

## Introduction

REI QuiContract allows you (or a client or a real estate agent) to order and receive prescribed sale contract documents online.

### 1. How does it work

REI QuiContract delivers contract documents in 2 stages.

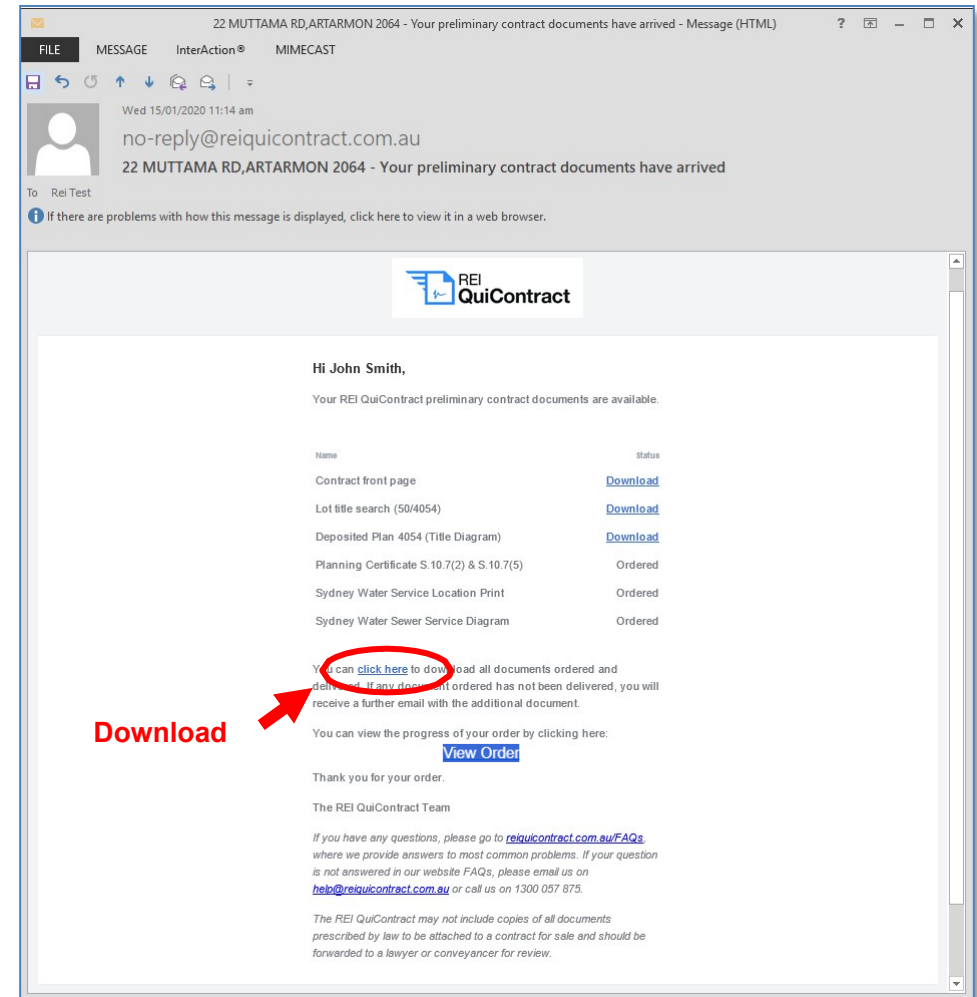
### 2. Preliminary contract documents

First, the person ordering the documents receives an email entitled "Your preliminary contract documents have arrived". This email contains a link to download the following documents in one PDF:

- (a) front page and standard printed NSW sale contract including a partly completed front page (NB, the REI/Law Society standard form of contract licence fee has been paid); and
- (b) the title search and all dealings registered on title.

When you receive this email, download the collated document by clicking on the link shown in **diagram 1** (NB, only the person ordering the documents can download each document separately from this email).

