



# THE ULTIMATE SELLER TOOLKIT

Everything you need to prepare, protect  
and profit when selling your home.



**Guides**



**Calculators**



**Compliance**



**Guarantees**



# STEP-BY-STEP GUIDE TO THE SELLING PROCESS IN QUEENSLAND

Selling a property in Queensland involves a structured process governed by state legislation and best practices. This guide provides a clear breakdown of each key stage so you know what to expect and how to prepare.



# Choosing the Right Real Estate Agent:

A Comprehensive Guide to  
Avoiding Common Mistakes  
and Misconceptions



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*Gold Coast*  
Real Estate Agents

# The ULTIMATE Seller To Do List



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## For Sale

### *TO DO LIST*

- Whole House*
- Living*
- Dining*
- Kitchen*
- Bedrooms*
- Laundry*

 **Gold Coast**  
Real Estate Agents

# Understanding Agent Fees and Contracts – The Form 6 Explained

## Property occupations

## Form 6



Queensland  
Government

### Appointment and reappointment of a property agent, resident letting agent or property auctioneer

Property Occupations Act 2014

This form is effective from 1 December 2014

ABN: 13 846 673 994

#### Part 1—Client details

##### Client 1

Note: The client is the registered owner of the property, land, or owner of the business. It can be either a company or individual.

Client name .....

Address .....

Suburb ..... State  Postcode

Phone..... Fax..... Mobile.....

Email address.....

##### Client 2

Note: Annexures detailing additional clients may be attached if required.

Client name .....

Address .....

Suburb ..... State  Postcode

Phone..... Fax..... Mobile.....

Email address.....

#### Part 2—Licensee details

##### Licensee type

More than one box may be ticked if appropriate.

Note: Annexures detailing conjuncting agents may be attached if required.

Real estate agent     Resident letting agent     Property auctioneer

Agency name (if applicable) .....

Licensee name .....

/  /   
D D / M M / Y Y Y Y

Postcode

Phone..... Fax..... Mobile.....

Email address.....



#### Part 3—Details of property or business that is to be sold, let, purchased, or managed

Please provide details of the property, land, or business as appropriate.

Note: Annexures detailing multiple properties may be attached if required.

Description .....

Address .....

Suburb ..... State  Postcode

Lot ..... Plan.....

Title reference ..... Parish/County .....



**Welcome to the**

*Marketplace*



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# Buying & Selling Costs

Calculate  
Buying Costs

**Selling Costs** | **Buying Costs**

STAMP DUTY | LOAN DETAILS | OTHER COSTS

**Stamp duty and other government charges**

State:

Purpose:

Purchase Price:

First Home Buyer:

Property Type:

<b>Total Government Fees &amp; Charges</b>	<b>\$10,631.94</b>
Mortgage Registration Fee	\$231.98
Transfer Fee	\$1,625.90
Title Search Fee	\$24.06
Stamp Duty	\$8,750.00

**Selling Costs** | **Buying Costs**

PROPERTY DETAILS | REAL ESTATE AGENT COSTS | OTHER COSTS

**Details of other costs involved in selling your property**

Conveyancing Fees:

Removalist Costs:

Settling Costs:

Other Costs:

Total Other Costs are **\$1,000.00**

Calculate  
Selling Costs

Download  
Full Report

**EXAMPLE**

<b>Total Costs</b>		<b>\$39,642</b>
<b>Selling Costs</b>	<b>\$19,447</b>	<b>Buying Costs</b>
<b>Sale Price</b>	<b>\$650,000</b>	<b>Purchase Price</b>
<b>Less Loan &amp; Costs</b>	<b>\$269,447</b>	<b>Less Deposit</b>
<b>Net Position</b>	<b>\$380,553</b>	<b>Loan Amount</b>
		<b>\$500,000</b>
		<b>\$40,437</b>
		<b>\$459,563</b>



# Stamp Duty Costs

Property value ⓘ  
\$ 500,000

State or territory  
Queensland

Purpose ⓘ  
To live in As an investment

Property type ⓘ  
Existing home New home Vacant land

Are you a First Home Buyer? ⓘ  
Yes No

Are you a Foreign Purchaser? ⓘ  
Yes No

Print ⓘ About this calculator

<b>Stamp duty</b>	<b>\$8,750</b>
Mortgage registration fee	\$231.98
Transfer fee	\$1,625.90
Title search fee	\$24.06

**Total fees & charges \$10,632**

The \$30,000 First Home Owner Grant may be available for eligible transactions entered into between 20 November 2023 and 30 June 2025. Stamp Duty Rates are reflective for contracts signed on or after 9 June 2024. For more information see the [Queensland Revenue Office transfer duty](#) and [Queensland First Home Owner Grant](#) websites.



