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1. Introduction

REI QuiContract allows you to order and receive sale contract documents online anywhere and at any time. It's simple. Go to reiquicontract.com.au to register, and then sign in on your smartphone, tablet or laptop to order your documents.

2. Register to use REI QuiContract

Our registration form is simple to complete.

Where an agency has more than one agent, each agent should register separately. Credit card details are required at registration, but:

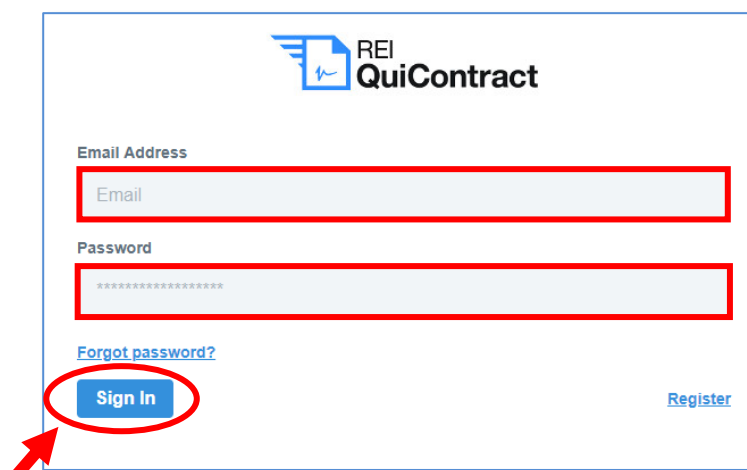
- you will always be shown (and must approve) costs before a card is debited,


- a contract document order commences with a title search which will be debited from the registered card, but it only costs \$10 per title (GST inclusive), and
- the balance of the contract order cost can be debited either from your client's card or (at your election) the registered card.

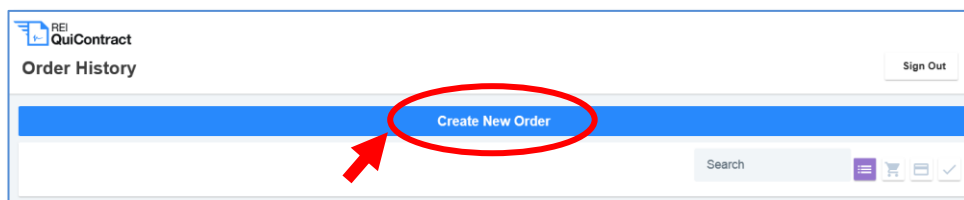
3. Sign in

3.1 Sign into REI QuiContract

When you sign in, enter your registered email address and password:



Click  and it will take you to the Order History page:

