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1. Introduction

The sale contract legal process is a total mystery to most people. So how do you get it started, and what is it going to cost you?

With REI QuiContract, all you have to do is enter your address. And you can use the information and documents then delivered by REI QuiContract to ask your lawyer or conveyancer to:

- accurately quote a legal fee
- ask what else you need to prepare a sale contract for your real estate agent
- ask when the sale contract will be ready for your real estate agent

Because a lawyer or conveyancer would otherwise have to order exactly the same documents for you anyway, commencing the sale contract process by ordering REI QuiContract documents will cost you no more than commencing the process with a lawyer or conveyancer. But REI QuiContract will speed up the process of ordering those documents and help get your property to market faster.

The full contract document order cost varies depending on the number of dealings registered on title and the council area, but a typical cost would be in the range of \$300-\$350 for houses and \$350-\$450 for apartments.

2. Register to use REI QuiContract

It's simple. Go to reiquicontract.com.au to register, and then sign in on your smartphone, tablet or laptop to order your documents anywhere and at any time.

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 for a cost of \$10 per title, and
- the balance of the contract order cost can be debited either from the registered card or (at your election) any other card.

Quick Guide - REI QuiContract for the Home Seller

3. Sign in

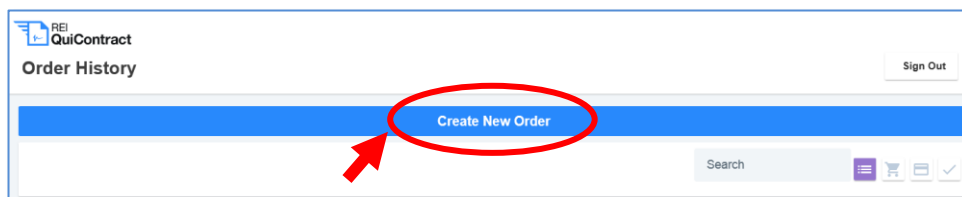
3.1 Sign into REI QuiContract

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



The sign-in form features the REI QuiContract logo at the top. Below it are two input fields: 'Email Address' and 'Password'. The 'Email Address' field contains the placeholder text 'Email'. The 'Password' field contains a series of asterisks. A red rectangle highlights both input fields. Below the password field is a link for 'Forgot password?'. At the bottom left, the 'Sign In' button is circled in red with a red arrow pointing to it. At the bottom right is a 'Register' link.

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

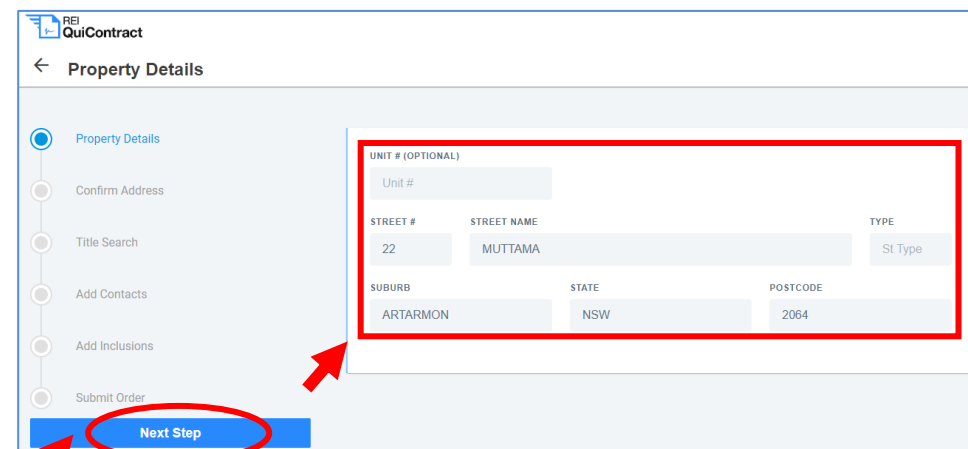


The Order History page shows the REI QuiContract logo and a 'Sign Out' button in the top right. Below the header is a blue bar with the 'Create New Order' button circled in red with a red arrow pointing to it. A search bar and some icons are visible at the bottom of the page.

