

Prices include 10% GST and are subject to change without notice. Prices are only applicable to subscribers on the 'Pay per form' option.  
Current as of 04 July, 2022.

## GENERAL FORMS

Price  
per form

EF032	Conjunctional/Referral Agreement	Free
EF040	Prior Appointment Statement - Property Agents	Free
EF041A	Appointment of Substitute Licensee (for Licensee)	\$3.85
EF041B	Appointment of Substitute Licensee (for Employee)	\$3.85
EF072	Conjunction Confirmation by Fax or Email	\$0.30
EF100	Notice of Assignment of Appointment	\$0.30
EF101	Request for Client Consent to a Proposed Appointment	\$0.30
EF123	Form 36 Notice of no pool safety certificate	Free
STATDEC	Statutory Declaration Queensland	Free

## BUYERS' AGENTS

Price  
per form

EF002	PO Form 6 + REIQ Purchases Schedule & Terms	\$1.00
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## PROPERTY SALES

Price  
per form

EF001	Contract for House & Residential Land	\$1.00
EF003	Contract for Residential Lots in a Community Titles Scheme	\$0.75
EF005a	PO Form 6 + REIQ Residential Sales Schedule & Terms	\$1.00
EF006	Acknowledgement of Multiple Offers	\$0.30
EF010	New Residential Sales Checklist	Free
EF012	Disclosure Statement (Section 206 of BCCM Act 1997)	\$0.30
EF013	Authority - Contract for Lots in a Community Titles Scheme	\$0.30
EF021	Waiver/Shortening of Cooling Off Period by a proposed Buyer	Free
EF022V	Acknowledgement of Special Conditions - Vendors	Free
EF022B	Acknowledgement of Special Conditions - Buyers	Free
EF038	Request for Appraisal of Selling Price	\$0.30
EF039	Seller's instruction to change listing price	Free
EF057	Comparative Market Analysis	\$0.30
EF058	Agent Referral	\$0.30
EF060	Statement Pursuant to Section 21 (Land Sales Act 1984-85)	\$0.30
EF133S	Clients Acknowledgement of Appointment - Sales	Free
EF135S	Consent to receive electronic communication - Seller	Free
EF135B	Consent to receive electronic communication - Buyer	Free
EF150	Tenant Consent Form – Consent to conduct an open house on the premises	Free
EF151	Tenant Consent Form – Consent to hold an onsite auction	Free
EF152	Tenant Consent Form – Consent to use photos or images for advertising	Free

## PROPERTY MANAGEMENT

Price  
per form

		Price per form
EF009	New Residential Property Management Checklist	Free
EF012(1)(a)	Section 242 Notice	\$0.30
EF012A	Section 242 Attornment Notice	\$0.30
EF012B	Notice of Sale to Tenant	\$0.30
EF012N	Section 206 Notice	\$0.30
EF014	Form 18a General Tenancy Agreement + REIQ Special Conditions	\$0.50
EF015	Application for Residential Tenancy	\$0.30
EF016	PO Form 6 + REIQ Residential Property Management Schedule & Terms	\$1.00
EF017	Contractor Appointment Form	\$0.30
EF017a	Contractor Work Order	\$0.30
EF018	Agreement to Terminate Fixed Term Tenancy	\$0.30
EF028	Agreement to Sublet Form	\$0.30
EF070	Tenancy Authorisation Form	Free
EF071	Routine Inspection Report	\$0.30
EF071A	Inspection Report	\$0.30
EF071Ad	Routine Inspection Report	\$0.30
EF083	Rental Appraisal - Written Statement	Free
EF084	Rental Appraisal - Comparative Market Analysis	Free
EF086	Rental Enquiry Form	Free
EF087	Phone Script - Lessor Feedback	Free
EF090	Verifying Tenancy Application Form	Free
EF092	Previous Lessor/Agent Reference	Free
EF094	Checklist - Processing Tenancy Application	Free
EF095	Routine Maintenance Instruction - Lessor	Free
EF096	Routine Maintenance Request - Lessor	Free
EF103	Reminder Notice - Pool Safety Certificate Shared Pool	Free
EF112	Property Management Weekly Report	Free
EF113	Checklist – Tenancy Commencement for Tenant	Free
EF114	Property Management Team Meeting Agenda	Free
EF117	Checklist - Vacating Tenant	Free
EF126	Key Sign In/Sign Out Register	Free
EF127	Communication Record	Free
EF130	Property Management KPIs	Free
EF132	Pool safety instructions from Lessor	Free
EF133R	Clients Acknowledgement of Appointment - Rentals	Free
EF135L	Consent to receive electronic communication - Lessor	Free
EF135T	Consent to receive electronic communication - Tenant	Free
EF136	Smoke Alarm Responsibilities - Lessor	Free
EF137	Smoke Alarm Responsibilities – Tenant	Free
EF146	Residential Tenancy Disputes - Application Checklist QCAT	Free
EF150	Tenant Consent Form - Consent to conduct an open house on the premises	Free
EF151	Tenant Consent Form - Consent to hold an onsite auction	Free