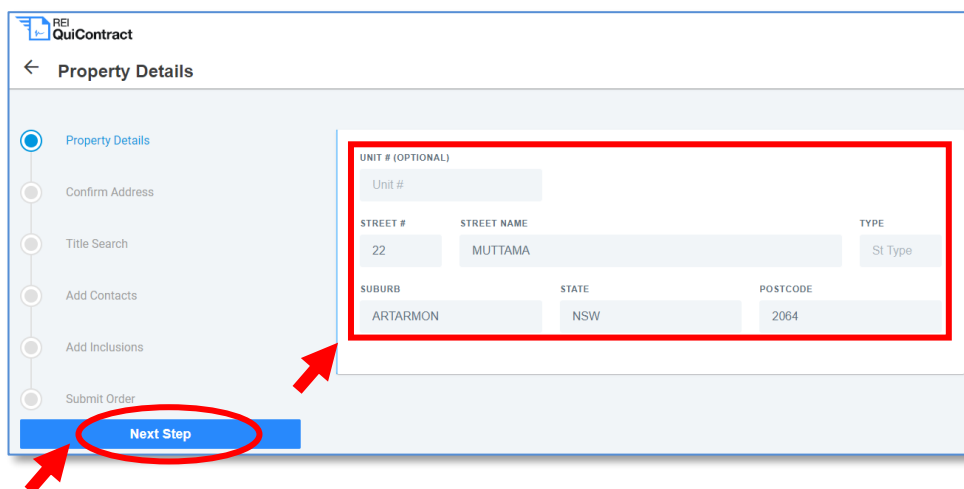


To commence your REI QuiContract order, click

Create New Order

4. Order a sale property title search

4.1 Enter the sale property address



Enter the address then, click

Next Step

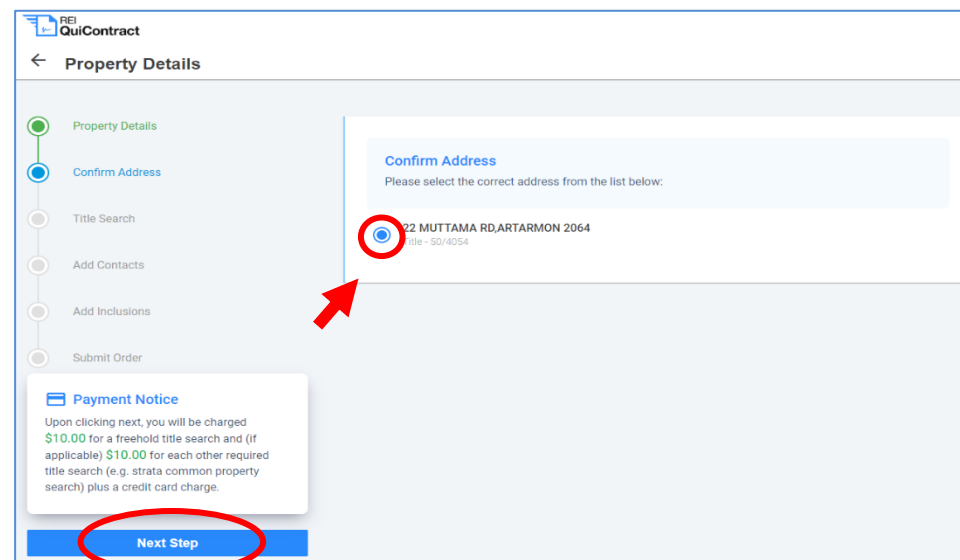
Tips

- (a) If you are having trouble with a strata address, don't include the unit number. Insert just the building street address, and a list of unit numbers will then be displayed.

(b) If you receive an error, check the following:

- (i) Is the address numbered and spelled correctly?
- (ii) Have you added the street "type" in the "street name" field? If so, remove the street type from this field.
- (iii) Did you enter the correct suburb? Complete a quick google search for the address to ensure the correct suburb has been entered.
- (iv) Did you enter the correct postcode? Complete a quick google search for the address to ensure the correct postcode has been entered.

4.2 Select the correct address

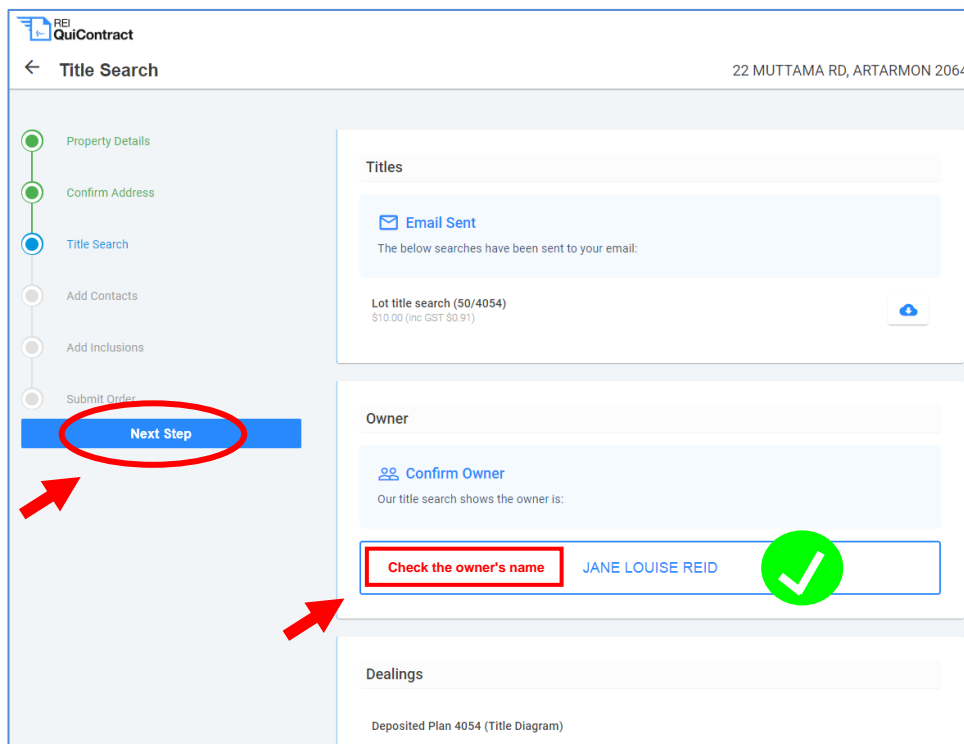


Once you confirm the address and click **Next Step** your credit card will be charged a \$10 title search fee for each title required and the search results will be emailed to you immediately.

