

REIV STATE LEGISLATIVE UPDATE - RPL ASSESSMENT

You **must** retain a photocopy of this RPL assessment. Should an assessment be lost/misplaced prior to a result being recorded, the assessment will need to be resubmitted. Membership will not be approved until competency in this unit is awarded. In all cases, this assessment must be completed by the due date below.

Name: Date of Birth:

Phone: Fax: Email:

Postal Address :..... P/Code.....

THIS ASSESSMENT MUST BE RETURNED WITHIN 30 DAYS OF RECEIPT OF THE EMAIL

Return assessment to: Membership, 335 Camberwell Road, CAMBERWELL, VIC 3124

PLAGIARISM DECLARATION: I certify that the work in this assessment is my own. I acknowledge and understand that if I copy another person's work and this is made known to, or suspected by, the REIV that the REIV reserves the right to decline the membership application. Please note that assessments will not be marked unless this declaration has been signed.

Signed by Applicant Date

Credit card payment option

CONTACT NAME:

Please charge my credit card \$110 (GST inc) AMEX MASTERCARD VISA DINERS

Card No: _____ Expiry Date: _____ / _____

Cardholder's Name: _____ Cardholder's signature: _____

The section below is to be completed by the Assessor

Assessment result: Competent Not Yet Competent

If not competent – Action required/recommended:

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Assessor's Signature:..... Date :

GUIDELINES FOR SUBMITTING THIS ASSESSMENT

- If the PLAGIARISM DECLARATION is NOT signed and dated, assessments WILL NOT be accepted.
- Applicants must ensure that all their personal details are correctly completed on the assessment cover sheet.
- Assessments must be submitted in person or via post. FAXED or EMAILED Assignments will **NOT** be accepted.
- Make a photocopy of each assignment. The original to be submitted to the REIV, and the photocopy to be retained by the student.

The REIV allows Assessor's ten working days to mark and return assessments.

ASSESSMENT

Assessment for this module consists of four parts; namely:

- PART (A) 10 MULTIPLE CHOICE QUESTIONS
- PART (B) 12 SHORT ANSWER QUESTIONS
- PART (C) 3 CASE STUDY ASSESSMENTS
- PART (D) 6 PRACTICAL ASSESSMENT ACTIVITIES

Purpose of Assessment :

This assessment has been provided to you as part of your membership application to the REIV. The completion of this assessment allows the REIV to determine your current competency in state specific legislation which in turn will reflect on your ability to operate ethically and legally in the state of Victoria thereby upholding the ethics and best practice standards expected of all REIV members.

Critical aspects for assessment and evidence required to demonstrate competency in this unit.

A person who demonstrates competency in this unit must be able to provide evidence of:

- Knowledge of legislative and regulatory framework applying to real estate agency operations in Victoria.
- Knowledge of real estate industry required to work effectively in Victoria.
- Sourcing and applying information on the real estate industry in Victoria.
- Sourcing and applying legislation and regulations affecting agency operations, particularly property sales and management, in Victoria.

Important Note :

There are no resubmits permitted on an RPL assessment. Failure to meet the required level of competency will result in your membership application being withdrawn. When this occurs, applicants will be directed to complete a relevant course/s to effectively demonstrate the required level of knowledge in state specific legislation. Membership applications can be re-lodged when this is completed.

No refunds will be made once the RPL application has been made and the RPL assessment has been distributed.

PART (A) MULTIPLE CHOICE QUESTIONS

Please study the questions below and select the **most correct answer**. Answers are to be marked on the multiple choice template on Page 5.

Question 1

Which of the following is included in the Particulars of Sale in a Contract of Sale of Real Estate?

- (a) Details of the purchaser.
- (b) The property address.
- (c) A list of chattels.
- (d) Land as described
- (e) All of the above.

Question 2

In a terms contract of sale of real estate, when is an estate agent authorised to release the deposit money to the vendor?

