



Subscription Form

All Prices include GST. Prices are subject to change without notice
Current as at 17 May 2010

OFFICE DETAILS

REIQ Membership: Accredited Agency # Non-Member

Company Name:

Trading As:

ABN: ACN:

Street Address:

Postal Address:

Phone: Fax: Mobile:

Office Email:

I hereby certify that I have the authority to sign this form and bind any company, firm or person associated with this application. I acknowledge my acceptance of the terms and conditions in the REIQ Realworks Licence Agreement available at: www.realworks.com.au. I understand that no credits will be provided on purchased impressions unless specifically meeting the terms regarding credit available at: www.realworks.com.au

Signature: Date:

Contact Name: Position:

SUBSCRIPTION

Realworks Live offers two different pricing plans to choose from. Please select the plan which will suit your needs.

<input checked="" type="checkbox"/>	REALWORKS Live Pricing Plan	REIQ Accredited Agency	Retail
<input type="checkbox"/>	Plan 1: Pay Per Form	\$59.00 per half year + form impression costs	\$88.50 per half year + form impression costs
<input type="checkbox"/>	Plan 2: Unlimited Plan	\$127 per half year Unlimited use of forms	\$159 per half year Unlimited use of forms

Realworks subscription periods run in six monthly cycles [January - June and July - December]. Pro-rata subscription fees may apply. Please contact Realworks Support on 07 3249 7350 for information on the current pro-rata rate.

The subscription fee includes:

- Unlimited installations at the address of the purchasing entity (includes laptop computers).
- All ongoing services, including phone support, form and program updates.
- PLUS access to over 140 real estate forms & contracts.

INSTALLATION OPTIONS

Please select your preferred method of installation (tick one only):

Free Realworks download - instructions will be emailed to you Realworks CD starter kit - \$9.50 kit & postage charge will apply

PAYMENT

Invoice to REIQ Accredited Agency Account Customer #..... Principal's Signature:

Electronic Funds Transfer:

Account Name: The Real Estate Institute of Queensland Ltd BSB: 034 037 Account #: 902 185

Please attach copy of deposit receipt to this subscription form or email confirmation to realworks@reiq.com.au

Cheque Cheques made payable to The Real Estate Institute of Queensland Ltd

Visa MasterCard Amex (please note that we cannot accept Diners Club)

Card Number:

CCV Number*: Total: \$ Expiry date:

Card holder's name: Signature:

REIQ use only

C:.....

I:

D:.....

*The Card Check Value (CCV) for MasterCard & Visa: the last three digits of the number found in the card's signature block on the back
Amex: the four digits at the top right of the card number on the front



To order, fax this form to 1800 177 734

or mail to Realworks, PO Box 1555, Coorparoo DC Qld 4151

ABN 49 009 661 287



Information Sheet

What is REALWORKS Live?

REALWORKS Live is the leading forms generation software for the Queensland Real Estate Industry.

Developed by The REIQ, REALWORKS Live gives you access to over 100 high quality Real Estate forms including Residential Sales, Property Management, Commercial and Business.

Why use REALWORKS Live?

Access to the best Real Estate forms in the industry

Real Estate is one of the most important investments your clients will ever be involved in. *Don't be caught out using inferior or out of date forms when conducting your real estate transactions.*

REALWORKS Live maintains the widest range and the most up-to-date REIQ forms, Queensland Law Society approved contracts and government forms.

Flexible pricing plans

REALWORKS Live offers two different pricing plans to choose from. The type of plan that best suits you depends on how often you need to print forms.

Plan 1: Pay Per Form

Combining a low subscription fee with an impression based pricing structure, the 'Pay Per Form' plan is an economical choice for users who require occasional access to the extensive range of Realworks forms. **Please refer to the Form Impression Price List on page 4 & 5.**

Plan 2: Unlimited Flat Plan

The Unlimited plan provides you with unlimited printing of all REIQ copyright forms at an affordable flat rate. With Realworks Unlimited you can print as many forms as you want, as often as you want without worrying about the cost.

Friendly support team

The REALworks support team can be contacted via phone or email during business hours and you always have access to the help facility in the software.

REALWORKS Live Features

REALWORKS Live is loaded with features to save your business time and money:

- Email forms to clients as a PDF document for proofing or signing.
- Transfer data between related forms. i.e. transfer the data from a listing form into a Contract.
- Interface capability with other Real Estate Software, such as Console, RealOZ, RTM and Sherlock.
- Electronic Synchronisation - Update your forms & software automatically via the web.
- Create records for commonly used clients. i.e. solicitors, banks & tradespeople.
- Preset frequently used data to automatically fill new forms. i.e. Agency details & special conditions
- Auto ordering of impressions 24/7 via the web for account holders on 'Pay Per Form' plan.
- Automatically create annexure pages for special condition fields.

