



Appointment and reappointment of a property agent, resident letting agent or property auctioneer

Property Occupations Act 2014

This form is effective from 1 December 2014



ABN: 13 846 673 994

Part 1—Client details

<p>Client 1</p> <p>Note: The client is the registered owner of the property, land, or owner of the business. It can be either a company or individual.</p>	<p>Client name</p> <p>Address</p> <p>.....</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Phone..... Fax..... Mobile.....</p> <p>Email address</p>
<p>Client 2</p> <p>Note: Annexures detailing additional clients may be attached if required.</p>	<p>Client name</p> <p>Address</p> <p>.....</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Phone..... Fax..... Mobile.....</p> <p>Email address</p>

Part 2—Licensee details

<p>Licensee type</p> <p>More than one box may be ticked if appropriate.</p> <p>Note: Annexures detailing conjuncting agents may be attached if required.</p>	<p><input type="checkbox"/> Real estate agent <input type="checkbox"/> Resident letting agent <input type="checkbox"/> Property auctioneer</p> <p>Agency name (if applicable)</p> <p>Licensee name</p> <p>Licence number <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> Expiry <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/> <small>D D / M M / Y Y Y Y</small></p> <p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Phone..... Fax..... Mobile.....</p> <p>Email address</p>
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Part 3—Details of property or business that is to be sold, let, purchased, or managed

<p>Please provide details of the property, land, or business as appropriate.</p> <p>Note: Annexures detailing multiple properties may be attached if required.</p>	<p>Description</p> <p>.....</p> <p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Lot Plan.....</p> <p>Title reference Parish/County</p>
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Part 4—Appointment of property agent

<p>Section 1 Performance of service Annexures detailing the performance of service may be attached if required.</p>	<p>The client appoints the agent to perform the following service/s:</p> <p><input type="checkbox"/> Sale <input type="checkbox"/> Purchase <input type="checkbox"/> Letting / collection of rent / management</p> <p><input type="checkbox"/> Auction Auction date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Other (please specify)</p>
<p>Section 2 Term of appointment Sole and exclusive appointments: for sales of one or two residential properties, the term is negotiable and agent can be appointed or reappointed up to a maximum of 90 days per term.</p>	<p><input type="checkbox"/> Single appointment for a particular service or services</p> <p>Start <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> End <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Continuing appointment for a service or a number of services over a period</p> <p>Start <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Section 3 Price State the price for which the property, land or business is to be sold or let.</p> <p>Note: Bait advertising is an offence under the Australian Consumer Law.</p>	<p><input type="checkbox"/> Reserve <input type="checkbox"/> List <input type="checkbox"/> Letting</p> <p>\$.....</p> <ul style="list-style-type: none"> For auctions: If a reserve price is unknown at the time of appointment, it can be advised <i>in writing</i> at a later date. <p>For residential property auctions and residential properties to be marketed without a price:</p> <ul style="list-style-type: none"> If the client agrees to marketing via an <i>electronic listing provider</i>, the client agrees for the agent to disclose to the <i>electronic listing provider</i> a price or price range of <p>\$..... to establish a search criteria.</p>
<p>Section 4 Instructions/conditions The client may list any condition, limitation or restriction on the performance of the service.</p> <p>Note: Annexures detailing instructions/conditions may be attached if required.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Part 5—Termination of appointment

<p>Residential sales of 1 or 2 properties only</p>	<p>Open listing: You may terminate in writing with 30 days notice or less if both parties agree.</p> <p>Sole or exclusive: You may terminate in writing with 30 days notice, but the appointment will not be terminated until it has been in effect for at least 60 days.</p>
<p>Non-sales (for example: letting, collection of rents etc)</p>	<p>You may terminate in writing with 30 days notice or less if both parties agree.</p>

Part 6—SALES: Open listing, sole agency or exclusive agency

A client may appoint an agent to sell a property, land or business on the basis of an open listing, or a sole agency, or an exclusive agency.

<p>When you must pay the agent To the client This information shows when you will have to pay the agent if the property is sold during the term of the agent's appointment.</p>	<p><input type="checkbox"/> Open listing</p> <ul style="list-style-type: none"> You appoint the agent to sell the property, but you retain a right to appoint other agents on similar terms, without penalty or extra commission. No end date required. Appointment can be ended by either you or the agent at any time by giving written notice. The agent is entitled to the agreed commission if he or she is the <i>effective cause of sale</i>.
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Part 6—SALES: Open listing, sole agency or exclusive agency continued

Note: If you sell your property after this appointment expires and the agent introduced the buyer to your property, the agent may be entitled to commission.

