

AGENCY'S AUCTION CHECKLIST

02/11 114

	ACTION BY	COMPLETED BY
Statutory <input type="checkbox"/> Sewage flimsy obtained <input type="checkbox"/> Smoke Alarm(s) installed <input type="checkbox"/> RCDs installed		
Seller Disclosure Statements		
Marketing <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Copy for sign board <input type="checkbox"/> Shop front <input type="checkbox"/> Photography <input type="checkbox"/> Web sites <input type="checkbox"/> Brochures <input type="checkbox"/> Mailbox drops </div> <div style="width: 45%;"> <input type="checkbox"/> Newspaper editorials <input type="checkbox"/> Existing clients <input type="checkbox"/> Home opens <input type="checkbox"/> Index in the West Australian / Post / Community News </div> </div>		
Information available to the public 1. Ensure the terms & conditions of the auction are available upon request and on display at home opens. 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 <input type="checkbox"/> Yes <input type="checkbox"/> No Confirm Seller attendance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New title search. Any amendments since listing? <input type="checkbox"/> Yes <input type="checkbox"/> No Ensure contract has been prepared with correct terms and conditions		
Tasks & equipment requirements: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Buntings and flags <input type="checkbox"/> Signage <input type="checkbox"/> Umbrellas <input type="checkbox"/> Brochures </div> <div style="width: 30%;"> <input type="checkbox"/> Sound system <input type="checkbox"/> Podium/ stand/ gavel <input type="checkbox"/> Sold stickers </div> <div style="width: 30%;"> <input type="checkbox"/> Internal support team - clerk - security - marketing - bid spotters </div> </div>		

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 2011, Certificate of Title and Special Conditions on display		
REIWA's Auction Code of Conduct on display		
Disclosures		
Reserve Price Determine reserve price and relay to auctioneer in writing.		
Buyer's Agents Identified Collect signed authorities <input type="checkbox"/> Yes <input type="checkbox"/> No Inform auctioneer <input type="checkbox"/> Yes <input type="checkbox"/> No		

AFTER THE AUCTION

<input type="checkbox"/> Advise REIWA <input type="checkbox"/> Advise Sunday Times <input type="checkbox"/> Advise West Australian		
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