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## 1. Introduction

The sale contract legal process is a total mystery to most people. So how do you get it started, and what is it going to cost you?

With REI QuiContract, all you have to do is enter your address. And you can use the information and documents then delivered by REI QuiContract to ask your lawyer or conveyancer to:

- accurately quote a legal fee
- ask what else you need to prepare a sale contract for your real estate agent
- ask when the sale contract will be ready for your real estate agent

Because a lawyer or conveyancer would otherwise have to order exactly the same documents for you anyway, commencing the sale contract process by ordering REI QuiContract documents will cost you no more than commencing the process with a lawyer or conveyancer. But REI QuiContract will speed up the process of ordering those documents and help get your property to market faster.

The full contract document order cost varies depending on the number of dealings registered on title and the council area, but a typical cost would be in the range of \$300-\$350 for houses and \$350-\$450 for apartments.

## 2. Register to use REI QuiContract

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 anywhere and at any time.

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 the registered card or (at your election) any other card.

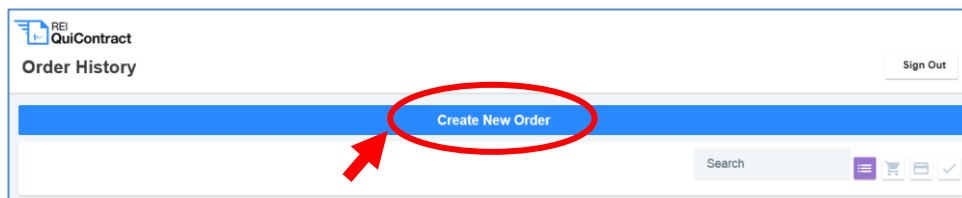
## 3. Sign in

### 3.1 Sign into REI QuiContract

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



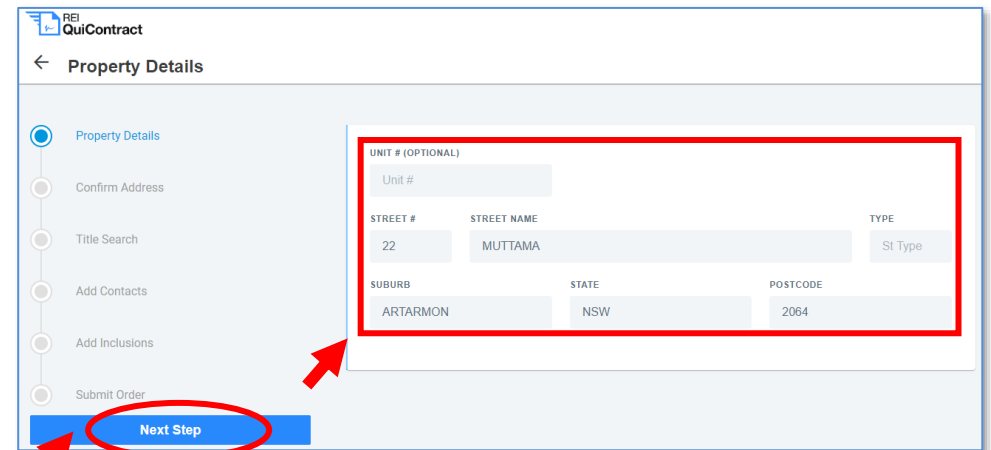
Click **Sign In** and it will take you to the Order History page:



To commence your REI QuiContract order, click **Create New Order**

## 4. Order a sale property title search

### 4.1 Enter the sale property address



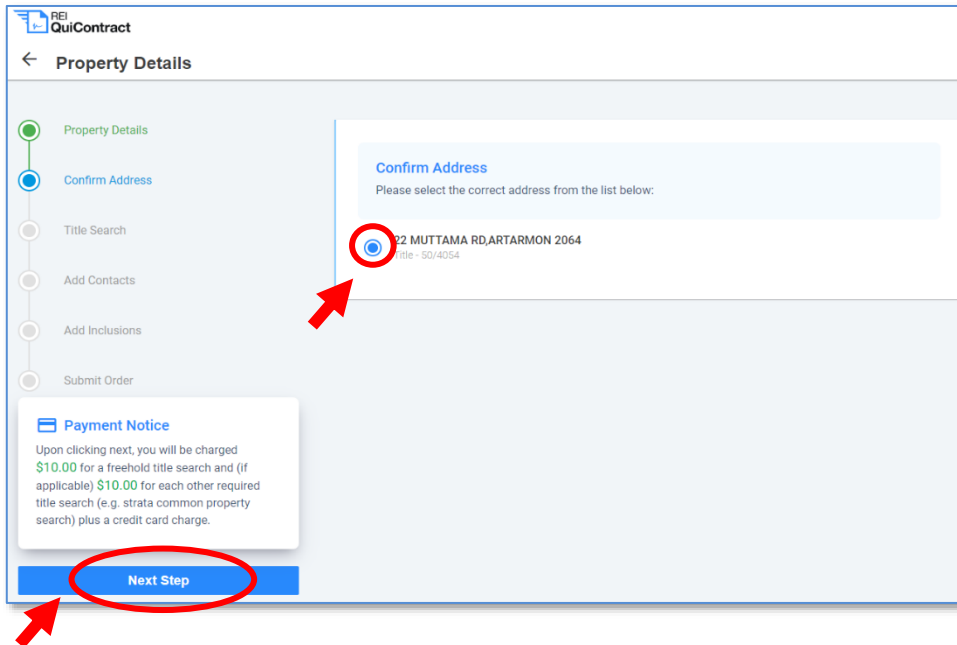
Enter the address then, click **Next Step**

#### 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



Property Details

Confirm Address

22 MUTTAMA RD, ARTARMON 2064  
title - 50/4054

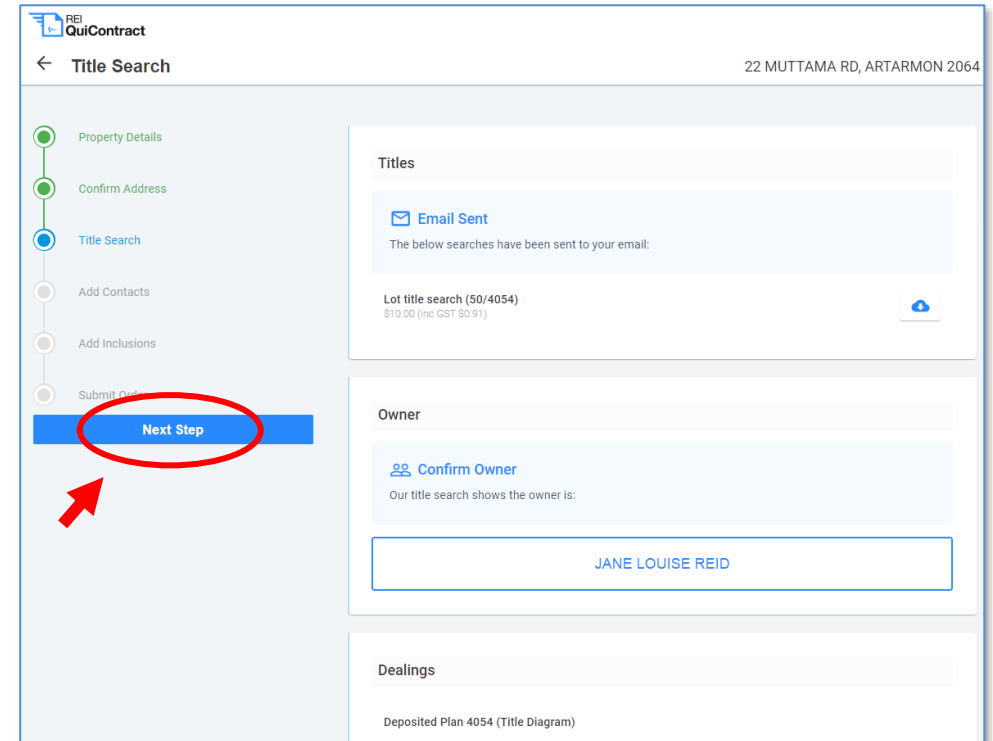
Next Step

**Payment Notice**  
Upon clicking next, you will be charged \$10.00 for a freehold title search and (if applicable) \$10.00 for each other required title search (e.g. strata common property search) plus a credit card charge.