- (a) 60 days after the contract of sale of real estate is signed.
- (b) At settlement.
- (c) When the purchaser is entitled to possession or receipt of rents and profits.
- (d) 28 days after the contract of sale of real estate is signed, if authorised by the vendor.

Question 3

Who, from the list below, is **NOT** legally empowered to give the agent instructions to act?

- (a) Any person with the vendor's written authority
- (b) An authorised executor or trustee
- (c) A director of a company who is a verified signatory
- (d) A registered power of attorney acting on behalf of the registered vendors

Question 4

Pursuant to provisions of the Sale of Land Act, what is the correct manner to deliver a notification to rescind a contract?

- (a) Must be in writing and delivered to the vendor or their agent within 3 business days of the purchaser signing the contract of sale.
- (b) May be verbal advice to the vendor or their agent within 3 business days of the purchaser signing the contract of sale.
- (c) Must be in writing and delivered to the vendor or their agent within 3 days of the purchaser signing the contract of sale.
- (d) Must be in writing and delivered to the vendor within 3 business days of the vendor signing the contract of sale.

Question 5

When may an estate agent disclose confidential information about a landlord to another person pursuant to the provisions of the *Estate Agents (Professional Conduct) Regulations 2008*?

- (a) A neighbour of the rented property needs to make contact directly with the landlord
- (b) They are contacted by another real estate agency.
- (c) The disclosure is required by law
- (d) A tenant wishes to make contact directly with a landlord.

Question 6

When does settlement of the contract occur?

- (a) An authority to sell has been signed by the vendor.
- (b) When the vendor provides clear title and the full purchase price is paid.
- (c) A contract of sale has been finalised and signed by all parties.
- (d) The vendor and the purchaser agree on the sale price.

Question 7

When a large block of land is to be subdivided, what is the most appropriate method of appraisal?

- (a) Summation cost method.
- (b) Hypothetical development method/Turner method of appraisal.
- (c) Indirect comparison method.
- (d) Capitalisation method.

Question 8

Which person is most suitable to give a cash flow analysis for the agency?

- (a) The agency's accountant
- (b) The agency's auditor
- (c) The agency's lawyer
- (d) The agency's bookkeeper

Question 9

Complete the following sentence:

During a public auction for the sale of land, an auctioneer

- (a) Must identify persons making vendor bids when requested to do so.
- (b) May bid on behalf of the vendor if it is permitted by the auction rules.
- (c) Must not withdraw the property from sale once the auction has begun.
- (d) Is not required to answer any questions asked from the crowd during the auction.

Question 10

Can an advertising disclaimer or exclusion clause absolve a person, engaging in misleading or deceptive conduct, from liability?

- (a) Yes
- (b) Yes, only when drafted by a legal professional
- (c) No

REIV Multiple-choice Answer Sheet

Please **CLEARLY MARK** your selected answer.

REIV State Legislative Update - RPL Assessment	1	a	b	c	d	e	f							
	2	a	b	c	d	e	f							
	3	a	b	c	d	e	f							
	4	a	b	c	d	e	f							
	5	a	b	c	d	e	f							
Name	6	a	b	c	d	e	f							
	7	a	b	c	d	e	f							
Date:	8	a	b	c	d	e	f							
	9	a	b	c	d	e	f							
	10	a	b	c	d	e	f							

PART (B) SHORT ANSWER QUESTIONS

Please study the questions below and provide the answer in no more than 600 words

Question 1

What is trust money with respect to real estate? Identify the provisions of the relevant Act and its regulations to support your answer.

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Question 2

Identify the minimum information that is required for a record of an account which was paid from the Trust Account. Identify the provision of the relevant Act and its regulations to support your answer.

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Question 3

List six types of information that salespeople and property managers can use to analyse market trends in sales and leasing.

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Question 4

Source and provide a hardcopy printout of the March 2010 Australian Consumer Price Index statistics in table and graph formats. Support your data with the website URL used.

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Question 5

It is good business sense for agents to develop strategies to strengthen their relationship with clients to reinforce their on-going business objectives. Discuss how a sound complaint resolution process can improve the client-agent relationship. Identify the relevant regulations to support your answer.

