

Email to: customerservice@firsttitle.com.au Customer Service: 1300 362 178

Details of owner

Full name of each purchaser <small>(include company ACN/ABN and details of any trust)</small>	
Address	
Email	
Contact number	

Details of owner's conveyancer or solicitor or other representative

Name of firm	
Email	

Details of property to be insured

Property Type	<input type="checkbox"/> House <input type="checkbox"/> Strata <input type="checkbox"/> Vacant Land		
Purchase price		Date of purchase	/ / 20__
Property address <small>(As described on the Contract of Sale)</small>			
Legal description of property purchased	<small>(Lot No/Plan No/Volume and Folio No – see Contract of Sale)</small>		

Report on Title fee

Please indicate if, as the owner's representative you wish to receive a report on title fee. Yes No
 The fee is payable based on the terms and conditions of an ordering party's authorisation by First Title.

Questions about the property

1	Did you obtain a building inspection report/building certificate or final compliance certificate at the time you purchased or subsequently?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Did you obtain a professional survey report of the property at the time you purchased or subsequently?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you been served with any correspondence, notice, or order or claim or are you aware of any proposed notice, order or claim relating to: <ul style="list-style-type: none"> • any structure(s) on your property which encroach onto neighbouring property • any neighbouring structure(s) which encroach onto your property • a claim of adverse possession by any person • outstanding rates by previous owners or outstanding notices 	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have you built any structures on the property since taking ownership?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Are you aware of any other defects or matters affecting title or use of the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Please attach a title search and rates notice to this order form	<input type="checkbox"/>

Declaration and consent by owner or owner's representative

The owner and the representative of the owner described in this document (who sign this document for themselves and on behalf of the owner) declares:

- 1 To the best of their knowledge the information contained in this document is accurate.
- 2 First Title will be made aware of any change to the information contained in this document including if any risks ordinarily covered by a title insurance policy become known before a policy is issued.
- 3 The owner consents to the release of personal information to First Title, and to First Title auditing the file of the owner's conveyancer / solicitor at the time the property was purchased or representative described in this document in the event of a claim under the policy.

Owner, conveyancer/solicitor or insured's representative name and signature: Date

Name: _____ Signature: _____ / /

Name: _____ Signature: _____ / /

Ordering Steps

Ordering title insurance with First Title is easy. The details on the reverse side of this order form must be completed and emailed to customerservice@firsttitle.com.au.

1. First Title will process the order form and provide a Commitment to Insure and premium quote.
2. The premium can be paid prior to or on the day of settlement by way of EFT, Credit Card or Cheque.
3. On receipt by First Title of the payment of the premium the Policy will be issued and becomes effective.

Duty of Disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, that may affect our decision to insure you and on what terms.

You have this duty until we agree to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract. You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

Non Disclosure by you

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both. If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.

Documents we provide to you

You will:

- be provided with a copy of the policy wording, which can also be downloaded from firsttitle.com.au
- be provided with a copy of the policy Schedule A upon policy issuance
- be advised of their duty of disclosure under the Insurance Contracts Act 1984

Privacy

In collecting, holding and using personal information about you, First Title is bound by and complies with Australian privacy laws and regulations including the Privacy Act 1988 and the Australian Privacy Principles. Please visit www.firsttitle.com.au or contact First Title on 1300 362 178 for a copy of our privacy policy.

Choose First Title to protect your property

For more information, please speak to First Title's customer service team on 1300 362 178.