To commence your REI QuiContract order, click **Create New Order**

4. Order a sale property title search

4.1 Enter the sale property address



The Property Details form shows a sidebar with steps: Property Details, Confirm Address, Title Search, Add Contacts, Add Inclusions, and Submit Order. The 'Property Details' step is active. The main form area contains fields for 'UNIT # (OPTIONAL)', 'STREET #', 'STREET NAME', 'TYPE', 'SUBURB', 'STATE', and 'POSTCODE'. A red rectangle highlights the entire form area. A red arrow points to the 'Next Step' button at the bottom, which is also circled in red.

Enter the address then, click

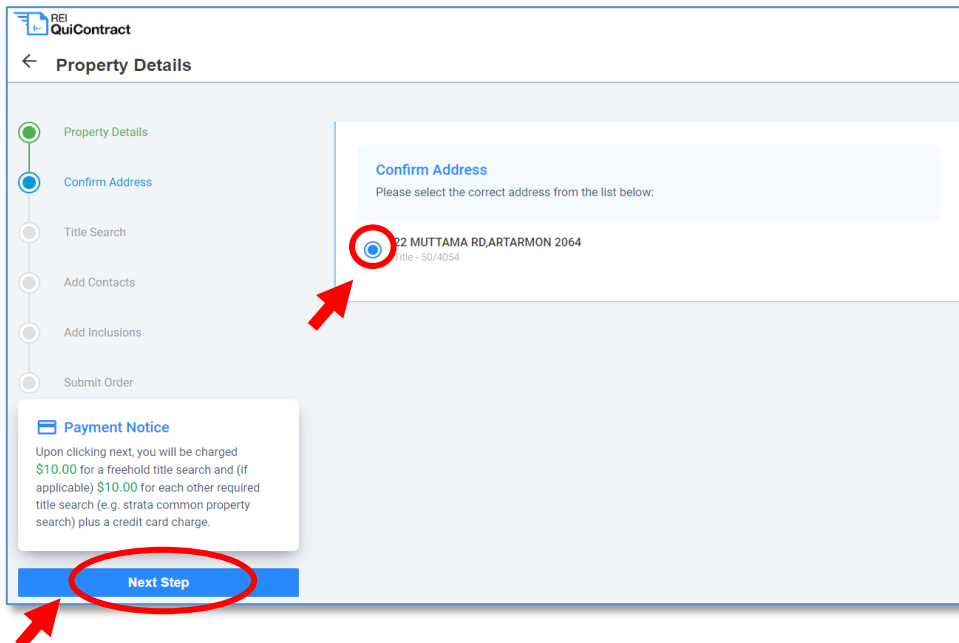
Next Step

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



Property Details

Confirm Address
Please select the correct address from the list below:

- ☒ 22 MUTTAMA RD, ARTARMON 2064
title - 50/4054

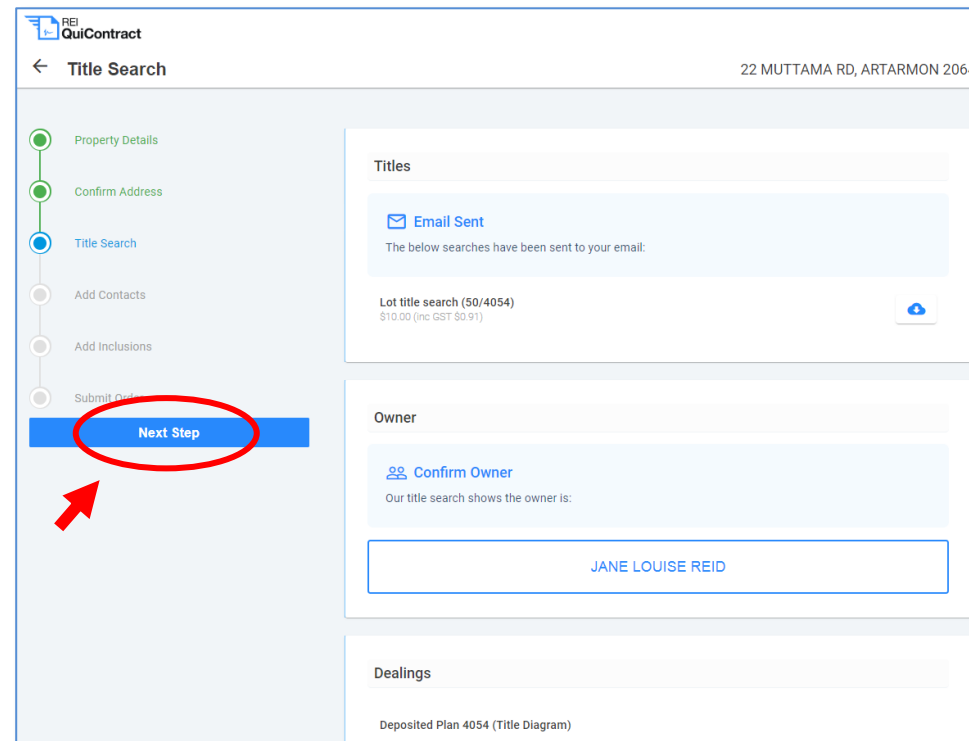
Payment Notice
Upon clicking next, you will be charged \$10.00 for a freehold title search and (if applicable) \$10.00 for each other required title search (e.g. strata common property search) plus a credit card charge.

Next Step

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

4.3 Receive the title search and confirm owner

Title details will now be shown as follows on the title search page.



Title Search 22 MUTTAMA RD, ARTARMON 2064

Titles

Email Sent
The below searches have been sent to your email:

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

Owner

Confirm Owner
Our title search shows the owner is:

JANE LOUISE REID

Dealings

Deposited Plan 4054 (Title Diagram)

