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PAID FORMS

PROPERTY SALES

	Pack	Accredited agency	Retail
EF001 Contract for House & Land + Conditions	10	\$5.50	\$8.25
EF003 Contract for Residential Lots in a Community Titles Scheme + Conditions	10	\$6.60	\$9.90
EF005 PAMD 22a + REIQ Residential Sales & Purchases Schedule & Terms	10	\$3.30	\$4.95
EF006 Acknowledgement of Multiple Offers	10	\$2.20	\$3.30
EF012 Disclosure Statement (Section 206 of BCCM Act 1997)	10	\$2.20	\$3.30
EF013 Authority for REIQ Lots in a Community Titles Scheme Contract	10	\$2.20	\$3.30
EF038 Estimate of Selling Price	10	\$2.20	\$3.30
EF049 Statement Pursuant to Sect. 148, 149 PAMD Act 2000	10	\$2.20	\$3.30
EF057 Comparative Market Analysis	10	\$2.20	\$3.30
EF058 Agent Referral	10	\$2.20	\$3.30
EF060 Statement Pursuant to Section 21 (Land Sales Act 1984-85)	10	\$2.20	\$3.30
EF072 Conjunction Confirmation by Fax	10	\$2.20	\$3.30

PROPERTY MANAGEMENT

	Pack	Accredited agency	Retail
EF014 General Tenancy Agreement & REIQ Additional Terms	10	\$3.30	\$4.95
EF015 Application Residential Tenancy	10	\$2.20	\$3.30
EF016 PAMD 20a + REIQ Residential Property Management Schedule & Terms	10	\$3.30	\$4.95
EF017 Contractor Appointment Form	10	\$2.20	\$3.30
EF018 Agreement to Terminate Fixed Term Tenancy	10	\$2.20	\$3.30
EF061 PAMD 20a + REIQ Holiday Letting (Off Site) Schedule & Terms	10	\$3.30	\$4.95
EF071 Property Inspection Report	10	\$2.20	\$3.30

COMMERCIAL AND INDUSTRIAL

	Pack	Accredited agency	Retail
EF004 Contract for Commercial Lots in a Community Titles Scheme + Conditions	10	\$6.60	\$9.90
EF019 Contract of Sale Commercial Property	10	\$6.60	\$9.90
EF045 Standard Conditions Commercial Contract	10	\$7.30	\$10.95
EF023 Retail Shop Tenancy Agreement	1	\$8.00	\$12.00
EF024 Commercial Tenancy Agreement	1	\$4.40	\$6.60
EF026 Agreement to Lease	10	\$3.30	\$4.95
EF007 PAMD 21a + REIQ Commercial Sales & Purchases Schedule & Terms	10	\$3.30	\$4.95
EF008 PAMD 21a + REIQ Commercial Leasing Schedule & Terms	10	\$3.30	\$4.95
EF036 PAMD 21a + REIQ Commercial Management Agreement	10	\$3.30	\$4.95
EF051 PAMD 21a + REIQ Commercial Sale, Purchase & Lease Schedule & Terms	10	\$3.30	\$4.95
EF052 Annual Estimate of Outgoings Year Ending – Form 2.1	10	\$2.20	\$3.30
EF063 Lessor Disclosure Statement	10	\$2.20	\$3.30
EF064 Assignee Disclosure Statement	10	\$2.20	\$3.30
EF065 Assignor Disclosure Statement	10	\$2.20	\$3.30
EF066 Intention to Renew	10	\$2.20	\$3.30
EF067 Lessee Disclosure Statement	10	\$2.20	\$3.30
EF068 Financial Advice Certificate	10	\$2.20	\$3.30
EF069 Legal Advice Certificate	10	\$2.20	\$3.30

BUSINESS BROKERS

	Pack	Accredited agency	Retail
EF030 Contract Business Sale	10	\$6.60	\$9.90
EF047 Standard Conditions Business Contract	10	\$7.30	\$10.95
EF033 PAMD 21a + Business Brokers Schedule & Terms	10	\$3.30	\$4.95
EF034 Business Information Statement	10	\$3.30	\$4.95

MANAGEMENT RIGHTS

		Pack	Accredited agency	Retail
EF027	Contract Management Rights	1	\$2.20	\$3.30
EF055	Standard Conditions Management Rights Contract	1	\$3.30	\$4.95
EF029	PAMD 20a + REIQ Holiday Letting (RUM) Schedule & Terms	10	\$3.30	\$4.95
EF054	Conditions of Bookings	10	\$3.30	\$4.95
EF059	Statement under Sect. 153 PAMD Act 2000	10	\$2.20	\$3.30

EMPLOYMENT

		Pack	Accredited agency	Retail
EF042	Employment Agreement – Real Estate Industry Award 2010	1	\$3.30	\$4.95
EF081	Employment Register	10	\$2.20	\$3.30
EF082	Employment Authority	10	\$2.20	\$3.30

