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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:

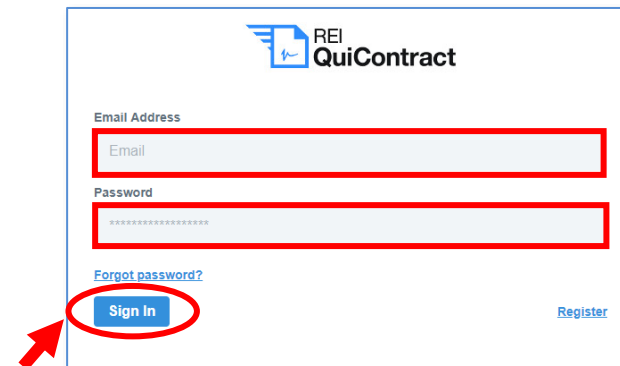
- you will always be shown (and must approve) costs before a card is debited,


- 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.

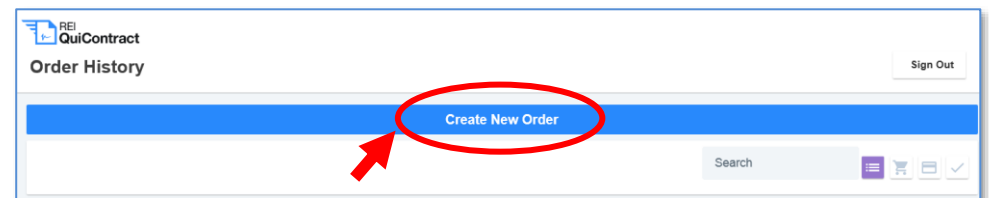
3. Sign in

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:

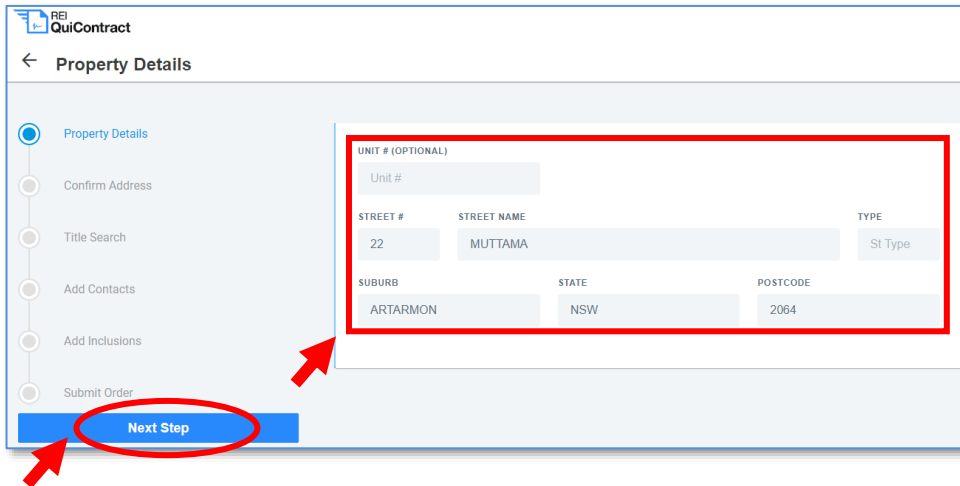


To commence your REI QuiContract order, click



4. Order a sale property title search

4.1 Enter the sale property address



Enter the address then, click

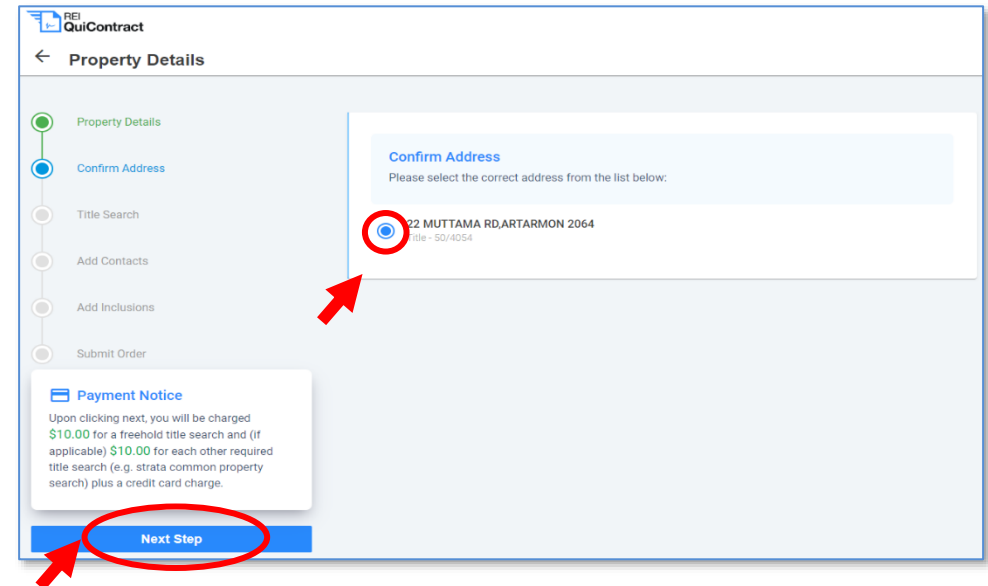
Next Step

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



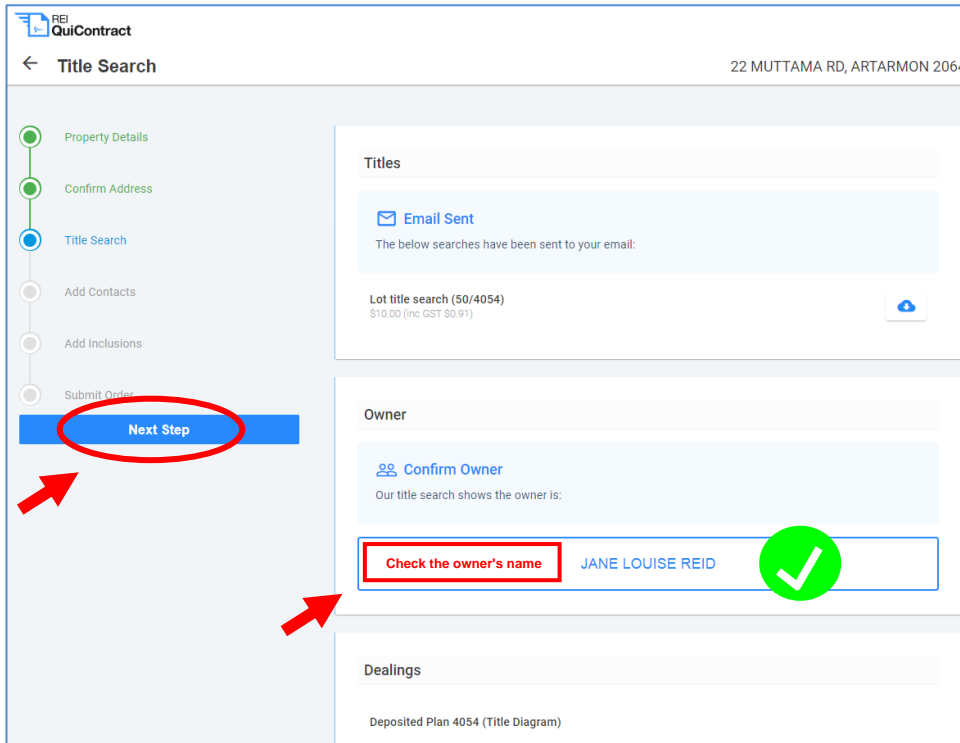
Once you confirm the address and click **Next Step** your credit card will be charged a \$10 title search fee for each title required and the search results will be emailed to you immediately.

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!

If lawyer/conveyancer name and email details are included, documents will be sent to the nominated lawyer/conveyancer at the same time as they are sent to you.



REI QuiContract
22 MUTTAMA RD, ARTARMON 2064

Property Details
Confirm Address
Title Search
Add Contacts
Add Inclusions
Submit Order

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:

Check the owner's name JANE LOUISE REID

Dealings

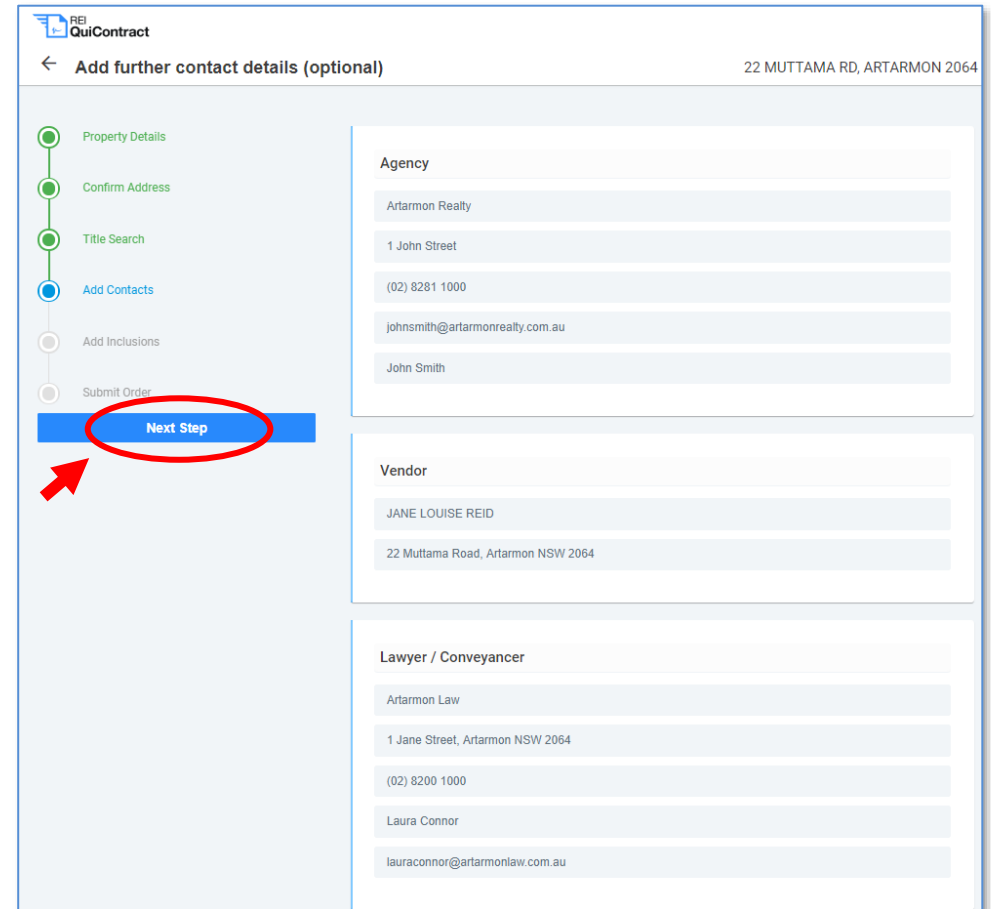
Deposited Plan 4054 (Title Diagram)

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 lawyer/conveyancer details.



REI QuiContract
22 MUTTAMA RD, ARTARMON 2064

Property Details
Confirm Address
Title Search
Add Contacts
Add Inclusions
Submit Order

Add further contact details (optional)

Agency

Artarmon Realty
1 John Street
(02) 8281 1000
johnsmith@artarmonrealty.com.au
John Smith

