



Over-The-Counter (OTC) Property Purchasing Appointment Checklist

Please ensure you complete each of the items below prior to your Property Purchasing Appointment.

If you are not available to attend your Property Purchasing Appointment and you wish to appoint someone to attend on your behalf, please refer to the Appointment of Agent Information below.

Please ensure you have reviewed the Eligibility Criteria Information prior to your Property Purchasing Appointment.

WHAT TO BRING



A list of Properties you, or your Agent (on your behalf), want to purchase.



The Deposit (5% of the Price)

The Suburban Land Agency will accept:

- Electronic Fund Transfer (Bank details will be provided on the day)
- EFTPOS (only Visa Card and Mastercard accepted). Please confirm with your bank regarding your daily transaction limits and any pre-approvals required to exceed this limit. Visa and Mastercard accepted only.
- Bank or personal cheques in favour of 'Suburban Land Agency'
- Bank Guarantee or Deposit Bond (refer to cl 27-29 of the Sales Conditions)

CASH WILL NOT BE ACCEPTED



A copy of your Property Purchasing Appointment confirmation email.



Original photographic Identification Documents (ID), proof of address and proof of citizenship or permanent residency (see page 4)

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



WHAT TO EXPECT AT YOUR APPOINTMENT

BEFORE YOUR APPOINTMENT	<ul style="list-style-type: none">➤ Review the specimen First Grant Contract available from SLA's website: https://suburbanland.act.gov.au/north-wright➤ If necessary, seek independent legal advice regarding the terms of the First Grant Contract. <p><i>Note: The specimen First Grant Contract will be substantially the same as the First Grant Contract issued to you for signing following the Property Selection Appointment.</i></p>
ARRIVE	<ul style="list-style-type: none">➤ Property Purchasing appointments will be held at, either:<ol style="list-style-type: none">1. SLA's Sales and Information Centre: 2 St Leon Street, Whitlam ACT 2611; or2. North Wright Display homes: 4 & 6 Ian Mudie Lane, Wright ACT 2611.
CHECK IN	<ul style="list-style-type: none">➤ Please arrive on time for your appointment.➤ Sales staff will greet you and check ID documentation.
SELECT A PROPERTY	<ul style="list-style-type: none">➤ Advise sales staff which Property you would like to purchase.➤ Sales staff will confirm if the nominated Property is available
PAY DEPOSIT	<ul style="list-style-type: none">➤ Pay the 5% deposit, which may be made by way of:<ol style="list-style-type: none">1. Electronic Fund Transfer (Bank details will be provided on the day)2. EFTPOS (only Visa Card and Mastercard accepted). Please confirm with your bank regarding your daily transaction limits and any pre-approvals required to exceed this limit.3. Bank or personal cheques in favour of 'Suburban Land Agency'4. Bank Guarantee or Deposit Bond (refer to clauses 27-29 of the Sales Conditions) <p style="text-align: center;">CASH WILL NOT BE ACCEPTED</p>



	IMPORTANT: We recommend that you contact your bank to increase your account limits (if required) before attending your Property Purchasing Appointment.
HOLDING NOTICE	<ul style="list-style-type: none">➤ Following payment of the deposit, sales staff will complete a Holding Notice form➤ You will need to confirm all information on the Holding Notice form is correct and complete and sign the Holding Notice.➤ Sales staff will mail a copy of the Holding Notice Form to you and your solicitor (if relevant).

IMPORTANT: Following your Property Purchasing Appointment, SLA's solicitor will send you, or your solicitor, the First Grant Contract which must be exchanged within ten (10) working days of your Property Purchasing Appointment.



IDENTIFICATION CHECKLIST

When arriving at your Property Purchasing Appointment, whether you are the buyer or an agent, you must present the original identification documents (ID) listed below:



1. Current Australian Driver's Licence, Proof of Age or Proof of Identity Card

AND



2. One of the following:

- (a) Australian or New Zealand Passport, either current or expired within the last two (2) years;
- (b) Australian or New Zealand Citizenship Certificate; or
- (c) Current Permanent Residency Visa.
- (d) Australian Birth Certificate / Medicare Card

If your ID does **not** state your residential address, you must also provide a copy of **one** of the following documents listed below, which **must state your name and residential address**.

PROVIDE PROOF OF ADDRESS

Current Bank Statement

Rates or utility statement

Residential tenancy agreement







Appointed agents must provide certified copies of the Buyer's ID and Proof of Address.



APPOINTMENT OF AGENT INFORMATION

If you are not available to attend your Property Purchasing Appointment, you may appoint someone (as an agent) to attend on your behalf. Your agent must adhere to the same process described above under “What to expect at your appointment”, provide proof of ID as listed in the Checklist and bring the below.

WHAT YOUR AGENT NEEDS TO BRING

-  A list of Properties you wish to purchase.
-  The means to pay the Deposit (5% of the Sale Price).
-  A copy of your Property Purchasing Appointment confirmation email.
-  An **original** copy of the completed and signed Buyer Appointment of Agent Form. This must be signed by **both** you and your agent.
-  A **certified** and **dated** copy of the IDs for each person(s) who intends to purchase the Property (see page 4). Please note a **copy** of a certified copy will **not** be accepted. The certification **must** be provided by a person listed under ‘Certification of Identification Documents’
-  **Original** agent’s photo ID (At least one of: Driver’s Licence, Proof of Age Card, Proof of Identity Card, or Passport)



CERTIFICATION OF IDENTIFICATION DOCUMENTS

Who can certify?

1. Legal practitioner
2. Justice of the Peace
3. Medical practitioner
4. Nurse or Midwife
5. Dentist
6. Optometrist
7. Occupational therapist
8. Physiotherapist
9. Psychologist
10. Chiropractor
11. Architect
12. Veterinary surgeon
13. Pharmacist
14. Police officer
15. An employee of Australia Post with 5 or more years of continuous service who is employed in an office providing postal services to the public
16. An APS employee engaged on an ongoing basis with 5 or more years of continuous service

To certify, any of the above will need to be presented with the original and a colour photocopy of the ID. They must write *'This is a true copy of the original as supplied to me'*, **sign** and then **date each** photocopy.