Sole Exclusive

Sole and exclusive appointments

If you appoint a new agent during an existing agent's sole or exclusive term and the property is sold during that term, you may have to pay:

- A commission to each agent (two commissions)
- Damages for breach of contract arising under the existing agent's appointment.

Exclusive appointments

The client will pay this agent whether this agent, any other agent, or person (including the client themselves), sells the property during the term of the appointment.

Part 7—Commission

To the client

The commission is negotiable.

Make sure you understand when commission is payable. If you choose 'Other' and the contract does not settle, the agent may still seek commission.

The client and the agent agree that the commission including GST payable for the service to be performed by the agent is:

.....
.....
.....

To the agent

You should ensure that commission is clearly expressed and the client fully understands the likely amount and when it is payable. Refer to section 104 and 105 of the *Property Occupations Act 2014*.

When commission is payable

- For sales, including auctions, commission is payable if a contract is entered into and settlement of the contract occurs.
- Other
(for specific other circumstances in which commission is payable see annexure).

For all other types of appointments:

.....
.....

Part 8—Authorisation to incur fees, charges and expenses

The client authorises the agent to incur the following expenses in relation to the performance of the service/s. Annexures may be attached if required.

**Section 1
Advertising/marketing**

To the client

Your agent may either complete this section or attach annexures of marketing/advertising activities.

.....
.....
.....
.....
.....
.....
.....

Authorised amount \$

When payable / /
 D D M M Y Y Y Y

**Section 2
Repairs and maintenance
(if applicable)**

The maximum value of repairs and maintenance to be paid by the agent without prior approval by the client is \$



Part 8—Authorisation to incur fees, charges and expenses continued

Section 3 Other	Description	Dollar amount	When payable
Description of fees and charges. The agent may either complete this section or attach annexures.

Section 4 Agent's rebate, discount, commission or benefit incurred in the provision of or performance of the service	Service	Source	Estimated amount

Part 9—Signatures

WARNING: THE CLIENT IS ADVISED TO SEEK INDEPENDENT LEGAL ADVICE BEFORE SIGNING THIS FORM.

This form enables the client to appoint, or reappoint, a property agent, resident letting agent or property auctioneer (the 'agent') for the sale, letting/management, collection of rent, auction or purchase of real property, land or businesses. This form must be completed and given to the client before the agent performs any service for the client. Failure to do so may result in a penalty and loss of commission for the agent. If you are unclear about any aspect of this form, or the fees you will be charged, do not sign it. Seek legal advice. If you need more information about this form including what an agent needs to disclose, you can visit the Office of Fair Trading website at www.fairtrading.qld.gov.au or phone on **13 QGOV** (13 74 68).

Client 1	Full name..... Signature <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Client 2	Full name..... Signature <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Agent A registered real estate salesperson working for an agency can sign this form on behalf of the licensed agent.	Full name..... Signature <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Schedules and attachments List any attachments.	

Part 10—Reappointment

Use this section to reappoint your agent. A new appointment form is required if any of the terms or conditions are to change. Your agent can only be reappointed within 14 days before the contract ends—not before.	I/we (the client) reappoint (the agent) to <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Client's name..... Signature <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Client's name..... Signature <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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This is the end of the approved form. Please note, any annexures/schedules form part of the appointment contract.

Business Sales

SCHEDULE

A. PRIOR APPOINTMENT

Pursuant to Section 21 of the *Property Occupations Regulation 2014* (Qld), prior to accepting this Appointment of Property Agent, the Agent must take reasonable steps to find out whether the Client has already appointed another property agent to perform the service(s) listed in this Appointment of Property Agent.

- The Client acknowledges that the Agent has taken reasonable steps to find out whether the Client has already appointed another property agent to perform the service(s) listed in this Appointment of Property Agent.
- The Client further warrants that another property agent has not been appointed to perform the service(s) listed in this Appointment of Property Agent.
- If the Client is not able to warrant that another property agent has **not** been appointed to perform the service(s) listed in this Appointment of Property Agent, the Client acknowledges that a statement in accordance with Section 21 (4) of the *Property Occupations Regulation 2014* (Qld) has been provided by the Agent.

Note: A copy of the statement provided to the Client must be annexed to this Appointment of Property Agent.

B. OPEN LISTING OR EXCLUSIVE AGENCY

NOTE: Open or exclusive agency for the sale of the Business is not regulated under the *Property Occupations Act 2014* (Qld) and will be subject to the terms of this Agreement.