Vendor

JANE LOUISE REID
22 Muttama Road, Artarmon NSW 2064

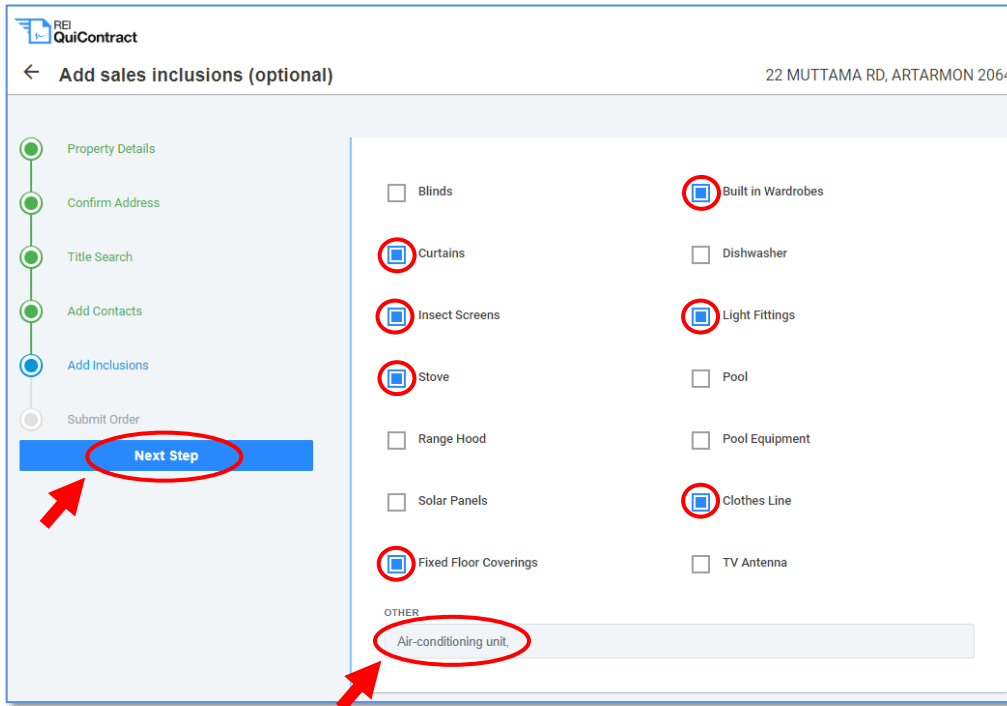
Lawyer / Conveyancer

Artarmon Law
1 Jane Street, Artarmon NSW 2064
(02) 8200 1000
Laura Connor
lauraconnor@artarmonlaw.com.au

Then click **Next Step**

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

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,

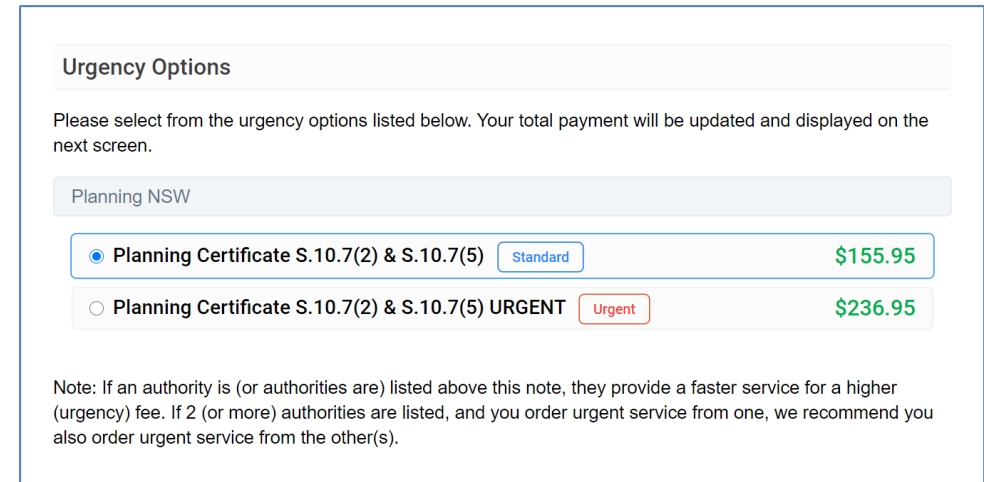
Next Step

Then click [Next Step](#)

5.3 Select urgency options

Some councils offer an urgent delivery service for planning and sewer certificates. They charge a higher fee for that service.

If this service is available, the option will display as below:



Urgency Options

Please select from the urgency options listed below. Your total payment will be updated and displayed on the next screen.

Planning NSW

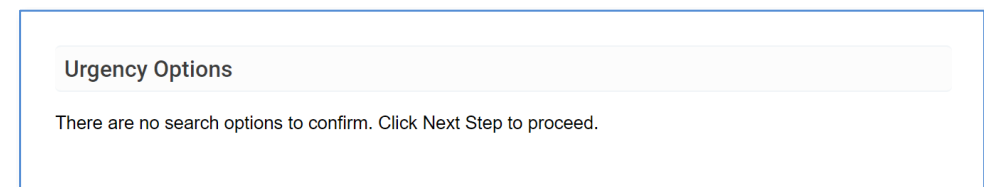
Planning Certificate S.10.7(2) & S.10.7(5) [Standard](#) \$155.95

Planning Certificate S.10.7(2) & S.10.7(5) URGENT [Urgent](#) \$236.95

Note: If an authority is (or authorities are) listed above this note, they provide a faster service for a higher (urgency) fee. If 2 (or more) authorities are listed, and you order urgent service from one, we recommend you also order urgent service from the other(s).

Select your option, then click [Next Step](#)

If this service is not available, the option will display as below:



Urgency Options

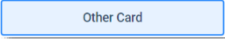
There are no search options to confirm. Click Next Step to proceed.

