

Agent Auction Day Checklist

- All reserve prices must be in writing and signed by all parties on an appropriate form e.g. realworks, ADL forms, RED or please request one from the auction coordinator.
- Any adjustments made to the reserve or the terms and conditions during the auction must be signed by all sellers on the reserve form. In the event they are not in attendance any changes must be confirmed over the telephone with the auctioneer and the agent and preferably followed with an email or text to confirm the verbal instructions.
- Potential bidders need to be told they will need to register to bid along with all parties who intend to sign the contract e.g. John and Mary Smith are going to put both names on the contract both must register, otherwise they must produce a signed bidding authority from any such parties. All bidders will need to provide photo identification to register.
- Phone bidders must complete and provide a signed phone bidding authority and whoever is accepting their bids via the phone needs to be registered to bid on their behalf and supply identification.
- Any changes to deposit and settlement must be signed off prior to commencement of the auction preferably on the reserve form and the conditions of sale.
- In relation to GST please advise the auctioneer if the property is sold inclusive or exclusive of GST as we are required to announce it prior to the auction.

Items to be on display at the auction

1. Copy of contract
2. Copy of terms and conditions (see resources page)
3. Title search
4. Body corporate disclosure statement & Form 14 (if applicable)
5. Pool safety certificate or Form 36 notice of no pool safety
6. Auctioneer license number to be displayed (see resources page)

Please note some of the above may or may not be required depending on the property i.e. commercial, residential etc.