4.3 Receive title search

Title details will now be shown as follows on the title search page. Details include the name of the registered owner of the sale property.

Important: You must ensure that your sales agency agreement correctly names the registered owner as your vendor!



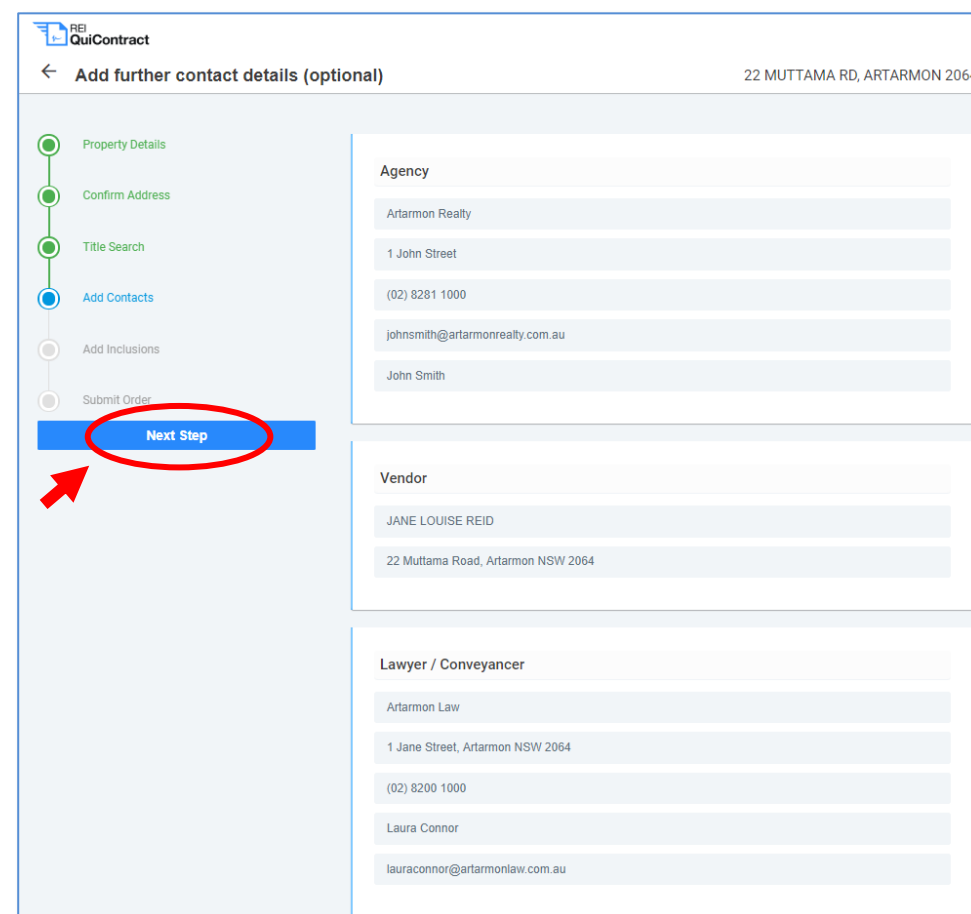
Then click

Next Step

5. Order sale contract documents

5.1 Add/alter sale contract contact details (optional)

The next page displays what contact details will appear on the front page of the sale contract. You can (but don't have to) alter the agency details and add the vendor address and solicitor/conveyancer details.



Then click

Next Step

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5.2 Add sale contract inclusions (optional)

You can (but don't have to) select any of the specified inclusions for noting on the sale contract front page, and enter additional inclusions in the "other" box:

REI QuiContract

← Add sales inclusions (optional) 22 MUTTAMA RD, ARTARMON 2064

Property Details

Confirm Address

Title Search

Add Contacts

Add Inclusions

Submit Order

Next Step

Blinds

Built in Wardrobes

Curtains

Dishwasher

Insect Screens

Light Fittings

Stove

Pool

Range Hood

Pool Equipment

Solar Panels

Clothes Line

Fixed Floor Coverings

TV Antenna

OTHER

Air-conditioning unit,

Then click **Next Step**

5.3 Review costs and order sale contract documents

You can now review the document order cost and select to use either your client's credit card or the registered card for payment.