EF152	Tenant Consent Form - Consent to use photos or images for advertising	Free
EF153	Tenant's Acknowledgment – Form 18a - section 58 RTRA Act	Free
EF154	Withdrawal of Notice – Payment of rent received	Free
EF155	Selling Agents notice to Tenant – Evidence of Appointment	Free
RTA14ad	Exit Condition Report	Free
RTA1ad	Entry Condition Report	Free

## PROPERTY MANAGEMENT – NEW TENANCY LAWS (Pre 1 October Resources)

Price  
per form

EF158	Checklist – Amending forms 1 July	Free
EF159	Checklist – New Forms 1 July	Free
EF160	Letter to Client – Fixed Term Tenancies	\$1.00
EF161	Client Instruction Form – Fixed Term Tenancies	\$0.50
EF162	Letter to Client – Periodic Term Tenancies	\$1.00
EF163	Client Instruction Form – Periodic Term Tenancies	\$0.50
EF164	Factsheet – Ending Tenancies	Free
EF165	Checklist – Form 12 Notice to Leave	Free
EF166	Letter to Tenant – ending periodic	\$0.50
EF167	Letter to Tenant – ending periodic & offer of new GTA	\$0.85
EF168	Letter to Tenant – Form 12 with new GTA	\$0.50
EF169	Letter to Tenant - Form 12 with current GTA	\$0.50
EF170	Letter to Client – Pets	\$1.00
EF171	Client Instruction Form – Pets	\$0.50
EF172	Factsheet – Pets Approvals and Refusals	Free
EF173	Letter to Client – Instructions Repairs	\$1.00
EF174	Client Instruction Form – Repairs	\$0.50
EF175	Factsheet – Repairs	Free
EF175a	Form18a Variation	\$0.50
EF175b	Annexure – nominated repairers	Free
EF175C	Annexure – repair orders	Free
EF176	Annexure - Blank	Free
EF179	Factsheet – Changing Locks	Free
EF180	Factsheet – Minimum Housing Standards	Free

## PROPERTY MANAGEMENT COVER LETTERS

Price  
per form

EF097	Cover Letter - Entry Condition Report - Tenant	Free
EF098	Cover Letter - Entry Condition Report - Lessor	Free
EF107	Cover Letter - Rent Arrears - 4 day	Free
EF108	Cover Letter - Rent Arrears - 8 day [Form 11]	Free
EF109	Cover Letter - Rent Arrears - Notice to Owner [Form 11]	Free
EF110	Cover Letter - Rent Arrears - [Form 12]	Free
EF110a	Cover Letter - Rent Arrears - Notice to Owner - [Form 12]	Free

EF111	Cover Letter - Rent Arrears Procedure	Free
EF115	Cover Letter - Notice to Remedy Breach - Pet Instructions	Free
EF116	Cover Letter - Notice to Remedy Breach - Yard Maintenance	Free
EF118	Cover Letter - Entry Notice	Free
EF119	Cover Letter - Vacating Tenant (Form 13) - Tenant	Free
EF120	Cover Letter - Vacating Tenant [Form 13] - Lessor	Free

