

## Residential and Commercial Existing Owner Title Insurance

4 Easy Steps for Existing Owners

**The Residential & Commercial Existing Owner Policy is available to owners of residential or commercial property and can be applied for at any time during the ownership of your property.**

Please find attached a copy of the Policy Order Form.

To determine the applicable premium, refer to our website [www.stewartau.com](http://www.stewartau.com) or contact us on **1800 300 440** for a quote.

### Where you elect for Stewart Title to obtain the title search for you:

1. Complete all details in the Policy Order Form and return it to us together with your latest Rates Notice and photo I.D.
2. Once we have processed your order, we will issue a Policy Order Confirmation. This confirms that we will provide cover for your property and sets out any exceptions and/or qualifications to our standard cover. The premium payable is specified in Schedule A.
3. Send a cheque made payable to Stewart Title Limited for the full amount.
4. The final policy together with a tax invoice will be sent to your email or mailing address.

### Where you elect to obtain your own title search:

1. Complete all details in the Policy Order Form and return to us with a current title search and photo I.D
2. Once we have processed your order, we will issue a Policy Order Confirmation. This confirms that we will provide cover for your property and sets out any exceptions and/or qualifications to our standard cover. The premium payable is specified in Schedule A.
3. Send a cheque for the premium made payable to Stewart Title Limited.
4. The final policy together with a tax invoice will be sent to your email or mailing address.

There will be ***no legally binding contract*** of insurance until we receive notification of settlement and full payment of the premium.

Please note your obligations with respect to your duty of disclosure set out below. In accordance with these obligations, please notify us of any defects or matters with respect to the property of which you have knowledge.

We thank you for choosing Stewart Title Limited.

### Duty of Disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty, under the ***Insurance Contracts Act 1984***, to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms.

Your duty however does not require disclosure of any matter:

- that diminishes the risk to be undertaken by the insurer;
- that is of common knowledge;
- that your insurer knows, or in the ordinary course of business, ought to know;
- as to which compliance with your duty is waived by the insurer.

### Non disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract. If your non disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

### Privacy

In collecting personal information about you, Stewart Title Limited is bound by the Commonwealth Privacy Act and the National Privacy Principles. Stewart Title complies with this Act and the Principles in protecting the privacy of your personal information. Please visit our website [www.stewartau.com](http://www.stewartau.com) or contact us on **1800 300 440** for a copy of our Privacy Policy.

## Residential and Commercial Existing Owner Policy Order Form

**Please submit this form to Stewart Title Limited, Underwriting Department**

MAIL | GPO Box 527, Sydney NSW 2001

*Your order will be processed promptly. Business hours are Monday to Friday, 8:30am to 5:00pm AEST*

### YOUR DETAILS

*Please list the full name of all owners of the property*

**Name(s)**

**Postal Address**

**Email**

**Telephone**

**Facsimile**

### YOUR SOLICITOR / CONVEYANCER DETAILS

**Company**

**Contact person**

**Street Address**

**Postal Address**

**Telephone**

**Facsimile**

**Email of Contact**

### PROPERTY DETAILS

**Property Address**

**Title Reference**

**Date of Purchase**

**Type of Zoning** (please check one of the following)

Residential    Commercial    Mixed Use    Industrial

Rural – is the property going to be used as a commercial enterprise?    Yes    No

Other \_\_\_\_\_ (specify)

**Is the property Strata?**    Yes    No

**Is the property Vacant Land?**    Yes    No

**Is there a septic system on the property?**    Yes    No

**Please specify the Property Type** (e.g. house, shop, office, warehouse)\_ \_\_\_\_\_

**Estimated property value** \$

**QUESTIONS ABOUT YOUR PROPERTY**

Please answer all questions set out below. **For any questions answered YES, please provide further details to Stewart Title**

- 1. Did you obtain a professional survey report of the property at the time you purchased the property or subsequently?  Yes  No
- 2. Did you obtain a building certificate or final compliance certificate at the time you purchased the property or subsequently?  Yes  No
- 3. Have you been served with any correspondence, notice, or order or claim or are you aware of any proposed notice, order or claim relating to:
  - a) any structure(s) on your property which encroach onto neighbouring property
  - b) any neighbouring structure(s) which encroach onto your property
  - c) a claim of adverse possession by any person
  - d) outstanding rates by previous owners or outstanding notices Yes  No
- 4. Have you built any structures on the property since taking ownership?  Yes  No
- 5. Are you aware of any other defects or matters affecting title or use of the property?  Yes  No

**TITLE SEARCH**

Please elect whether you would like Stewart Title to obtain a title search on your behalf (additional fee charged)  Yes  No

If you selected 'NO' please attach your recent title search with this order form

Please also ensure you have attached your Photo I.D with this order form and Rates Notice if required.

**ACKNOWLEDGMENT**

**I / We acknowledge that the information provided above is true and correct and I / we have notified Stewart Title Limited of all matters affecting the property of which I / we have knowledge.**

Signature  Date