# Mortgage Repayments

How much do you want to borrow?  
\$ 400,000  
\$10k \$10M

Choose a loan  
Variable with offset

Loan term 30 Years  
Interest rate 6.24% p.a.

Repayment frequency  
Monthly Fortnightly Weekly

Repayment type  
Principal & Interest Interest Only

See how you can pay off your loan faster [Extra repayments >](#)

[Loan summary](#) [Repayment chart](#) [Repayment table](#)

**EXAMPLE**

Outstanding \$531,418  
Principal \$318,801  
Interest \$212,617

Your repayments  
**\$2,461** per month

Variable Interest Rate  
**6.24%** p.a.

Total interest payable  
**\$485,697** over 30 years



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## Foreign Resident Capital Gains Withholding

### Clearance certificate application for Australian residents



#### Application type

All fields marked with \* are mandatory.

**i** Only apply if the Vendor is an Australian resident for tax purposes. If the property is held in a trust/superannuation fund, the Vendor is the trustee or nominee and not the trust/superannuation fund. If the Vendor is a foreign resident for tax purposes, the Vendor may be eligible to apply for a [Variation Notice](#) instead.

You must provide identifying information for the applicant. The vendor representative is able to receive information from the ATO about you and this form.

We require this information to be able to process the form.

Ensure your internet browser is up to date.

Are you submitting this application as a vendor of the asset or their representative? \*

Vendor

Vendor's representative

### REIQ Fact Sheet Residential - General



## Pool Safety Laws - a general overview

The first stage of Queensland's new pool safety laws, relating to new residential pools, came into effect on 1 December 2009. The second stage of the new pool safety laws, relating to existing swimming pools, came into effect on 1 December 2010.

Pool owners have until 30 November 2010 to meet the new pool safety standards, or earlier if their property is sold or leased before then.

The new pool safety standards require a pool owner to obtain a Compliance Certificate or a notice in the approved form at the point of sale or lease of a pool associated with the property.

A certificate for a shared pool (such as in an apartment complex), will last for one year regardless of how many times a property is leased or sold; whereas a certificate for a non-shared pool (typically houses), will last for two years regardless of how many times the property is leased or sold.





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INFORMATION SHEET

# SMOKE ALARM LEGISLATION



## Seller disclosure statement



Queensland  
Government

*Property Law Act 2023 section 99*

Form 2, Version 1 | Effective from: 1 August 2025

**WARNING TO BUYER** – This statement contains important legal and other information about the property offered for sale. You should read and satisfy yourself of the information in this statement before signing a contract. You are advised to seek legal advice before signing this form. You should not assume you can terminate the contract after signing if you are not satisfied with the information in this statement.

**WARNING** – You must be given this statement before you sign the contract for the sale of the property.

This statement does not include information about:

- » flooding or other natural hazards
- » structural soundness of the property
- » current or historical use of the property
- » current or past building or development approvals
- » limits imposed by planning laws or zoning use of the land
- » services that are or may be connected to the property
- » the presence of asbestos within buildings or improvements on the property.



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You are encouraged to make your own inquiries about these matters before signing a contract. You may not be able to terminate the contract if these matters are discovered after you sign.



**Our Guarantee:**

**No Binding Commitment:**

You're not tied down. If you're not 100% satisfied with our service, you can conclude the agreement at any time.

**Marketing Commitment:**

Please note, however, that any marketing costs remain payable. If you have chosen a "pay later" option for these costs, this debt must still be met, even if the agreement is terminated.

**Reference to the Property Occupations Act & Form 6**

Under Queensland's Property Occupations Act 2014, the Form 6 outlines the terms, agent responsibilities, and your rights:

Agent Responsibilities: Details the scope of our services, including marketing, negotiations, and outcomes for you.