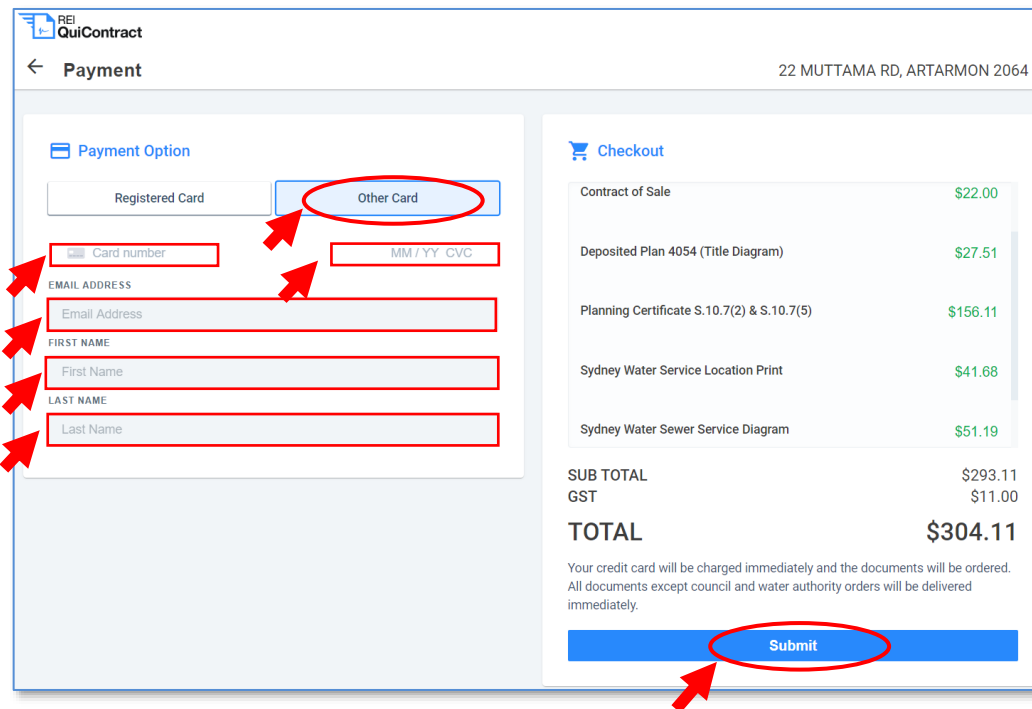
In this case, just click [Next Step](#)

5.4 Review costs and order sale contract documents

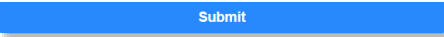
You can now review the document order cost and select to use either your client's credit card or the registered card for payment.