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

## 4.3 Receive the title search and confirm owner

Title details will now be shown as follows on the title search page.



Title Search

22 MUTTAMA RD, ARTARMON 2064

Next Step

**Email Sent**  
The below searches have been sent to your email:

Lot title search (50/4054)  
\$10.00 (inc GST \$0.91)

**Confirm Owner**  
Our title search shows the owner is:

JANE LOUISE REID

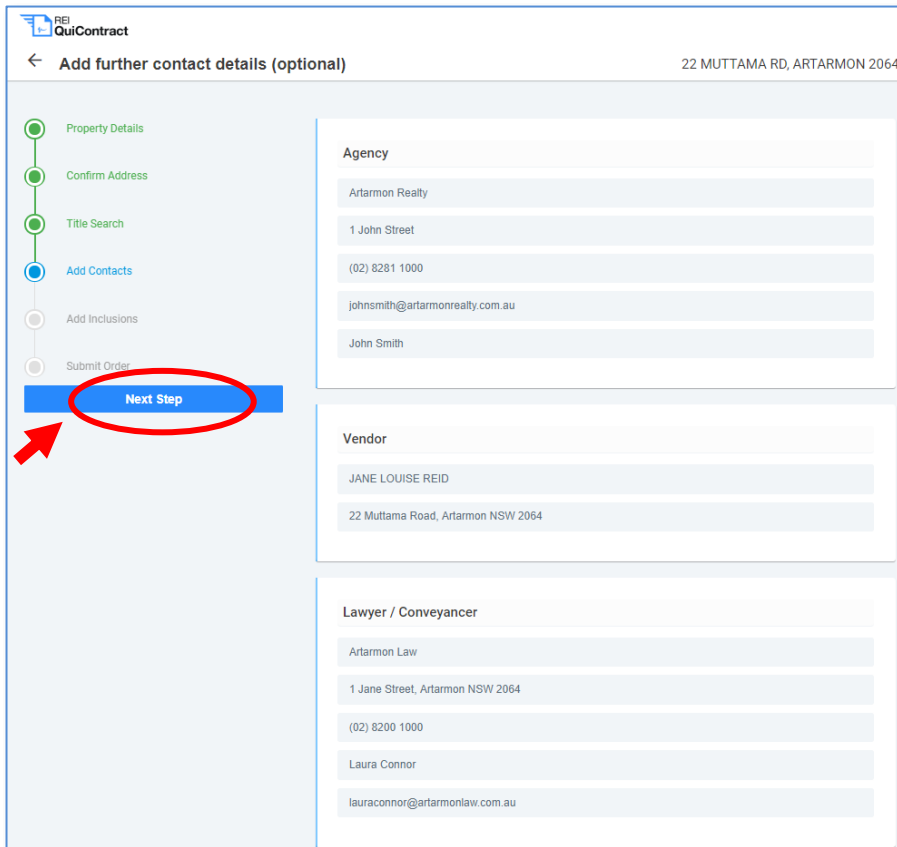
Deposited Plan 4054 (Title Diagram)