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Question 6

Explain the difference between the two types of Victorian residential tenancy agreements. Identify the provisions of the relevant Act to support your answer.

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Question 7

A certificate of Title is a legal document that proves ownership of land. Registration of land title under the Torrens System has three basic objectives. What are they?

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Question 8

Discuss an estate agent’s entitlement to receive commission for a real estate transaction; and identify the provisions of the relevant Act which details those requirements.

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Question 9

As an estate agent, you are guided by the instructions of your principal. In the situation of deciding on a tenant for a property, explain why you should directly involve the landlord in the final decision regarding a tenancy application. Identify the relevant regulations to support your answer.

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Question 10

List ALL documents required for leasing a residential premises and the timeframes that apply to them. You **must** identify the provisions of the relevant Act to support your answer.

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Question 11

List the documents and information that must be given to a prospective tenant who negotiates and enters into a retail tenancies lease. Explain when the required documents and information must be given to a tenant. Please refer to the provisions of the relevant Act that apply.

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Question 12

List three (3) resources to search for, and identify, pertinent Victorian real estate legislation. You are to include the name and website address (URL) for each resource identified.

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PART (C) CASE STUDY ASESMENT

Please examine the case study questions below and provide the answers for each question in no more than two typed A4 pages

CASE STUDY 1

Adrian and Tanya Berisford, wish to sell their 4 bedroom home in Doncaster East. They contact the Doncaster office of Clarendon Real Estate Pty Ltd and speak to Sue Innes, an agent’s representative, who inspects the property the same afternoon. She estimates the selling price to be in the range of \$400,000 to \$450,000 and obtains both of their signatures to an exclusive auction authority. Advertising costs are estimated to be \$4,000 and Sue requested and received a cheque for this amount in advance.

At the auction, the property is knocked down to Martin Probert, who pays the 10% deposit, signs the contract. Adrian and Tanya also sign the contract, which was prepared by their solicitor. As the contract shows that they own the property as joint proprietors with Barbara Price (Tanya’s mother), Barbara also signs. Sue gives Martin a copy of the contract signed by all parties.

On the Monday following the auction, Martin contacts Sue to make arrangements to measure the windows for new curtains. During their conversation Martin casually mentions that his sister Jennifer Soames is the receptionist at the North Balwyn branch office of Clarendon Real Estate Pty. Ltd.

When the agency receives the advertising account for the auction, it includes a discount of \$200.

The officer in effective control pays the net amount from the advertising moneys received in advance. He does not refund any money to the vendors believing that the agency is entitled to the discount as recognition that they have been loyal customers of the newspapers for many years.

Question 1.

Fully explain the five (5) offences that Sue and/or the agency may have committed under the *Estate Agents Act* 1980. Support your answer with the relevant legislation.

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PART (D) ACTIVITY ASSESSMENT

Using the following information you are to complete the appropriate documentation as directed. You are to obtain the documentation forms from appropriate and reliable sources.

ACTIVITY 1:

You are employed as an agents' representative by Clarendon Real Estate Pty Ltd whose principal office is at 322 Victoria Parade, Carlton, 3053. Below are the details of the property which you have been approached to list.

Twenty First Century Engineering Co Pty Ltd is building a new factory at Carrum Downs and wishes to sell their current 900 square metre property at 49 Albert Street, Collingwood, 3066. As the new factory is due for completion in two months time they have decided to sell by auction and are prepared to pay commission if the property is sold during the authority period or to a purchaser introduced to the property during that period, irrespective of who introduces the purchaser.

Further details are:

- *Vendor's registered office address* – Level 6, 323a Collins Street, Melbourne, 3000.
- *Vendor's auction reserve price* – \$600,000 including GST
- *Proposed Auction date and time* – 26 June 2009 at 11am
- *Agency's estimated selling price range* – \$500,000 to \$550,000 excluding GST
- *Authority period* – 60 days after auction date
- *Continuing authority* – 60 days from the end of the exclusive authority period
- *Terms of Sale* – 10% deposit on signing and the balance in 90 days
- *Agency's fees including GST* – 2.2% of the selling price excluding GST
- *Marketing expenses including GST* – Advertising \$3,500, Other expenses \$750
- *Rebates* – The 'Age' for \$150 and Carlton Signwriters Pty Ltd for \$50
- *Chattels included in the sale* – Office partitions and 1 set of bookshelves.

