

## Contents

1. Introduction .....	1
2. Register to use REI QuiContract .....	1
3. Sign in .....	1
4. Order a sale property title search .....	2
5. Order sale contract documents.....	3
6. Downloading your sale contract documents .....	6
7. REI QuiContract is not a legal service.....	8
8. Helpdesk .....	8

## 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](http://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:

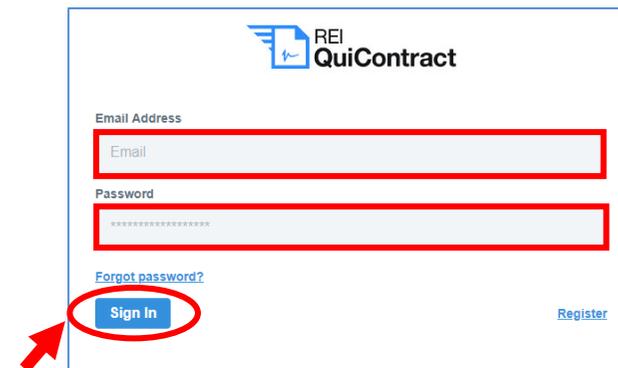
- you will always be shown (and must approve) costs before a card is debited,

- 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.

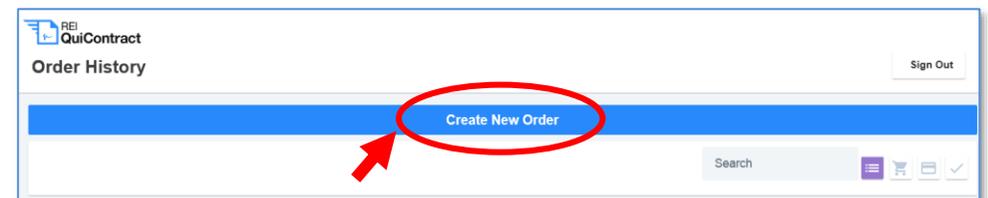