The Client appoints the Agent to sell the Business for an:

- Open Listing Exclusive Agency Sole Agency

Note: Refer to Clause 6.1

If the Client appoints the Agent to sell the Business under an Exclusive Agency or Sole Agency the Client must:

- (1) to the extent permitted by law, revoke in writing and finalise any pre-existing Appointment of Property Agent given to any other property agent to lease the Property; and
- (2) not sell the Business as principal, or appoint any person to sell the Business other than the Agent for the term of this Agreement.

C. APPRAISAL - SALES

(Select applicable box)

- The Client acknowledges that the Agent **has not** given the Client a price appraisal in obtaining an initial listing for the Business.
- The Client acknowledges that the Agent **has** given the Client a price appraisal in obtaining an initial listing for the Business in the following range:

(Insert Range)

The appraisal has been prepared taking into account the following:

(Select applicable box)

- Listed in the attached analysis (attach analysis)
- Listed below:

[If additional space is needed, please supply these details in the Annexure]

INITIALS

D. SOLICITORS DETAILS FOR CLIENT

NAME:

ADDRESS:

SUBURB:

STATE:

POSTCODE:

PHONE:

FAX:

EMAIL:

To be provided to the Agent by the Client at a later date as not known by the Client when entering into this Agreement.

E. PUBLIC LIABILITY

INSURER:

AMOUNT OF COVER:

\$

POLICY NUMBER:

EXPIRY DATE:

F. IDENTIFICATION OF ASBESTOS

The Client states that a competent person has been engaged to identify, as far as is reasonably practicable, all asbestos or asbestos contaminating material (**ACM**) on the Property.

WARNING: A person with the management and control of a workplace commits an offence under Section 422 of the *Work Health and Safety Regulation 2011 (Qld)* if they do not ensure, so far as is reasonably practical, that all asbestos or asbestos contaminating material at the workplace is identified by a competent person.

G. ASBESTOS REGISTER

The Client states that an Asbestos Register which complies with Section 425 of the *Work Health and Safety Regulation 2011 (Qld)*.
(Select one applicable box)

- is not required because the Building located on the Property was constructed after 31 December 1989 and no asbestos has been identified on the Property and no asbestos is likely to be present on the Property from time to time.
- has been prepared and is kept on the Property.
- has not been prepared and is not kept on the Property

WARNING: A person with the management and control of a workplace commits an offence under Section 425 of the *Work Health and Safety Regulation 2011 (Qld)* if they do not ensure that an Asbestos Register is prepared and kept at the workplace when required to do so.

H. ASBESTOS MANAGEMENT PLAN

The Client states that an Asbestos Management Plan which complies with Section 429 of the *Work Health and Safety Regulation 2011 (Qld)*.
(Select one applicable box)

- is not required because no asbestos has been identified on the Property and no asbestos is likely to be present on the Property from time to time.
- has been prepared and is kept on the Property.
- has not been prepared and is not kept on the Property

WARNING: A person with the management and control of a workplace commits an offence under Section 429 of the *Work Health and Safety Regulation 2011 (Qld)* if they do not ensure that an Asbestos Management Plan is prepared and kept at the workplace when required to do so.

I. PRIVACY

The Client acknowledges that they have, where necessary, been provided with and completed, a Privacy Notice and Consent by the Agent in the form **annexed** to this Appointment of Property Agent or located on the Agent's website at:

and they fully understand that the collection and use of personal information contained in the Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer, this Schedule, the Essential Terms and Conditions and any additional annexures, is in accordance with the Privacy Notice and Consent.

INITIALS

EF033 v12/14

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Real Estate

www.siremanagementrights.com.au

J. SIGNATURES

Client 1: _____ Date: _____

Client 2: _____ Date: _____

Guarantor: _____ Date: _____

Agent: _____ Date: _____

INITIALS

ESSENTIAL TERMS AND CONDITIONS

1. DEFINITIONS

- 1.1 "Act" means the *Property Occupations Act 2014* (Qld).
- 1.2 "Agent" means the party described in Part 2 of the Appointment of Property Agent.
- 1.3 "Appointment of Property Agent" means the Queensland Government Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer. These terms and conditions and the Schedule are annexed to the Appointment of Property Agent.
- 1.4 "Business" means the business described in Part 3 of the Appointment of Property Agent, and where applicable includes the property described in Part 3 of the Appointment of Property Agent.
- 1.5 "Client" means the party described in Part 1 of the Appointment of Property Agent.
- 1.6 "Commission" means the commission stated in Part 7 of the Appointment of Property Agent.
- 1.7 "Conjunction Sale" means a sale conducted in conjunction with other property agents.
- 1.8 "REIQ" means The Real Estate Institute of Queensland;
- 1.9 "Schedule" means the Business Sales and Purchases Schedule forming part of this Agreement.
- 1.10 "Term" means the term specified in Part 4, Section 2 of the Appointment of Property Agent.
- 1.11 "TOL" means take over lease.

