

# AGENT'S AUTHORITY TO EXCHANGE CONTRACTS

## Item

## Item Schedule

### 1. AGENT

Name: .....  
Phone: ..... Contact: ..... Acting for: ☐ Buyer or ☐ Seller

### 2. SELLER/S

Name/s: .....

### 3. BUYER/S

Name/s: .....

### 4. PROPERTY DETAILS

Property Address: .....

### 5. SELLER'S AUTHORISATION & ACKNOWLEDGEMENT (tick where applicable)

I/we:

#### (a) Acknowledge:

☐ Having signed and received a copy of the Contract for Sale of the Property.

#### (b) Authorise:

☐ The Agent to participate in the exchange of the Contract for Sale of the Property on my/our behalf and in effecting the exchange, receive the contract on my/our behalf.

☐ The Agent to, after the exchange, forward the executed copy of the Contract for Sale of the Property to:

☐ my/our Australian Legal Practitioner within 2 business days

OR

☐ me/us so that I/we may give a copy to my/our Australian Legal Practitioner

### 6. BUYER'S AUTHORISATION & ACKNOWLEDGEMENT (tick where applicable)

I/we:

#### (a) Acknowledge:

☐ Having signed and received a copy of the Contract for Sale of the Property.

☐ Having read and understood my/our rights to a cooling off period under the Contract for Sale which cooling off expires on 5pm on the .....

OR

☐ Having waived my/our entitlement to and rights in respect of a cooling off period.

#### (b) Authorise:

☐ The Agent to participate in the exchange of the Contract for Sale of the Property on my/our behalf and in effecting the exchange, receive the contract on my/our behalf.

☐ The Agent to forward the executed copy of the Contract for Sale of the Property to:

☐ my/our Australian Legal Practitioner within 2 business days

OR

☐ me/us so that I/we may give a copy to my/our Australian Legal Practitioner

### 7. SIGNATURES

#### Seller(s)

Name: ..... Name: .....

Signature: ..... Signature: .....

Date: ..... Date: .....

#### Buyer(s)

Name: ..... Name: .....

Signature: ..... Signature: .....

Date: ..... Date: .....