TASK:

Source and complete the appropriate form of authority. Attach it to your assessment and clearly mark your name on it.

ACTIVITY 2

For the purposes of this assignment question, assume that the property in the previous activity has now been sold.

You will need to refer to your previous activity

TASK

Source and complete the appropriate contract using the details of the sale given below.

Refer to previous activity assessment

- *Address of property* – 49 Albert Street, Collingwood, 3066.
- *Title particulars* – Lot 17, Plan of Subdivision 10526, Volume 4436, Folio 527
- *Purchaser* – Steel Prefabricators (Melbourne) Pty. Ltd.
- *Purchaser’s registered office address* – 132 Cross Street, Melbourne. 3000.
- *Sale price* – \$595,000 including GST
- *Terms of sale* – 10% deposit on signing the contract immediately following the auction on 26 of June. The balance of purchase money to be paid in 90 days

NOTE:
Should information be required, which is not supplied, you are instructed to create and insert relevant information at your discretion

ACTIVITY 3:

At the time you are listing a property at 34 Gladstone Drive, Mount Eliza, 3930 for private sale, the vendors give you a Section 32 Vendor’s Statement which they have prepared themselves. Upon returning to the office, you carefully check through the statement which is shown on pages 16 & 17 of this assessment. You become very concerned with regard to its accuracy.

Question 1

List the errors that you believe have been made.

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Question 2

What action would you take to address this problem?

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**VENDOR'S STATEMENT TO THE PURCHASER
OF REAL ESTATE PURSUANT TO
SECTION 32 OF THE SALE OF LAND ACT 1962**



VENDOR PAUL GRAHAM BUCKINGHAM and JOSEPHINE JANET BUCKINGHAM
PROPERTY 34 GLADSTONE DRIVE, MOUNT ELIZA, 3930

IMPORTANT NOTICE TO PURCHASERS

1. The use to which you propose to put the property may be prohibited by planning or building controls applying to the locality or may require the consent or permit of the municipal council or other responsible authority. It is in your interest to undertake a proper investigation of permitted land use before you commit yourself to buy.
2. The property may be located in an area where commercial agricultural production activity may affect your enjoyment of the property. It is therefore in your interest to undertake an investigation of the possible amenity and other impacts from nearby properties and the agricultural practices and processes conducted there.
3. You should check with the appropriate authorities as to the availability and cost of providing any essential services not connected to the property.

Details must be attached where necessary, if insufficient space is available. Delete as appropriate wherever asterisk (*) appears.

1. **TITLE** – Attached are copies of the following documents concerning the title –
 - *1.1 ~~the Certificate/s of Title and/or Crown Grant/s and/or an authorised reproduction of the folio/s of the Register.~~
* the last Conveyance in the chain of title or other document which gives evidence of the vendor's title.
 - *1.2 ~~evidence of the vendor's right to sell (where the vendor is not the registered proprietor or the owner in fee simple).~~
 - *1.3 ~~any registered or certified or proposed plan of subdivision, together with any proposed amendments to the plan and any documents and information required under sub-sections s32(3)(ba)(i) to (iv) (both inclusive) of the Sale of Land Act 1962.~~

- *2. **RESTRICTIONS** – Information concerning any easement, covenant or other similar restriction affecting the property (registered or unregistered) –
 - 2.1 Description –
*As set out in the attached copies of title document/s
*OR
 - *2.2 Particulars of any existing failure to comply with their terms are as follows –

3. **PLANNING & ROAD ACCESS** – Information concerning any planning instrument –
 - *Is contained in the attached certificate
 - *Is as follows –
 - 3.1 Name of planning instrument MORNINGTON PENINSULA PLANNING SCHEME
 - 3.2 The responsible authority is THE MORNINGTON PENINSULA SHIRE
 - 3.3 Zoning and/or Reservation RESIDENTIAL 1.
 - * Where the property is outside the metropolitan area (as defined in the **Sale of Land Act 1962**) the planning instrument does/does not prohibit the construction of a dwelling house on the property.
 - * There is access/no access to the property by road.