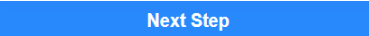
Then click **Next Step**

## 5. Order sale contract documents

### 5.1 Add/alter sale contract contact details (optional)

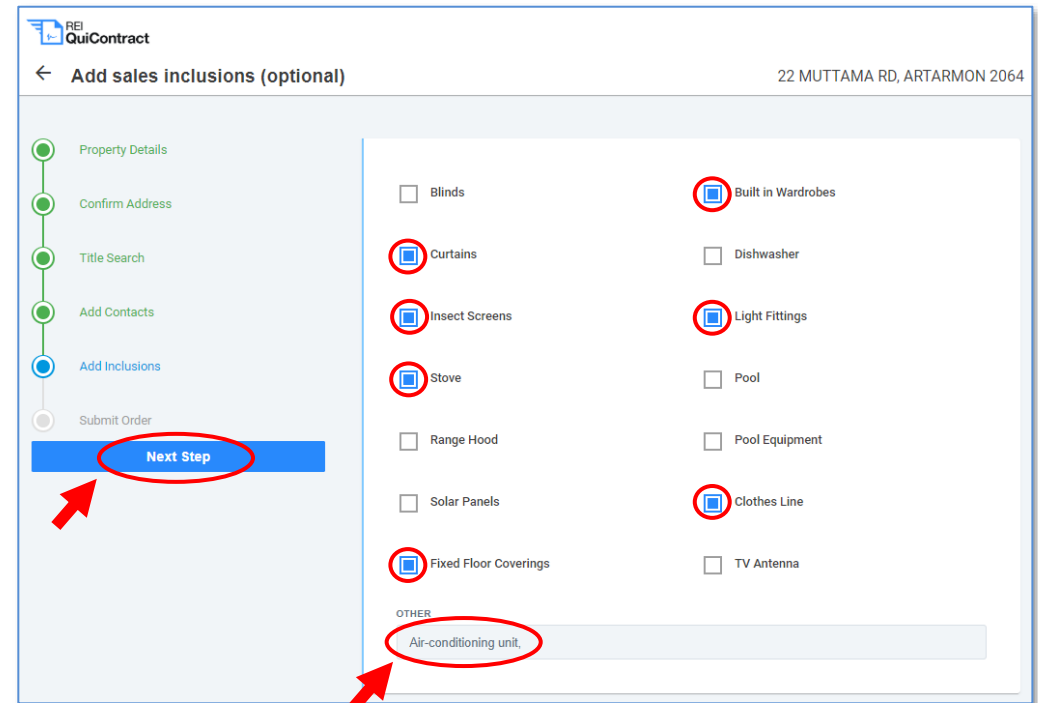
The next page displays what contact details will appear on the front page of the sale contract. You can (but don't have to) add the details of your agent or lawyer/conveyancer. **If lawyer/conveyancer name and email details are included, documents will be sent to the nominated lawyer/conveyancer at the same time as they are sent to you.**

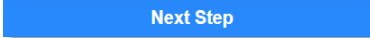


Then click 

### 5.2 Add sale contract inclusions (optional)

You can (but don't have to) select any of the specified items that you will sell with the home, and you can (but don't have to) enter additional inclusions in the "other" box:



Then click 

## 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

<input checked="" type="radio"/> Planning Certificate S.10.7(2) & S.10.7(5) <span>Standard</span>	\$155.95
<input type="radio"/> Planning Certificate S.10.7(2) & S.10.7(5) URGENT <span>Urgent</span>	\$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.

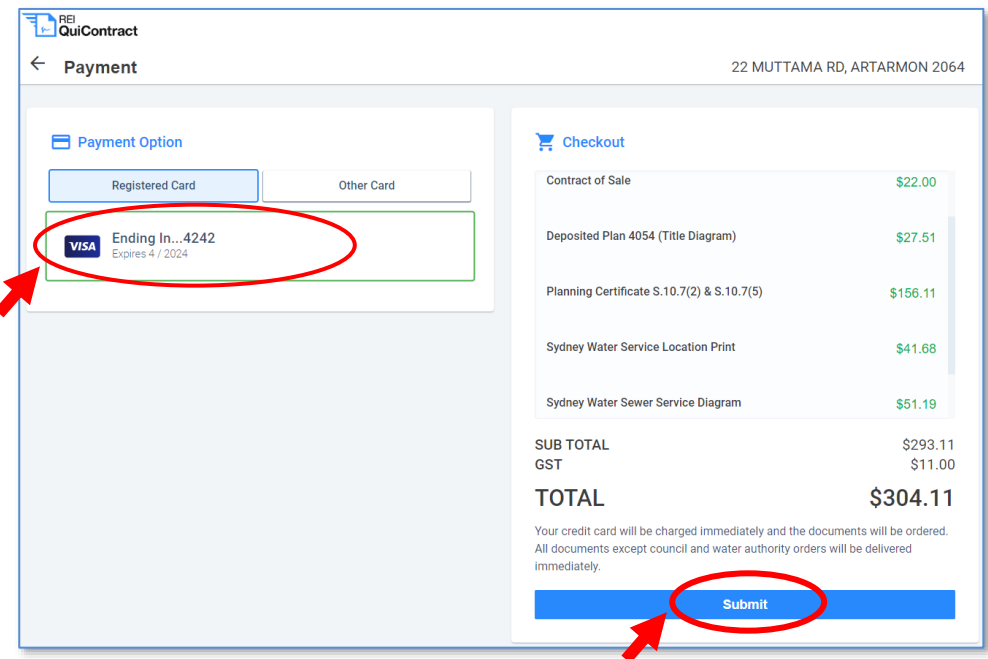
In this case, just click [Next Step](#)