2. WHAT MAKES UP THIS AGREEMENT:

This Agreement comprises the following parts:

- 2.1 Appointment of Property Agent;
- 2.2 Schedule;
- 2.3 Essential Terms and Conditions;
- 2.4 Any additional annexures.

3. CLIENT APPOINTS AGENT

- 3.1 For the Commission and other fees payable by the Client, the Agent agrees to sell the Business for the Client in accordance with this Agreement.

4. PRICE

- 4.1 The Client instructs the Agent that the Price at which the Agent must offer to sell the Business will be the Price stated in Part 4, Section 3 of the Appointment of Property Agent, or any variation to the Price stated in Part 4, Section 3 of the Appointment of Property Agent as instructed in writing at a later date by the Client.

5. AGREED COMMISSION

- 5.1 The Commission as referred to in Part 7 of the Appointment of Property Agent shall be charged on the total sale price of the freehold property and/or the Business which includes the goodwill, fixtures, fittings, chattels and the plant and equipment, stock at value, industrial and intellectual property, work in progress, permits, licences and any other assets of the Business and also any leased assets or outstanding debts assigned by the seller to the buyer of the Business;
- 5.2 For the purposes of Clause 5.1, the total sale price in respect of the Business includes the sale price for any shares in any company, units in any trust or interest in any other entity which operates the relevant Business.

6. ENTITLEMENT TO COMMISSION

- 6.1 The Client agrees to pay the Agent Commission if a Contract of Sale of the Business is entered into with a buyer, whether within the Term or after the Term, where the Relevant Person is the effective cause of the sale within the Term, provided that:
 - 6.1.1 the Contract of Sale of the Business is completed; or

- 6.1.2 the Client defaults under the Contract of Sale and that Contract is terminated by reason of or following that default; or
 - 6.1.3 the Contract of Sale is not completed and the whole or part of the deposit paid is liable to be forfeited; or
 - 6.1.4 the Contract of Sale is terminated by mutual agreement of the Client and the buyer;
- 6.2 For the purposes of Clause 6.1, a Contract of Sale of the Business includes a Contract of Sale for any shares in any company, units in any trust or interest in any other entity which operates the relevant Business;
 - 6.3 For the purposes of Clause 6.1 a Relevant Person is, where the Appointment is for:
 - 6.3.1 an Exclusive Agency, any person (including the Client); or
 - 6.3.2 a Sole Agency, any person other than the Client; or
 - 6.3.3 an Open Listing, the Agent only.

7. AUTHORITY TO PAY COMMISSION

- 7.1 The Client:
 - 7.1.1 authorises the Agent, and
 - 7.1.2 authorises and directs the deposit holder or any other person to whom any deposit is paid under a Contract of Sale, to pay to the Agent any Commission and any outstanding advertising monies to which the Agent is entitled immediately upon:
 - (a) the entitlement to Commission arising; and
 - (b) production of the Agreement or a copy of the Agreement;
- 7.2 The Client agrees that the Agent's receipt for the payment of Commission under Clause 7.1 completely discharges the deposit holder from any duty to account to the Client for the Commission paid to the Agent.

8. COMMUNICATION OF EXPRESSIONS OF INTEREST

- 8.1 Unless otherwise agreed in writing between the Client and the Agent, the Client:
 - 8.1.1 only requires the Agent to communicate to the Client:
 - (a) all written offers about the sale; and
 - (b) only those expressions of interest which the Agent determines in its discretion are to be communicated to the Client.

