



## Over-The-Counter (OTC) Block Purchasing Appointment Checklist

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

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

### WHAT TO BRING



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



The Deposit (5% of the Price). The Suburban Land Agency will accept:

- Bank and personal cheques made out to 'Suburban Land Agency'
- EFTPOS. Please confirm with your bank regarding your daily transaction limits and any pre-approvals required to exceed this limit. Visa and Mastercard accepted only.
- Electronic Fund Transfer (Bank details will be provided on the day)
- Bank Guarantee and Deposit Bond (to be submitted no later than five (5) working days **prior to Appointment**. please see Sales Conditions)

**CASH WILL NOT BE ACCEPTED**



A copy of your Block Purchasing Appointment confirmation email.



Original photographic Identification Documents (ID) and proof of address (see page 3)

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

ARRIVE	<ul style="list-style-type: none"><li>➤ Block Purchasing appointments will be held at SLA's Sales and Information Centre: 2 St Leon Street, Whitlam ACT 2611</li></ul>
CHECK IN	<ul style="list-style-type: none"><li>➤ Please arrive on time for your appointment.</li><li>➤ Sales staff will greet you and check ID documentation.</li></ul>
SELECT A BLOCK	<ul style="list-style-type: none"><li>➤ Advise Sales staff which block you would like to purchase.</li><li>➤ Sales staff will confirm if this block is available</li></ul>
PAY DEPOSIT	<ul style="list-style-type: none"><li>➤ Pay the 5% deposit on your block which may be made by way of:<ol style="list-style-type: none"><li>1. Electronic Bank Transfer</li><li>2. Credit Card or EFTPOS</li><li>3. Bank or personal cheque made out to "Suburban Land Agency"</li><li>4. Bank Guarantee or Deposit Bond*</li><li>5. Cash will not be accepted</li><li>6. Bank Guarantee and Deposit Bond (to be submitted no later than five (5) working days <b>prior to Appointment</b>. please see Sales Conditions)</li></ol></li></ul> <p><b>IMPORTANT:</b> Contact your bank to increase your account limits (if required) before attending your appointment.</p>
HOLDING NOTICE	<ul style="list-style-type: none"><li>➤ After payment, Sales staff will complete a Holding Notice Form</li><li>➤ Please confirm all information on the Holding Notice Form is correct and complete.</li><li>➤ You will receive a copy of the Holding Notice Form (paper)</li><li>➤ Sales staff will also email a copy of the Holding Notice Form to you and your solicitor (if relevant).</li></ul>

**IMPORTANT:** After your 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 appointment.



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## IDENTIFICATION CHECKLIST

When arriving at your Block Purchasing Appointment, whether you are the purchaser or an agent, you must present the original of **one** of the identification documents (ID) listed below:



- Current Australian Driver's Licence



- Current Proof of Age or Proof of Identity Card



- Passport, either current or expired within the last two (2) years

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.









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## APPOINTMENT OF AGENT INFORMATION

If you are not available to attend your Block 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 Blocks you wish to purchase.   | <input type="checkbox"/> |
|  | The means to pay the Deposit (5% of the Sale Price).   | <input type="checkbox"/> |
|  | A copy of your Block Purchasing Appointment confirmation email.  | <input type="checkbox"/> |
|  | An <b>original</b> copy of the completed and signed Buyer Appointment of Agent Form. This must be signed by <b>both</b> you and your Agent.  | <input type="checkbox"/> |
|  | A certified copy of the IDs for each person(s) who intends to purchase the block. For companies, a certified copy of the ID of each director is required. Please note a <b>copy</b> of a certified copy will <b>not</b> be accepted. | <input type="checkbox"/> |
|  | Original <b>Agent's</b> ID as listed in the checklist (see page 3)   | <input type="checkbox"/> |



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## CERTIFICATION OF IDENTIFICATION DOCUMENTS

### Who can certify?

- Legal practitioner
- Justice of the Peace
- Medical practitioner
- Nurse or Midwife
- Dentist
- Optometrist
- Occupational therapist
- Physiotherapist
- Psychologist
- Chiropractor
- Architect
- Veterinary surgeon
- Pharmacist
- Police officer
- 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
- 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.