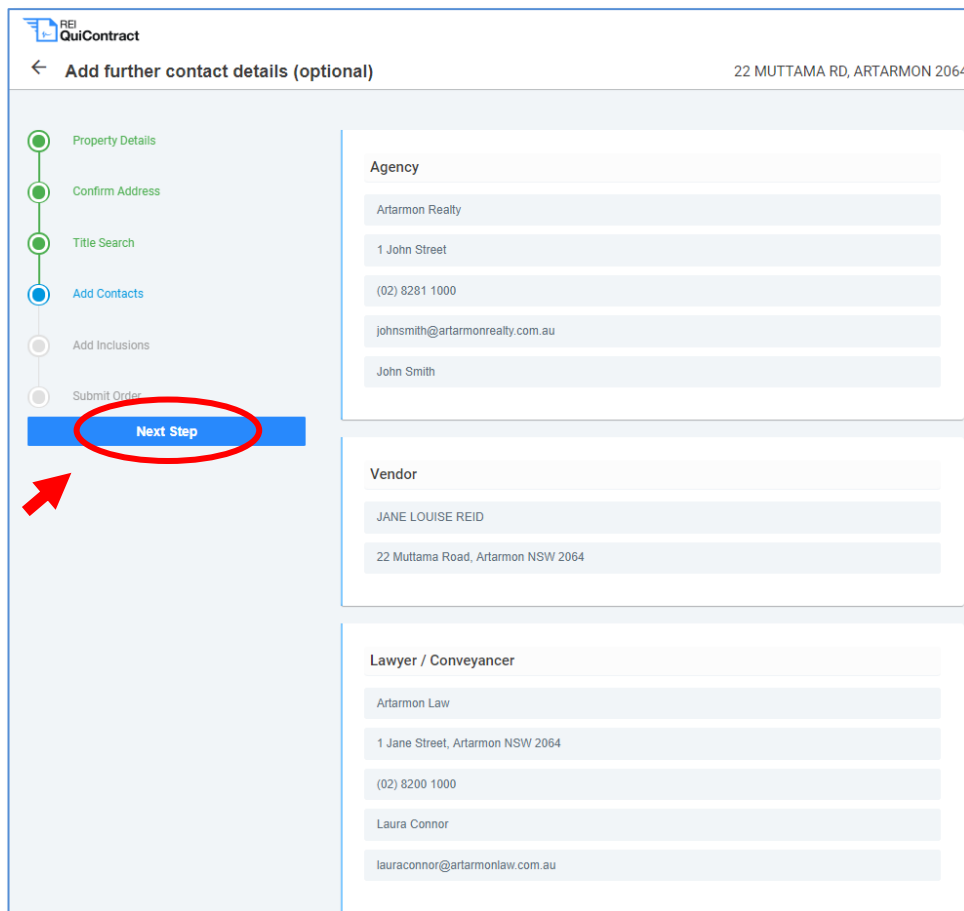
Next Step

Then click **Next Step**

5. Order sale contract documents

5.1 Add/alter sale contract contact details (optional)

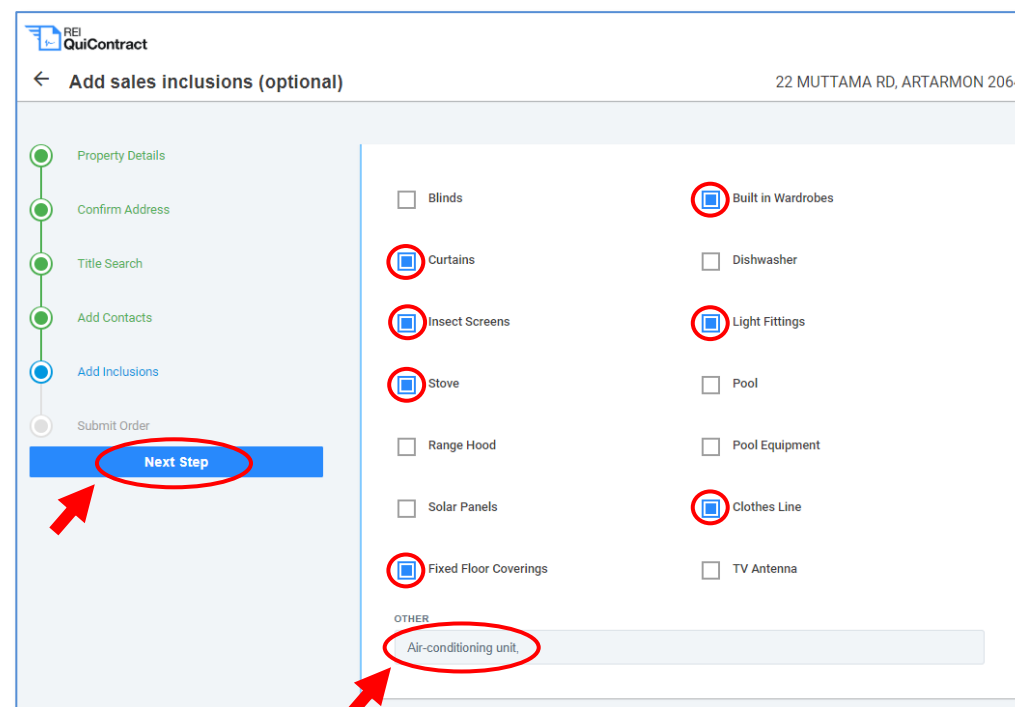
The next page displays what contact details will appear on the front page of the sale contract. You should add your address and can (but don't have to) add the details of your agent and lawyer or conveyancer.



