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1. Introduction

REI QuiContract allows you to order and receive sale contract documents online. It's simple. Go to reiquicontract.com.au to register, and then sign in on your smartphone, tablet or laptop to order anywhere and at any time.

2. Register to use REI QuiContract

Our registration form is simple to complete. 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 for a cost of \$10 per title, and
- the balance of the contract order cost can be debited either from your client's card or (at your election) the registered card.

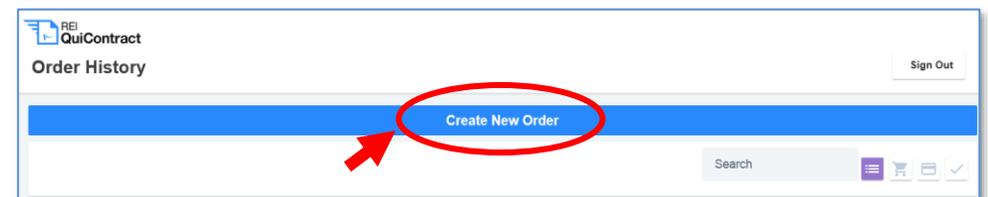
3. Sign in

3.1 Sign into REI QuiContract

When you sign in, enter your registered email address and password and click 



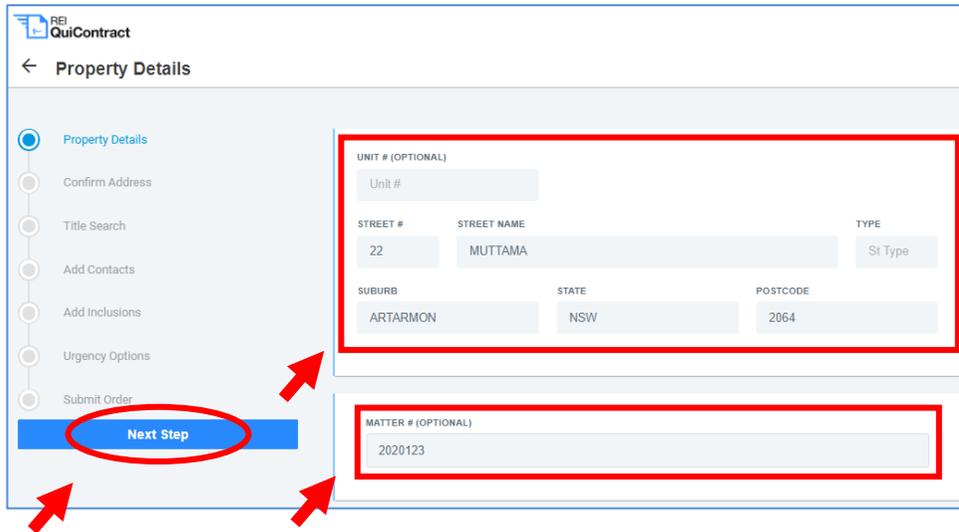
This will take you to the Order History page where you can commence a new order by clicking 



4. Order a title search

4.1 Enter the property address

We start with an address search (and don't charge you for this!)



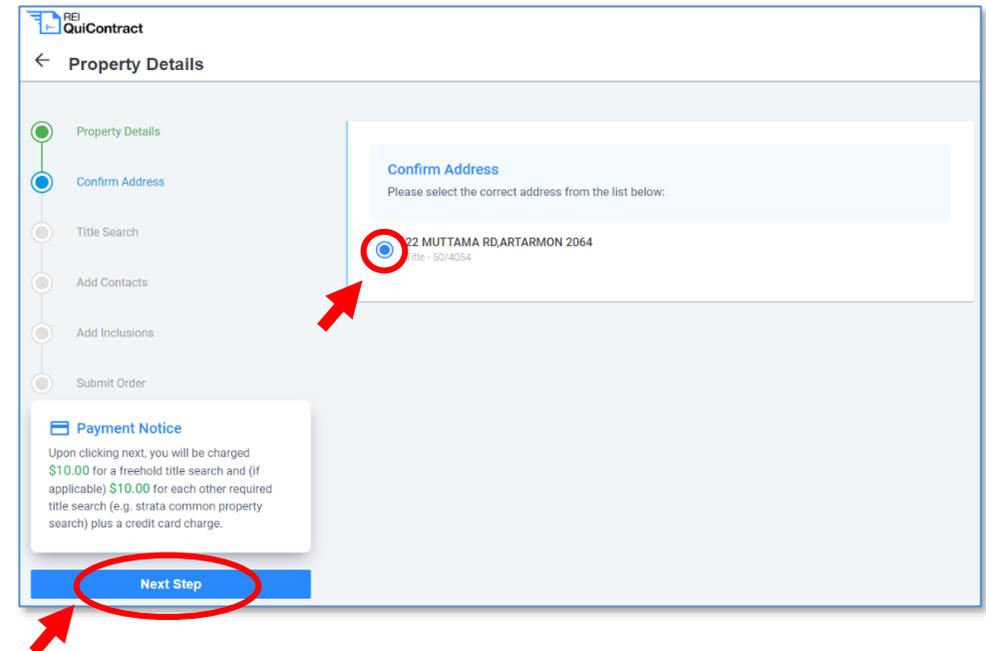
Enter the address and your matter reference (optional) then, click 