## 3. Sign in

### 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:

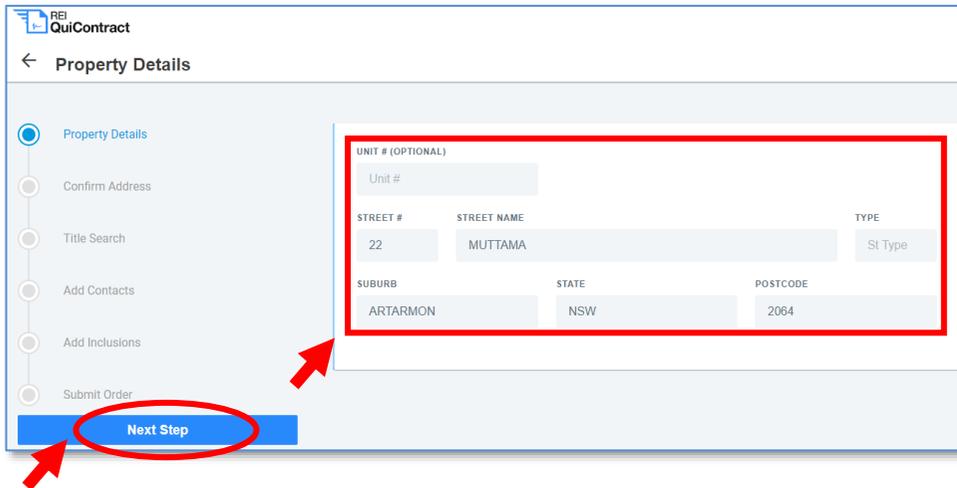


To commence your REI QuiContract order, click



## 4. Order a sale property title search

### 4.1 Enter the sale property address



Enter the address then, click

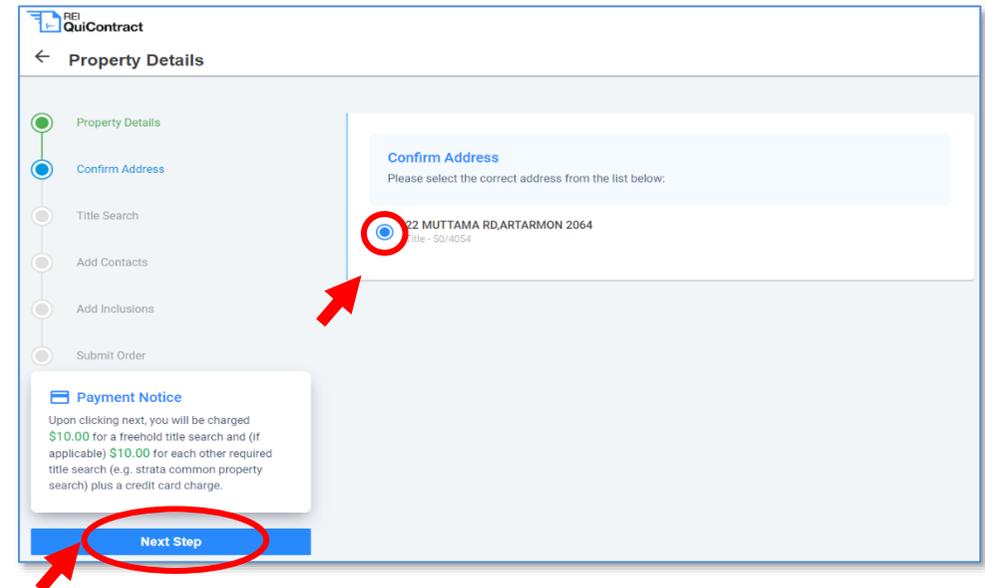
**Next Step**

#### 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



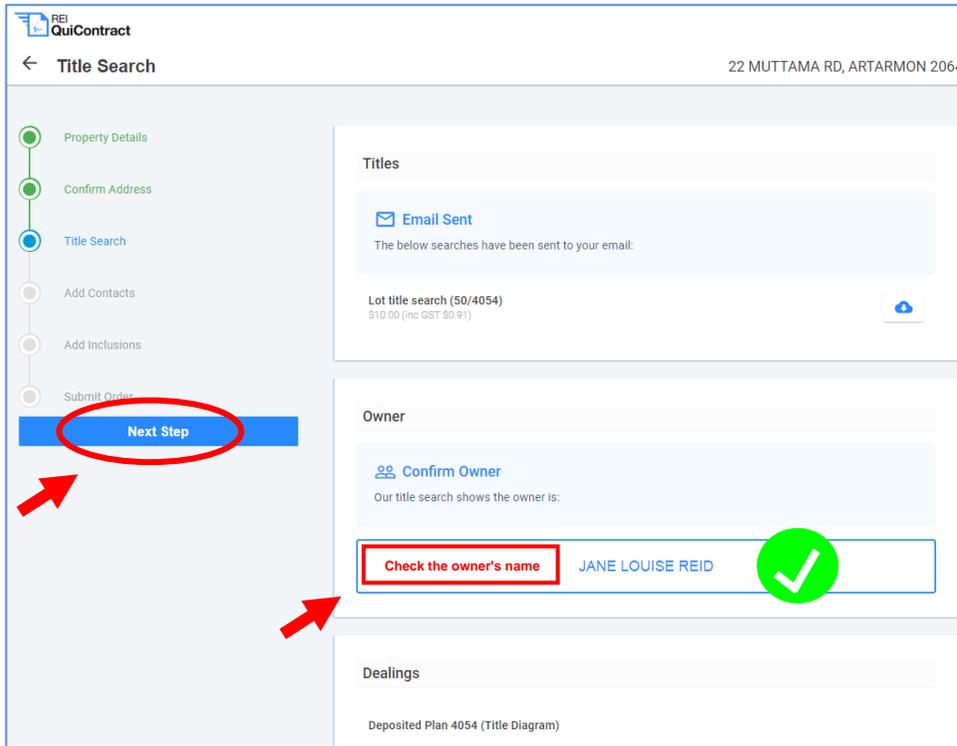
Once you confirm the address and click **Next Step** your credit card will be charged a \$10 title search fee for each title required and the search results will be emailed to you immediately.

