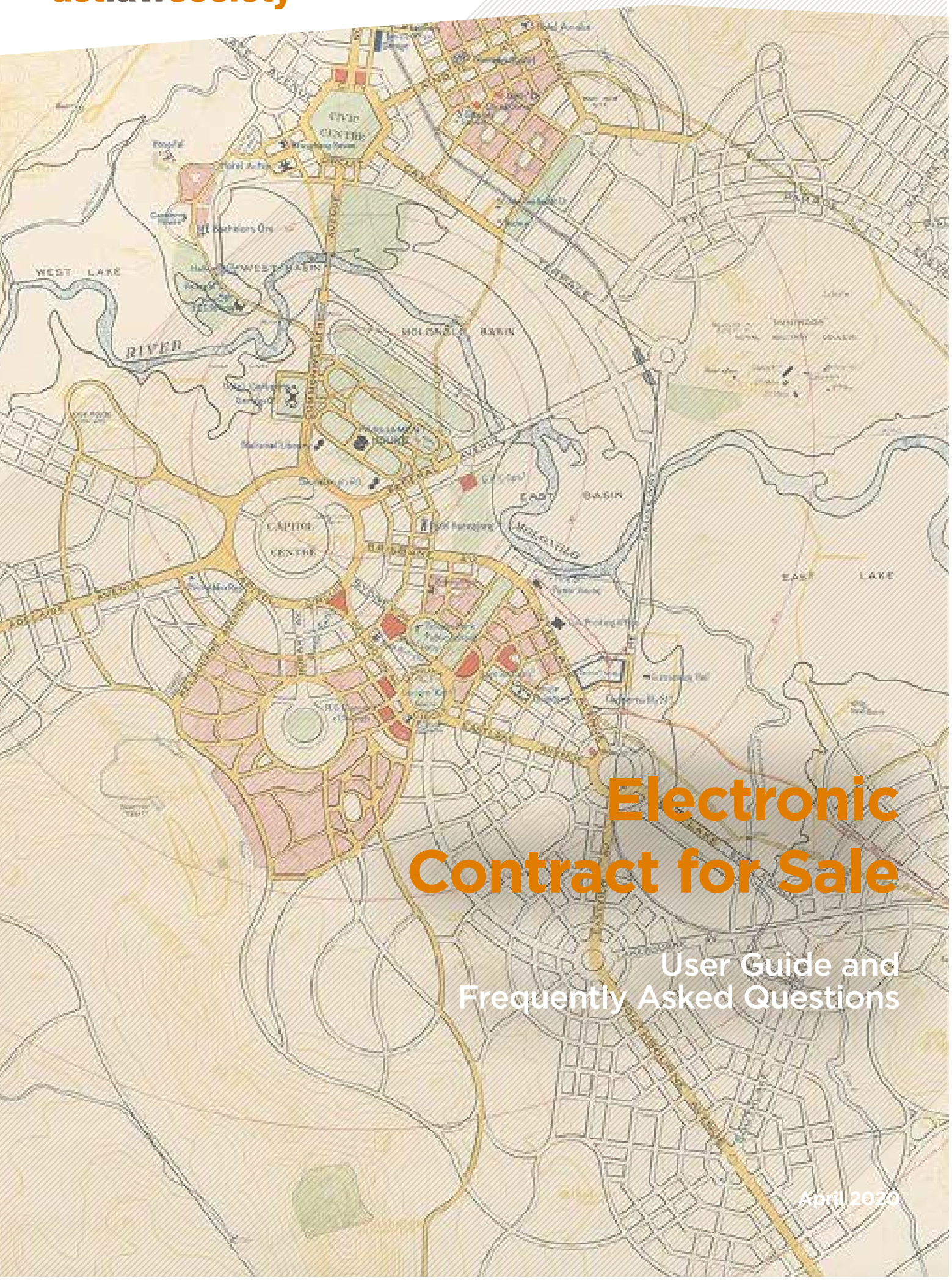
actlawsociety



Electronic Contract for Sale

User Guide and Frequently Asked Questions

April 2020

The ACT Law Society has released an electronic Contract for Sale.