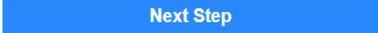
Tips

- (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.

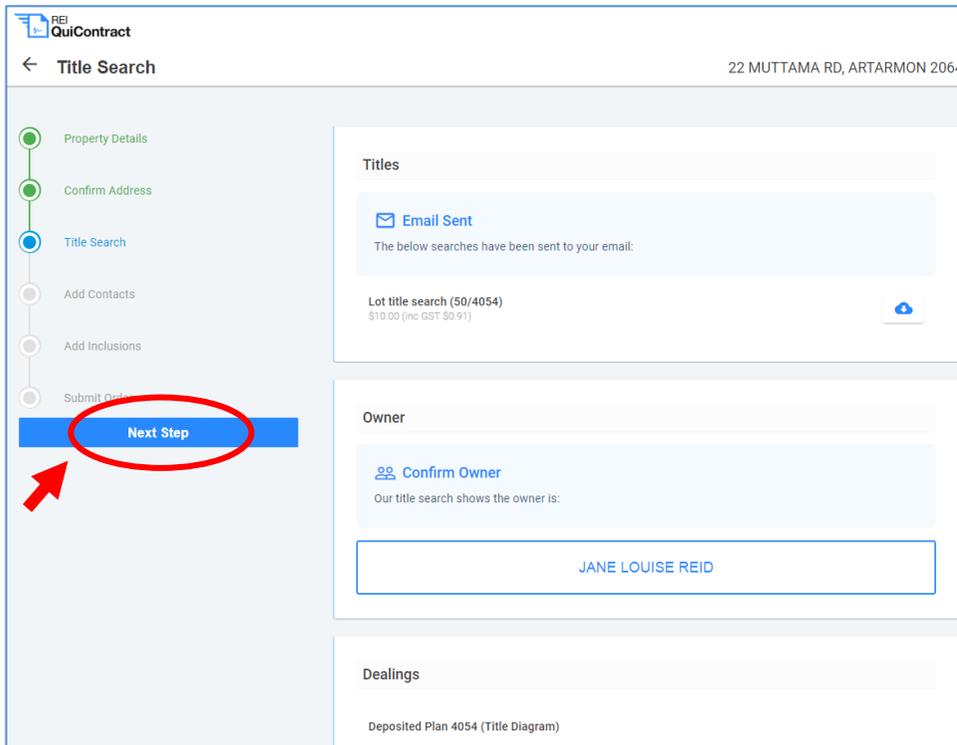
4.2 Select the correct address



Once you confirm the address and click  your credit card will be charged a title search fee of \$10 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:



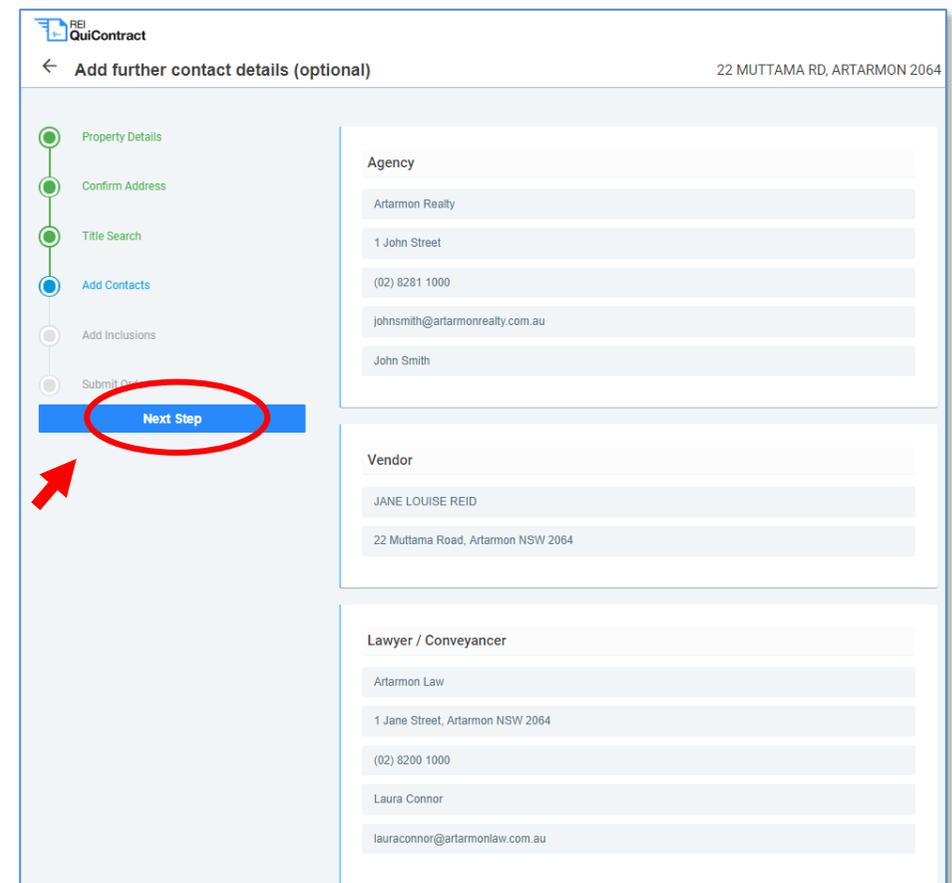
Then click

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 alter your details and add the agency details and vendor address.