Then click **Next Step**

5.2 Add sale contract inclusions (optional)

You can (but don't have to) select any of the specified items that you will sell with the home, and you can (but don't have to) enter additional inclusions in the "other" box:



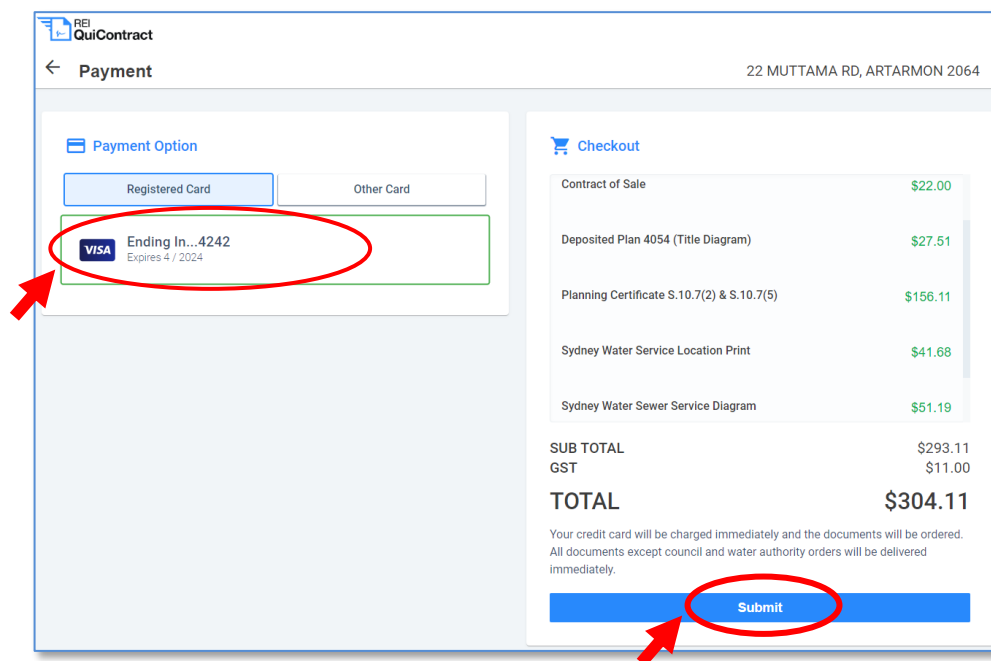
Then click **Next Step**

5.3 Review costs and order sale contract documents

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

(a) Using the registered credit card:

Click the registered credit card.



