



OBrien Real Estate

Sales registration form.

Please complete all sections (cross out if not applicable)

Property Sold address _____ Contract Of Sale date: _____

Listing Agent: (1) _____ C/Split _____ Selling Agent: (1) _____ C/Split _____

Listing Agent: (2) _____ C/Split _____ Selling Agent: (2) _____ C/Split _____

Listing Office: _____ Selling Office: _____ Mgt Agent: _____ C/Split _____

Vendor details

Vendor Name (1) : _____ Vendor Name (2) : _____

Address: _____

Forwarding Address (if known): _____ Same as above ☐

Email (1): _____ Email (2): _____

Phone (1): _____ Phone (2): _____

Vendor solicitor/conveyancer details

Firm Name: _____ Contact: _____

Address: _____

Phone: _____ Email: _____

Purchaser details

Purchaser Name (1): _____ Purchaser Name (2): _____

Address (1): _____ Address (2): _____

Phone (1) : _____ Phone (2): _____

Email (1): _____ Email (2): _____

Purchaser solicitor/conveyancer details

Firm Name: _____ Contact: _____

Address: _____

Phone: _____ Email: _____

Purchase details

Purchase Price: \$ _____ Date purchaser signed: _____ Deposit paid \$ _____ Chq ☐ Cash ☐ Direct deposit ☐

Balance of deposit: \$ _____ Balance Deposit Due: _____ Settlement date: _____ Price on internet YES / NO

Unconditional Sale ☐ Sale Conditional Upon: Building/Pest Inspection: ☐ Finance Approval: ☐ Finance amount: _____

Financial Institution: _____ Conditional approval date due: _____ Section 27 served YES / NO

Referrals/Conjunction Sale (if any):

External Agency Name / 3rd Party Name / OBrien Network Name / Inter-Office Agent _____

Phone: _____ Email: _____ Referral Fee (% of Comm or Amount) _____

Agency address: _____ Contact name: _____

*All Vendor bank details must be entered directly by the agent into agent box. These details are under no circumstances to be emailed to your accounts team, or processing.

	YES	NO
Was the property sold at auction?	☐	☐
Are the vendors of this property separating?	☐	☐
Is this property currently an investment property?	☐	☐

Additional Notes/Comments _____

Note for Agent: This Form, Selling Authority, Vendor Marketing Schedule should be saved in Agentbox under property along with executed Sales Contract.