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

Click  and enter your client's credit card details

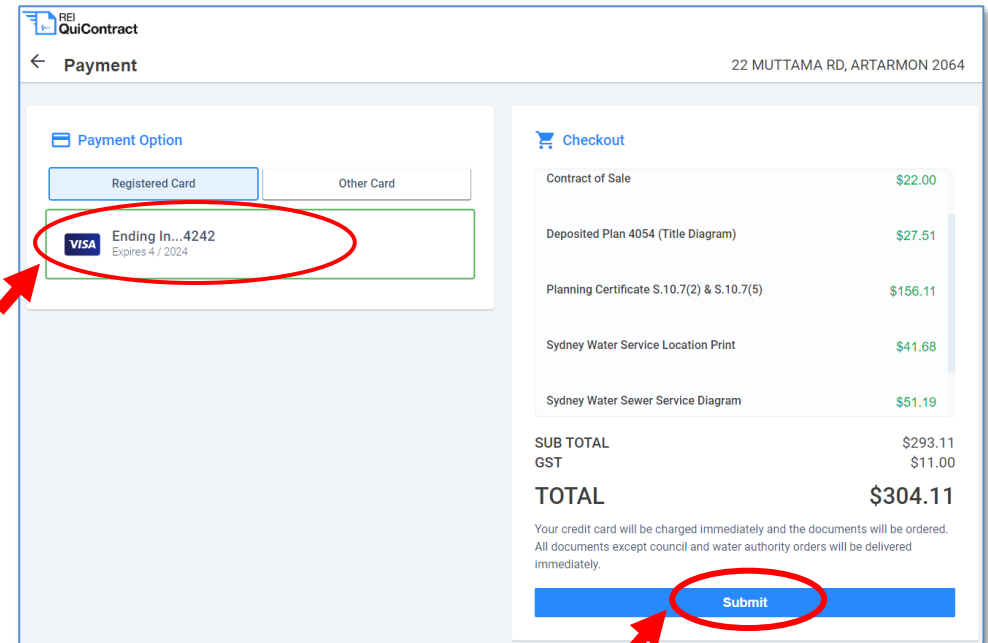


Item	Price
Contract of Sale	\$22.00
Deposited Plan 4054 (Title Diagram)	\$27.51
Planning Certificate S.10.7(2) & S.10.7(5)	\$156.11
Sydney Water Service Location Print	\$41.68
Sydney Water Sewer Service Diagram	\$51.19
SUB TOTAL	\$293.11
GST	\$11.00
TOTAL	\$304.11

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

(b) Using the registered credit card:

Click the registered card.



Item	Price
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

then click 

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

5.5 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).

If you have included lawyer/conveyancer name and email details on the "Add further contact details" page, contract documents will be emailed to the nominated solicitor/conveyancer at the same time as they are sent to you.

6. Downloading your sale contract documents

Your sale contract documents can be accessed in 3 ways.

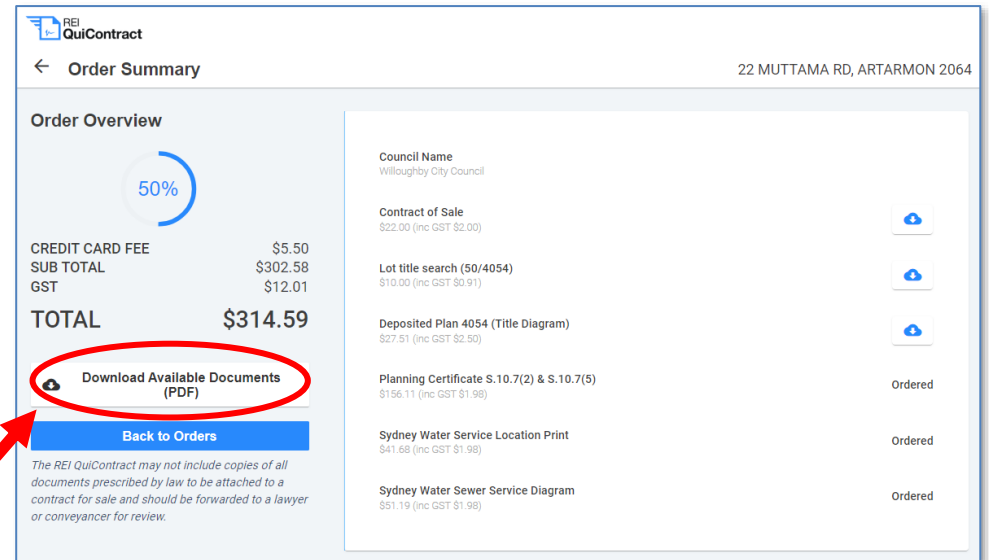
6.1 Order history

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.

To download all available documents (in one pdf) click

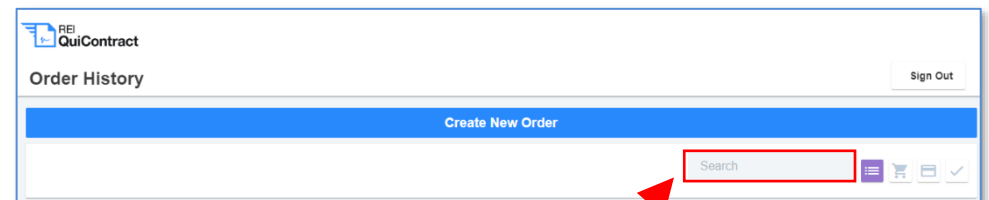
 Download Available Documents (PDF)