This User Guide and Frequently Asked Questions sets out some information and guidance to help members and public users register for and use the electronic system.

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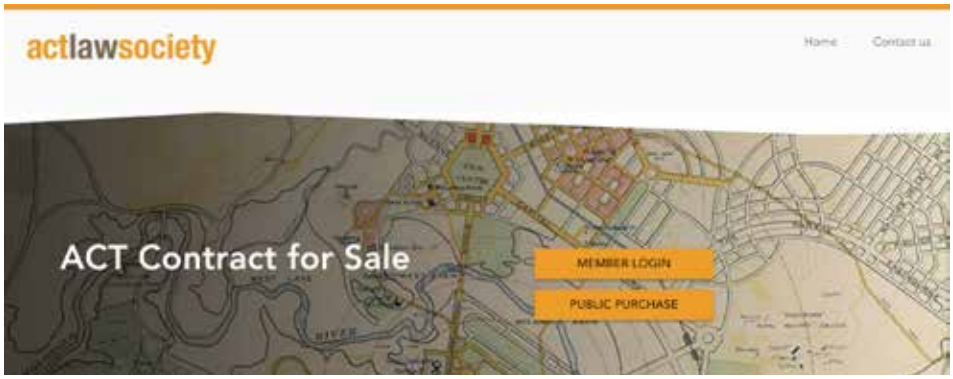
User Guide

Purchasing an electronic Contract for Sale

The electronic Contract for Sale can be created and purchased through the following link: https://onlinecontracts.actlawsociety.asn.au

Once you have clicked on the link, a home page for the electronic contract will be displayed.



Purchases of the electronic Contract for Sale can be made either as:

- a guest (through the 'Public Purchase' button); or
- a registered member user using the Member Login.

Registering as a member user

ACT law firms will be able to register to access the electronic system as member users. Registration by ACT law firms is free.

ACT firms can request a login to the new electronic system from the Society via the following email: onlinecontracts@actlawsociety.asn.au

A member user name will be sent to the firm via return email.

The link in the return email will also prompt the registered member user to create a password for their account.

Only one login will be provided to each firm, however multiple staff within the firm will be able to access and use the single login.

Purchasing an electronic Contract for Sale as a registered member user

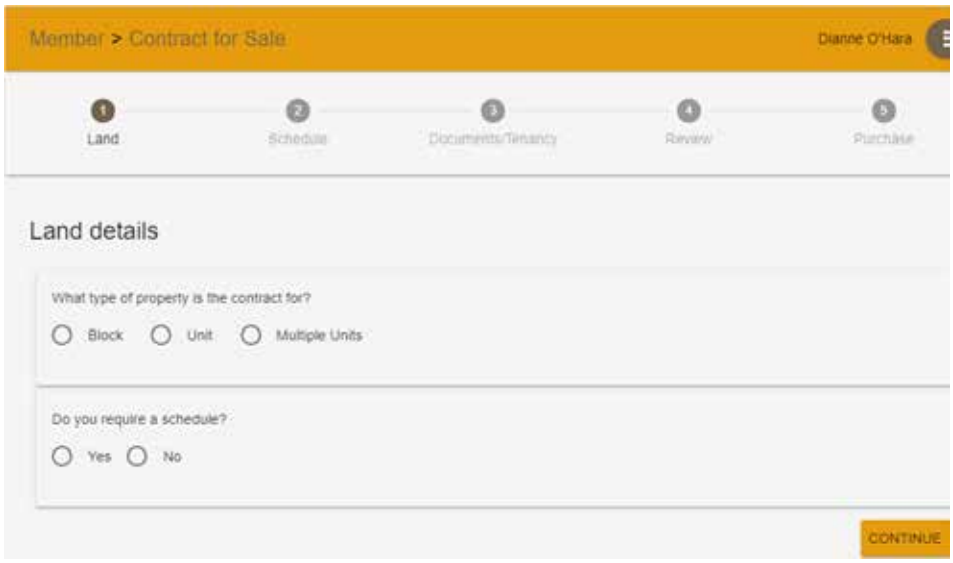
Once logged into the system, the following page will be displayed.