## 5.4 Review costs and order sale contract documents

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

(a) Using the registered credit card:

Click the registered credit card.



REI QuiContract  
22 MUTTAMA RD, ARTARMON 2064

Payment

Payment Option

Registered Card Other Card

VISA Ending In...4242 Expires 4 / 2024

Checkout

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

Your credit card will be charged immediately and the documents will be ordered. All documents except council and water authority orders will be delivered immediately.

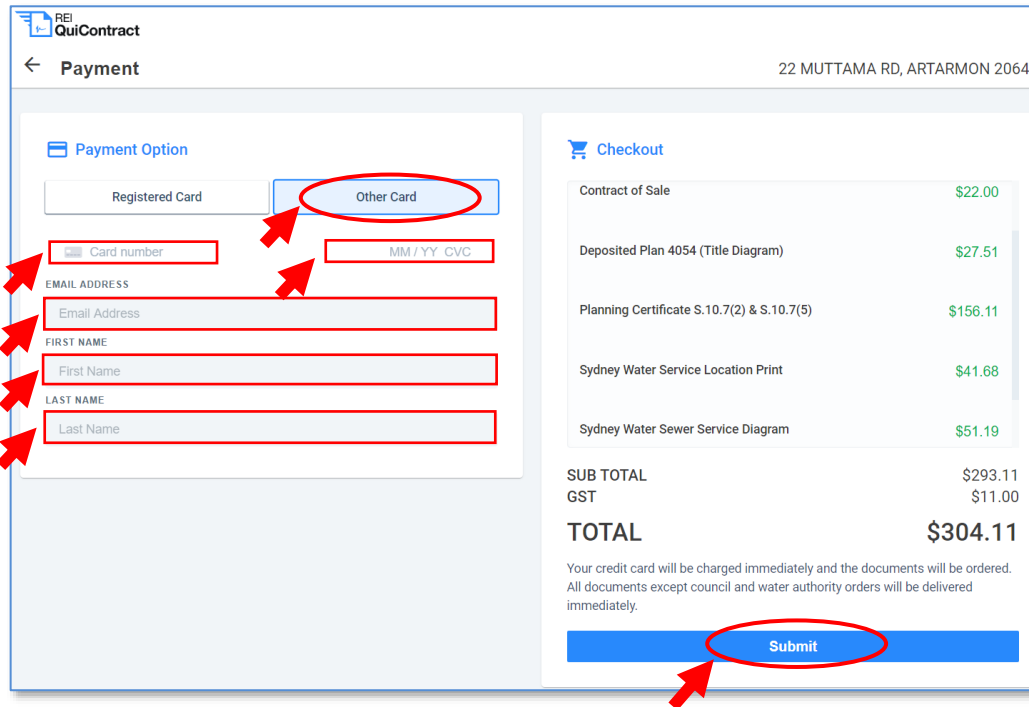
[Submit](#)

then click [Submit](#)

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

## (b) Using another person's card for payment

Click  and enter the other person's card details



Payment Option

Registered Card **Other Card**

Card number  MM / YY CVC

EMAIL ADDRESS

Email Address

FIRST NAME

First Name

LAST NAME

Last Name

Checkout

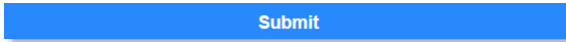
Contract of Sale	\$22.00
Deposited Plan 4054 (Title Diagram)	\$27.51
Planning Certificate S.10.7(2) & S.10.7(5)	\$156.11
Sydney Water Service Location Print	\$41.68
Sydney Water Sewer Service Diagram	\$51.19

SUB TOTAL \$293.11  
GST \$11.00  
**TOTAL \$304.11**

Your credit card will be charged immediately and the documents will be ordered. All documents except council and water authority orders will be delivered immediately.