REI QuiContract
22 MUTTAMA RD, ARTARMON 2064

Payment

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

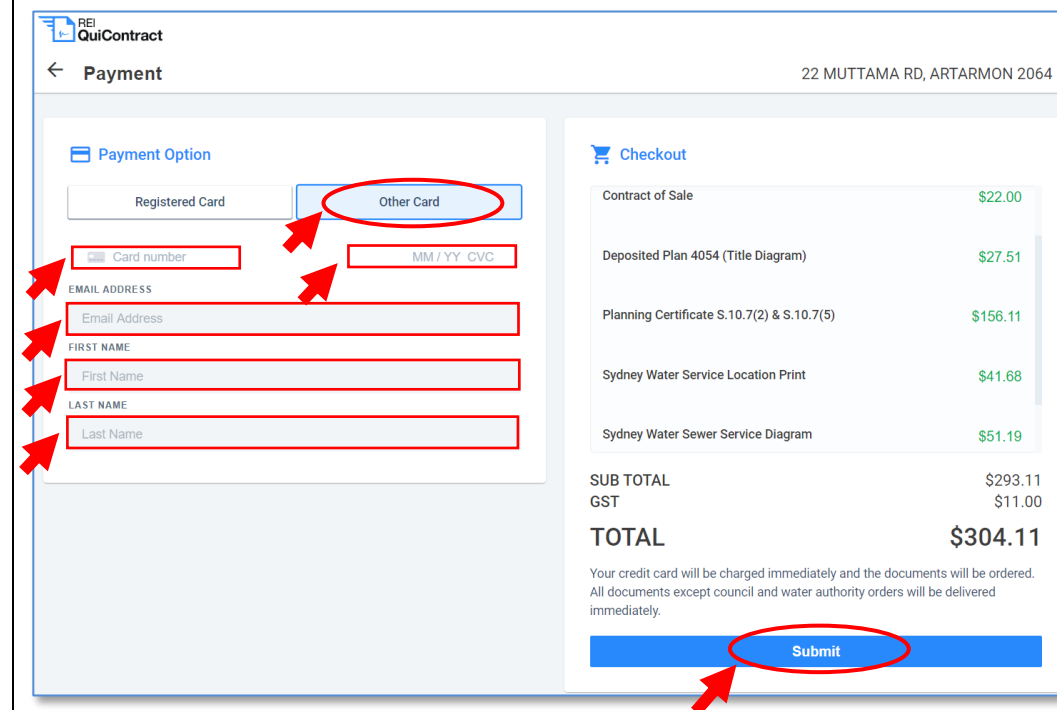
then click

Submit

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

(b) Using another person's card for payment

Click **Other Card** and enter the other person's card details



REI QuiContract
22 MUTTAMA RD, ARTARMON 2064

Payment

Payment Option

Registered Card **Other Card**

Card number MM / YY CVC

EMAIL ADDRESS

Email Address

First 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 other person's 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

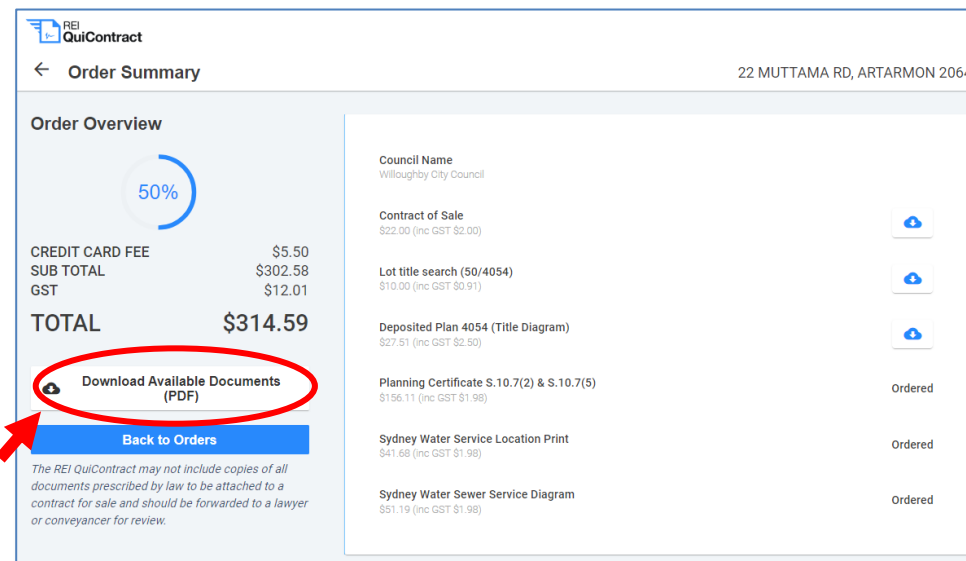
Your sale contract documents can be accessed in 2 ways.

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.