### 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

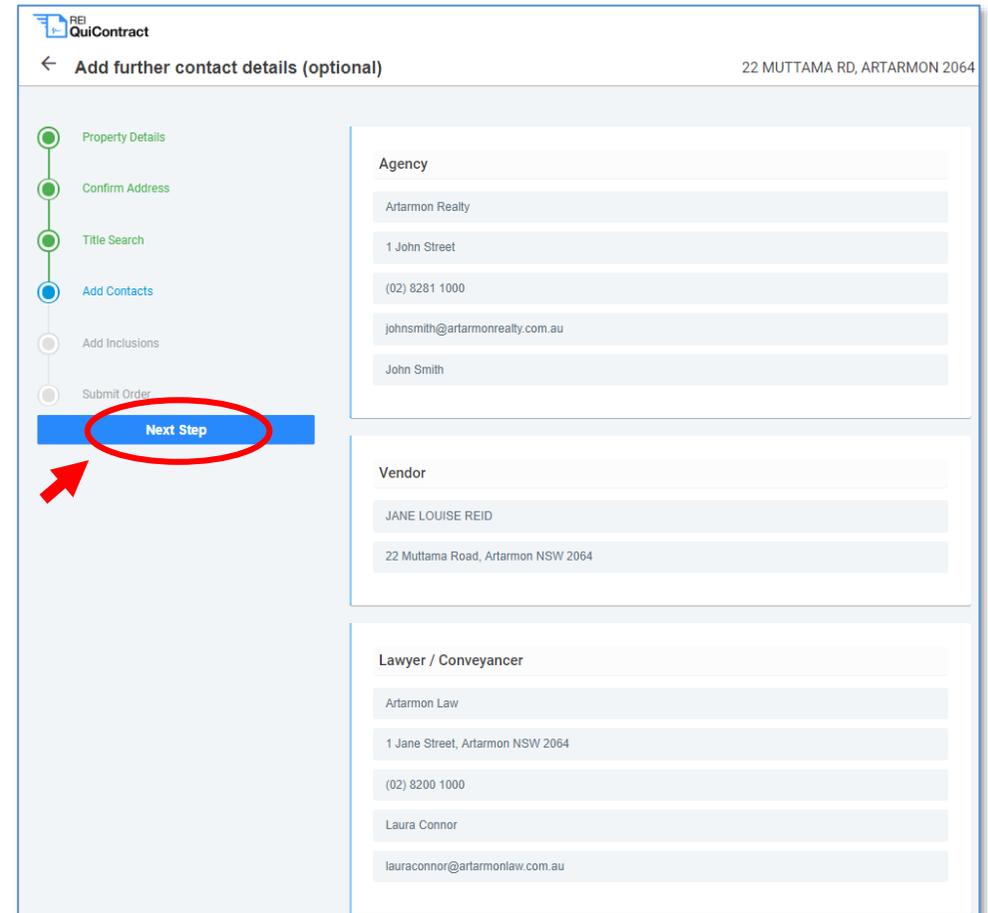
Deposited Plan 4054 (Title Diagram)