For more information please contact REALWORKS Live support on:

Phone: (07) 3249 7350 Fax: 1800 177 734 email: realworkslive@reiq.com.au





Technical Requirements

REALWORKS Live will perform on a system with the following specifications:

Supported Operating Systems

- Windows Server 2003
- Windows Server 2008
- Windows XP Service Pack 3
- Windows Vista
- Windows 7

Realworks Live is both 32 and 64 bit compatible.

Please note:

Due to compatibility issues between Microsoft SQL Express and older operating systems, Realworks Live may not successfully run as a Standalone or Network Server install on pre-Windows XP operating systems, nor will technical or operational support be provided by Realworks Live staff.

Note to CITRIX users:

Realworks Live has been tested and found operational in a CITRIX Window Metaframe XP FR3 environment.

Minimum Hardware Requirements

Network Client

- Pentium II - 350 Mhz
- 128 Mb RAM
- 50 Mb hard drive space
- Laser or Bubble-Jet Printer
- Internet Access

Full Installation

- Pentium III Compatible - 500MHz (Recommend 1GHz)
 - 256Mb RAM (Recommend 1Gb)
 - 600Mb hard drive space (Recommend 4GB)
 - Laser or Bubble-Jet Printer
 - Internet Access
- (Requirements will depend on existing load of server)

Please note:

A Full installation of Realworks Live on a machine that does not meet minimum specifications may lead to significant performance problems. REALWORKS Live support staff may not be able to provide technical or operational support for issues that arise from these circumstances.

Software Requirements

- Microsoft Internet Explorer 6.0 SP1 or later.

The following software may automatically install during the installation of REALWORKS Live.

- Adobe Reader Version 8,
- Microsoft Data Access Components (MDAC) 2.8.
- Full installations of REALWORKS Live will install either Microsoft SQL Express or MSDE.

Computer Configuration

Regional Settings

Please ensure the PC's clock reflects the correct time and date (AEST) whenever using REALWORKS Live. REALWORKS Live is only compatible with English versions of Windows.

Font Size (DPI Setting)

REALWORKS Live is optimised for Normal size system fonts (96 DPI). Please ensure you run REALWORKS Live using the Normal Font setting found in the Windows Display Properties.



Form Impression Price List

Prices include 10% GST and are subject to change without notice

Prices are only applicable to subscribers on 'Pay Per Form' Plan

Current as at 1 February 2010

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

FREE PROPERTY SALES FORMS

EF010 Buyers Acknowledgement - House & Land	EF044 PAMD 28 Beneficial Interest to Seller
EF142 Buyers Acknowledgement via Email - House & Land	EF075 PAMD 23 Reappointment of Real Estate Agent, Pastoral House or Auctioneer
EF011 Contract Cover Letter - House & Land	EF079 PAMD 27c Sellers Agent Disclosure to Buyer
EF020 Buyers Acknowledgement - Residential CTS	EF088 Privacy Notice - Sales Appointment
EF143 Buyers Acknowledgement via Email - Residential CTS	EF138 Privacy Notice - Open Inspection
EF021 Contract Cover Letter - Residential CTS	EF101 Sustainability Declaration

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
EF089 Privacy Notice - Management/ Leasing Appointment	200	FREE	FREE

FREE PROPERTY MANAGEMENT FORMS FOR REIQ MEMBERS

EF009 New Listing/Management Checklist	EF112 Property Management Weekly Report
EF070 Renewal of Tenancy Authorisation Form	EF113 Tenant Sign up Checklist
EF083 Post Application Fact Sheet	EF114 Property Management Team Meeting Agenda
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
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)
EF093 Pre-Application Fact Sheet	EF120 Vacating Letter to Lessor
EF094 Checklist for Processing Tenancy Application	EF121 Property Manager Sign Up Checklist
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 Agreement to Renew Fixed Term Tenancy
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	EF152 Consent to use photos or images for advertising
EF111 Rent Arrears Procedure	EF154 Withdrawal of Notice - Payment of rent receive
EF151 Consent to hold an onsite auction	EF155 Selling Agents notice to Tenant - Evidence of Appointment
EF153 Tenant's Acknowledgment - section 58 RTRA Act	