To download all available documents (in one pdf) click  **Download Available Documents (PDF)**



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)

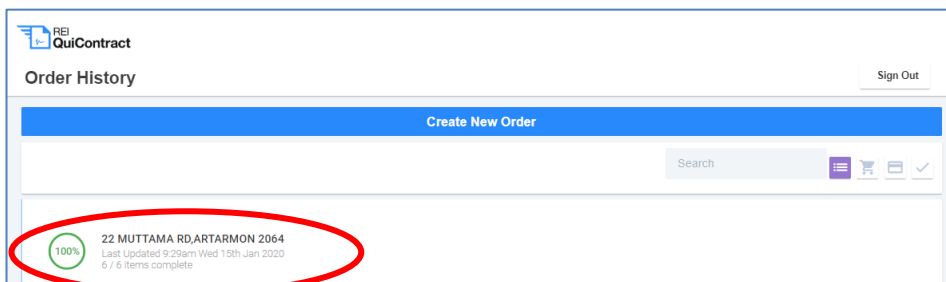
Back to Orders

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.

Document Name	Status
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)	Ordered
Sydney Water Service Location Print \$41.68 (inc GST \$1.98)	Ordered
Sydney Water Sewer Service Diagram \$51.19 (inc GST \$1.98)	Ordered

6.2 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 both individual and contract collated forms (for the collated form, press [click here](#)).



Order History Sign Out

Create New Order

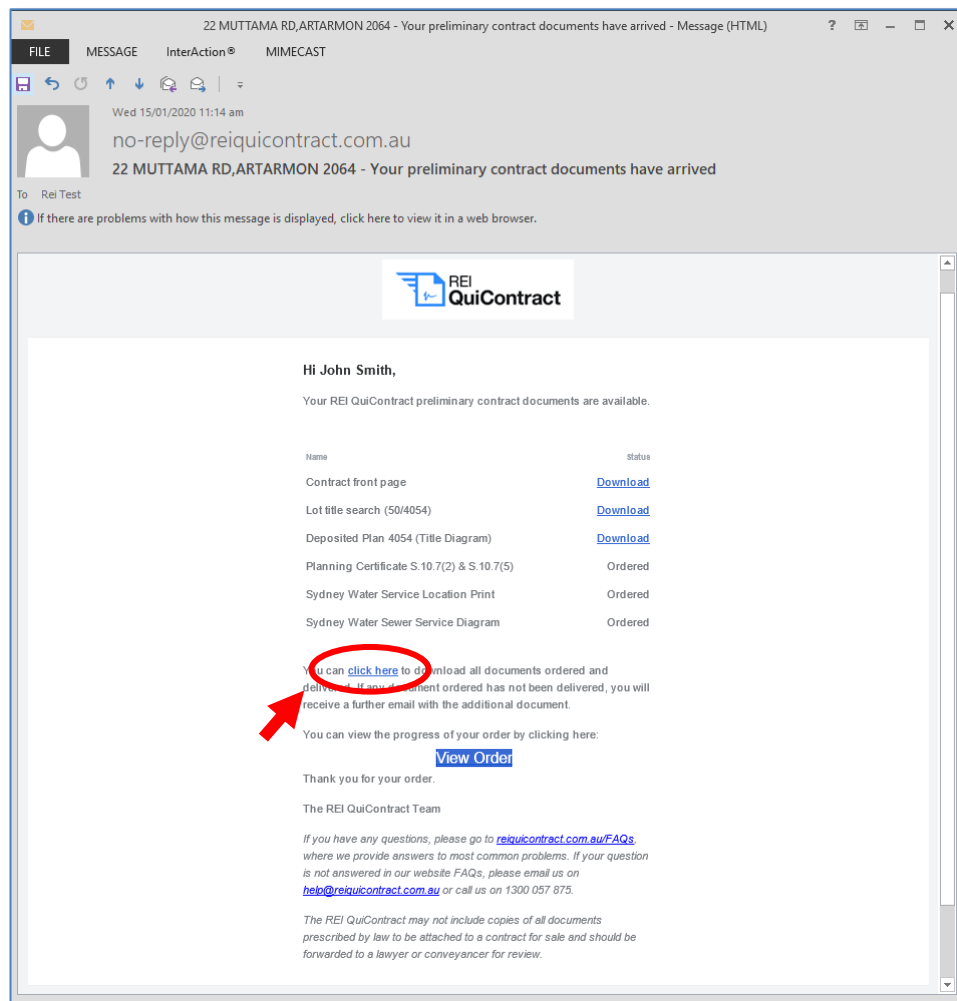
Search

100% 22 MUTTAMA RD, ARTARMON 2064
Last Updated 9:29am Wed 15th Jan 2020
6 / 6 Items complete

