



CONVEYANCING TEMPLATES AND FORMS



OSR & REIQ Forms

OSR Annex A to Form 12.6
OSR Annex B to Form 12.6
OSR Annex C to Form 12.6
OSR Form 10.1
OSR Form 10.2
OSR Form 10.3
OSR Form 10.4
OSR Form D14.1
OSR Form D16.1
OSR Form D2.2
OSR Form D2.3
OSR Form D2.4
OSR Form D2.5
OSR Form D2.6
OSR Form D2.7
OSR Form D2.8
OSR Form D3.2
OSR Form D3.3
OSR Form Gen 1
OSR Form TR1
OSR Stat Dec
OSR Stat Dec
OSR_Form D12.6
OSR_Form D2.1
REIQ CMS First or New
Community management
statement
REIQ Contract Commercial
REIQ Contract Commercial
REIQ Contract Houses
REIQ Contract Residential
REIQ Form 7
REIQ Form 8
REIQ Owner Building Notice
as to Warranty
RTA Form 10
RTA Form 11
RTA Form 12
RTA Form 19
RTA Form 3
RTA Form 5

Other Forms & Templates

Extension of Priority
FHOG Application GSG
Form 1 Checklist_Transfer
Form 1 Checklist_Transfer to Trustee
Form 1_Transfer
Form 1 Transfer with Form 24
Form 10 Surrender of Easement
Form 11 Caveat
Form 13 Amendment
Form 13 Amendment with Form 20 Schedule
Form 14 Checklist_General Request and first CMS
Form 14 Checklist_New CMS
Form 14 General Request
Form 16 Checklist_Register POA
Form 16 Checklist_Register POA and EPOA
Form 16 Request to register POA
Form 17 Request to Dispense with Production of
Instrument
Form 18 General Consent
Form 19 Application for Title
Form 2 Checklist_Mortgage
Form 2 Mortgage
Form 20 Alteration Joint Tenants
Form 20 Alteration Minor Amendment
Form 20 Declaration
Form 20 Declaration for Notary Public
Form 20 Enlarged Panel
Form 20 Enlarged Panel additional signing panels
Form 20 Enlarged Panel_Addit Transferor signatories
Form 20 Overseas Witness Declaration
Form 20 Schedule alteration minor correction
Form 20 Trust Detail Form 23 Settlement Notice
Form 24A Property Information (Transmission
Application)
Form 25 Foreign Ownership
Form 3 Checklist Release
Form 3 Release of Mortgage
Form 30 Mortgage Priority
Form 31 Covenant
Form 32 BMS
Form 36 Notice of No Pool Safety Cert
Form 4 Request to record death
Form 5 Transmission Application by Personal Rep
Form 5A Transmission Application by Personal Rep
Form 6 Transmission Application for registration as
devisee
Form 7 Checklist_Lease SubLease
Form 7 Lease or Sub Lease
Form 7 Lease or sub Lease with Form 20
Form 8 Surrender of Freehold Lease
Form 9 Checklist Easement
Form 9 Checklist Easement in Gross
Form 9 Easement
Withdrawal of Priority Notice

Correspondence Templates

Fax to Agent - Settlement effected (P)
Fax to agent - Terminating contract (P)
Fax to Agent Settlement effected (S)
Fax to bank electronic cheque directions (P)
Fax to other side - first key dates (P)
Fax to other side adv unsatisfactory building
& pest report (P)
Fax to other side enclosing settlement
statement (P)
Fax to other side enclosing Settlement
Statement (S)
Fax to other side First Key Dates (S)
Fax to other side granting extension of
finance (S)
Fax to other side re early possession (S)
Fax to other side requesting early settlement
date (P)
Fax to other side requesting early
settlement (S)
Fax to other side requesting extension (P)
Letter to other side - advising we act,
enclosing transfer document (P)
Letter to client enclosing searches (P)
Letter to client Plan Form 2 (P)
Letter to client transfer registered (P)
Letter to other side - confirming extension
(P)
Letter to others - Body Corporate encl BCCM
8 (P)
Letter to Otherside Solicitor adv of Trust
Account details
Blank letter to Agent
Blank letter to Bank
Blank letter to Client
Blank letter to Otherside Solicitor
Client Authorisation VOI
L

**Lexon Base templates also included for both
Residential Sale & Purchase.**

(P) = Purchase
(S) = Sale
(OPT) = Off the plan