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Current as of 26th July 2023.

GENERAL FORMS

		Price per form
EF032	Conjunctural/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
EF186	Written Authority on behalf of Company	Free
EF189	Checklist – Verification of Identity	Free
EF208	Checklist for Complaints and Dispute Resolution	Free
EF209	Complaint Form	\$0.50
EF210	Complaint Handling Factsheet	\$0.50
EF211	Complaint Response Letter	\$0.50
EF212	Complaints Register	\$0.50
STATDEC	Statutory Declaration Queensland	Free

BUYERS' AGENTS

		Price per form
EF002	PO Form 6 + REIQ Purchases Schedule & Terms	\$1.00
EF040A	Prior Appointment Form - Buyer's Agents	Free
EF058A	Buyer's Agent Referral	\$0.30
EF105b	Letter of Authority - Auction	Free
EF189A	Checklist - Verification of Identity (Buyer's Agents)	Free
EF191	Buyer's Agent Client Instruction Form	\$0.50
EF202	Client Instruction Form – Auction (Buyer's Agent)	\$0.50
EF203	Buyer's Agent Due Diligence Checklist	Free

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	\$1.30
EF005a-A1	Property Details and Disclosure	\$0.30
EF006	Acknowledgement of Multiple Offers	\$0.30
EF010	New Residential Sales Appointment Checklist	Free
EF011	New Residential Sales Contract Checklist	Free
EF012	Disclosure Statement (Section 206 of BCCM Act 1997)	\$0.30
EF013	Client Authority - s206 Disclosure Statement	\$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
EF156	Notice of deposit payment – Property sales	\$0.30
EF157	Notice of offer to purchase – Property Sales	\$0.30
BCCM Form 8	Information for body corporate roll	Free

PROPERTY MANAGEMENT

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 used by Realworks Inspect	\$0.30
EF071Ad	Routine Inspection Report (used by Inspect Live)	\$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 - Tenant	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
EF204	Checklist - Change of Co-tenant	Free
EF206	Client Instruction Form – Change of Co-tenancy	\$0.50
EF205	Application for New Co-tenant	\$0.30
EF207	Variation to Form 18a – Transfer of Interest by Co-tenant	\$0.50

PROPERTY MANAGEMENT – NEW TENANCY LAWS RESOURCES

Price
per form

EF159a	Checklist - Lease Renewal & Ending Tenancies	Free
EF160	Letter to Client – Ending Fixed Term Agreement	\$1.00
EF161a	Client Instruction Form - New Offer	\$0.50
EF162	Letter to Client – Ending Periodic Agreement	\$1.00
EF164	Factsheet - Ending Tenancy Agreements	Free
EF165	Checklist – Form 12 Notice to Leave	Free
EF166	Letter to Tenant - Ending Periodic Agreement	\$0.50
EF166b	Letter to Tenant - End Fixed Term Agreement	\$0.50
EF167a	Letter to Tenant - Offer of Fixed Term Agreement & End of Periodic by Mutual Agreement	\$0.50
EF168	Letter to Tenant - Notice to Leave for New Fixed Term Agreement	\$0.50
EF169	Letter to Tenant - Notice to Leave for Current Fixed Term Agreement	\$0.50
EF170	Letter to Client – Pets	\$1.00
EF171	Client Instruction Form - Tenant's Pet Request	\$0.50
EF172	Factsheet – Pets	Free
EF172a	Checklist - Pet Request	Free