**Submit**

then click



and the submitted order will be charged to the other person's card.

## 5.5 When do you receive the documents

The following documents will now be delivered to you:

- Within minutes - a standard printed NSW sale contract including a completed front page and all dealings registered on title;
- 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.***

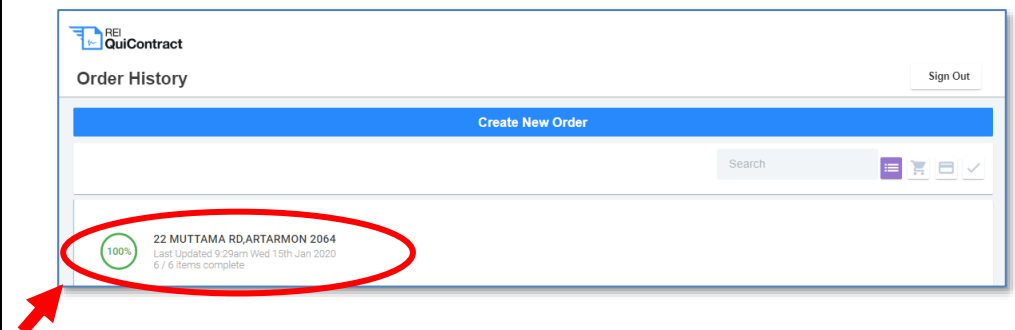
## 6. Downloading your sale contract documents

Your sale contract documents can be accessed in 2 ways.

### 6.1 Order history

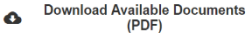
Login to your REI QuiContract account, and you can see your Order History.

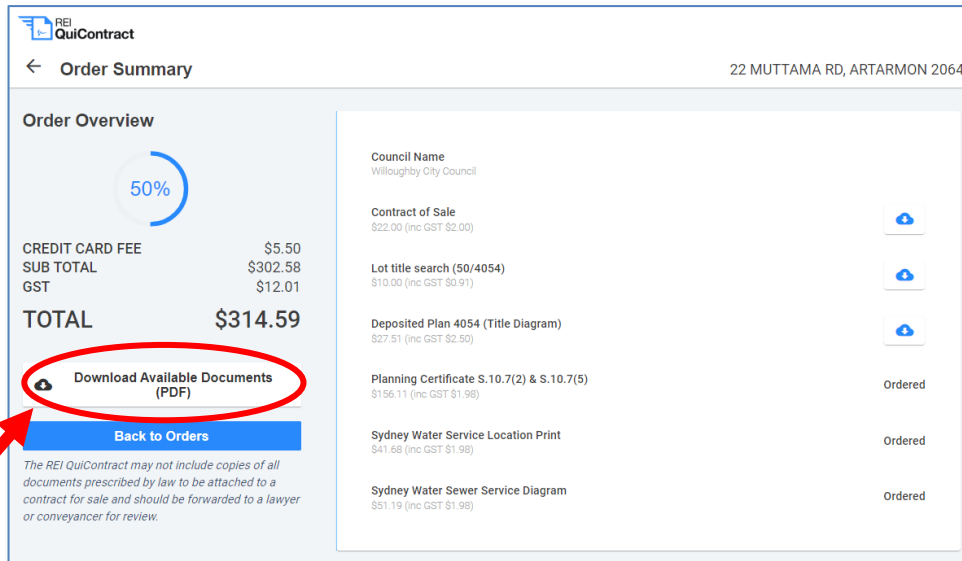
Click on the sale property address and you can see the Order Summary showing the status of your order.