(a) Using your client's credit card for payment

Click **Other Card** and enter your client's credit card details

REI QuiContract

← Payment 22 MUTTAMA RD, ARTARMON 2064

Payment Option

Registered Card

Other Card

Card number

MM / YY CVC

EMAIL ADDRESS

Email Address

FIRST NAME

First Name

LAST NAME

Last Name

Checkout

Contract of Sale \$22.00

Deposited Plan 4054 (Title Diagram) \$27.51

Planning Certificate S.10.7(2) & S.10.7(5) \$156.11

Sydney Water Service Location Print \$41.68

Sydney Water Sewer Service Diagram \$51.19

SUB TOTAL \$293.11

GST \$11.00

TOTAL \$304.11

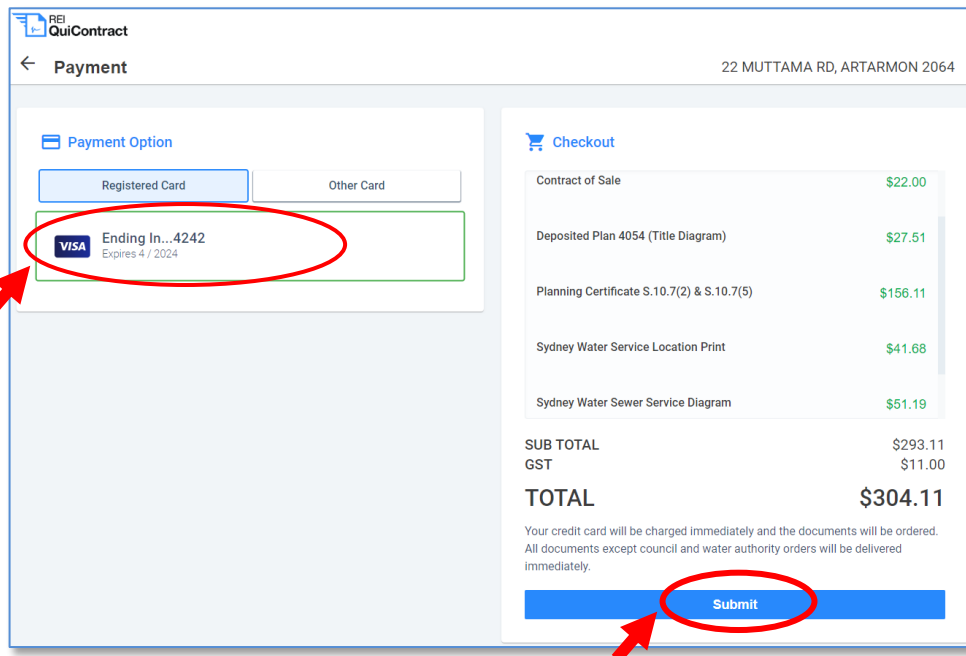
Your credit card will be charged immediately and the documents will be ordered. All documents except council and water authority orders will be delivered immediately.

Submit

then click **Submit** and the submitted order will be charged to the nominated credit card.

(b) Using the registered credit card:

Click the registered card.



REI QuiContract

← Payment 22 MUTTAMA RD, ARTARMON 2064

Payment Option

Registered Card Other Card

VISA Ending In...4242 Expires 4 / 2024

Checkout

Contract of Sale	\$22.00
Deposited Plan 4054 (Title Diagram)	\$27.51
Planning Certificate S.10.7(2) & S.10.7(5)	\$156.11
Sydney Water Service Location Print	\$41.68
Sydney Water Sewer Service Diagram	\$51.19

SUB TOTAL \$293.11
GST \$11.00
TOTAL \$304.11

Your credit card will be charged immediately and the documents will be ordered.
All documents except council and water authority orders will be delivered immediately.

Submit

then click 

and the submitted order will be charged to the registered credit card.

5.4 When do you receive the documents

The following documents will now be delivered to you:

- (a) Within minutes - a standard printed NSW sale contract including a completed front page and all dealings registered on title;
- (b) Within one to five business days (dependent on local council efficiency) - the balance of the sale contract documents (zoning and sewer diagrams).