Termination Flexibility: Unlike traditional binding terms, allowing you to end the agreement without penalty if you're not completely satisfied.



**Marketing Fees:**

As per the Form 6 and our terms, outstanding marketing costs and sale fees are payable regardless of the agreement's duration. The Act allows this as an enforceable expense, especially in cases where a "pay later" option is chosen.

Our goal is to provide top-tier service with complete transparency, flexibility, and your satisfaction as our priority.



A handwritten signature in black ink that reads 'David Jones'.

Director



At Gold Coast Real Estate Agents, we stand by the accuracy of our appraisals and the value of our service. Our commitment is to deliver professional, research-based property appraisals and work diligently to secure the best possible outcome for our clients. To ensure transparency and confidence, we provide the following Agent Service Guarantee:

### 1. Price Range Guarantee

The appraisal we provide is based on comprehensive market research, including recent comparable sales, current market conditions, and property-specific factors. We will quote a Fair Market Price Range from low to high, grounded in factual data.

- The Fair Market Price Range represents the price bracket within which the property is realistically expected to sell.
- This range is not the advertised price, as the seller and agent may elect to market the property at a higher figure to test the market.
- Selling Price Quote:
- Minimum Price: \$ \_\_\_\_\_
- Maximum Price: \$ \_\_\_\_\_

### 2. Performance Guarantee

For the term of the agreement, we guarantee that if we fail to secure a contract above the minimum price quoted in our appraisal, the seller will be relieved of the obligation to pay our commission.

- Exceptions: If circumstances or events beyond our control impact the ability to secure a sale price above the minimum price quoted in our appraisal, we reserve the right to be paid the agreed commission amount.
  - Building and pest
  - Major property defects
  - External market influences beyond our control



### 3. No Binding Commitment

You're not tied down. If you're not 100% satisfied with our service, you can conclude the agreement at any time.



A handwritten signature in black ink that reads 'David Jones'.

Director

# Our Personal Performance Guarantee

## · Property Marketing

Implement agreed marketing strategies on digital platforms and property portals.

Arrange professional photography, videography, and signage.

Design and distribute brochures and marketing materials.

## · Open Homes and Inspections

Schedule and host open homes and private viewings.

Prepare property for inspections, manage visitor flow, and follow up with potential buyers.

## · Buyer Communication and Qualification

Vet buyers for financial qualification and suitability.

Address inquiries promptly regarding property details.

## · Offers and Negotiation

Present and negotiate offers, working to secure the best price and terms.

Manage multiple offers fairly and in compliance with legal standards.

## · Inspections and Compliance

Coordinate building, pest, and valuation inspections.

Facilitate buyer access and keep the seller informed of results and actions.

Oversee contracts and ensure legal accuracy and compliance.

Manage the cooling-off period and special conditions.

## · Ongoing Client Communication

Provide regular updates on property performance, market feedback, and strategy adjustments.

## · Managing the Sale Process

Coordinate with solicitors, banks, and other parties to ensure a smooth settlement.

*"We personally attend to every detail, ensuring your property receives the attention it deserves and the results you expect."*

 Gold Coast Real Estate Agents

100%



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## Unlocking the Potential of Your Home Sale

Are you eager to sell your home but feel that it's not quite ready for the market?

At Gold Coast Real Estate Agents, we understand that preparing a home for sale can come with its challenges. That's why we're excited to announce our exclusive partnership with Campaign Agent, designed to help you turn your property into a buyer's dream.

**Your Home, Your Way: Affordable Financing for Enhancements**

Embarking on home improvements, upgrades, or repairs can be the key to maximizing your property's value. However, we also recognize that the financial aspect can be a roadblock for many homeowners. That's where our collaboration with Campaign Agent comes in.

### Introducing Low-Interest Loans for Home Sellers

Gold Coast Real Estate Agents is proud to introduce a new financing option: low-interest loans that are payable when you sell your home. This unique financial solution allows you to fund your home improvements during the selling process, including:

- 1. Renovations: Give your home a fresh look and increase its curb appeal.
- 2. Upgrades: Enhance key features like the kitchen and bathroom to make your home more competitive in the market.
- 3. Repairs: Address any lingering issues to present a well-maintained and move-in-ready home.
- 3. Marketing Costs: Ensure your property receives the exposure it deserves through strategic marketing efforts.