Order History

22 MUTTAMA RD, ARTARMON 2064  
Last Updated 9:29am Wed 15th Jan 2020  
6 / 6 Items complete

To download all available documents (in one pdf) click 

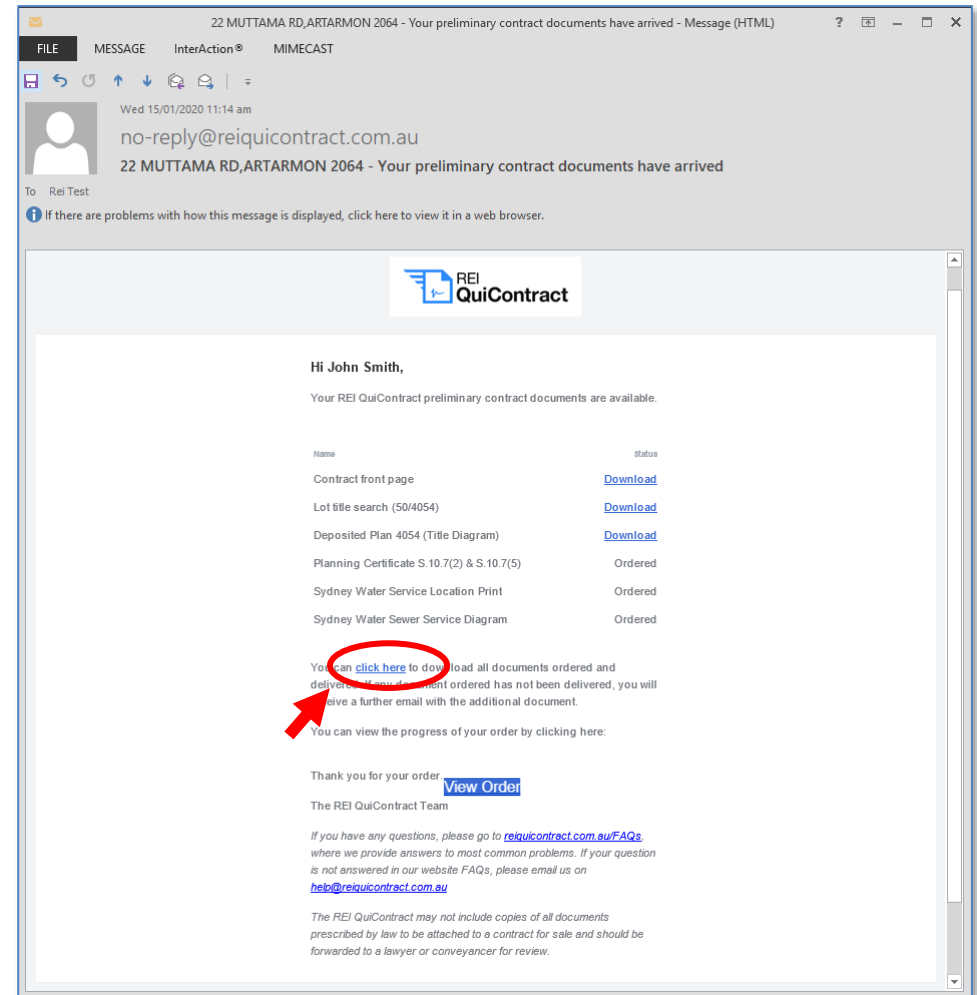


The screenshot shows the 'Order Summary' page for '22 MUTTAMA RD, ARTARMON 2064'. On the left, there is an 'Order Overview' section with a 50% progress indicator. Below this, a table lists charges: CREDIT CARD FEE (\$5.50), SUB TOTAL (\$302.58), and GST (\$12.01), with a TOTAL of \$314.59. A red circle highlights the 'Download Available Documents (PDF)' button, and a red arrow points to it. Below the button is a 'Back to Orders' button. On the right, a list of documents is shown with their status and download icons: Council Name (Willoughby City Council), Contract of Sale (\$22.00), Lot title search (50/4054) (\$10.00), Deposited Plan 4054 (Title Diagram) (\$27.51), Planning Certificate S.10.7(2) & S.10.7(5) (\$156.11), Sydney Water Service Location Print (\$41.66), and Sydney Water Sewer Service Diagram (\$51.19).