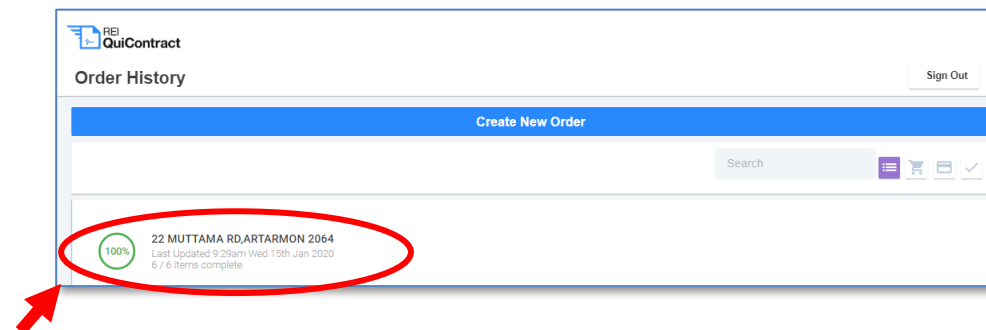
6. Downloading your sale contract documents

Your sale contract documents can be accessed in 3 ways.

6.1 Order history

Login to your REI QuiContract account, and you can see your Order History.

Click on the sale property address and you can see the Order Summary showing the status of your order.



REI QuiContract

Order History Sign Out

Create New Order

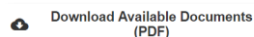
Search

100% 22 MUTTAMA RD, ARTARMON 2064
Last Updated 9:29am Wed 13th Jan 2020
6 / 6 Items complete

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To download all available documents (in one pdf) click



Order Summary

22 MUTTAMA RD, ARTARMON 2064

Order Overview

50%

CREDIT CARD FEE \$5.50
SUB TOTAL \$302.58
GST \$12.01
TOTAL \$314.59

Download Available Documents (PDF)

Back to Orders

The REI QuiContract may not include copies of all documents prescribed by law to be attached to a contract for sale and should be forwarded to a lawyer or conveyancer for review.

Council Name
Willoughby City Council

Contract of Sale
\$22.00 (inc GST \$2.00)

Lot title search (50/4054)
\$10.00 (inc GST \$0.91)

Deposited Plan 4054 (Title Diagram)
\$27.51 (inc GST \$2.50)

Planning Certificate S.10.7(2) & S.10.7(5)
\$156.11 (inc GST \$1.98)

Sydney Water Service Location Print
\$41.68 (inc GST \$1.98)

Sydney Water Sewer Service Diagram
\$51.19 (inc GST \$1.98)

Ordered

Ordered

Ordered

6.2 Search a previous order

Enter the street name into your Order History search box.

Order History

Sign Out

Create New Order

Search

6.3 Emails

As your order progresses, you will receive emails updating you on the status of your order. Each of these emails includes a link to the sale contract documents then available (in a single pdf, press [click here](#)). The first email contains the preliminary contract documents:

22 MUTTAMA RD, ARTARMON 2064 - Your preliminary contract documents have arrived - Message (HTML)

FILE MESSAGE InterAction® MIMECAST

Wed 15/01/2020 11:14 am

no-reply@reiquicontract.com.au

22 MUTTAMA RD, ARTARMON 2064 - Your preliminary contract documents have arrived

To: Rei Test

If there are problems with how this message is displayed, click here to view it in a web browser.

REI QuiContract

Hi John Smith,

Your REI QuiContract preliminary contract documents are available.

Name	Status
Contract front page	Download
Lot title search (50/4054)	Download
Deposited Plan 4054 (Title Diagram)	Download
Planning Certificate S.10.7(2) & S.10.7(5)	Ordered
Sydney Water Service Location Print	Ordered
Sydney Water Sewer Service Diagram	Ordered

You can [click here](#) to download all documents ordered and delivered. If a document ordered has not been delivered, you will receive a further email with the additional document.

You can view the progress of your order by clicking here: [View Order](#)

Thank you for your order.