9. DISCLOSURE OF RELEVANT FACTS

- 9.1 The Client states that:
 - 9.1.1 the Business is the Client's own Business;
 - 9.1.2 the Agent is entitled to sell the Business on behalf of the Client; and
 - 9.1.3 any particulars about the Business provided to the Agent by the Client are correct;
- 9.2 The Client authorises the Agent at the Client's cost to:
 - 9.2.1 take reasonable steps to find out or verify:
 - (a) the ownership of the Business; and
 - (b) the description of the Business;
 - 9.2.2 take such other reasonable steps to find out or verify the facts material to the sale, exchange or lease that a prudent property agent would find out or verify in order to avoid error, omission, exaggeration or misrepresentation. These steps may be taken before listing the Business and afterwards as the occasion arises;

- 9.3 The Client will produce to the Agent, at the Agent's request, such information as required by the Agent to satisfy the Agent of the matters referred to in this Clause 9;
- 9.4 This Clause 9 does not oblige the Agent to undertake searches with public authorities.

10. GUARANTEES

- 10.1 If an individual executes this Agreement as a director of a company for and on behalf of a company or as a trustee of a trust (in consideration of the Agent undertaking the obligations imposed by this Agreement) he/she guarantees the due and punctual payment by the company or the trust to the Agent of all moneys payable under this Agreement or the performance by the company or the trust of any obligation under this Agreement;
- 10.2 If the company or trust defaults in payment of any moneys payable or the performance of any obligation under this Agreement, the individual referred to in Clause 10.1, as guarantor, will pay on demand all moneys which are owed pursuant to this Agreement and all interest, losses, damages, costs and expenses incurred by the Agent.

11. COMMUNICATION AND NOTICES

- 11.1 All written communications under this Agreement must be given to the parties' postal address, facsimile number, email address or mobile telephone number specified in Parts 1 or 2 of the Appointment of Property Agent;
- 11.2 The Client consents to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001* and the *Electronic Transactions Act 1999 (Cth)*;

12. INDEMNITY

- 12.1 The Client shall be liable for and shall indemnify and defend the Agent, its directors, officers, employees, and agents from and against any and all losses, claims, demands, actions, suits (including costs and legal fees on an indemnity basis), and damages, including, but not limited to:
- 12.1.1 injury, bodily or otherwise, to or death of any person;
- 12.1.2 loss, damage to or destruction of property, whether real or personal, belonging to the Client, the Agent or others; and
- arising from or in connection with any act or omission or negligence of the Client or any other person (other than the Agent) or arising out of or in connection with the Business or this Appointment of Property Agent.

13. CLIENT AND AGENT'S ACKNOWLEDGEMENTS

The Client and the Agent acknowledge that:

- 13.1 they have received a copy of the Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer, the Schedule, these Essential Terms and Conditions and any additional annexures;
- 13.2 they have read and fully understood the Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer, the Schedule, these Essential Terms and Conditions and any additional annexures, including the warranties and indemnities contained therein and agree to be fully bound by them.

14. ENTIRE AGREEMENT

- 14.1 This document constitutes the entire agreement of the parties with respect to the subject matter of this document and supersedes all prior negotiations or expressions of intent or understandings with respect to the appointment of the Agent to the Property.
- 14.2 The exclusive listing is renewable monthly automatically with 30 days written notice to cease the renewal, then the listing will continue as open listing.

Appointment of Real Estate Agent (Residential Sales)

ITEMS SCHEDULE

A PRIOR APPOINTMENT

Pursuant to Section 21 of the *Property Occupations Regulation 2014* (Qld), prior to accepting this Appointment of Property Agent, the Agent must take reasonable steps to find out whether the Client has already appointed another property agent to perform the service(s) listed in this Appointment of Property Agent.

- The Client acknowledges that the Agent has taken reasonable steps to find out whether the Client has already appointed another property agent to perform the service(s) listed in this Appointment of Property Agent.
- The Client further warrants that another property agent has not been appointed to perform the service(s) listed in this Appointment of Property Agent.
- If the Client is not able to warrant that another property agent has **not** been appointed to perform the service(s) listed in this Appointment of Property Agent, the Client acknowledges that a statement in accordance with Section 21 (4) of the *Property Occupations Regulation 2014* (Qld) has been provided by the Agent.

Note: A copy of the statement provided to the Client must be annexed to this Appointment of Property Agent.

B ADVICE AS TO MARKET PRICE

(Select applicable Box)

Has the Client requested information regarding the price at which the Property is to be offered for sale? Yes No

- If Yes, The Client acknowledges receipt of the Comparative Market Analysis; OR
 The Client acknowledges receipt of the written explanation showing how the Agent decided the market value of the Property.

COMPARATIVE MARKET ANALYSIS

Compares the Property with at least 3 properties sold within the previous 6 months that are of a similar standard or condition to the Property and are within 5km of that Property.

