

Part 1—Client details

Client 1

Client name Alex Sample

ABN

ACN

Address.....

Phone..... Fax

Email address alex@example.test

Client 2

Client name .....

Part 2—Licensee details

Trading name Example Realty (synthetic)

Licensee name (corporation, if applicable).....

Licence number 0000000

Expiry

**Part 3—Details of property**

Address 9/99 Synthetic Grove, Testville QLD 4000

Lot 9 SP000000 Plan

**Part 4—Appointment of property agent**

**Section 1**

☒ Sale                      Purchase                      Letting / collection of rent / management

☒ Auction      Auction date   /   /

Other (please specify)

**Section 2**

☒ Single appointment for a particular service or services

Start 01/10/2026 /          End 28/01/2027 /

Continuing appointment for a service or a number of services over a period

**Section 3**

**Part 6—Property sales: open listing, sole agency or exclusive agency**

**OPEN LISTING**

**SOLE AGENCY**

☒ **EXCLUSIVE AGENCY**

At the end of the sole or exclusive agency, the parties ☒ Agree ☐ Do not agree

**Acknowledgement for sale**

Client 1 ..... 

Date   /   /

**Part 7—Commission**

The client and the agent agree that the commission performed by the agent is:

2.5% including GST

**When commission is payable**

☒ For sales, including auctions, commission is payable if a contract is entered into and

Other .....

Part 8—Authorisation to incur fees, charges and expenses

Section 1

Authorised amount \$ .....

When payable

Service

Source

Estimated amount

This area has been intentionally left blank.

**Client 1**

Full name Alex Sample

Signature ..... [ ] [ ] / [ ] [ ] / [ ] [ ] [ ] [ ]

**Client 2**

Full name

Signature ..... [ ] [ ] / [ ] [ ] / [ ] [ ] [ ] [ ]

**Agent**

Full name

Signature .....  ..... [01/10/2026] / [ ] [ ] [ ] [ ]

Schedules and

1. REIQ Residential Sales Schedule

I/we (the client) reappoint