4. **BUILDING APPROVALS AND OWNER-BUILDER INSURANCE**
Particulars of any building permit issued in the past seven years under the **Building Act 1993** (required only where the property includes a residence) –
 - ~~* are contained in the attached certificate~~
 - ~~* are as follows~~

 - Particulars of any required insurance effected under the **Building Act 1993** (required where the property includes a residence to which section 137B of the **Building Act 1993** applies) –
 - ~~* is contained in the attached certificate~~
 - ~~* is as follows~~

~~* A copy of the condition report required by section 137B of the Building Act 1993 is attached.~~
~~* Particulars of any insurance in respect of any damage to or destruction to the property (required when the purchaser carries the risk of the property from the day of sale until settlement)~~

5. **SERVICES** – Information concerning the supply of the following services –

Service	Status	Name of Authority (if service is connected)
5.1 Electricity supply	—*Connected/Not Connected—	
5.2 Gas supply	—*Connected/Not Connected—	
5.3 Water supply	—*Connected/Not Connected—	
5.4 Sewerage	—*Connected/Not Connected—	
5.5 Telephone services	—*Connected/Not Connected—	

~~* Where the water supply or sewerage service is not of the standard level available in the locality, particulars of the level of service provided are~~

6. **OUTGOINGS & STATUTORY CHARGES** – Information concerning any rates, taxes, charges or other similar outgoings (excluding any owners corporation charges) AND any interest payable on any part of them

- *6.1 Their total does not exceed \$
- *6.2 *Is contained in the attached certificate/s
*Their amounts are as follows –

Authority	Amount	Interest (if any)
(1) CITY OF MORNINGTON	(1) \$ 575.20	(1) \$
(2) SOUTH EAST WATER	(2) \$ 45.60	(2) \$
(3)	(3) \$	(3) \$
(4)	(4) \$	(4) \$

*Any amounts for which the purchaser may become liable in consequence of the purchase of the property, are as follows – PROPORTIONAL ADJUSTMENT OF ALL STATUTORY OUTGOINGS AS AT DATE OF SETTLEMENT

- *6.3 The amount owing under any other registered or unregistered statutory charge that secures an amount due under any other Act is –
\$ to

~~*7. OWNERS CORPORATIONS~~ – Attached are copies of the following documents concerning the owners corporation/s in respect of the property –

- ~~7.1 a copy of the current owners corporation certificate issued in respect of the property under the Owners Corporations Act 2006;~~
- ~~7.2 all documents and information required under section 151(4)(b) of the Owners Corporations Act 2006.~~

*8. **NOTICES** – Particulars of any notice, order, declaration, report or recommendation of a public authority or government department or approved proposal affecting the property of which the vendor might reasonably be expected to have knowledge, including any –

- ~~*8.1 notice of any current land use restriction given under the Agricultural and Veterinary Chemicals (Control of Use) Act 1992 due to contamination~~

~~* are contained in the attached certificate/s and/or statement/s~~

~~* are as follows~~

- *8.2 notice pursuant to section 6 of the Land Acquisition and Compensation Act 1986 –

* are contained in the attached certificate/s and/or statement/s;

* are as follows – NONE TO THE VENDOR'S KNOWLEDGE.

DATE OF THIS STATEMENT / /20

Signature/s of the vendor.....

The purchaser acknowledges being given a duplicate of this statement signed by the vendor before the purchaser signed any contract.

DATE OF THIS ACKNOWLEDGMENT / /20

Signature/s of the purchaser.....

