Post-Hire Templates (For Completeness – Generated After Hiring)

These are prepared by the conveyancer but standardized in your system for consistency.

# Requisitions on Title Template

Purpose: Buyer's queries to the seller post-contract.

* REQUISITIONS ON TITLE
* Property: [INSERT ADDRESS]
* From: [INSERT BUYER CONVEYANCER]
* To: [INSERT SELLER SOLICITOR/AGENT]
* Date: [INSERT]

1. Confirm registered proprietor matches contract? [YES/NO – Seller Response].
2. Are there any unregistered interests? [DETAIL].
3. Provide a rates clearance certificate? [ATTACH].  
   [ADD 20-30 STANDARD QUESTIONS, e.g., "Is vacant possession provided?"]

Seller Response Due: [INSERT DATE, e.g., 14 days].  
Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Transfer of Land Form Template

Purpose: Final ownership transfer document. (Standard RE1 form in NSW; adapt per state.) s

TRANSFER OF LAND

* State Form: [INSERT, e.g., RE1 – NSW]  
  Date: [INSERT SETTLEMENT DATE]
* Transferor (Seller): [INSERT DETAILS].
* Transferee (Buyer): [INSERT DETAILS].
* Consideration:
  + [INSERTPRICE]
  + [*INSERTPRICE*].
* Property: [INSERT DESCRIPTION/TITLE REF].

Execution:

Transferor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transferee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodged Via: [INSERT, e.g., PEXA Electronic].

# Mortgage Documents Template (Lender-Provided)

Purpose: Secures the buyer's loan. Standardize via lender partnerships. s

MEMORANDUM OF MORTGAGE

* Lender: [INSERT BANK NAME]
* Borrower: [INSERT BUYER NAME]
* Date: [INSERT]
* Secured Amount:
  + [INSERTLOAN,e.g.,640000]
  + [*INSERTLOAN*,*e*.*g*.,640000].
  + Property: [INSERT ADDRESS/TITLE].
  + Terms: [INSERT, e.g., 30-year term, variable rate].
  + Covenants: [STANDARD CLAUSES, e.g., Repayment schedule, Insurance requirements].

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Platform Automation: Use templates to generate via API (e.g., integrate with lender portals); track versions in audit logs.