

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 4 May 2023.

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
EF186	Written Authority on behalf of Company	Free
EF189	Checklist – Verification of Identity	Free

BUYERS' AGENTS

		Price per form
EF002	PO Form 6 + REIQ Purchases Schedule & Terms	\$1.00
EF191	Buyer's Agent Client Instruction Form	\$0.50

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	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

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

PROPERTY MANAGEMENT – NEW TENANCY LAWS (Resources – updated 4 May 2023)

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	\$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	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 and Industrial Sales & 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 Report	\$0.30
EF145	Notice to Remedy Breach of Covenant	Free
EF190	Checklist – Commercial Property Management	Free

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
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
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
RTACIN	Continuing interest notice	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