The user should click on 'Open' in the Contract for Sale box.

Land details

The registered member user will be prompted to:

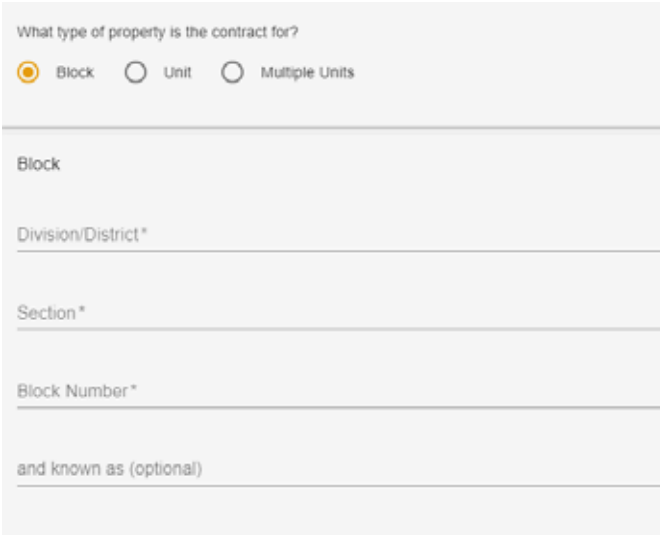
- identify the type of property to be purchased; and
- select whether the user wishes to have the schedule (pages 1-2) provided with the electronic purchase.



Type of property

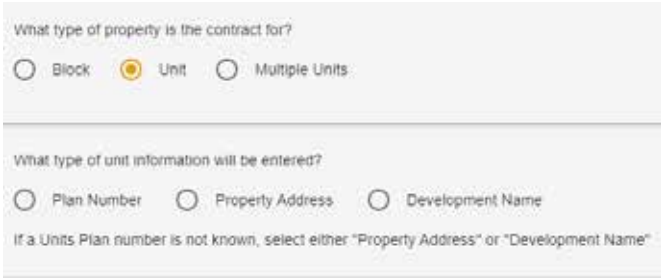
Depending upon the type of property selected, the user will be prompted to complete certain details about the property.

Where 'Block' is selected, the user will be prompted to supply the following information:

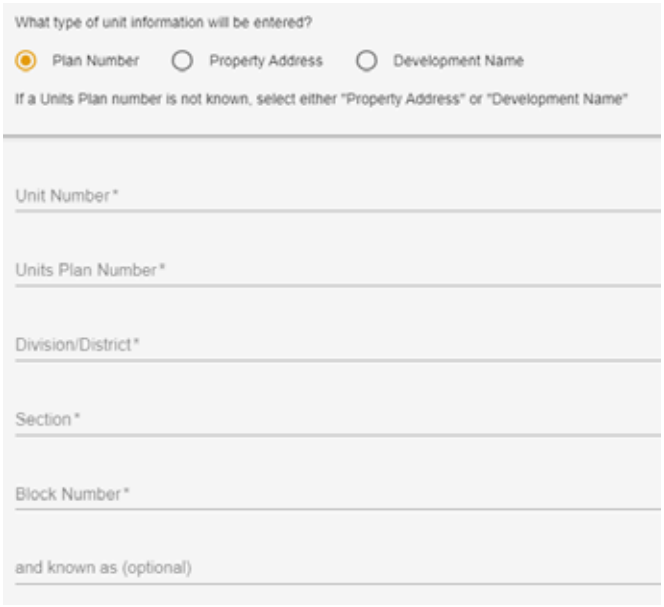


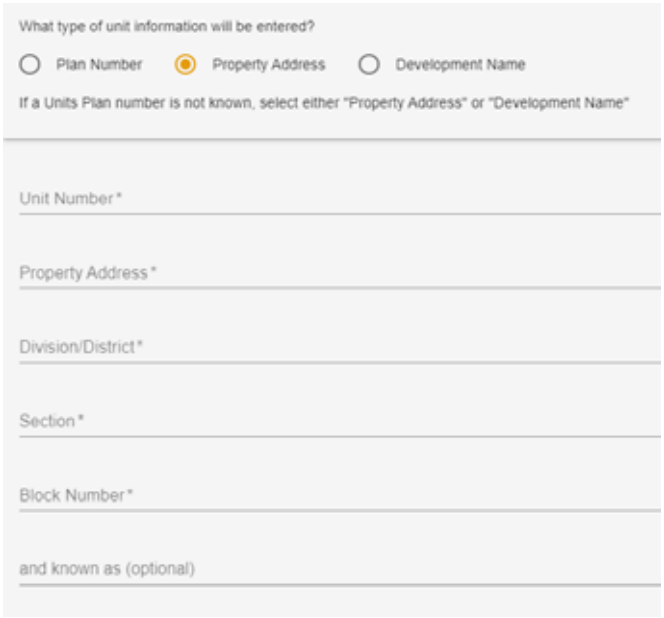
These property details will be used as the watermark on the contract (pages 3-19).

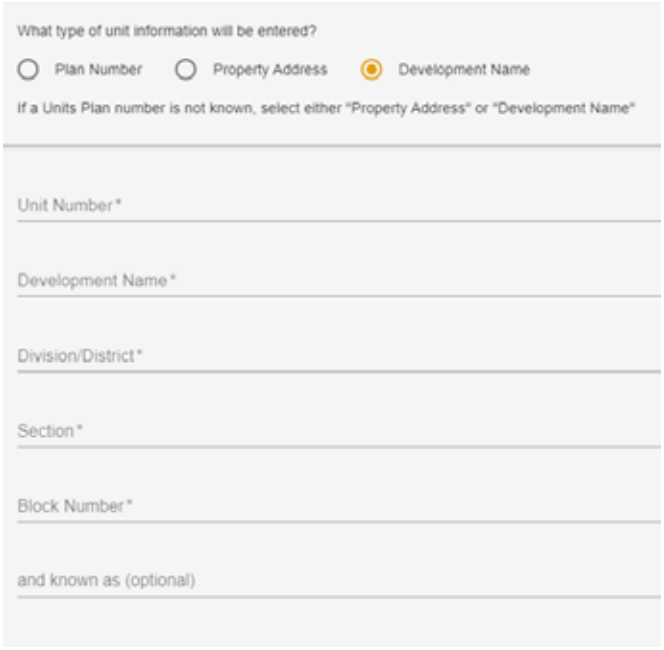
Where 'Unit' is selected, the user will be prompted to nominate the type of unit information to be provided – plan number, property address or development name.



This in turn will prompt the user to provide specific address details as noted below. The required fields are indicated with an asterisk.



