

ORDER FORM

TO: *First Title*

FAX TO: (02) 9299 3388

EMAIL TO: homeownersorders@firsttitle.com.au

ORDERING PARTY CONTACT DETAILS	
Firm/Company Name:	Matter/File Ref:
Contact Name:	
Email Address:	
Postal Address:	
Phone No:	Fax No:

PURCHASE DETAILS	
Purchase Price: (less any cash backs or incentives)	\$ Anticipated Settlement Date:
Nature of Property:	<input type="checkbox"/> House <input type="checkbox"/> Strata <input type="checkbox"/> Vacant Land <input type="checkbox"/> Rural If rural: area of property is <input type="checkbox"/> ≤ 50 acres <input type="checkbox"/> > 50 acres
Full Name of Each Purchaser: (include ACN and Trust Name if applicable)	
Email address/Postal address: (Should you wish for First Title to send policy to client direct)	

PROPERTY DETAILS	
Address: (Street Address, Suburb, State, Postcode)	
Certificate of Title: (Title reference)	
Legal Description: (lot number, plan type, plan number)	

REPORT ON TITLE	Yes	No
Please indicate whether you wish to receive a 'Report on Title Fee'	<input type="checkbox"/> *	<input type="checkbox"/>
*The Report on Title Fee is payable subject to the terms and conditions of your firm's Authorisation as a Distributor		
An up-to-date title search has been reviewed and any adverse notation/affectation will be removed on or before settlement, and a final title search will be reviewed prior to settlement	<input type="checkbox"/>	
The following searches have been carried out: council rates; water rates; land tax; strata / body corporate (if applicable) and mine subsidence (if applicable) ** If 'No', then you confirm the relevant searches will be carried out prior to settlement	<input type="checkbox"/>	<input type="checkbox"/> **
Known Risks: Has the vendor disclosed, is the purchaser aware of, or do the results of any property enquiries, strata inspection report or building inspection report show any actual or potential defects in title? (If in doubt - disclose. They may be able to be insured over.) *** If 'yes', please attach details and copies of any relevant documentation [eg. title search, details of defect, survey report, special conditions of Contract, building plans/reports]	<input type="checkbox"/> ***	<input type="checkbox"/>
Each purchaser has : <ul style="list-style-type: none"> ▪ Been provided with a copy of the policy wording ▪ been advised of their duty of disclosure under the Insurance Contracts Act 1984 ▪ consented to the release of their personal information to First Title ▪ consented to First Title auditing the Conveyancing Adviser's file in the event of claim being made under the Policy 	<input type="checkbox"/>	

I declare that the information contained in this form is accurate, to the best of my knowledge. I confirm that I will immediately notify First Title of any known risks, or changes to the above information, that I am made aware of prior to settlement following ordering the Policy.		
Solicitor/Conveyancer Name	Solicitor/Conveyancer Signature	Date

First Title complies with the National Privacy Principles in protecting the privacy of personal information. Please visit www.firsttitle.com.au or call **First Title** on 1300 362 178 for a copy of its Privacy Statement.