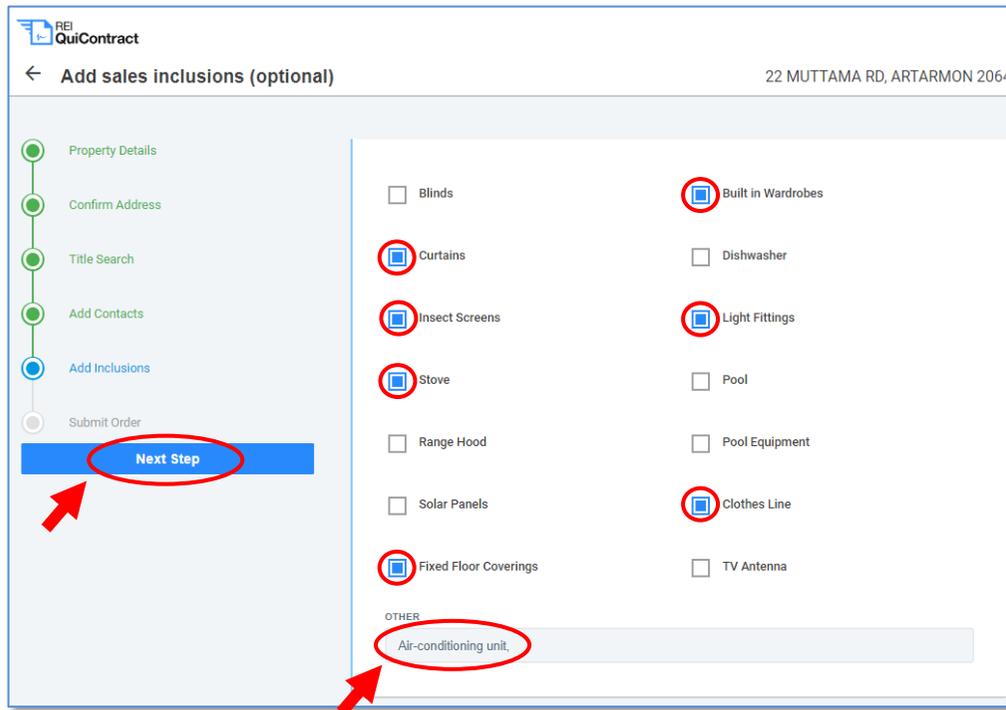


Then click

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

Next Step

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

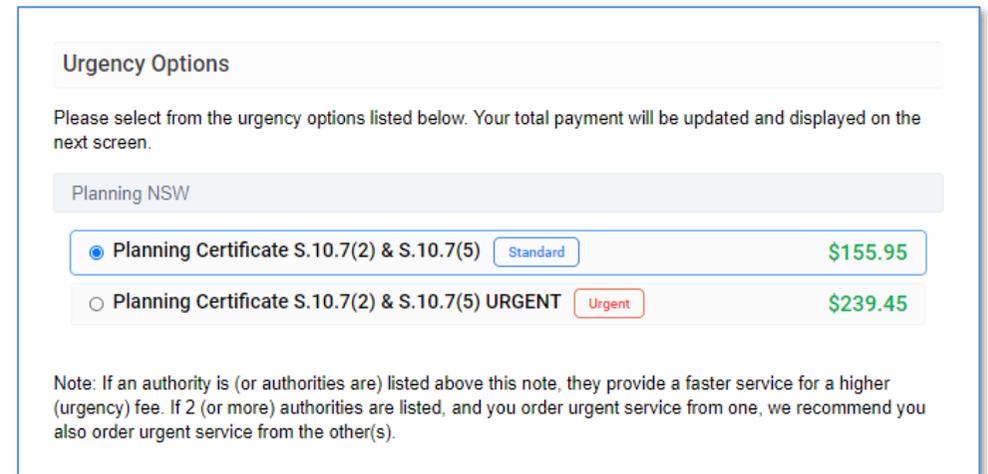
Air-conditioning unit,

Then click **Next Step**

5.3 Select urgency option and additional certificates

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.

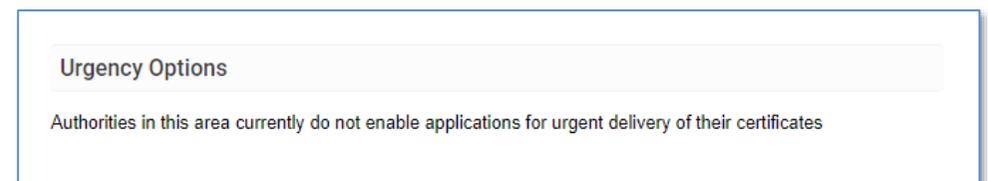
Planning NSW

● 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 \$239.45

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).

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



Urgency Options

Authorities in this area currently do not enable applications for urgent delivery of their certificates

On this page, you can also choose to order (if available from Council) a s.22D swimming pool compliance certificate.

If the client can't show that the swimming pool is registered or you otherwise doubt whether the pool is regulation compliant, we recommend that you DO NOT ORDER a s22D certificate but instead separately arrange a s.22C pool inspection.

Optional Searches

Please select any optional searches below. Your total payment will be updated and displayed on the next screen.

Swimming Pool Certificate of Compliance S.22(D) \$174.45

After selecting your required options on this page, click

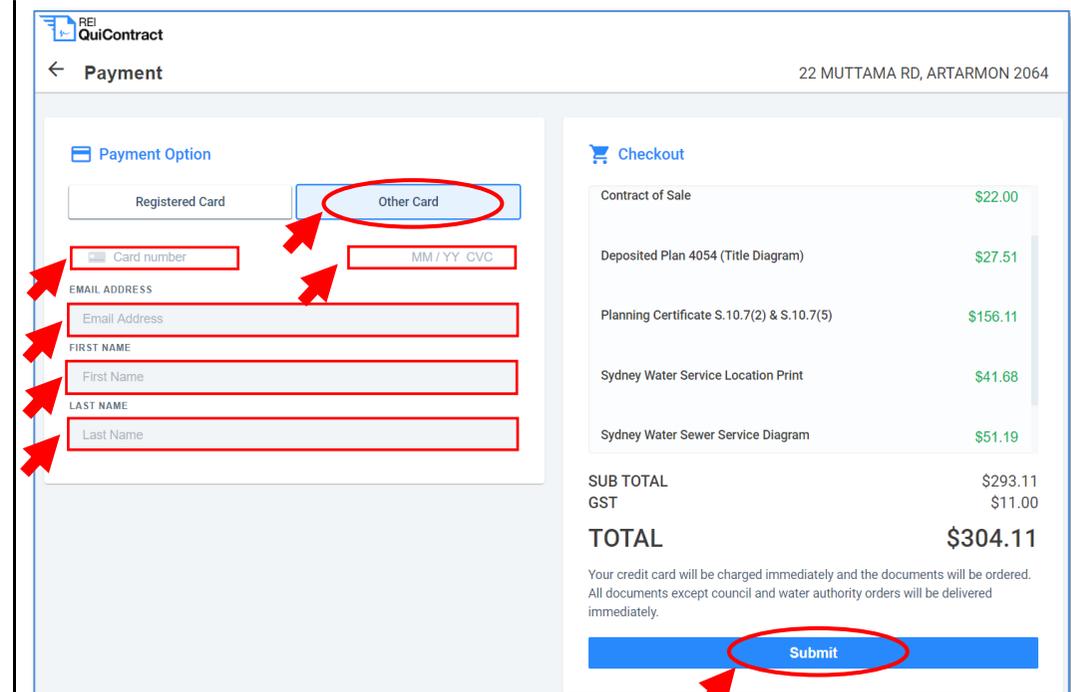
[Next Step](#)