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

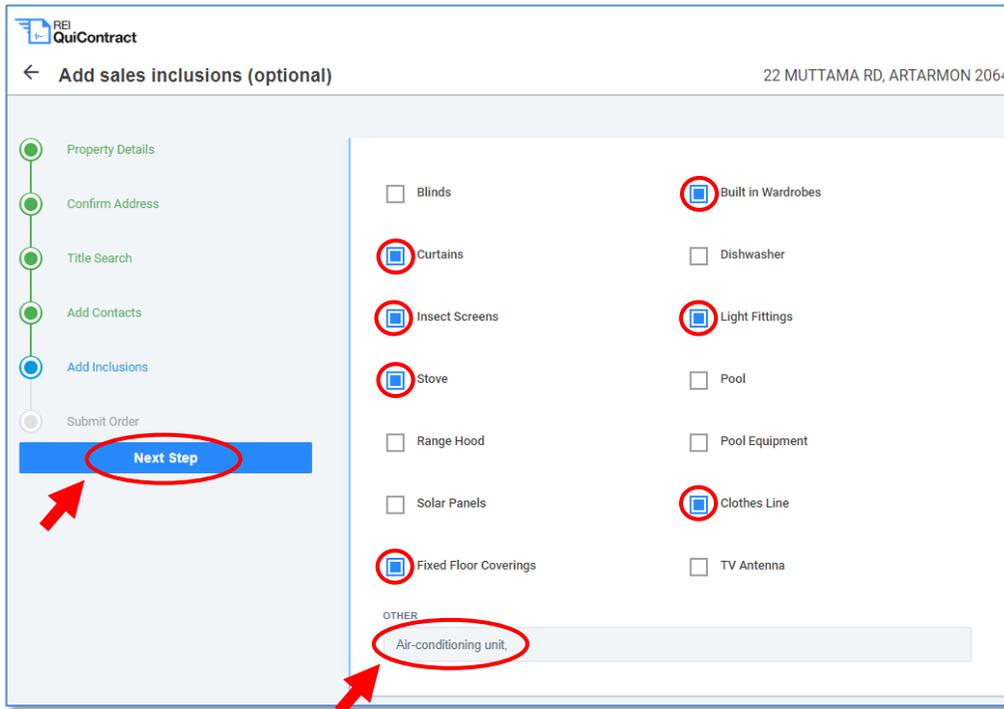
Lawyer / Conveyancer

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,

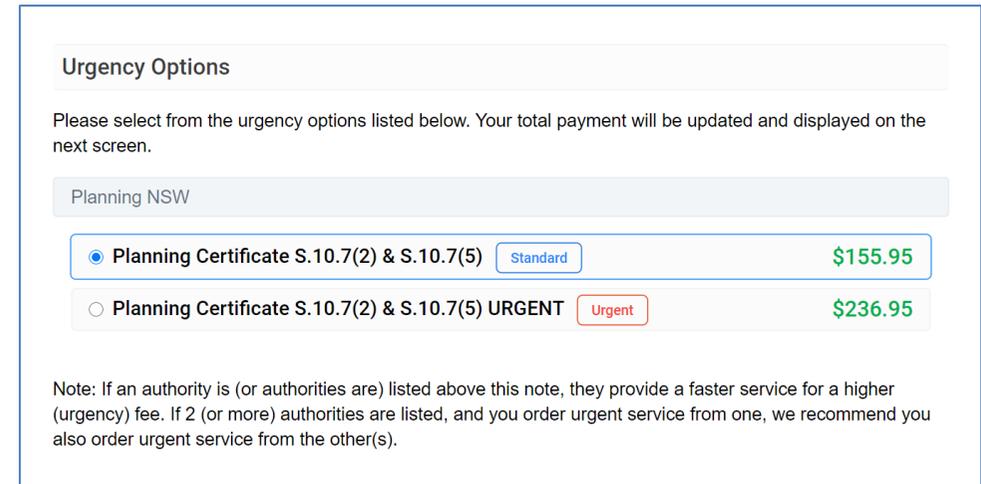
Next Step

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

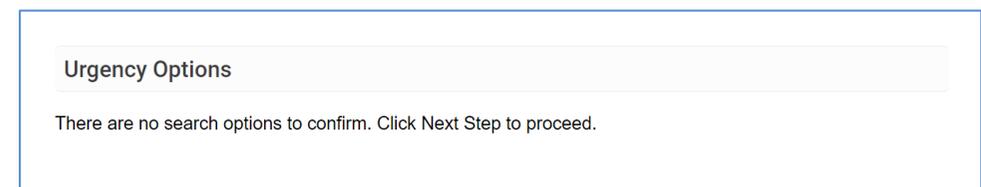
Planning Certificate S.10.7(2) & S.10.7(5) [Standard](#) \$155.95

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.