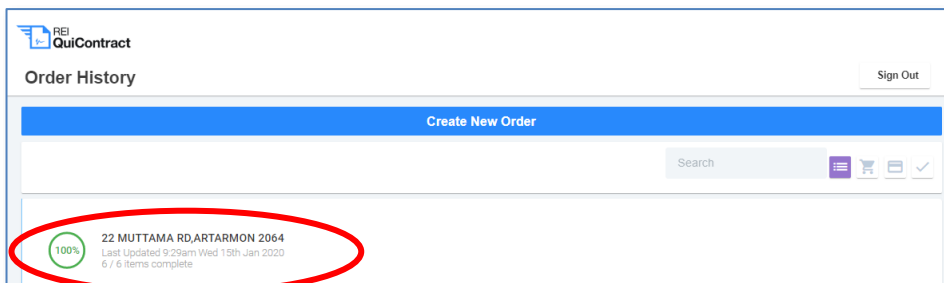
The screenshot shows the 'Order Summary' page for 22 MUTTAMA RD, ARTARMON 2064. It features an 'Order Overview' section with a 50% progress indicator and a table of charges: CREDIT CARD FEE (\$5.50), SUB TOTAL (\$302.58), and GST (\$12.01), totaling \$314.59. A red circle highlights the 'Download Available Documents (PDF)' button, with a red arrow pointing to it. Below this is a 'Back to Orders' button. To the right, a list of documents is shown with download icons: Council Name, Contract of Sale, Lot title search (50/4054), Deposited Plan 4054 (Title Diagram), Planning Certificate S.10.7(2) & S.10.7(5), Sydney Water Service Location Print, and Sydney Water Sewer Service Diagram. A disclaimer at the bottom states: '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.'

6.2 Search a previous order

Enter the street name into your Order History search box.



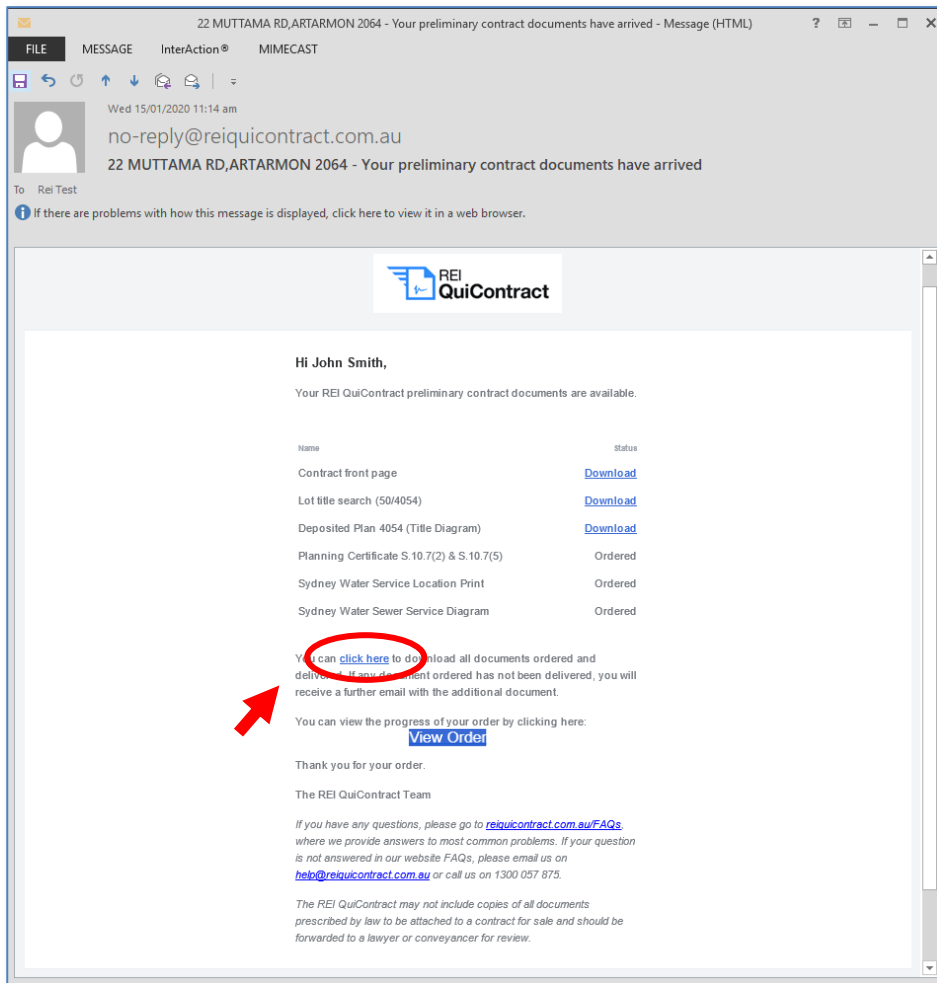
The screenshot shows the 'Order History' page with a 'Sign Out' button in the top right. A blue 'Create New Order' button is at the top. Below it is a search bar with the text 'Search' and a red box around it, with a red arrow pointing to it. To the right of the search bar are icons for a menu, shopping cart, and a checkmark.