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

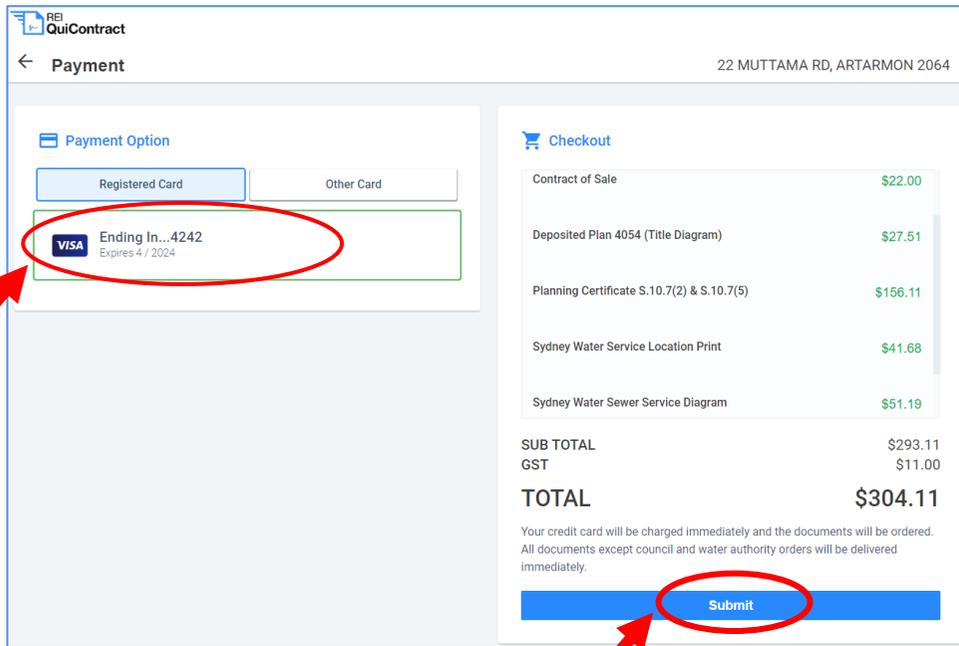
Click [Other Card](#) and enter your client's credit card details



then click [Submit](#) and the submitted order will be charged to the nominated credit card.

(b) Using the registered credit card:

Click the registered credit card.



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.

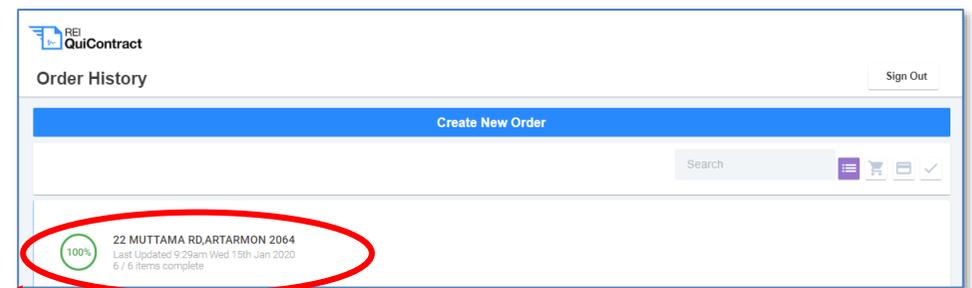
6. Downloading your sale contract documents

Your sale contract documents can be accessed in 3 ways.