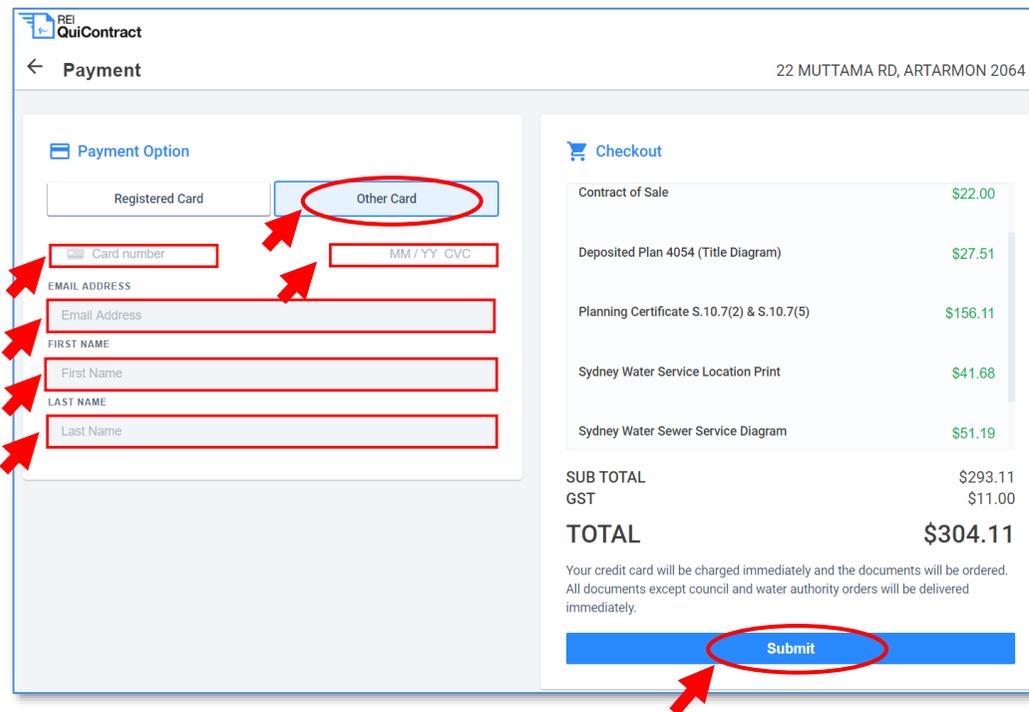
In this case, just click [Next Step](#)

## 5.4 Review costs and order sale contract documents

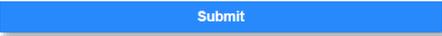
You can now review the document order cost and select to use either your client's credit card or the registered card for payment.