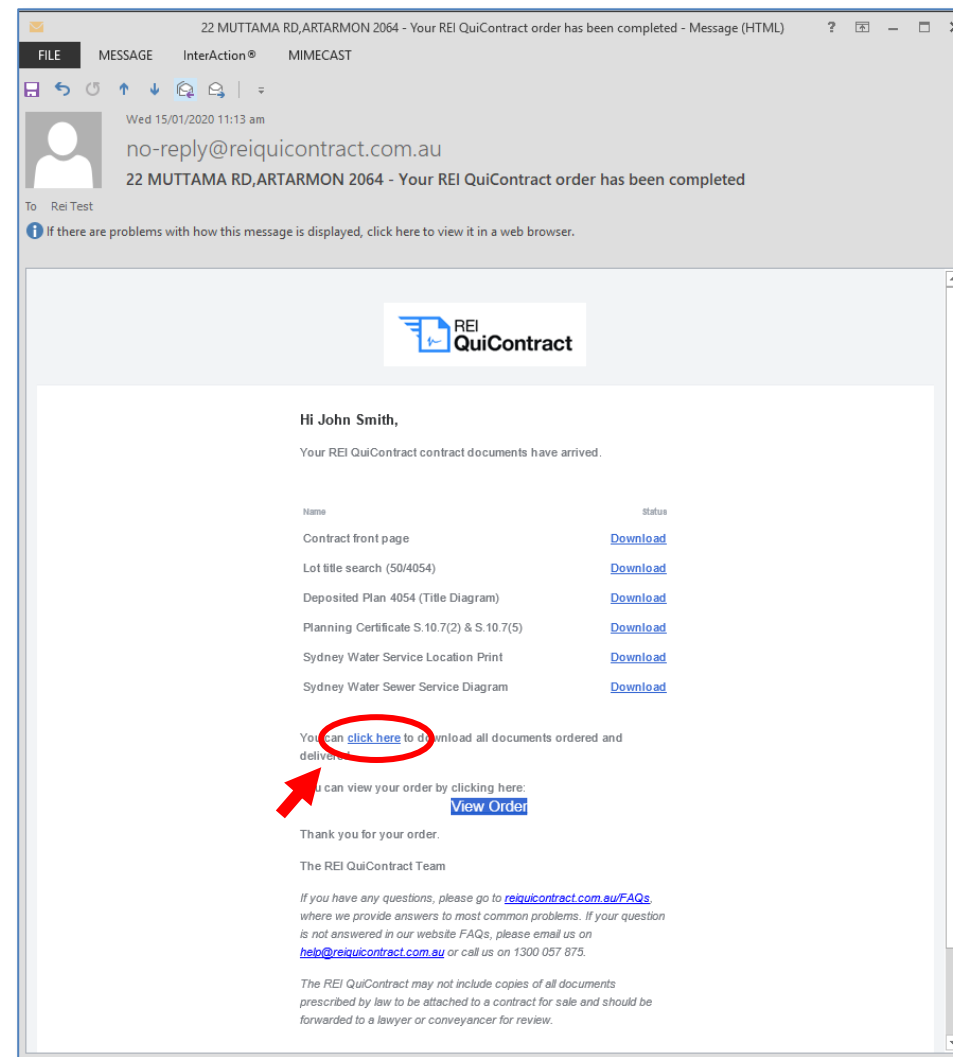
Quick Guide - REI QuiContract for the Home Seller



(a) The first email has the preliminary contract documents:



(b) 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™.