MISCELLANEOUS

		Pack	Accredited agency	Retail
EF037	Complaints Register	10	\$2.20	\$3.30

FREE FORMS

PROPERTY SALES

EF022	Acknowledgement of Special Conditions	EF088	Privacy Notice - Sales Appointment
EF039	Seller's instruction to change listing price	EF102	Statement to Buyer
EF044	PAMD 28 Beneficial Interest to Seller	EF138	Privacy Notice - Open Inspection
EF075	PAMD 23 Reappointment of Real Estate Agent, Pastoral House or Auctioneer	EF101	Sustainability Declaration
EF077	PAMD 30c Warning Statement	EF103	Reminder Notice - Pool Safety Certificate Shared Pool
EF079	PAMD 27c Sellers Agent Disclosure to Buyer		

PROPERTY MANAGEMENT – REIQ MEMBER ONLY

EF009	New Listing/Management Checklist	EF113	Tenant Sign up Checklist
EF070	Renewal of Tenancy Authorisation Form	EF114	Property Management Team Meeting Agenda
EF083	Post Application Fact Sheet		
EF084	Comparative Market Analysis for Rental Property	EF115	Notice to Remedy Breach - Pet instructions
EF086	Rental Enquiry Form	EF116	Notice to Remedy Breach - Yard maintenance
EF087	Phone Script - Lessor Feedback		
EF090	Verifying Tenancy Application Form	EF117	Vacating Checklist
EF091	Privacy Notice - Application for Tenancy	EF118	Entry Notice Covering Letter
EF092	Previous Lessor/Agent Verification	EF119	Vacating Tenant Letter (Form 13)
EF094	Checklist for Processing Tenancy Application	EF120	Vacating Letter to Lessor
EF095	Lessor Maintenance Instruction Form	EF126	Key Sign In/Sign Out Register
EF096	Request for Maintenance	EF127	Communication Record
EF097	Entry Condition Report Letter - Tenant	EF130	Property Management KPIs
EF098	Entry Condition Report Letter - Lessor	EF132	Pool safety instructions from Lessor
EF107	Arrears 4 day letter	EF136	Smoke Alarm Responsibilities - Lessor
EF108	Arrears 8 day letter	EF137	Smoke Alarm Responsibilities – Tenant
EF109	Arrears Cover letter to Owner	EF150	Consent to conduct an open house on the premises
EF110	Arrears 12 day letter		
EF111	Rent Arrears Procedure	EF152	Consent to use photos or images for advertising
EF151	Consent to hold an onsite auction	EF154	Withdrawal of Notice – Payment of rent receive
EF153	Tenant's Acknowledgment – section 58 RTRA Act	EF155	Selling Agents notice to Tenant – Evidence of Appointment
EF112	Property Management Weekly Report		

PROPERTY MANAGEMENT – ALL USERS

EF089 Privacy Notice - Management/ Leasing Appointment

BUSINESS BROKERS

EF031 Prospective Buyer Registration, Disclaimer & Confidentiality Agreement

EF032 Conjunctional/Referral Agreement

EF035 Marketing and Advertising Schedule

MANAGEMENT RIGHTS

EF028 Assignment of Appointment – Resident Letting Agent

EMPLOYMENT

EF048 QPIR – Application to Register Agreement – Corporation

EF056 QPIR – Application to Register Agreement – Non Corporation

EF050 Award Flexibility Agreement – Real Estate Industry Award 2010

EF080 Schedule 2 - Application to register amended terms of employment

EF053 Guarantee of Annual Earnings – Real Estate Industry Award 2010

MISCELLANEOUS

EF037a Sample Consumer Complaint and Dispute Resolution Statement

EF133 Clients Acknowledgement of Appointment

EF085 PAMD 32a Lawyers Certificate (for use by Solicitors only)

EF135 Consent to receive electronic communication

EF099 Assignment of Appointment

EF141 Sample Privacy Statement

EF123 Form 36 Notice of no pool safety certificate

EF144 Form 37 Notice of no pool safety certificate (accommodation agreement, non-shared pool)

STATDEC Statutory Declaration Queensland

RESIDENTIAL TENANCY AUTHORITY

RTAFORM 1a Entry Condition Report

RTAFORM 9 Entry Notice

RTAFORM 2 Bond Lodgement

RTAFORM 10 Notice of Lessor's Intention to Sell Premises

RTAFORM 3 Transfer of Bond

RTAFORM 11 Notice to Remedy Breach

RTAFORM 4 Refund of Bond

RTAFORM 12 Notice to Leave

RTAFORM 5 Change of Lessor or Lessor's Agents

RTAFORM 13 Notice of Intention to Leave

RTAFORM 6 Change of Shared Bond Arrangement

RTAFORM 14a Exit Condition Report

RTAFORM 7 Part-Payment of Rental Bond

RTAFORM 15 Abandonment Termination Notice

RTAFORM 8 Lessor's Agent Signature Record

RTAFORM 16 Dispute Resolution Request

AUCTION FORMS

EF062 PAMD 24a Appointment to Act as Auctioneer

EF139 Assignment of Appointment – Auctioneer*

EF073 Conditions of Sale by Public Auction

EF140 Bidders Guide*

EF104 Bidders Registration Form*

EF149 Statement Pursuant to Section 225 & 226 Auctioneer

EF105 Letter of Authority – Telephone Bids*

EF106 Letter of Authority – Bid on behalf of another party*

*Available to REIQ members only

EF131 Notice of Reserve Price*

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