6.1 Order history

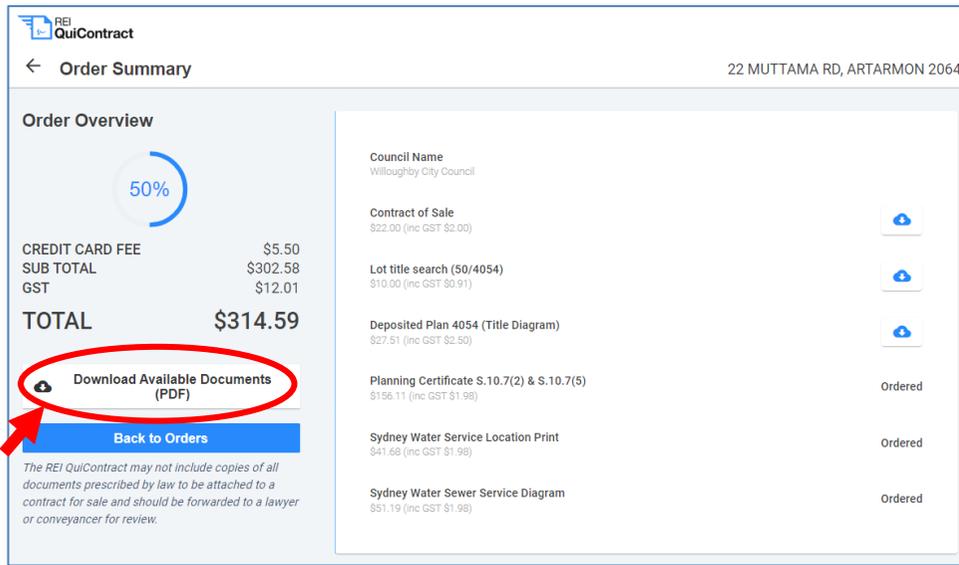
Login to your REI QuiContract account, and you can see your Order History.

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





Order Summary 22 MUTTAMA RD, ARTARMON 2064

Order Overview

50%

CREDIT CARD FEE \$5.50
SUB TOTAL \$302.58
GST \$12.01
TOTAL \$314.59

[Download Available Documents \(PDF\)](#)

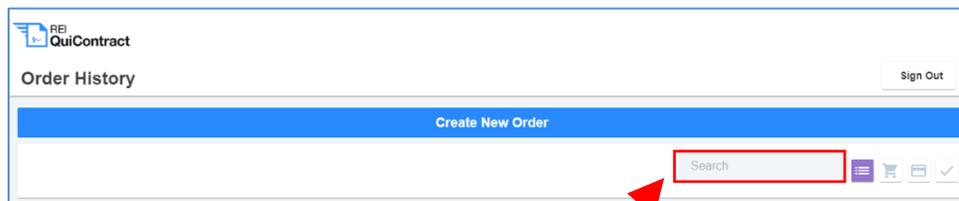
[Back to Orders](#)

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.

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.

