



MIKHAEL LAWYERS
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Development Conveyancing Document Checklist

Thank you for instructing Mikhael Lawyers on your development matter. So that we can act efficiently and protect your interests, please gather the documents below. Tick each item as you provide it.

This checklist sets out the documents we will need from you. You will not have every item at the start, and that is expected. Please send what you have now, and we will request the rest as your matter progresses.

1 THE ENTITY AND AUTHORITY

- ☐ Current ASIC company extract, or trust deed and any variations for a trust
- ☐ ABN and GST registration confirmation
- ☐ Directors resolution or written authority naming who may instruct us
- ☐ Identification for each director, officer, and beneficial owner
- ☐ Completed Source of Funds Declaration

2 THE SITE AND TITLE

- ☐ Current title search and any dealings
- ☐ Contract for sale, if one has been prepared or received
- ☐ Section 10.7 planning certificate
- ☐ Drainage diagram and sewer service diagram
- ☐ Registered plan, and any section 88B instrument (easements and covenants)
- ☐ Survey or identification survey report, if available

3 PLANNING AND DUE DILIGENCE

- ☐ Development application and any development consent, with conditions
- ☐ Construction certificate, if issued
- ☐ Contamination, geotechnical, or environmental reports
- ☐ Heritage, flood, or bushfire information, if relevant
- ☐ Existing leases or licences affecting the site



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4 FINANCE AND TAX

- ☐ Finance approval or letter of offer from your funder
- ☐ Deposit bond or bank guarantee, if applicable
- ☐ Margin scheme instructions from your accountant
- ☐ Advice on GST withholding for new residential premises
- ☐ Foreign resident or FIRB information, if relevant

5 IF YOU ARE SELLING OFF THE PLAN OR SUBDIVIDING

- ☐ Draft plan of subdivision or strata plan
- ☐ Draft section 88B instrument
- ☐ Proposed strata by-laws and management statement
- ☐ Schedule of finishes and any marketing plans
- ☐ Disclosure statement and the prescribed documents
- ☐ Project timeline, including expected registration and sunset dates

If you are unsure whether a document applies, please send it to us anyway, or ask. It is always easier for us to review too much than to discover a gap later.

Christine Mikhael

Principal Solicitor

Mikhael Lawyers Pty Limited