### The Campaign Agent Advantage

Campaign Agent specializes in providing flexible and affordable financing solutions exclusively for home sellers. With their expertise, you can embark on your home improvement journey without the financial strain typically associated with such projects.

### How It Works

1. Consultation: Reach out to Gold Coast Real Estate Agents for a consultation to discuss your home selling goals and potential improvements.
2. Loan Approval: Campaign Agent will assist you in securing a low-interest loan tailored to your needs and financial situation.
3. Enhancements: Use the funds to make your home more attractive to potential buyers, increasing its overall market value.
4. Pay When You Sell: Repay the loan when your property is successfully sold, easing the financial burden during the improvement process.

### Your Dream Home Sale Awaits

Gold Coast Real Estate Agents and Campaign Agent are committed to making your home selling journey as smooth as possible. Take advantage of this exclusive offer and let us help you unlock the full potential of your property. Contact us today to schedule a consultation and learn more about how our partnership with Campaign Agent can turn your home into an irresistible market gem.

# Things you should know.

**Our Pay Now and Pay Later solutions have many benefits. Depending on your choice, different features and obligations will apply.**

## **If you choose to Pay Now**

- > Payment is due prior to your advertising commencing.
- > Payment can be made through our secure payment gateways, including BRAY, VISA, MasterCard, Amex, Apple Pay, UnionPay or Google Pay.
- > For Apple Pay and Google Pay, standard charges of 1.1% apply.
- > For Credit Card payments, standard charges of 1.1% apply for Visa/MasterCard, and 2.0% for Amex and UnionPay. Standard charges of 0.5% apply for Debit Cards.
- > For International Credit Card payments, standard charges of 3.3% apply for Visa/MasterCard, and standard charges of 3.3% apply for Debit Cards.

## **If you choose to Pay Later**

- > You are entering into a contract with CampaignAgent for the payment of your marketing.
- > We will provide funds to your agent on the earlier of settlement, early deposit release, withdrawal, expiration of your agent's sales authority, or the Pay Later Date (6 months from loan commencement).
- > If your property has not settled by the Pay Later Date, you must still pay CampaignAgent by this date.
- > Pay Later campaigns incur a flat 6.9% fee, with no penalty interest and no late payment fees.
- > In the event that the full amount of the funding and fees is not paid in full, CampaignAgent reserves the right to place a caveat on the property.
- > Advertising funds can be spent on marketing, styling and cosmetic improvements, up to \$25,000 or 2% of the estimated sale price.

## **What are the eligibility requirements for Pay Later?**

The Pay Later option is only available for Australian residents. The property must have a certificate of occupancy if it is a new build, off-the-plan sales are not eligible for Pay Later funding.

## **Do I have to sign off on any Terms and Conditions if I want to Pay Now?**

No! By selecting Pay Now you are simply using CampaignAgent to securely process the payment of your marketing campaign.

## **How is the funding provided?**

CampaignAgent will provide the funding for your marketing campaign directly to your real estate agent.

## **For Pay Later, when do I have to pay?**

Payment is due on the earlier of settlement, early deposit release, withdrawal, expiration of your agent's sales authority, or the Pay Later Date (6 months from loan commencement).

## **Who actually organises my marketing campaign?**

Your marketing campaign will be arranged by your real estate agent, with payment provided via CampaignAgent.

## **What if I choose to withdraw my property from sale?**

For Pay Later, the full amount borrowed (plus fees) must be immediately repaid by you to CampaignAgent.

## **What happens if my Pay Later date extends beyond the Pay**

Later Date.

## **Can I add more marketing after the campaign commences?**

Yes! It's easy to add more marketing. Your agent can submit a digital request for the additional spend, and you can choose to Pay Now or Pay Later.

## **Do I get a refund if I cancel any or all of my marketing?**

Yes, any unspent marketing will be refunded to you directly by your real estate agent – however, CampaignAgent's fees are based upon the original Pay Later amount funded.

## **What are the fees for Pay Later?**

Pay Later campaigns incur a flat 6.9% fee, with no penalty interest and no late payment fees.



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## **Need to know more?**



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campaignagent.com.au

**Campaign  
Agent**

Pay Now, Pay Later Real Estate.

Excellent 

 Trustpilot | Rated 4.4 out of 5