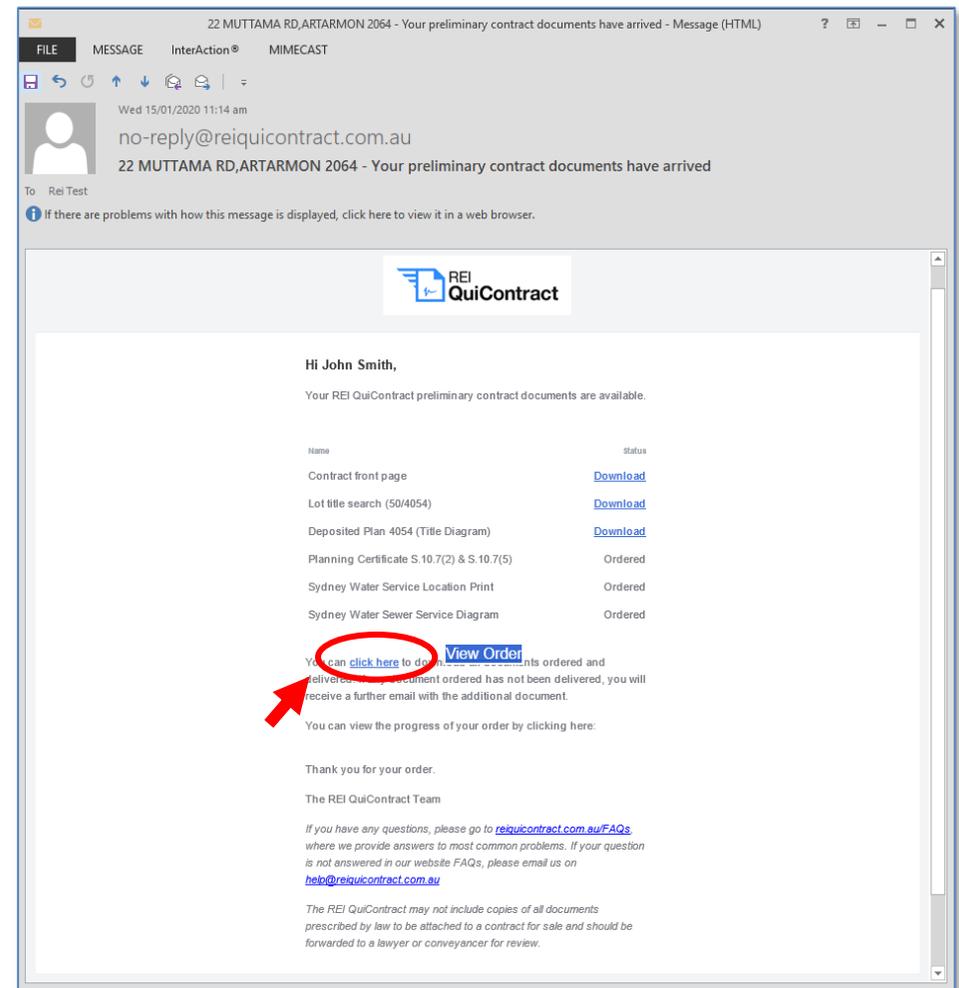


Order History [Sign Out](#)

[Create New Order](#)

6.3 Emails

As your order progresses, you 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 both individual and collated forms (for the collated form, press [click here](#)). The first email contains the preliminary contract documents:



22 MUTTAMA RD, ARTARMON 2064 - Your preliminary contract documents have arrived - Message (HTML)

Wed 15/01/2020 11:14 am

no-reply@reiquicontract.com.au

22 MUTTAMA RD, ARTARMON 2064 - Your preliminary contract documents have arrived

To: Rei Test

If there are problems with how this message is displayed, click here to view it in a web browser.

REI QuiContract

Hi John Smith,

Your REI QuiContract preliminary contract documents are available.

Name	Status
Contract front page	Download
Lot title search (50/4054)	Download
Deposited Plan 4054 (Title Diagram)	Download
Planning Certificate S.10.7(2) & S.10.7(5)	Ordered
Sydney Water Service Location Print	Ordered
Sydney Water Sewer Service Diagram	Ordered

You can [click here to download](#) documents ordered and delivered. If a document ordered has not been delivered, you will receive a further email with the additional document.

You can view the progress of your order by clicking here: [View Order](#)

