



## **Contract & Booking sale instructions**

### **Completing the booking form**

1. Use the appropriate booking form for the lot being purchased.
2. Insert the buyer's name.
3. The lot price will be on the appropriate booking form.
4. The contract deposit is 10% (ten percent) of contract price of which the booking sum is agreed with the buyer and inserted on the booking form. Insert the date on which the agreed booking fee is paid. The property is reserved for 3 (three days) from the date the booking form is signed.
5. Have the buyer sign and date the booking form. Have the buyer print their name under their signature. If more than one buyer has both sign.
6. Insert the buyer's address and telephone number.
7. The booking fee and deposit is to be sent to the buyer's solicitor:

**Account name DSA LAW Trust Account**  
**Bank name and branch address: ANZ Banking Group Limited**  
**100 Queen Street Melbourne Victoria, Australia 3000**  
**Account Number 221238522**  
**BSB 013 035**  
**Swift ANZBAU3M**

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## Completing the contract

1. Use the appropriate contract for the lot being purchased.

2. Fill in the contract Particulars of Sale Page.

**3. SIGNED BY PURCHASER (page 2)**

Have buyer sign, date and print name.

**4. VENDORS AGENT (page 3):**

Fill in selling agent details

**Koozzoo Limited  
4th Floor Room 408,  
Kai Tak Commercial Building,  
317-319 Des Voeux Road,  
Sheung Wan,  
Hong Kong  
CHINA  
Tel: (852) 2851 6886**

**5. PURCHASER'S DETAIL on Particulars page (page 3)**

Fill in the full name, address, email plus landline and mobile telephone.

**6. PURCHASERS LEGAL PRACTITIONER on Particulars page (page 3)**

Unless the buyer has a preferred lawyer/solicitor enter:

**Joseph DiMauro  
DSA Law  
Level 2, 180 Queen Street, Melbourne VIC 3000  
P: +61 3 8595 9581  
Mobile: +61 403 307 779  
Email: [jdimauro@dsalaw.com.au](mailto:jdimauro@dsalaw.com.au)  
Website: [www.dsalaw.com.au](http://www.dsalaw.com.au)**

**7. PAYMENT on Particulars page (page 3)**

Insert the purchase price, the deposit, which is 10% of the purchase price, and a date 7 days from the date the contract is signed. Insert the amount paid as the booking fee, which forms part of the 10% deposit.

**8. LOAN on Particulars page (page 4)**

If the buyer is seeking to borrow any part of the purchase price insert:

**ANZ Bank or other bank**

Insert any amount for the loan. This does not need to be accurate. Insert the date by which the loan is to be approved. Choose three weeks from the contract date. The buyer can seek an extension if the loan is not approved by the date inserted.

**9. SPECIAL CONDITIONS on Particulars page (page 4)**

Print the following Special Condition: This contract is subject to Foreign Investment Review board approval within 45 days from the Purchaser and Vendor signing this contract.

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