FREE RESIDENTIAL TENANCY AUTHORITY FORMS

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 16 Dispute Resolution Request
RTAFORM 8 Lessor's Agent Signature Record	

COMMERCIAL & 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
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
EF031	Prospective Buyer Registration, Disclaimer & Confidentiality Agreement	1000	FREE	N/A
EF032	Conjunctional/Referral Agreement	1000	FREE	N/A
EF033	PAMD 21a + Business Brokers Schedule & Terms	10	\$3.30	\$4.95
EF034	Business Information Statement	10	\$3.30	\$4.95
EF035	Marketing and Advertising Schedule	1000	FREE	FREE

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
EF028	Assignment of Appointment – Resident Letting Agent	1000	FREE	FREE
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 – Corporation	1	\$3.30	\$4.95
EF043	Employment Agreement for Salespeople – Non Corporation	1	\$3.30	\$4.95
EF046	Employment Agreement for Property Managers – Non Corporation	1	\$3.30	\$4.95
EF048	QPIR – Application to Register Agreement – Corporation	1000	FREE	FREE
EF050	Award Flexibility Agreement – Real Estate Industry Award 2010	1000	FREE	FREE
EF053	Guarantee of Annual Earnings – Real Estate Industry Award 2010	1000	FREE	FREE
EF056	QPIR – Application to Register Agreement – Non Corporation	1000	FREE	FREE
EF080	Schedule 2 - Application to register amended terms of employment	1000	FREE	FREE
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
EF037a	Sample Consumer Complaint and Dispute Resolution Statement	1000	FREE	FREE
EF085	PAMD 32a Lawyers Certificate (for use by Solicitors only)	1000	FREE	FREE
EF099	Assignment of Appointment	1000	FREE	FREE
EF133	Clients Acknowledgement of Appointment	1000	FREE	FREE
EF135	Consent to receive electronic communication	1000	FREE	FREE
EF141	Sample Privacy Statement	1000	FREE	FREE

FREE AUCTION FORMS		Pack	Accredited Agency	Retail
EF062	PAMD 24a Appointment to Act as Auctioneer			
EF073	Conditions of Sale by Public Auction			
EF104	Bidders Registration Form*			
EF105	Letter of Authority – Telephone Bids*			
EF106	Letter of Authority – Bid on behalf of another party*			
EF131	Notice of Reserve Price*			
EF139	Assignment of Appointment – Auctioneer*			
EF140	Bidders Guide*			
EF149	Statement Pursuant to Section 225 & 226 Auctioneer			

* Available to REIQ members only

WARNING: IF YOU DO NOT HAVE A CURRENT TEMPLATE REPORT REALWORKS WILL NOT REPLACE PURCHASED IMPRESSIONS



For more Information contact the Realworks Live support team:
 The Real Estate Institute of Queensland ABN 49 009 661 287
 PO Box 1555 Coorparoo DC Qld 4151
 Ph: (07) 3249 7350 Fax: 1800 177 734
 Email: realworkslive@reiq.com.au Website: www.realworks.com.au

REIQ Non-member

Application for Realworks Billing account

(Only available to subscribers on 'Pay Per Form' plan)



1. Corporation name _____

Trading as _____

Address _____

Telephone _____ Fax _____

2. Registered office _____

Address _____

Telephone: _____ Fax _____

ABN _____

3. Name and Home address of all principals/directors

4. Credit references (e.g. Advertisers, Stationers NOT Banks) that may be contacted

1. Name _____ Phone _____ Fax _____

2. Name _____ Phone _____ Fax _____

3. Name _____ Phone _____ Fax _____

5. Date commenced in this business _____

Terms of Credit account

1. I/We the applicants agree to abide by the credit terms of 30 DAYS NETT FROM DATE OF STATEMENT.
2. The credit account is to be used for the purchase of Realworks form impressions only.
3. The credit account is only available while subscribing to the Realworks software.
4. I/We the applicants agree to be bound by a monthly credit limit which is set by the REIQ.
5. I further agree to indemnify and keep indemnified the Institute against any loss which the Institute may suffer or incur in connection with any failure on the part of any company of which I am a director or any firm of which I am a partner/proprietor to honour any debt due and owing to the Institute.
6. This guarantee shall be a continuing guarantee and shall not be discharged by the Institute granting any company of which I am a director or any firm of which I am a partner/proprietor any time or offer indulgence or other consideration or transaction whereby my liability as guarantor would but for this provision have been affected or discharged.

Signatures of all partners, directors, proprietor

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____