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SELLING IN QUEENSLAND

Your Form 2 checklist: 8 things only you can give us

Since 1 August 2025 every Queensland seller needs a Form 2 seller disclosure statement before a contract is signed. We order the searches and certificates. These are the things we need from you.

Have these ready when you instruct us and a house or land Form 2 takes up to 5 business days, a body corporate unit up to 7. Tick them off as you go.

1. ☐ **Latest rates notice and water notice**
   The Form 2 must state the current rates and water service charges for the property.

2. ☐ **Lease or tenancy agreement, if tenanted**
   Term, rent, bond and whether the tenant is staying on after settlement. Tenancies must be disclosed.

3. ☐ **Pool details**
   Is there a pool? Your current pool safety certificate if so. No certificate? Tell us and we arrange the Form 36 notice instead.

4. ☐ **Any notice, order or letter about the property**
   From council, a government body, a court or a tribunal: show cause or enforcement notices, tree orders, resumption or transport proposals. Unsure? Send it anyway.

5. ☐ **Any unregistered arrangement over the land**
   Informal access or parking, an unregistered lease, an agreement with a neighbour. Not on the title, still must be disclosed.

6. ☐ **Owner-builder work in the last 6 years**
   If you built or renovated as an owner-builder, a notice is required. Tell us up front.

7. ☐ **Body corporate details, if in a scheme**
   Your lot and plan number and the body corporate manager, so we can order the certificate and CMS on day one.

8. ☐ **Photo ID and your agent's details**
   Once you engage us, your identity is verified through LiveSign, a secure third-party service, before the Form 2 is released. We deliver the finished pack straight to your agent.

What you do not need to find

A building and pest report, a flood report or a boundary survey. The Form 2 does not cover them, and buyers who want them order their own. Everything else, from the title search to the body corporate certificate, we order for you.

Selling agents

Hand this to your vendor at the listing appointment, then send us the address and the vendor's name. We take it from there and deliver the Form 2 pack to you, listing-ready.

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Monday to Friday, 9:00am to 5:00pm

General information only, not legal advice for your situation. Disclosure requirements are set by the Property Law Act 2023 (Qld) and may change. Empire Legal Pty Ltd.