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

Click  and enter your client's credit card details

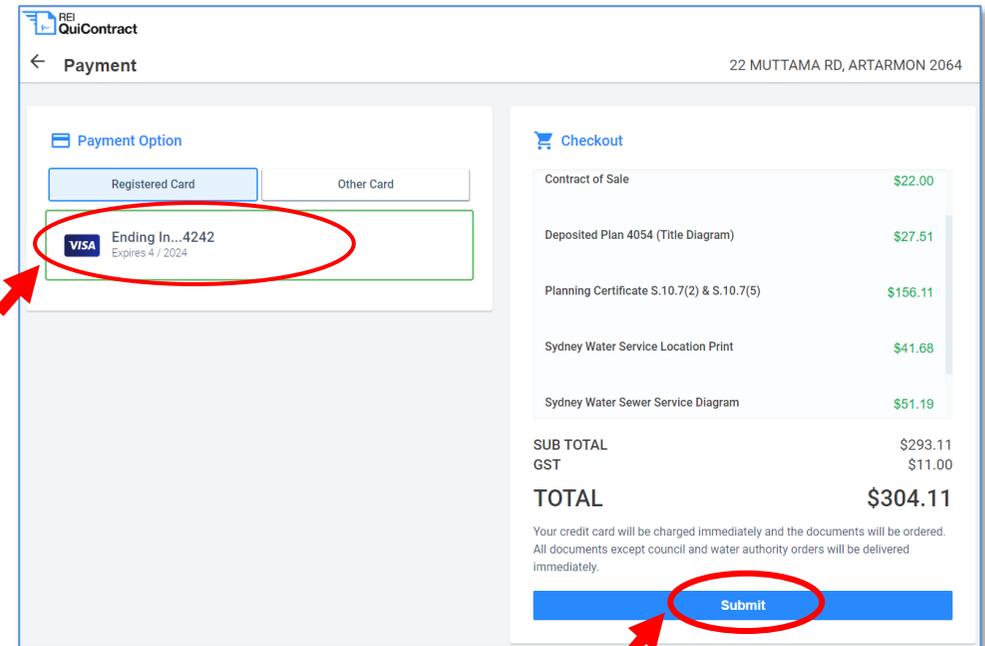


Item	Price
Contract of Sale	\$22.00
Deposited Plan 4054 (Title Diagram)	\$27.51
Planning Certificate S.10.7(2) & S.10.7(5)	\$156.11
Sydney Water Service Location Print	\$41.68
Sydney Water Sewer Service Diagram	\$51.19
<b>SUB TOTAL</b>	<b>\$293.11</b>
<b>GST</b>	<b>\$11.00</b>
<b>TOTAL</b>	<b>\$304.11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

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
<b>SUB TOTAL</b>	<b>\$293.11</b>
<b>GST</b>	<b>\$11.00</b>
<b>TOTAL</b>	<b>\$304.11</b>

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.

