

FAX TO: (02) 9299 3388 EMAIL TO: customerservice@firsttitle.com.au ASSISTANCE: 1300 362 178

To: First Title

Policy (Tick the required policy)

<input type="checkbox"/> Residential Policy – Purchaser	<input type="checkbox"/> House <input type="checkbox"/> Vacant land <input type="checkbox"/> Strata	<input type="checkbox"/> Rural: area of property is... <input type="checkbox"/> Less than 50 acres <input type="checkbox"/> Over 50 acres
<input type="checkbox"/> Commercial Policy – Purchaser	<input type="checkbox"/> Hotel/Warehouse <input type="checkbox"/> Retail/Office <input type="checkbox"/> Vacant land	<input type="checkbox"/> Rural: area of property is... <input type="checkbox"/> Less than 50 acres <input type="checkbox"/> Over 50 acres <input type="checkbox"/> Other – please specify

Details of purchaser

Full name of each purchaser (include company ACN/ABN and details of any trust)	
Address	
Post settlement address	
Email	
Contact number	

Details of purchaser's conveyancer or solicitor or other representative

Name of firm	
Address	
Email	
Contact number	

Report on Title fee

	Yes	No
Please indicate if, as the purchaser's representative you wish to receive a report on title fee. The fee is payable based on the terms and conditions of an ordering party's authorisation by First Title.	<input type="checkbox"/>	<input type="checkbox"/>

Details of property to be purchased

Purchase price	\$ _____	Anticipated settlement date:	/ / 20__
Property address (As described on the Contract of Sale)			
Legal description of property purchased (Lot No/Plan No/Volume and Folio No – see Contract of Sale)			

Disclosure of known risks

	Yes	No
Does the property have any actual or potential defects such as illegal building works, boundary encroachments, or non-compliance with zoning laws and legal right of access? If you have answered 'Yes' please describe and attach any relevant documents. Please note: If the purchaser completes the policy request directly to First Title, you must attach a copy of the contract of sale with your application.	<input type="checkbox"/>	<input type="checkbox"/>

Declaration and consent by purchaser

The purchaser and the representative of the purchaser described in this document (who sign this document for themselves and on behalf of the purchaser) declare:

- To the best of their knowledge the information contained in this document is accurate.
- First Title will be made aware of any change to the information contained in this document including if any risks ordinarily covered by a title insurance policy become known before settlement.
- The purchaser consents to the release of personal information to First Title, and to First Title auditing the file of the purchaser's representative in the event of a claim under the policy.

Purchaser, conveyancer/solicitor or insured's representative name and signature: _____ Date _____

Name: _____ Signature: _____ / /

Ordering steps

Ordering property risk insurance with First Title is easy

The details on the reverse side of this order form must be completed and sent to First Title by fax on 02 9299 3388, or to the customer service team at customerservice@firsttitle.com.au.

1. Once the order form is processed, First Title will send a commitment to insure and a quote for a policy premium to the purchaser or to the purchaser's conveyancer/solicitor or other representative.
2. The premium must be paid in the manner described on the premium quote including by cheque, EFT or credit card.
3. The policy becomes effective upon receipt of the premium by First Title.
4. For assistance or further information contact First Title's customer service team on 1300 362 178 or visit firsttitle.com.au.

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, which is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms. You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance. Your duty, however, does not require disclosure of a 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
- where the duty is waived by the insurer in writing.

Non disclosure by you

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.

Documents we provide you

Each purchaser will:

- be provided with a copy of the policy wording, which can also be downloaded from firsttitle.com.au
- be provided with a copy of the policy Schedule A upon policy issuance
- be advised of their duty of disclosure under the *Insurance Contracts Act 1984*.

Fees

First Title may pay a fee to the conveyancer/solicitor or the insured's other representative in respect of this order. The person or firm that receives any fee from First Title must disclose the fee to their client.

Privacy

In collecting personal information about you, First Title is bound by the Commonwealth *Privacy Act 1988* and the National Privacy Principles. First Title complies with the National Privacy Principles in protecting the privacy of personal information. Please visit www.firsttitle.com.au or contact First Title on 1300 362 178 for a copy of our privacy policy.

Choose First Title to protect against risks to property ownership.

For more information, please speak to First Title's customer service team on 1300 362 178.

This material is intended to provide general information only. For specific coverage, conditions and exclusions, please refer to the policy terms and conditions. Premium is payable in full on policy issuance. Some products/services may vary by State. Prices and products offered are subject to change without notice. © 2012 First American Title Insurance Company of Australia Pty Limited ABN: 64 075 279 908 – all rights reserved. AFSL no: 263876 NatNP10112012

