

# **Agency's Auction Checklist**

PROPERTY	
DATE OF AUCTION	TIME:
AUCTIONEER	

## PRELIMINARIES

	ACTION BY	COMPLETED BY
Valid Authority (ensure that there is a valid authority to act)		
Auctioneer		
<ul> <li>Confirmed</li> <li>Arrange auctioneer's visit</li> <li>Provide Terms &amp; Conditions of Auction</li> <li>Provide copy of Certificate of Title</li> </ul>		
Certificate of Title		
Seller is:         Owner       Mortgagee in Possession         Trustee       Holding a Power of Attorney (copy required) & check         Lot size       m²         Restrictive covenants       Yes - get copy / No         Easements       Yes - get copy         Memorials       Yes - get copy         Other encumbrances:       Other encumbrances:         Encumbrances that are to remain and need to be specified in the contract		
□ If strata get s43 Certificate		
Tenancies		
□ Residential □ Commercial/Industrial □ Retail □ Rural Lease available Yes / No (get copy, read & note in special conditions)		
Terms and Conditions of Sale The terms and conditions that must be included in the Contract are:		
Deposit \$ or % purchase price		
Settlement date / /		
Advertising Expenses		
<ul> <li>□ Discussed with Seller</li> <li>□ Receipt issued</li> <li>□ Additional expenses if property passed in</li> </ul>		

#### AGENCY'S AUCTION CHECKLIST

	ACTION BY	COMPLETED BY	
Statutory			
<ul> <li>Sewage flimsy obtained</li> <li>Smoke Alarm(s) installed</li> <li>RCDs installed</li> </ul>			
Seller Disclosure Statements			
MarketingCopy for sign boardShop frontPhotographyWeb sitesBrochuresMailbox drops			
Information available to the public			
<ol> <li>Ensure the terms &amp; conditions of the auction are available upon request and on display at home opens.</li> </ol>			
2. Ensure that the REIWA Auction Code of Conduct is provided with the terms and conditions and on display.			

# TWO BUSINESS DAYS PRIOR TO AUCTION

Re confirm auctioneer	□ Yes □	No	
Confirm Seller attenda	nce 🗆 Yes 🗆 🛛	No	
$\Box$ New title search.	Any amendments sine	ce listing? □ Yes  □ No	
Ensure contract has be			
Tasks & equipment re			
<ul> <li>Buntings and flags</li> <li>Signage</li> <li>Umbrellas</li> <li>Brochures</li> </ul>	<ul> <li>Sound system</li> <li>Podium/ stand/ ga</li> <li>Sold stickers</li> </ul>	<ul> <li>Internal support team</li> <li>- clerk</li> <li>- security</li> <li>- marketing</li> <li>- bid spotters</li> </ul>	

## DAY OF THE AUCTION

Auction file check			
Contract (Auction Particulars and General Conditions 2011 and Special Conditons)			
With correct terms and conditions supplied to and discussed with Auctioneer			
O&A's, General Conditions display	2011, C	Certificate of Title and Special Conditions on	
<b>REIWA's Auction Code of</b>	Conduct	on display	
Disclosures			
Reserve Price			
Determine reserve price and relay to auctioneer in writing.			
<b>Buyer's Agents Identified</b>			
Collect signed authorities	□ Yes	□ No	
Inform auctioneer	□ Yes	□ No	
AFTER THE AUCTION			

□ Advise REIWA □ Advise Sunday Times □ Advise West Australian