

# Green Chair Real Estate

## Sale Authority or Agency Policy

### Scope

---

Green Chair Real Estate Agency (GCRE) is committed to ensuring workers are adequately trained with regards to completion of Sale Authority

### Policy objective

---

The reason for this policy is to:

- Set a standard for GCRE in terms of and risk management in completing documentation accurately and
- align our policy with the standards set by State legislation.

### Procedure

---

As part of risk management strategy, the manager of the sales department will audit that the agent's representatives are completing their sale authority accurately and in compliance with the above- mentioned Acts and Regulations.

- All Sale Authorities/Agencies will be checked by the administration team prior to listings going live.
- A selection of two sale authorities/agencies will be reviewed and the following checked by management per month for accuracy.
- A Sale Authority/Agency must contain the following information:
  - The property details
  - The full names of the vendor and agent
  - Details of all chattels included in sale
  - The agent's representative's detail
  - The method of sale
  - The duration of the Authority
  - Property sold with vacant possession/subject to tenancy
  - Payment and deposit details
  - Vendor's price
  - Agent's estimate of selling price (the estimate should be substantiated by comparative sales data contained in the Authority/Agency or attached to the Authority/Agency)
  - Notification of rebates
  - Commission details
  - Marketing expenses (attached marketing plan with full breakdown of all expenses incl. GST)
  - Signed and dated by all vendors (as per registered on the certificate of title)
  - If applicable complete Annexure - Agents in Conjunction completed and signed by agent's representative (please note approval must be obtained by manager prior to listing)
  - If applicable complete – Rebate Statement Signed by the agent and vendor(s)
  - If applicable complete – Notice of commission sharing signed by the agent and vendor(s).

Discrepancies to be sent to the Principal/Director via email for immediate action.