐ Yes

☐ No

- 7 Is anyone other than the vendor occupying the property?

If tenanted, please supply a copy of the tenancy agreement.

☐ Yes

☐ No

Occupier / tenancy details:

- 8 Which services are connected to the property?

☐ Gas

☐ Electricity

☐ Water

☐ Telephone

☐ NBN / Internet

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Vendor Questionnaire (continued)

C Building & works history (last 7 years)

- 9 Have you (or a previous owner) carried out any building works in the last 7 years? ☐ Yes ☐ No

If yes, please supply: building permit, warranty insurance, and certificate of final inspection and/or occupancy permit.

Describe the works and documents available:

BUILDER'S NAME

BUILDER'S REGISTRATION NO.

- 10 Were any works done as an owner-builder in the last 7 years? ☐ Yes ☐ No

If yes, special disclosure and insurance rules apply. Please also complete section H (Owner-builder disclosure).

- 11 Is any building or substantial renovation on the property less than 3 years old? ☐ Yes ☐ No

Relevant to domestic building insurance and warranty.

D Pool, title, planning & notices

- 12 Is there a swimming pool or spa at the property? ☐ Yes ☐ No

If yes, it must be registered and have a current barrier compliance certificate. Supply pool-fence permit and compliance/council certificate.

Pool / spa registration & compliance details:

- 13 Is there an Owners Corporation affecting the property? ☐ Yes ☐ No

- 14 Are there any easements or covenants (e.g. Section 173 (council) agreement, water easement, single-dwelling covenant), whether registered or not? ☐ Yes ☐ No

Details:

- 15 Does any structure encroach over a boundary (yours or a neighbour's), or does a fence not align with the title boundary? ☐ Yes ☐ No

If yes, details / documents to supply:

- 16 Have you received any notice from a government body (e.g. VicRoads, Council, water authority)? ☐ Yes ☐ No

If yes, please attach or supply a copy of the notice.

Details of any notice:

- 17 Are there any breaches of planning permits, building permits or council rules (e.g. a structure built over a sewer or without a permit)? ☐ Yes ☐ No

If yes, details / documents to supply:

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- 18 Is the property in a designated bushfire-prone area (BAL)? ☐ Yes ☐ No

E Material facts disclosure (2026 requirement)**WHY THIS MATTERS**

Victorian law requires you to disclose any “material fact”, meaning anything that could influence a buyer's decision or the price. The list below reflects the expanded 2026 obligations. Answering “Yes” does not stop the sale; failing to disclose can void the contract and is an offence under s12 Sale of Land Act 1962.

- 19 Has the property ever been affected by flooding or bushfire (even if repaired)? ☐ Yes ☐ No

If yes, details / documents to supply:

- 20 Are you aware of any structural defects, or any illegal or non-compliant building work? ☐ Yes ☐ No

If yes, details / documents to supply:

- 21 Is there any combustible / flammable cladding, or has an Owners Corporation discussed cladding or major defects (e.g. structural cracking)? ☐ Yes ☐ No

If yes, details / documents to supply:

- 22 Has a serious crime (e.g. homicide) or a clandestine drug lab ever occurred at the property? ☐ Yes ☐ No

If yes, details / documents to supply:

- 23 Have you received notice from a neighbour of a pending development or town planning application? ☐ Yes ☐ No

If yes, please supply a copy of the notice.

Details of the development / application:

- 24 Is there anything else a buyer would reasonably want to know about the property? ☐ Yes ☐ No

Please describe:

F Insurance & chattels

- 25 Do you hold building and/or public liability insurance over the property? ☐ Yes ☐ No

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- 26 Which goods / chattels are included in the sale? (other than carpets, light fittings and window furnishings)

☐ Dishwasher ☐ Oven(s) ☐ Stove(s) ☐ Fridge(s) ☐ Chandeliers
☐ Sound system ☐ Heating ☐ TV ☐ TV brackets ☐ Blinds / curtains

Other included items:

G Finances & deposit

- 27 Vendor bank & loan account details for the payout at settlement

- 28 Do you seek to apply the GST margin scheme?

☐ Yes ☐ No

- 29 Are you registered for GST?

☐ Yes ☐ No

- 30 Tax file number(s) for all vendors

Required for the ATO capital-gains clearance certificate (needed for all sales).

PLEASE NOTE

Under the 2026 Sale of Land Act changes, your deposit is held and not released to you before settlement unless the contract expressly permits early release. Let us know your preference and we will advise on what the contract allows.

- 31 Do you want the contract to permit early release of the deposit (where allowed)?

☐ Yes ☐ No

H Owner-builder disclosure (Building Act 1993, s137B)

Complete this section only if you answered "Yes" to question 10. Otherwise, go to section I.

YOUR OBLIGATIONS

It is an offence under s137B to sell a home with owner-builder works within the relevant period (6 years 6 months) without giving the buyer a defects (condition) report by a prescribed building practitioner AND the required insurance. From 1 July 2026 owner-builders must comply with the new Statutory Insurance Scheme (SIS), a scheme of first resort, instead of the old owner-builder insurance. Non-compliance can allow the buyer to avoid the contract.

- 32 Please describe the building works undertaken

Tick all that apply.

☐ Bathroom ☐ Laundry ☐ Kitchen ☐ Moved / removed walls
☐ Restumping ☐ Plumbing ☐ Floors ☐ Electrical
☐ Roofing ☐ Extension ☐ Second storey ☐ Deck / pergola
☐ Garage / carport ☐ Windows / doors ☐ Cladding / render ☐ Retaining walls
☐ Heating / cooling ☐ Insulation ☐ Demolition ☐ Other

Please give further details of the works, and the dates they were carried out:

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- 33 Were the works completed within the last 6 years and 6 months? ☐ Yes ☐ No

This is the period in which s137B disclosure obligations apply.

- 34 Approximate value of the works \$

Works over \$20,000 trigger domestic building insurance requirements.

- 35 Building permit

PERMIT NUMBER

DATE ISSUED

- 36 Do you have an occupancy permit or certificate of final inspection for the works? ☐ Yes ☐ No

Reference / date:

- 37 Did you obtain compliance certificates from the tradespeople who carried out the works?

Tick each certificate you have and attach copies (e.g. plumbing compliance certificate, electrical Certificate of Electrical Safety).

☐ Plumber ☐ Electrician ☐ Roofer ☐ Waterproofer

Other certificates:

- 38 Did you receive a certificate of consent from the Building and Plumbing Commission (formerly the Victorian Building Authority)? ☐ Yes ☐ No

Certificate number & date:

- 39 Have you obtained a s137B defects (condition) report from a prescribed building practitioner, dated within the last 6 months? ☐ Yes ☐ No

Attach the report. It must list the works, any defects, and copies of permits.

Report author & date:

- 40 Which insurance applies to your works? (tick and attach the certificate)

☐ Statutory Insurance Scheme (SIS), from 1 July 2026
☐ Owner-builder domestic building insurance (works before 1 July 2026)
☐ Not applicable (works under \$20,000)

- 41 Do you confirm you have complied with the applicable insurance scheme and can provide the certificate to the purchaser before sale? ☐ Yes ☐ No

IMPORTANT

If the requirements in questions 38 to 41 are not complied with, a purchaser may be able to end (avoid) the contract. Please contact us before signing anything if you are unsure about any of them.

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I 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).