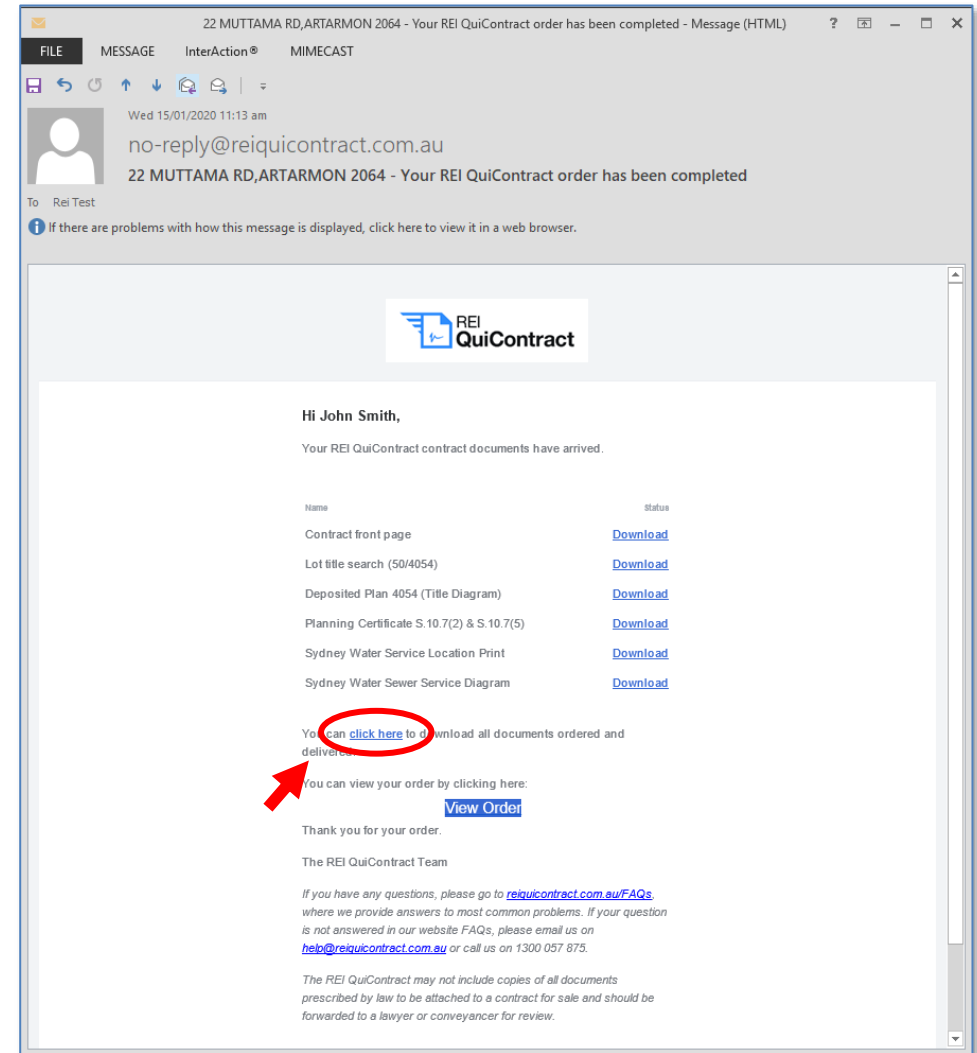
The screenshot shows the 'Order History' page with a 'Sign Out' button in the top right. A blue 'Create New Order' button is at the top. Below it is a search bar with the text 'Search' and a red box around it, with a red arrow pointing to it. To the right of the search bar are icons for a menu, shopping cart, and a checkmark. A red circle highlights a search result for '22 MUTTAMA RD, ARTARMON 2064' with a 100% completion status, and a red arrow points to it.

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:



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



7. REI QuiContract is not a legal service

The final set of contract documents provided by REI QuiContract will satisfy all legal requirements enabling the sale property to be marketed, unless the sale property includes a swimming pool, because REI QuiContract doesn't provide the required pool certificate. And REI QuiContract documents will never be in a form suitable for exchange. 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. Any direct or indirect reference to legislation only takes into account legislation current at the date of this guide. 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™.