The REI QuiContract Team

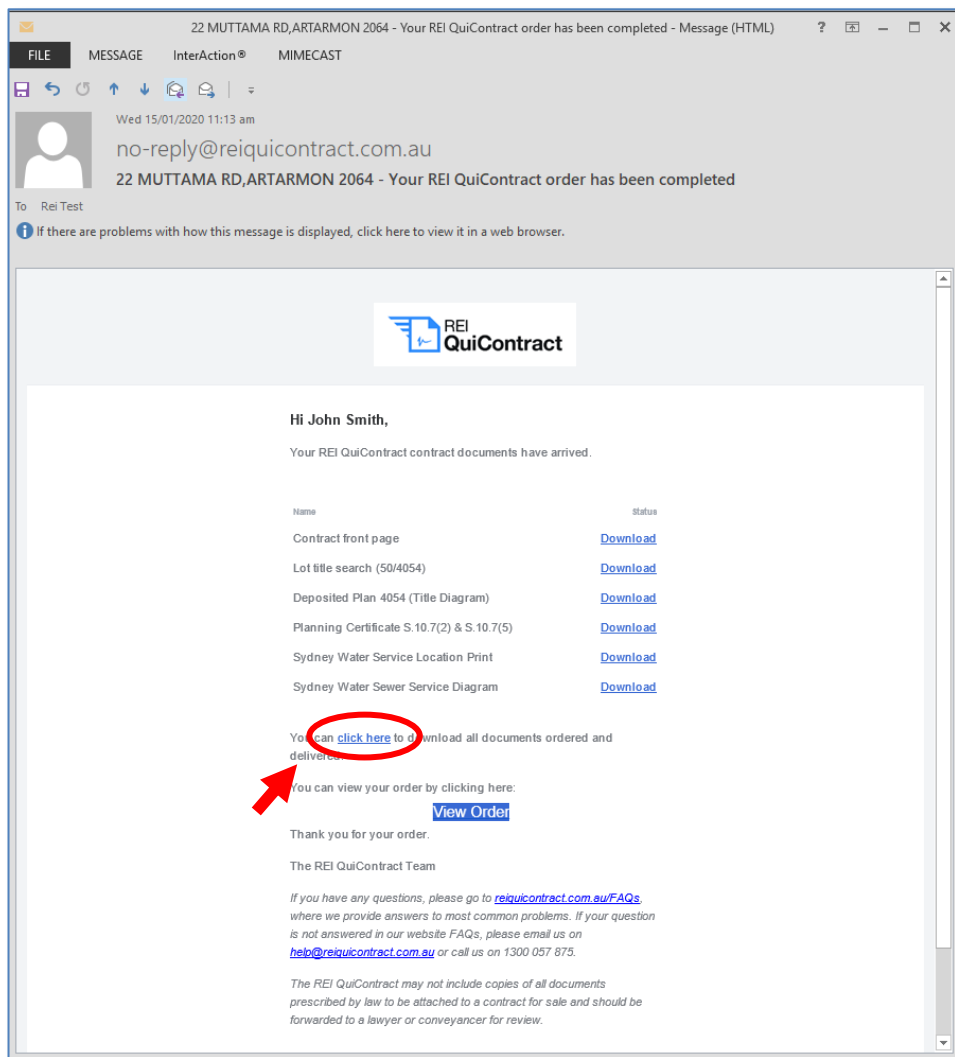
If you have any questions, please go to reiquicontract.com.au/FAQs, where we provide answers to most common problems. If your question is not answered in our website FAQs, please email us on help@reiquicontract.com.au or call us on 1300 057 875.

The REI QuiContract may not include copies of all documents prescribed by law to be attached to a contract for sale and should be forwarded to a lawyer or conveyancer for review.

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The final email contains the full set of contract documents provided by REI QuiContract:



7. REI QuiContract is not a legal service

While the full set of contract documents provided by REI QuiContract will usually satisfy all legal requirements enabling the sale property to be marketed, it won't always do so and it will never be in a form suitable for exchange. For example, REI QuiContract does not inquire if a sale contract should include a swimming pool certificate. You should therefore forward REI QuiContract document emails to your client's lawyer or conveyancer progressively as you receive them.

8. Helpdesk

Before contacting the REI QuiContract Helpdesk, please go to reiquicontract.com.au/faqs where we provide answers to the most common questions. If your question has not been answered on our website FAQs, please contact the REI QuiContract Helpdesk and quote the following in your request:

- (a) The property address for your order.
- (b) A brief outline of the issue you are having.
- (c) Your preferred method of contact.

8.1 Helpdesk contact details

Email: help@quicontract.com.au

Phone: 1300 057 875

Helpdesk hours: 9 am to 5 pm weekdays

This Quick Guide has been published by REI QuiContract for information and education purposes only and is a general summary of the topic(s) presented. REI QuiContract is not a legal service. Please seek legal advice for any questions you may have in relation to the validity or operation of any form of sale contract. All information contained in this Quick Guide is subject to change. REI QuiContract cannot be held responsible for any liability whatsoever, or for any loss howsoever arising from any reliance upon the contents of this Quick Guide. © 2019 QuiContract Pty Limited ACN 609 909 935 t/a REI QuiContract™.