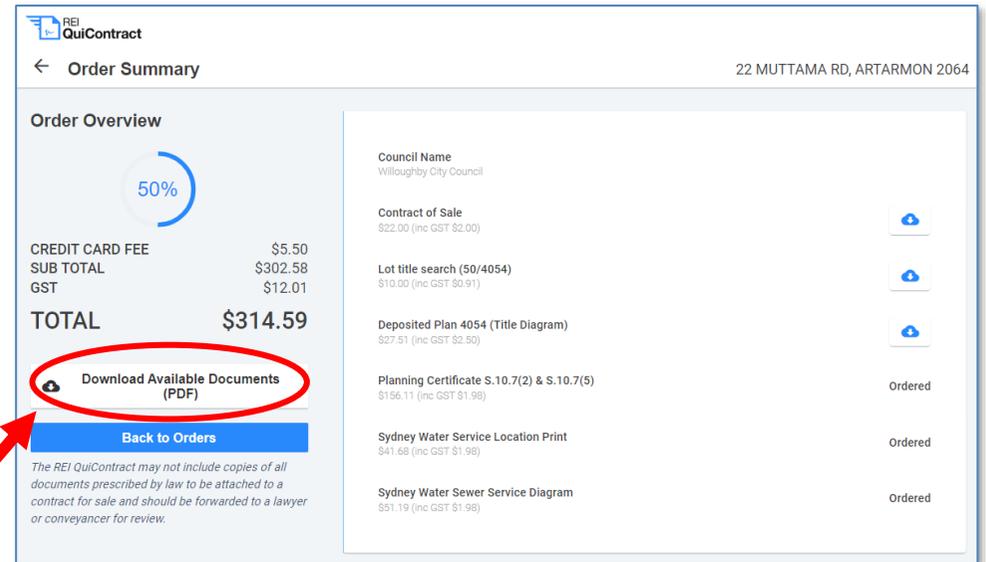
### 6.1 Order history

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

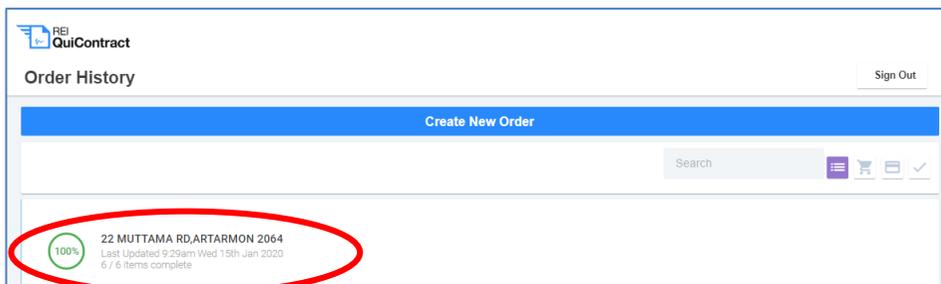
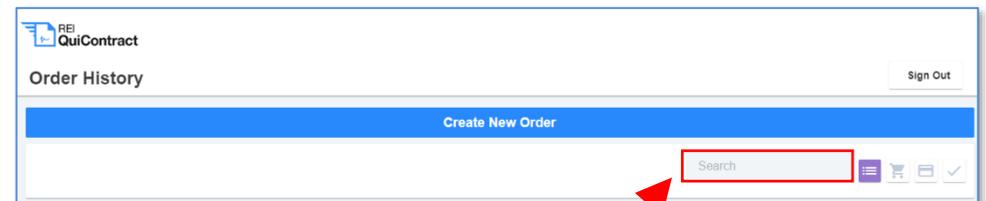
 Download Available Documents (PDF)



Item	Price	Status
CREDIT CARD FEE	\$5.50	
SUB TOTAL	\$302.58	
GST	\$12.01	
<b>TOTAL</b>	<b>\$314.59</b>	
Council Name	Willoughby City Council	
Contract of Sale	\$22.00 (inc GST \$2.00)	Download
Lot title search (50/4054)	\$10.00 (inc GST \$0.91)	Download
Deposited Plan 4054 (Title Diagram)	\$27.51 (inc GST \$2.50)	Download
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 Search a previous order

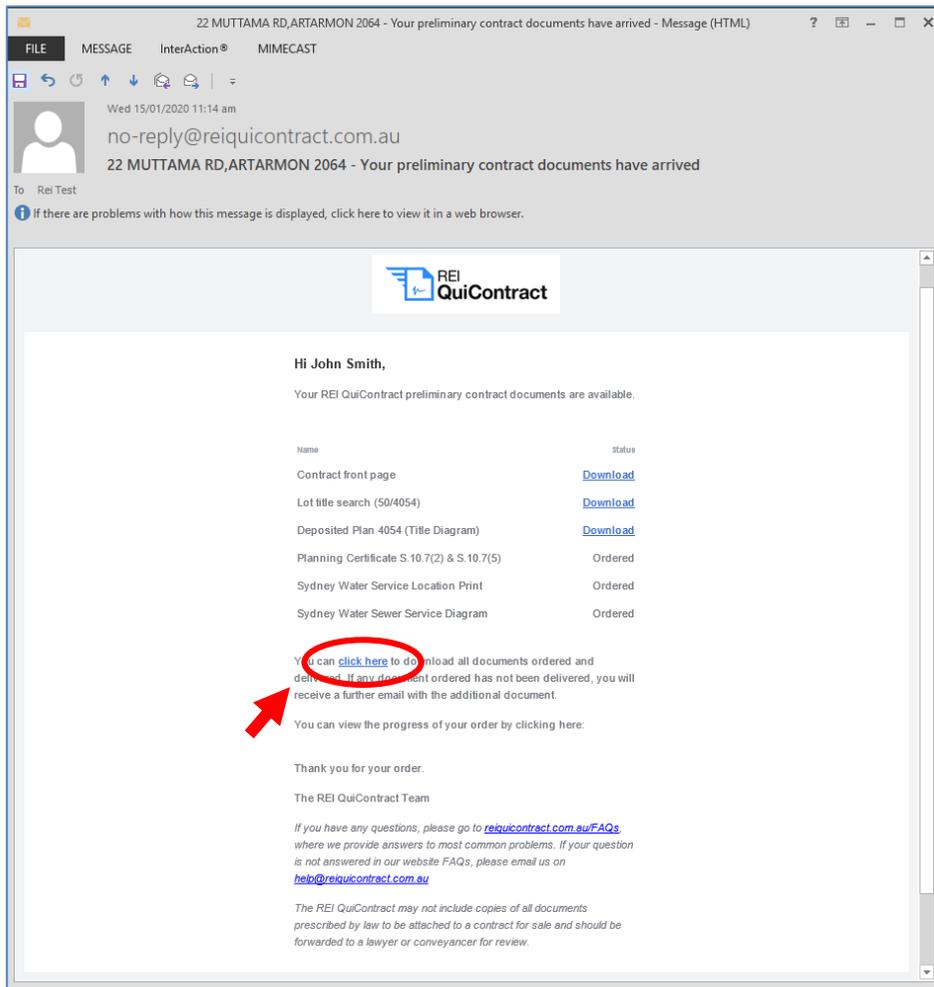
Enter the street name into your Order History search box.