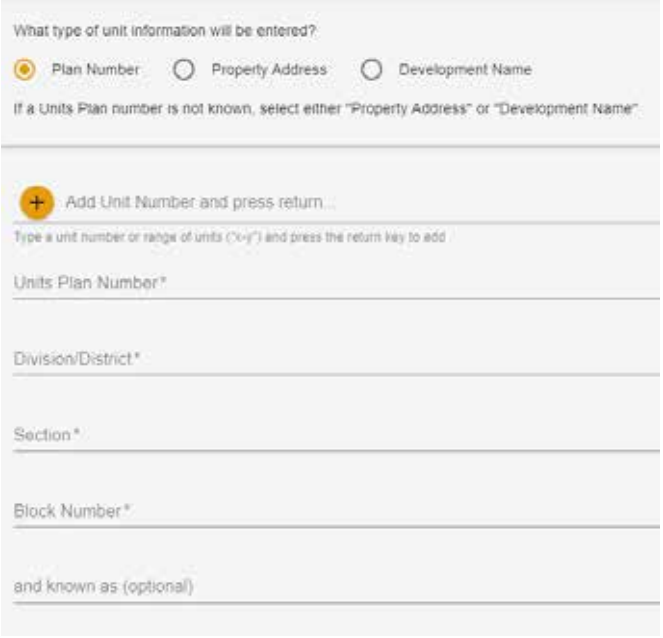


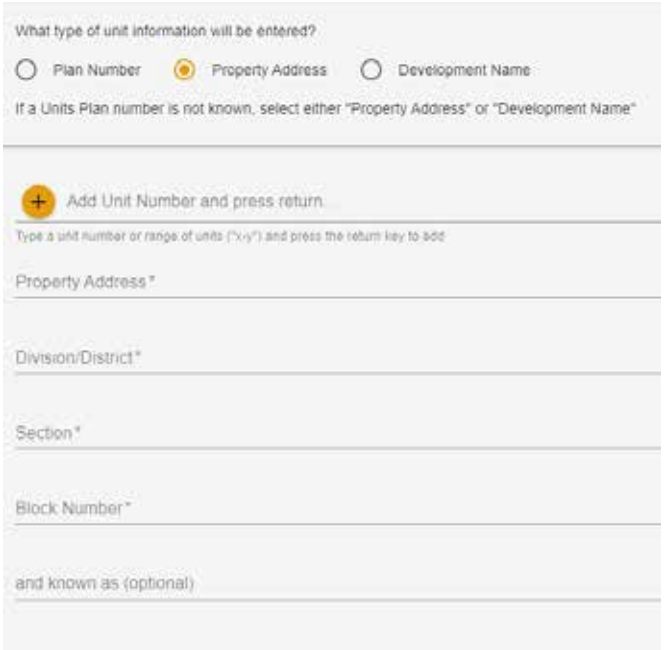


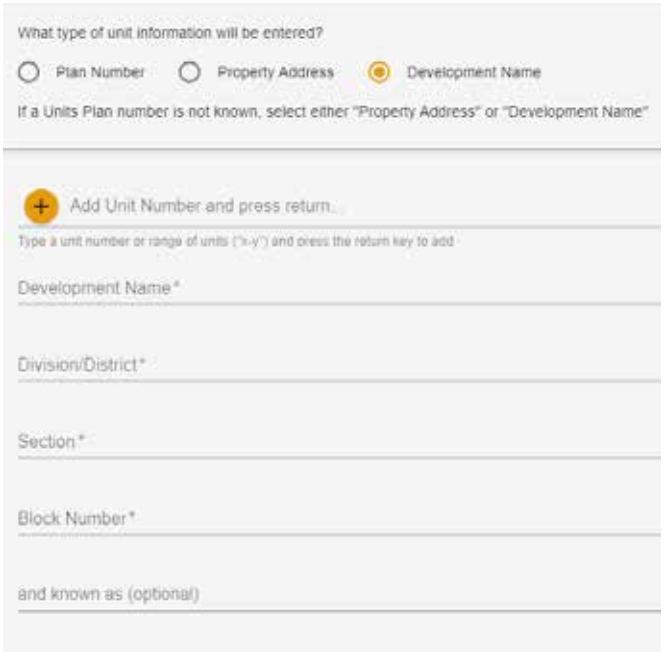
The completed property details will be used as the watermark on the contract (pages 3-19).

Where 'Multiple Units' is selected, the user will be prompted to nominate the type of unit information to be provided – plan number, property address or development name.

This in turn will prompt the user to provide specific address details as noted below. The required fields are indicated with an asterisk.



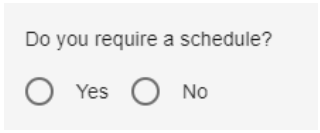




The completed property details will be used as the watermark on the contract (pages 3-19).