ACTIVITY 4

TASK

Read the following information on the Alfred Street property and then source and complete the appropriate tenancy agreement for George to sign. Attach this to your assessment with your name clearly marked on it.

Julie and Tony Rhodes reside at Unit 2 / 27 Gordon Street, Balwyn. The couple own the following residential property:

Address	27 Alfred Street, Flemington
Description	Newly constructed, two storey brick townhouse in a new, inner city development that comprises ten identical premises that line one side of the street. The townhouse has an entry foyer, separate kitchen with dishwasher, combined dining/living room, two upstairs bedrooms (one with en suite), a small rear courtyard and off-street parking for one car. The property is in close proximity to public transport, two major hospitals and a university.

- Julie and Tony Rhodes have purchased the Alfred Street property as an investment property. They have just taken possession of the property and are keen to find a tenant.
- You are a licensed agent managing the property management section of Flemington Real Estate Pty Ltd. On 20 August 2009 the Rhodes signed an exclusive leasing and managing authority with your agency. They have directed that the property must be rented for \$345 per calendar week and require a security deposit of \$1200 to be paid by the tenant. The agency is authorised to undertake urgent repairs to the value of \$600.
- Your agency details are:
Flemington Real Estate Pty Ltd trading as Flemington Real Estate

ACN: 001 234 123
ABN: 89 001 234 123
303 Princes Highway
Flemington 3031

T: (03) 98780922
F: (03) 98780923
E: property@flemingtonrealestate.com.au

Several prospective tenants have made application to rent this property. After discussions with the Julie and Tony Rhodes, George Bentwood was accepted as the new tenant for the next twelve months. Today, George Bentwood comes to your office to sign the Residential Tenancy Agreement. The rent is to be paid fortnightly at the office of Flemington Real Estate commencing on today's date.

Tenant's details:

- George Lewis Bentwood
- Date of birth 16 June 1979
- Current address: 21 Camberwell Road Camberwell VIC

NOTE:

Should information be required, which is not supplied, you are instructed to create and insert relevant information at your discretion.

ACTIVITY 5

Hamish and Sasha Sidebottom have decided to travel around South America for 12 months and to lease their 3 bedroom brick-veneer residence at 62 Parkside Avenue, Kensington, 3040 where they live.

They have appointed Red Point Real Estate Pty Ltd to find suitable tenants and to manage the property during their absence. The appointment is for 30 days and they will not approach any other agencies during this period. If the property is not leased during this period, they intend to list it with other agents for a further 60 days. If the property is not leased by then, they will postpone their plans for at least 2 years.

The house is to be let fully furnished at a rental of \$1,300 per calendar month with a bond of \$2,000. Commission will comprise a leasing fee of 3.3% and a managing fee of 7.7%. Both fees include GST and are based on the annual rental. The managing fee is to be calculated monthly.

Hamish and Sasha are prepared to pay up to \$500 including GST for advertising and will also give the agency authority to undertake urgent repairs up to \$1,500. The agency will receive a \$50 rebate from The Kensington Advertiser and a rebate of \$100 from Stan's Plumbing and Associates.

After 2 weeks you located suitable tenants, Daryl Newton and Natasha Blunt of 31 Mitchell Crescent, Laverton, 3028. They sign a residential tenancy agreement for the required term.

A month before the end of the tenancy, Hamish and Sasha email you that they wish to move back into their home on the next day after the agreement termination date. You serve Daryl and Natasha with a notice to vacate but they do not leave by the due date.

TASK:

You are to source and complete all relevant documentation, including:

- (a) The authority between Hamish and Sasha and Red Point Real Estate Pty. Ltd.**
- (b) The residential tenancy agreement**
- (c) The notice to vacate to the tenants and**
- (d) The application to the Victorian Civil and Administrative Tribunal for an order.**

NOTE :

This documentation must be attached to your assessment. Please ensure that your name is clearly marked on all attachments.

ACTIVITY 6

In the following activity you will need to complete the following:

1. Complete the Trust Journals as necessary.
2. Post journal entries to the ledger.
3. Prepare rental statements for transactions 28 July. The landlord requests separate statements for each property.
4. Prepare a trial balance as at 31 July, 2011.