EF172b	Letter to Body Corporate - Pets	\$0.50
EF173	Letter to Client – Instructions Repairs	\$1.00
EF174	Client Instruction & Variation Form - Repairs	\$0.50
EF175	Factsheet - Emergency Repairs and Nominated Repairers	Free
EF179	Factsheet – Changing Locks	Free
EF180	Factsheet – Minimum Housing Standards	Free
EF181	Checklist - Completing Routine & Emergency Repairs	Free
EF182	Letter to Client - Management Fees	\$1.00
EF183	PO Form 6 Variation - Management Fees	\$0.50
EF184	Checklist for New Tenancy Laws - Variation to PO Form 6	Free
EF185	Letter to tenant - Pet Request Response	\$0.50
EF185-1	Annexure - Approval Conditions - Indoor Pets	\$0.50
EF185-2	Annexure - Approval Conditions - Outdoor Pets	\$0.50
EF185-3	Annexure - Refusal Grounds	\$0.50
RTAPRR	RTA Pet Request Response Template	Free
EF197	Letter to Client – New Tenancy Laws (Rent Increases)	\$0.50
EF192	Desktop Property Standard Checklist (Minimum Housing Standards)	Free
EF193a	Letter to Client – Property Assessment (Minimum Housing Standards)	\$1.00
EF193b	Client Instruction Form – Property Assessment (Minimum Housing Standards)	\$0.50
EF194a	Letter to Client – Property Works (Minimum Housing Standards)	\$1.00
EF194b	Client Instruction Form – Property Works (Minimum Housing Standards)	\$0.50
EF195	Letter to Tenant – Entry Notice (Minimum Housing Standards)	\$0.50
EF196	REIQ Factsheet to Tenant - 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	EF019 - Contract for Commercial Land and Buildings	\$1.50
EF023	Retail Shop Tenancy Agreement	\$9.00
EF024	Commercial Tenancy Agreement	\$4.85
EF026	Heads of Agreement	\$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 and Industrial Sales & Lease Schedule & Terms	\$1.00
EF052	Annual Estimate of Outgoings Year Ending – Form 2.1 (Retail Shop Lease)	\$0.30
EF063	Lessor Disclosure Statement (Retail Shop Lease)	\$0.30
EF064	Assignee Disclosure Statement (Retail Shop Lease)	\$0.30
EF065	Assignor Disclosure Statement (Retail Shop Lease)	\$0.30
EF066	Intention to Renew	\$0.30
EF067	Lessee Disclosure Statement (Retail Shop Lease)	\$0.30
EF068	Financial Advice Certificate (Retail Shop Lease)	\$0.30
EF069	Legal Advice Report (Retail Shop Lease)	\$0.30
EF145	Notice to Remedy Breach of Covenant	Free
EF190	Checklist – Commercial Property Management	Free
EF198	Property Condition Report (Commercial & Industrial)	\$0.50
EF199	Entry Notice (Commercial & Industrial)	\$0.30
EF200	Maintenance Notice (Commercial & Industrial)	\$0.30
EF201	Annual Estimate of Outgoings (Commercial & Industrial)	\$0.30

BUSINESS BROKERS

Price
per form

EF030	Contract Business Sale	\$1.00
EF031	Prospective Buyer Agreement	Free
EF033	PO Form 6 + Business Brokers Schedule & Terms	\$1.00
EF034	Business Information Statement	\$0.40
EF035	Marketing and Advertising Plan	Free
EF047	Standard Conditions Business Contract	\$0.75
EF078	Request for an Appraisal of Selling Price of a Business	Free
EF156B	Notice of Deposit Payment – Business Sale	\$0.30

MANAGEMENT RIGHTS

Price
per form

EF020	Prior Appointment Statement – Resident Letting Agents	Free
EF027	Contract Management Rights	\$2.45
EF029	PO Form 6 + REIQ Holiday Letting (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
EF131	Notice of Reserve Price	Free
EF140	Bidders Guide	Free
EF105A	Letter of Authority – Auction	Free
EF188	Checklist – Auction New Sale	Free

RESIDENTIAL TENANCY AUTHORITY

Price
per form

RTAFORM 1a	Entry Condition Report	Free
RTAFORM 2	Bond Lodgement	Free
RTAFORM 3	Change of rental property	Free
RTAFORM 4	Refund of bond	Free
RTAFORM4a	Bond refund for persons experiencing domestic and family violence	Free
RTAFORM 5	Change of property manager/owner	Free
RTAFORM 6	Change of bond contributors	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
RTAFORM14a	Exit Condition Report	Free
RTAFORM 15	Abandonment Termination Notice	Free
RTAFORM 16	Dispute Resolution Request	Free
RTAFORM19	Notice to Vacate from Mortgagee to Tenant	Free
RTAFORM20	Notice ending tenancy interest (domestic and family violence)	Free
RTAFORM21	Request for approval to keep a pet in rental property	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
RTACIN	Continuing interest notice	Free
RTAPRR	Pet Request Response Template	Free

QCAT FORMS

QCAT40	Application for miscellaneous matters	Free
QCAT45	Application to be joined to a proceeding	Free
QCAT58	Application for leave to withdraw an application or referral	Free
QCAT08	Minor civil dispute – counter-application	Free
QCAT02	Application for minor civil dispute – residential tenancy dispute	Free

COVID-19 PRECEDENTS

COVID19-CLPE	COVID-19 - Contractor Letter Pre-Entry	Free
COVID19-LTC	COVID-19 - Letter to Client	Free
COVID19-TLPE	COVID-19 - Tenant letter Pre-Entry	Free
COVID19-TLR	COVID-19 - Tenant Letter Restrictions to Entry	Free