- Listed below; OR
- Listed in the attached Comparative Market Analysis (attach analysis)

ADDRESS OF PROPERTY:	SALE PRICE:	DISTANCE FROM PROPERTY:
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Comments:

INITIALS

Note: Pursuant to sections 214 and 216 of the Property Occupations Act 2014 (Qld), where the Property is to be marketed without a price and/or the Property is residential property to be sold by auction, the Agent must not disclose a price guide for the Property or what he/she considers is a price likely to result in a successful or acceptable bid for the Property.

However, the Agent may give a person a Comparative Market Analysis, or the written explanation showing how the Agent decided the market value of the Property, if the Client provides written consent.

The Client:

- Authorises
 Does not authorise

the Agent to give a potential Buyer either the Comparative Market Analysis or the written explanation showing how the Agent decided the market value of the Property.

C MANAGING AGENT OF PROPERTY (If Applicable)

AGENCY:

PROPERTY MANAGER:

ADDRESS:

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ MOBILE: _____ FAX: _____ EMAIL: _____

D SOLICITOR'S DETAILS FOR CLIENT

NAME:

ADDRESS:

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

To be provided to the Agent by the Client at a later date as not known by the Client when entering into this Agreement.

E PUBLIC LIABILITY

INSURER:

AMOUNT OF COVER:

\$ _____

POLICY NUMBER:

EXPIRY DATE:

F AUCTION

The Client instructs and authorises the Agent to sell the Property by Public Auction.

← Select applicable box

- No - Clause 11 of this Agreement will not apply.
 Yes - Clause 11 of this Agreement will apply and the following details must be completed.

(1) Date of Auction: _____

(2) Place of Auction: _____

(3) Time of Auction: _____

(4) Fee for Auctioneer: \$ _____

(5) Terms of Sale: Cash, with Settlement 30 days from the date of the Contract ← Select applicable box

Other (please specify): _____

INITIALS

EF005a v12/14

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G PRIVACY

The Client acknowledges that they have, where necessary, been provided with and completed, a Privacy Notice and Consent by the Agent in the form **annexed** to this Appointment of Property Agent or located on the Agent's website at:

and they fully understand that the collection and use of personal information contained in the *Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer*, this Schedule, the Essential Terms and Conditions and any additional annexures, is in accordance with the Privacy Notice and Consent.

H REQUIREMENTS FOR SOLE OR EXCLUSIVE AGENCY

The Client acknowledges and accepts that the following notice is provided in accordance with the Agent's obligations under Section 103 of the *Property Occupations Act 2014* (Qld):

(1) The Agent has, in accordance with the requirements of the *Property Occupations Act 2014*, discussed with the Client:

- (a) whether the Appointment of Agent is to be for a sole agency or an exclusive agency; and
- (b) the proposed term of the appointment; and
- (c) for an appointment for the sale of residential property other than a commercial scale appointment, the Client's entitlement to negotiate a term of the appointment up to a maximum of 90 days; and
- (d) the consequences for the Client if the Property is sold by someone other than the Agent during the term of the Appointment.

(Note: The Client should refer to Clause 5 of the Essential Terms and Conditions)

The Client acknowledges that the above matters have been discussed before signing the Appointment of Property Agent.

I FACTS MATERIAL TO THE SALE OF THE PROPERTY

Note: Agent must take reasonable steps to find out/ verify any facts material to the sale of the Property

J SIGNATURES

Client 1: _____ Date: _____

Client 2: _____ Date: _____

Agent: _____ Date: _____

ESSENTIAL TERMS AND CONDITIONS

1. DEFINITIONS

- 1.1 "Act" means the *Property Occupations Act 2014* (Qld).
- 1.2 "Agent" means the party described in Part 2 of the Appointment of Property Agent.
- 1.3 "Appointment of Property Agent" means the Queensland Government Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer. These terms and conditions and the Schedule are annexed to the Appointment of Property Agent.
- 1.4 "Client" means the party described in Part 1 of the Appointment of Property Agent.
- 1.5 "Commission" means the commission stated in Part 7 of the Appointment of Property Agent.
- 1.6 "Conjunction Sale" means a sale conducted in conjunction with other property agents.
- 1.7 "Property" means the property described in Part 3 of the Appointment of Property Agent.
- 1.8 "Property Description Details" means the particulars listed in the Property Description Details annexed to the Schedule.
- 1.9 "REIQ" means The Real Estate Institute of Queensland.
- 1.10 "Schedule" means the Residential Sales Schedule forming part of this Agreement.
- 1.11 "Term" means the term specified in Part 4, Section 2 of the Appointment of Property Agent.