## PROPERTY OCCUPATIONS ACT

Price  
per form

PO Form 6	Appointment and Reappointment of a property agent, resident letting agent or auctioneer	Free
PO Form 7	Disclosure of beneficial interest to the seller by a property agent or auctioneer	Free
PO Form 8	Disclosure to prospective buyer	Free

## COMMERCIAL AND INDUSTRIAL

Price  
per form

EF004	Contract for Commercial Lots in a Community Titles Scheme	\$1.00
EF019	Contract of Sale Commercial Land and Buildings	\$1.60
EF023	Retail Shop Tenancy Agreement	\$9.00
EF024	Commercial Tenancy Agreement	\$4.85
EF026	Agreement to Lease	\$0.50
EF036	PO Form 6 + REIQ Commercial Management Agreement	\$1.00
EF045	Standard Conditions Commercial Contract	\$0.40
EF051a	PO Form 6 + REIQ Commercial Sale, Purchase & Lease Schedule & Terms	\$1.00
EF052	Annual Estimate of Outgoings Year Ending – Form 2.1	\$0.30
EF063	Lessor Disclosure Statement	\$0.30
EF064	Assignee Disclosure Statement	\$0.30
EF065	Assignor Disclosure Statement	\$0.30
EF066	Intention to Renew	\$0.30
EF067	Lessee Disclosure Statement	\$0.30
EF068	Financial Advice Certificate	\$0.30
EF069	Legal Advice Certificate	\$0.30
EF145	Notice to Remedy Breach of Covenant	Free

## BUSINESS BROKERS

Price  
per form

EF030	Contract Business Sale	\$1.00
EF031	Prospective Buyer Registration, Disclaimer & Confidentiality Agreement	Free
EF033	PO Form 6 + Business Brokers Schedule & Terms	\$1.00
EF034	Business Information Statement	\$0.40
EF035	Marketing and Advertising Schedule	Free
EF047	Standard Conditions Business Contract	\$0.75
EF078	Request for an Appraisal of Selling Price of a Business	Free

## MANAGEMENT RIGHTS

Price  
per form

EF020	Prior Appointment Statement – Resident Letting Agents	Free
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EF027	Contract Management Rights	\$2.45
EF029	PO Form 6 + REIQ Holiday Let ting (RLA) Schedule & Terms	\$1.00
EF054	Conditions of Bookings	\$0.40
EF055	Standard Conditions Management Rights Contract	\$3.65

## AUCTION FORMS

Price  
per form

EF073	Conditions of Sale by Public Auction	Free
EF104	Bidders Registration Form	Free
EF105	Letter of Authority - Telephone Bids	Free
EF106	Letter of Authority – Bid on behalf of another party	Free
EF131	Notice of Reserve Price	Free
EF140	Bidders Guide	Free

## RESIDENTIAL TENANCY AUTHORITY

Price  
per form

RTAFORM 1a	Entry Condition Report	Free
RTAFORM 2	Bond Lodgement	Free
RTAFORM 3	Transfer of Bond	Free
RTAFORM 4	Refund of Bond	Free
RTAFORM 5	Change of Lessor or Lessor’s Agents	Free
RTAFORM 6	Change of Shared Bond Arrangement	Free
RTAFORM 8	Lessor’s Agent Signature Record	Free
RTAFORM 9	Entry Notice	Free
RTAFORM 10	Notice of Lessor’s Intention to Sell Premises	Free
RTAFORM 11	Notice to Remedy Breach	Free
RTAFORM 12	Notice to Leave	Free
RTAFORM 13	Notice of Intention to Leave	Free
RTAFORM 14a	Exit Condition Report	Free
RTAFORM 15	Abandonment Termination Notice	Free
RTAFORM 16	Dispute Resolution Request	Free
RTAFORM R1	Rooming Accommodation Condition Report	Free
RTAFORM R9	Rooming Accommodation Entry Notice	Free
RTAFORM R11	Rooming Accommodation Notice to Remedy Breach	Free
RTAFORM R12	Rooming Accommodation Notice to Leave	Free
RTAFORM R13	Rooming Accommodation Notice of Intention to Leave	Free
RTAFORM R18	Rooming Accommodation Agreement	Free