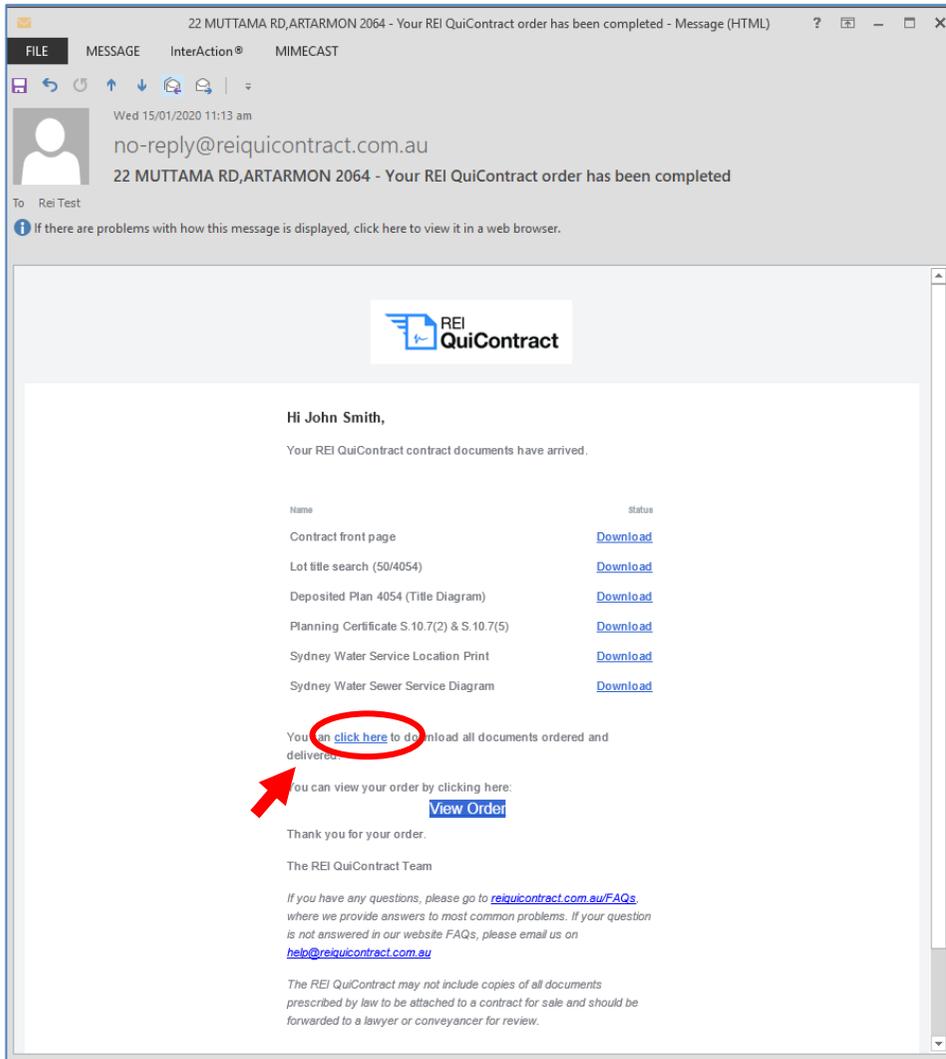
Thank you for your order.

The REI QuiContract Team

If you have any questions, please go to reiquicontract.com.au/FAQs where we provide answers to most common problems. If your question is not answered in our website FAQs, please email us on help@reiquicontract.com.au

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.

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



7. Does REI QuiContract provide all prescribed documents?

REI QuiContract supplies all prescribed documents other than Home Building Act documents.

If your client has a swimming pool, REI QuiContract will supply a s.22D compliance certificate but, if your client's pool is not registered or you otherwise doubt whether it is it is regulation compliant, we recommend that you DO NOT ORDER a s22D certificate but instead separately arrange a s.22C pool inspection.

REI QuiContract will significantly expedite preparation of a sale contract. REI QuiContract documents are supplied in collated contract form for ease of review and, at the same time, are also supplied individually to facilitate inclusion of any other requirements such as a home warranty insurance document and your special conditions.

If you don't have an Adobe PDF Editor software licence, we recommend you purchase it, because so many contracts are now being prepared electronically and this software makes it so easy to create, edit, add and collate PDF documents. If you don't have the software, just print the document out and work with it manually.

8. REI QuiContract benefits for you

(a) Avoid upfront costs

If the client or agent has already ordered the sale contract documents through REI QuiContract, you don't have to worry about obtaining search costs upfront from your clients or, worse still, wear these costs yourself until settlement.

If you order through REI QuiContract, you can request clients provide their credit card details and have the costs charged to them directly.

(b) **Expedite standard searches**

If the client or agent has already ordered the sale contract documents through REI QuiContract, you avoid this unprofitable time consuming exercise and get on with just the legal work.

If you order searches through REI QuiContract, you'll find the process easier than through any other search provider.

(c) **Reduce risks of fixed fee quotes**

Increasingly these days, you're expected to quote a fixed fee before a client commits to your services.

If the client or agent has already ordered through REI QuiContract, all the usual title searches and dealings are available to review before a quote has to be given.

If you order through REI QuiContract, you will (for a cost of just \$10 per title search) see how many dealings are required and how much it will cost to order them before committing yourself or clients to any further costs.

9. 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.

9.1 Helpdesk contact details

Email: 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. 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™.