



MIKHAEL LAWYERS
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Developer Conveyancing Questionnaire

Please complete this questionnaire so we can act for you on your development matter. If anything does not apply, simply write **N/A**. Contact us any time if you are unsure. This form works together with our Document Checklist.

1 THE DEVELOPER ENTITY (OUR CLIENT)

FULL LEGAL NAME OF THE ENTITY, EXACTLY AS IT WILL APPEAR ON THE CONTRACT AND TITLE

ACN

ABN

ENTITY TYPE

☐ Company (Pty Ltd) ☐ Unit trust ☐ Discretionary trust ☐ Joint venture ☐ SMSF

REGISTERED OFFICE

PRINCIPAL PLACE OF BUSINESS

IS THE ENTITY REGISTERED FOR GST?

☐ No ☐ Yes

2 WHO MAY INSTRUCT US

We can only take instructions from a person authorised by the entity. Please provide a directors resolution or company authority if available.

AUTHORISED PERSON, FULL NAME

POSITION (DIRECTOR, OFFICER)

MOBILE

EMAIL

OTHER DIRECTORS OR OFFICERS, FULL NAMES



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3 BENEFICIAL OWNERSHIP AND SOURCE OF FUNDS (REQUIRED BY LAW)

We must identify the individuals who ultimately own or control the entity (25 per cent or more) and understand the source of funds for the transaction.

BENEFICIAL OWNERS, FULL NAMES AND PERCENTAGE HELD

PRIMARY SOURCE OF FUNDS FOR THIS TRANSACTION

- ☐ Bank or construction finance ☐ Company reserves ☐ Equity or investor funds
☐ Sale of another asset
-

4 THE SITE AND THE PROJECT

SITE ADDRESS OR ADDRESSES

LOT AND PLAN REFERENCE, IF KNOWN

CURRENT ZONING

MATTER TYPE

- ☐ Acquisition of a site ☐ Sale of a site ☐ Subdivision ☐ Strata / community scheme
☐ Off the plan sale ☐ Commercial lease
-

DEVELOPMENT APPROVAL STATUS

- ☐ No DA yet ☐ DA lodged ☐ DA approved ☐ Construction certificate issued
-

5 THE TRANSACTION

ARE YOU BUYING OR SELLING?

- ☐ Buying ☐ Selling
-

PRICE OR CONSIDERATION

DEPOSIT

DEPOSIT PAID BY

- ☐ Cash ☐ Deposit bond ☐ Bank guarantee
-

SPECIAL CONDITIONS SOUGHT

- ☐ Subject to finance ☐ Subject to DA ☐ Subject to further due diligence
-

FINANCIER OR FUNDER

TARGET EXCHANGE OR SETTLEMENT DATE



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6 GST AND TAX

DO YOU INTEND TO APPLY THE MARGIN SCHEME?

☐ No ☐ Yes ☐ To be advised

ARE NEW RESIDENTIAL PREMISES OR POTENTIAL RESIDENTIAL LAND INVOLVED?

☐ No ☐ Yes

IS THE ENTITY A FOREIGN PERSON FOR FIRB OR SURCHARGE PURPOSES?

☐ No ☐ Yes

7 OFF THE PLAN OR SUBDIVISION (IF YOU ARE SELLING)

PLAN STATUS

☐ Not yet prepared ☐ Draft plan prepared ☐ Plan lodged ☐ Plan registered

NUMBER OF PROPOSED LOTS

PROPOSED SUNSET DATE

ARE PROPOSED BY-LAWS AND A SCHEDULE OF FINISHES PREPARED?

☐ No ☐ Yes

8 YOUR OTHER ADVISERS

ACCOUNTANT

TOWN PLANNER

SURVEYOR

BUILDER OR PROJECT MANAGER

FINANCIER OR BROKER

SELLING OR BUYING AGENT

9 ANYTHING ELSE WE SHOULD KNOW

DEADLINES, STAGING, COMMERCIAL SENSITIVITIES, OR SPECIAL REQUESTS



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10 IDENTITY VERIFICATION AND SIGNATURE

We are required by law to verify the entity and each individual who signs or instructs before we can act. We will send a secure verification link and request the entity documents listed in the Document Checklist.

SIGNED FOR AND ON BEHALF OF
THE ENTITY

NAME AND POSITION

DATE