The following information relates to the business of Brighton Real Estate.

Trust Ledger Balance at 30/06/2011	Debit	Credit
Bank	9,800.00	
Williams – 6 Lofty Road		1,800.00
Williams – 8 Lofty Road		2,000.00
McCrae – 2 Alice Drive		3,000.00
McCrae – 4 Alice Drive		2,200.00
Commission Payable		800.00
	9,800.00	9,800.00

Additional Information

- i) The commission account is used as a buffer and is to be funded and/or reimbursed as the need and opportunity arises. Balance at the end of the month to be \$800.00
- ii) The balances as at June 30 are free of disbursements except for 6 Lofty road for which an insurance bill of \$200 was paid June 29.
- iii) A statement fee of \$4.00 applies to each landlord statement.
- iv) Rent is monthly and paid on time.
- v) Commission is 7%.

2011
July

1. Forwarded landlord statements to Williams and McCrae.
2. Received rent for all four properties.
2. Received 10% deposit on sale of Rollings Street, sale price \$270,000.
Vendor - Richards, Purchaser - Allan.

4. Paid \$800 for repairs (to RR Spalding) re: 2 Alice Drive.
5. Cheque from tenant at 6 Lofty Road dishonoured.
6. Paid Alex Painting \$680 for painting at 4 Alice Drive.
6. Tenant at 6 Lofty Road pays cash of \$2000 plus \$20 to cover dishonoured cheques and bank fee.
Paid office rent \$850.00
10. Paid for urgent repair at 4 Alice Drive for roof damage. Cost \$2,600.00.
Landlord authorises transfer of funds from 2 Alice Drive to cover any shortfall.
11. Landlord at 4 Alice Drive deposits \$2,238.00 to help cover costs of roof repairs.
12. Reimburse funds to 2 Alice Drive.
18. Received \$1,200 rent for new property at 18 Collins St., Landlord Buckley tenant Shaw. Tenant also paid a bond of \$1,200 in cash. Pay RTBA immediately.
28. Prepare rent statement for McCrae and sent rent collected less disbursements and 7% commission.
30. Paid all commissions due to general fund.

Ledger

Bank Account

Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				9,800.00	Dr

Commission Account

Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				800.00	Cr

Williams

6 Lofty Road

Nigel

Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				1,800.00	Cr

Williams

8 Lofty Road

Penny

Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				2,000.00	Cr



McCrae		2 Alice Drive			Bushell	
Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				3,000.00	Cr

McCrae		4 Alice Drive			Worthing	
Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				2,200.00	Dr

Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				1,800.00	Dr

Date 2011	Particulars	Folio	Debit \$	Credit \$	Balance \$	
June 30	Balance				2,000.00	Dr

Landlord Statement

To _____

Rental Statement for Period _____

RENTALS RECEIVED					\$
Tenant	Address	Period	Paid To	Amount\$	

DISBURSEMENTS		\$

COMMISSION & CHARGES		\$
.....% on \$		
Letting Fees on		

Landlord Statement

To _____

Rental Statement for Period _____

RENTALS RECEIVED					\$
Tenant	Address	Period	Paid To	Amount\$	

DISBURSEMENTS		\$

COMMISSION & CHARGES		\$
.....% on \$		
Letting Fees on		

Landlord Statement

To _____

Rental Statement for Period _____

RENTALS RECEIVED					\$
Tenant	Address	Period	Paid To	Amount\$	

DISBURSEMENTS		\$

COMMISSION & CHARGES		\$
.....% on \$		
Letting Fees on		

Landlord Statement

To _____

Rental Statement for Period _____

RENTALS RECEIVED					\$
Tenant	Address	Period	Paid To	Amount\$	

DISBURSEMENTS	\$

COMMISSION & CHARGES	\$
.....% on \$	
Letting Fees on	

BRIGHTON REAL ESTATE

Trail Balance

As at 31 July, 2011

Account	Debit	Credit