## 6.2 Emails

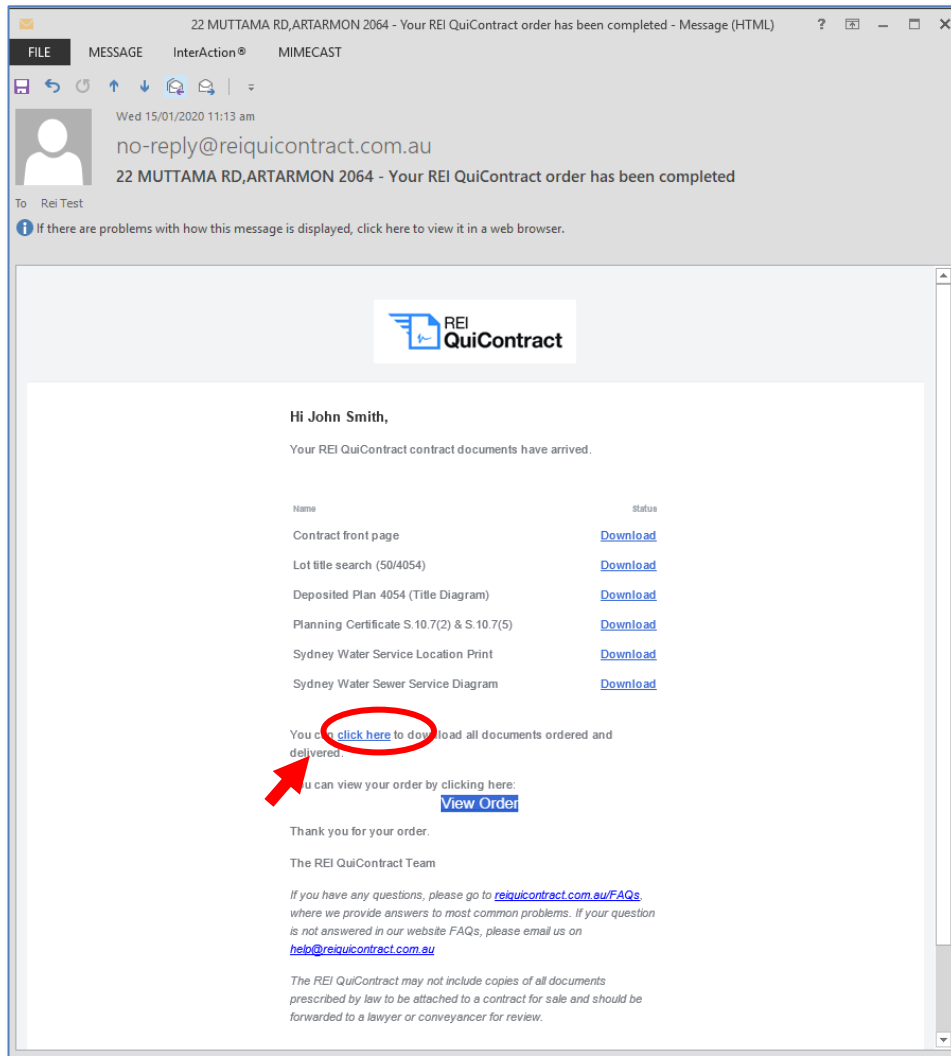
As your order progresses, you will receive emails updating you on the status of your order. Each of these emails includes a link to the sale contract documents then available in both individual and contract collated forms (for the collated form, press [click here](#)).

(a) The first email has the preliminary contract documents:



The screenshot shows an email from 'no-reply@reiquicontract.com.au' with the subject '22 MUTTAMA RD, ARTARMON 2064 - Your preliminary contract documents have arrived'. The email body contains the REI QuiContract logo, a greeting 'Hi John Smith,', and a message: 'Your REI QuiContract preliminary contract documents are available.' Below this is a table listing documents and their 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), and Sydney Water Sewer Service Diagram (Ordered). A red circle highlights the text 'You can click here to download all documents ordered and delivered. If any document ordered has not been delivered, you will give a further email with the additional document.' and a red arrow points to it. Below this is a link to 'View Order' and a 'View Order' button. The email ends with a thank you message and contact information for REI QuiContract.

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](http://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:

- The property address for your order.
- A brief outline of the issue you are having.
- 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

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