2. WHAT MAKES UP THIS AGREEMENT

This Agreement comprises the following parts:

- 2.1 Appointment of Property Agent;
- 2.2 Schedule;
- 2.3 Essential Terms and Conditions;
- 2.4 Any additional annexures.

3. CLIENT APPOINTS AGENT

- 3.1 For the Commission and other fees payable by the Client, the Agent agrees to sell the Property for the Client in accordance with this Agreement.

4. PRICE

- 4.1 The Client instructs the Agent that the Price at which the Agent must offer to sell the Property will be the Price stated in Part 4, Section 3 of the Appointment of Property Agent, or any variation to the Price stated in Part 4, Section 3 of the Appointment of Property Agent as instructed in writing at a later date by the Client.

5. ENTITLEMENT TO COMMISSION

- 5.1 The Client agrees to pay the Agent Commission as specified in Part 7 of the Appointment of Property Agent if a Contract of Sale of the Property is entered into with a Buyer, whether within the Term or after the Term, where the Relevant Person is the effective cause of the sale within the Term, provided that:
- 5.1.1 the Contract of Sale of the Property is completed; or
 - 5.1.2 the Client defaults under the Contract of Sale and that Contract is terminated by reason of or following that default; or
 - 5.1.3 the Contract of Sale is not completed and the whole or part of the deposit paid is liable to be forfeited; or
 - 5.1.4 the Contract of Sale is terminated by mutual agreement of the Client and the Buyer.
- 5.2 For the purposes of Clause 5.1 a Relevant Person is, where the Appointment of Property Agent is for:
- 5.2.1 an Exclusive Agency, any person (including the Client); or

- 5.2.2 a Sole Agency, any person other than the Client; or
- 5.2.3 an Open Listing, the Agent only.

6. AUTHORITY TO PAY COMMISSION

- 6.1 The Client:
- 6.1.1 authorises the Agent, and
 - 6.1.2 authorises and directs the deposit holder or any other person to whom any deposit is paid under a Contract of Sale, to pay to the Agent any Commission to which the Agent is entitled immediately upon:
 - (a) the entitlement to Commission arising; and
 - (b) production of the Agreement or a copy of the Agreement;
- 6.2 The Client agrees that the Agent's receipt for the payment of Commission under Clause 6.1 completely discharges the deposit holder from any duty to account to the Client for the Commission paid to the Agent.

7. COMMUNICATION OF EXPRESSIONS OF INTEREST

- 7.1 Unless otherwise agreed in writing between the Client and the Agent, the Client:
- 7.1.1 only requires the Agent to communicate to the Client:
 - (a) all written offers about the sale; and
 - (b) only those expressions of interest which the Agent determines in its discretion are to be communicated to the Client.

8. DISCLOSURE OF RELEVANT FACTS

- 8.1 The Client states that:
- 8.1.1 the Property is the Client's own property;
 - 8.1.2 the Agent is entitled to sell the Property on behalf of the Client; and
 - 8.1.3 the particulars about the Property contained in the Property Description Details are correct;
- 8.2 The Client authorises the Agent at the Client's cost to:
- 8.2.1 take reasonable steps to find out or verify:
 - (a) the ownership of the Property; and
 - (b) the description of the Property;
 - 8.2.2 take such other reasonable steps to find out or verify the facts material to the sale, exchange or lease that a prudent property agent would find out or verify in order to avoid error, omission, exaggeration or misrepresentation. These steps may be taken before listing the Property and afterwards as the occasion arises;
- 8.3 The Client will produce to the Agent, at the Agent's request, such information as required by the Agent to satisfy the Agent of the matters referred to in this Clause 8;
- 8.4 This Clause 8 does not oblige the Agent to undertake searches with public authorities;
- 8.5 The Client warrants that the Property is safe and free from any defects for the purposes of a property inspection.

9. NOTIFICATION OF SALE TO TENANT

- 9.1 If the Property is tenanted, the Client states that the managing agent for the Property is as stated in Item C of the Schedule;
- 9.2 The Client acknowledges that where the Agent accepts an appointment to sell a property that is tenanted:

- 9.2.1 The Agent must immediately give written notice of the appointment to any managing agent of the Property; and
- 9.2.2 The managing agent must immediately give the tenant notice of the appointment of the Agent to sell the Property.

