

## Residential and Commercial Purchaser Title Insurance

5 Easy Steps for Purchasers

**The Residential & Commercial Purchaser Policy is available to purchasers of residential and commercial property and must be applied for prior to settlement.**

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.

Follow these simple steps to apply for title insurance cover:

1. Complete all details in the **Policy Order Form** and return to us.
2. Once we have received your Order Form we may need to contact your solicitor or conveyancer to request copies of the relevant searches and/or documents from your conveyancing file.
3. 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. A copy will also be sent to your solicitor or conveyancer.
4. Once settlement has occurred, you or your solicitor or conveyancer should notify us and send us a cheque for the premium within 14 days.
5. The **final policy** together with a tax invoice will be sent to your email or post settlement 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 title defects or adverse matters affecting title or use of 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 Purchaser Policy Order Form

Please submit this form to Stewart Title Limited, Underwriting Department

FAX | 1300 663 424

EMAIL | e.underwriting@stewart.com

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 buyers who will become owners of the property

Name(s)

Current Address

Post settlement address

Telephone

Email

### YOUR SOLICITOR / CONVEYANCER DETAILS

Company

Address

Contact Email

Telephone

Contact Person

### PROPERTY DETAILS

Title Reference

Purchase Amount

 \$

Property Address

Is the property strata?  Yes  No

Please select the type that best describes your property:

House

Apartment / Unit

Vacant land (residential)

Vacant land (non-residential)

Office

Warehouse

Shop

Other commercial / industrial (specify) \_\_\_\_\_

Farm or rural land. Is the farm or rural land used as a commercial enterprise?  Yes  No

Please tick to confirm these searches will be conducted prior to settlement:

Title Search  Land Tax  Council & Water (include usage)  Strata/Body Corporate (if applicable)

Anticipated Settlement Date

### DISCLOSURE DECLARATION

I / We declare that I / we do not know of any title defects or adverse matters affecting title or use of the property.

#### IMPORTANT NOTICE TO PURCHASER:

If you do know of any title defects or adverse matters affecting title or use of the property then you must disclose them by providing details with the order form. Title defects or adverse matters include illegal structures, survey/boundary defects, encroachments, non-compliance with zoning & development laws, non-compliance with easements and covenants, lack of legal access, lack of a legal right of water supply or drainage, fraud, forgery & identity theft and outstanding rates, charges & taxes that will not be paid or reimbursed on settlement.

#### AUTHORITY

I / We hereby authorise my / our solicitor or conveyancer to provide to Stewart Title Limited all information and documentation necessary in relation to the above mentioned property for the purposes of policy cover.

Signature(s)

 x

 x

Date