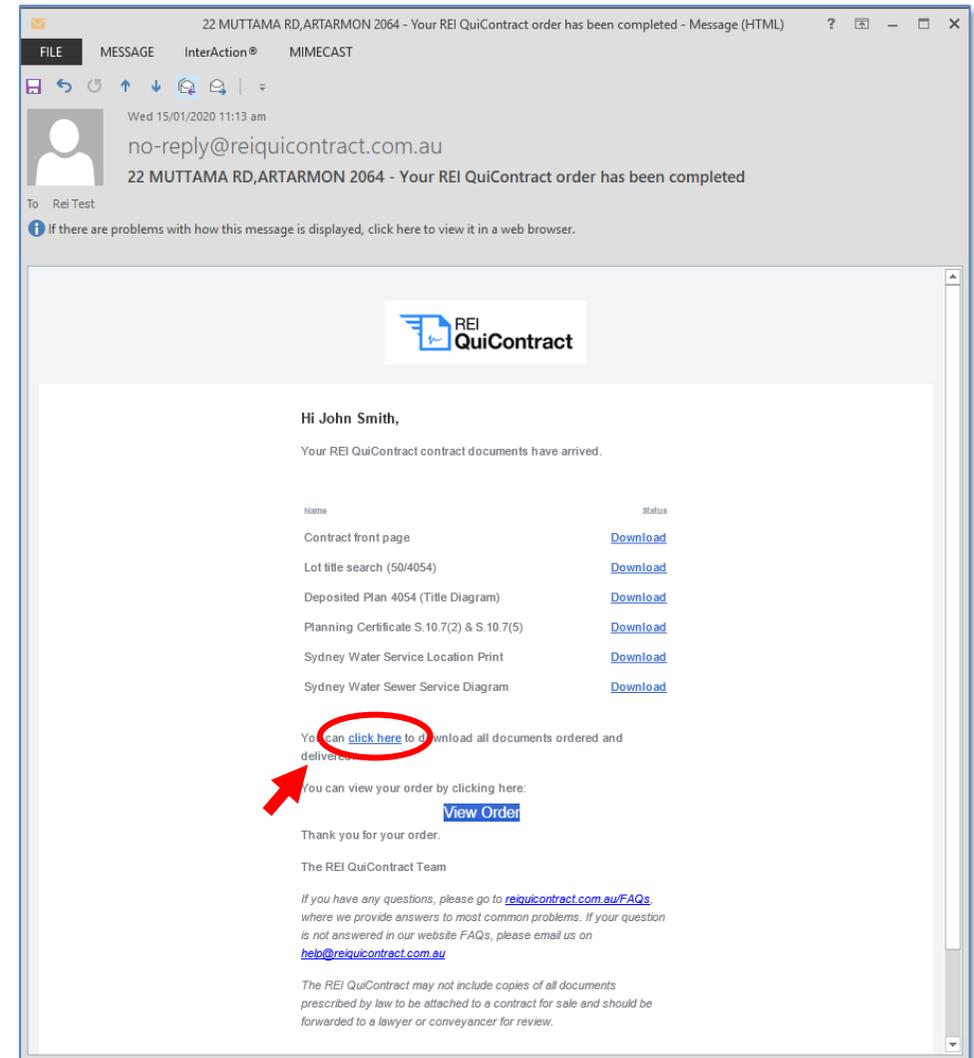
Order ID	Property Address	Status	Completion
100%	22 MUTTAMA RD, ARTARMON 2064	Completed	Last Updated 9:29am Wed 15th Jan 2020 6 / 6 Items complete

## 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

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](https://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](mailto:help@quicontract.com.au)

**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™.*