

# Salesperson Pre-listing Review

## (Internal Use Only)

Salesperson AML Initial Review (Requirements may change as advised by AMLSO or AMLCO) in AML Hub

CDD Required based on ownership type (double check property title ownership with Vendor):

Entity Type: Trust

If Business or Trust, are there any Nominee Directors or Shareholders? ☐ Yes ☐ No

Check CDD Type: ☐ Standard CDD ☐ Simplified CDD ☐ Enhanced CDD ☐ P.E.P

Were there any Red Flags according to appendix 5? ☐ Yes ☒ No If yes, specify: \_\_\_\_\_

Open Home Hazards (Swimming Pool, Stairs with no balustrade, dangerous objects etc)

Swimming Pool

Any hazard identified must be eliminated or minimized where possible. If this is not practicably possible, all potential Clients or services providers must be informed of the hazard prior to viewings, open homes or inspections of the property.

### Property 'Warning Signs'

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Monolithic cladding                                    | <input type="checkbox"/> Concealed guttering & downpipes | <input type="checkbox"/> Subsidence  |
| <input type="checkbox"/> Weatherside cladding                                   | <input type="checkbox"/> Complex design                  | <input type="checkbox"/> Obscure boundary  |
| <input type="checkbox"/> Cracks, chips, bubbling of cladding                    | <input type="checkbox"/> Interior signs of dampness      | <input type="checkbox"/> No Flashings  |
| <input type="checkbox"/> Flat roof  | <input type="checkbox"/> Scrim                           | <input type="checkbox"/> Signs of potential criminal activity/drug use/manufacturing |
| <input type="checkbox"/> Narrow or no eaves                                     | <input type="checkbox"/> Asbestos                        | <input type="checkbox"/> Signs of unauthorized works on the property                 |
| <input type="checkbox"/> Recessed windows &/or corner windows sealed by silicon | <input type="checkbox"/> Dux quest plumbing              | <input type="checkbox"/> Built in the early 1990's to early 2000's                   |
| <input type="checkbox"/> Slopping windows (eg skylights)                        | <input type="checkbox"/> Deck over 1m                    |  |
|   | <input type="checkbox"/> Retaining Wall over 1.5m        |  |

If there is a potential 'warning sign' regarding the property, further investigation is required and the supervising Branch Manager/ Agent Licensee must be informed. Upon further investigation and discussion with the Vendor & manager, if appropriate the property warning sign should be added to the 'Title Explanation Form' to inform any prospective purchasers to conduct their own research.

### After Listing/Prior to Marketing Checks

Council Plans checked ☒ Date \_\_\_\_\_ Person spoken to & position (or checked online plans?) \_\_\_\_\_

Asked to send verification by email ☐ Notes \_\_\_\_\_

Consulted with neighbours ☒ \_\_\_\_\_

If there is anything relevant to the property in the council plans it must be discussed with the vendor and noted on the 'Title Explanation Form' (eg protected tree, road plans etc). Any 'warning signs' from a neighbour must be brought to the attention of the supervising Manager/Agent Licensee and discussed with the vendor. If deemed appropriate it should be added to the 'Title & Further Information Form'.

Primary Listing Agent Sign: [Signature] Print Name: Rob Keatley Date: 25-9-25