**Diagram 1**



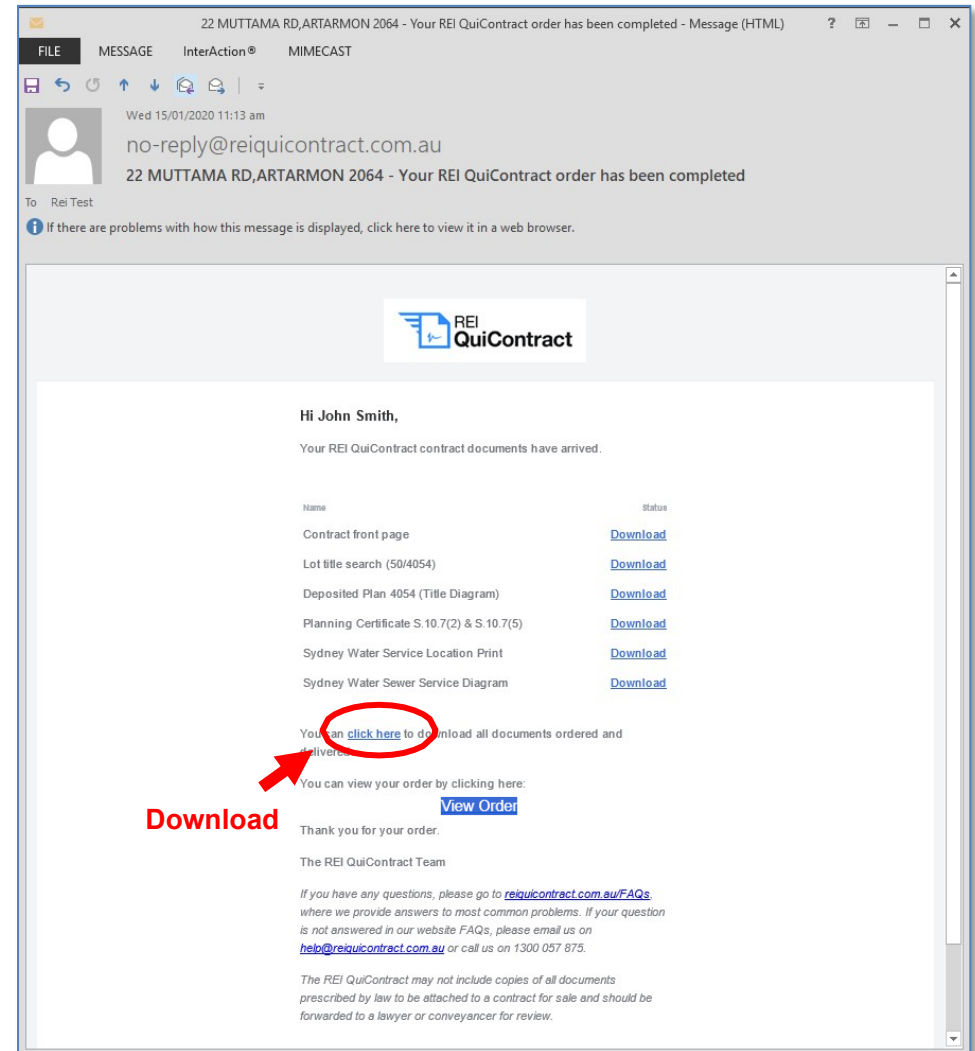
### 3. Full set of contract documents

Next, the person ordering the documents will receive an email entitled "Your REI QuiContract order has been completed". This email contains a link to download a consolidated document containing all the previous documents as well as:

- (a) the zoning certificate; and
- (b) sewer diagrams.

When you receive this email to you, download the consolidated document by clicking on the link shown in **diagram 2** (NB, only the person ordering the documents can download each document separately from this email).

Diagram 2



## 4. REI QuiContract is not a legal service

The final set of contract documents provided by REI QuiContract will satisfy all 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).

However, REI QuiContract is not a legal service and does not replace the need for you as lawyer or conveyancer to obtain instructions to settle a contract suitable for exchange.

If you have a word version of the standard sales contract front pages, just recreate the front page and substitute that into the REI QuiContract document. And of course add any other requirements such as a survey and insert your special conditions into the contract at the same time.

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 edit, add and collate PDF documents. If you don't have the software, just print the document out and work with it manually.

## 5. 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 the sale contract documents through REI QuiContract, all the usual title searches are available to review before a quote has to be given.

If you order through REI QuiContract, you will (after ordering a 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.

## 6. Further information

To learn more about (and register for) REI QuiContract, please visit our website [reiquicontract.com.au](http://reiquicontract.com.au).