10. COMMUNICATION AND NOTICES

- 10.1 All written communications under this Agreement must be given to the parties' postal address, facsimile number, email address or mobile telephone number specified in Parts 1 or 2 of the Appointment of Property Agent;
- 10.2 The Client consents to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001* and the *Electronic Transactions Act 1999* (Cth);
- 10.3 The Client authorises the Agent to give on behalf of the Client any statement or other notice that may be required to be given by the Client in accordance with any law;
- 10.4 Nothing in this Clause 10 requires the Agent to give a statement or other notice on behalf of the Client. The Agent may require the Client to sign the statement or other notice on the Client's own behalf.

11. AUCTION

- 11.1 The Reserve Price shall be the amount specified in Part 4, Section 3 of the Appointment of Property Agent or as instructed by the Client in writing prior to the time of Auction;
- 11.2 The date, place and time for the Auction shall be as specified in Part 4, Section 1 of the Appointment of Property Agent and Item F of the Schedule or as otherwise agreed with the Client in writing from time to time;
- 11.3 The general conditions of sale shall be those set out in:
 - 11.3.1 the Conditions of Sale by Public Auction Real Property adopted by the REIQ; and
 - 11.3.2 the copyright form of Contract and the Terms of Contract/Standard Conditions of Sale adopted by the REIQ and approved by the Queensland Law Society as at the date of the Appointment of Property Agent;
- 11.4 The Agent may, in the Agent's sole discretion, subcontract the performance of the Agent's services in relation to holding the Public Auction by engaging a person licensed as an Auctioneer under the Act to conduct the Public Auction on behalf of the Agent. If the Agent employs an Auctioneer then the Client shall pay the amount as specified in Item F(4) of the Schedule as a fee for the Auctioneer's services.

12. AGENT'S ENTITLEMENT TO TERMINATION PENALTY

- 12.1 In this Clause 12:
 - 12.1.1 **Relevant Contract** means a relevant contract as defined in the Act; and
 - 12.1.2 **Termination Penalty** means the amount of 0.25% of the Purchase Price under the Contract of Sale as defined in the Act.
- 12.2 If:
 - 12.2.1 the Contract of Sale is a Relevant Contract; and

- 12.2.2 the Buyer validly terminates the contract at any time before the cooling-off period ends in accordance with the Act; and
- 12.2.3 the Client is entitled to retain from the deposit the Termination Penalty, the Client agrees that the Termination Penalty will be divided equally between the Client and the Agent.

12.3 The Client:

- 12.3.1 authorises the Agent; and
- 12.3.2 authorises and directs the deposit holder or any other person to whom any deposit is paid under a Contract of Sale, to pay to the Agent, the Agent's share of the Termination Penalty to which the Agent is entitled in accordance with the Clause 12.2 immediately upon production of the Agreement or a copy of the Agreement.

- 12.4 The Client agrees that the Agent's receipt for the payment of one half of the Termination Penalty under Clause 12.2 completely discharges the deposit holder from any duty to account to the Client for the Agent's share of the Termination Penalty paid to the Agent.

13. INDEMNITY

- 13.1 The Client shall be liable for and shall indemnify and defend the Agent, its directors, officers, employees, and agents from and against any and all losses, claims, demands, actions, suits (including costs and legal fees on an indemnity basis), and damages, including, but not limited to:
 - 13.1.1 injury, bodily or otherwise, to or death of any person;
 - 13.1.2 loss, damage to or destruction of property, whether real or personal, belonging to the Client, the Agent or others; and
 arising from or in connection with any act or omission or negligence of the Client or any other person (other than the Agent) or arising out of or in connection with the Property or this Appointment of Property Agent.

14. CLIENT AND AGENT'S ACKNOWLEDGEMENTS

The Client and the Agent acknowledge that:

- 14.1 they have received a copy of the Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer, the Schedule, these Essential Terms and Conditions and any additional annexures;
- 14.2 they have read and fully understood the Property Occupations Form 6 - Appointment and reappointment of a property agent, resident letting agent or property auctioneer, the Schedule, these Essential Terms and Conditions and any additional annexures, including the warranties and indemnities contained therein and agree to be fully bound by them.

15. ENTIRE AGREEMENT

- 15.1 This document constitutes the entire agreement of the parties with respect to the subject matter of this document and supersedes all prior negotiations or expressions of intent or understandings with respect to the appointment of the Agent to the Property.
- 15.2 The exclusive listing is renewable monthly automatically with 30 days written notice to cease the renewal, then the listing will continue as open listing.