Schedule

Once the address details have been completed, the registered member user will be prompted to select whether they wish to have the Schedule (pages 1-2) provided with the electronic purchase.

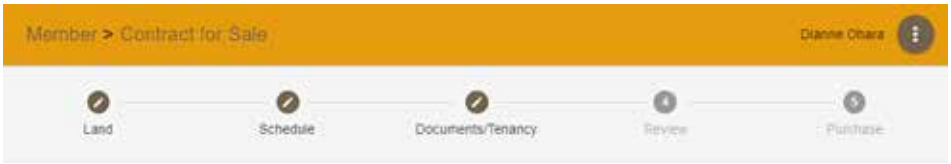


If the user elects to use the system generated Schedule, the following page will appear.

This page duplicates page 1 of the existing Contract for Sale.

Users will be prompted to complete the information required for the transaction. Users should note some fields may be character limited.

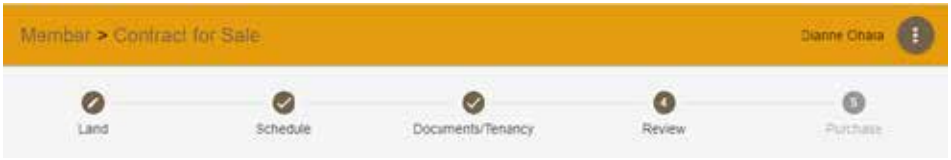
Documents / Tenancy



This page duplicates pages 2-3 of the existing Contract for Sale.

Users will be prompted to complete the information required for the transaction. Users should note some fields may be character limited.

Review



This page will enable the user to check that all the details they have entered are correct.

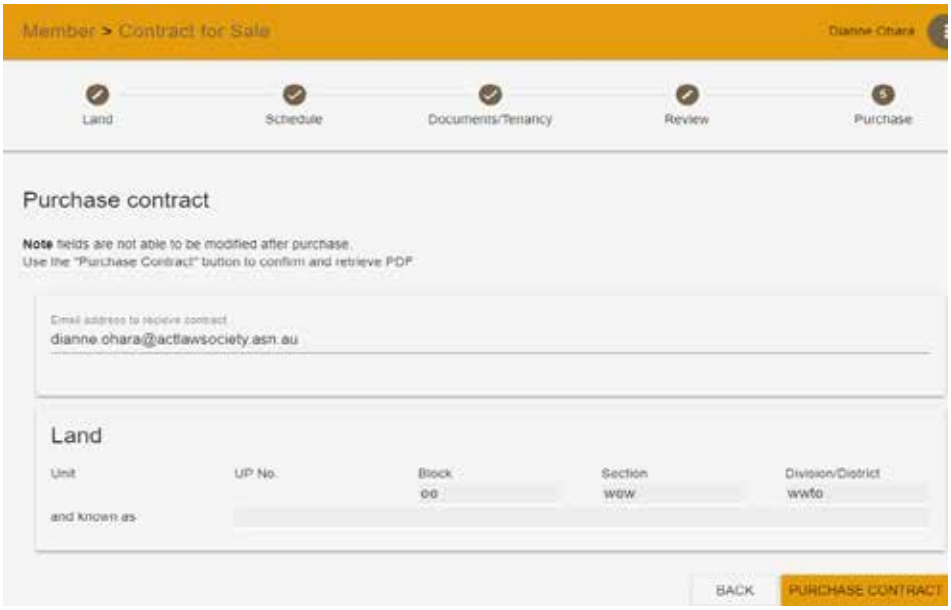
Users will be prompted to review and confirm that all of the details they have entered are correct.

After checking the details, the user may:

- if the details are not correct – select back and re-enter the correct details;
- if the details are not correct - select the 'Land" page and re-enter the correct details; or
- if the details are correct – click Next.

Purchase

Once the electronic Contract for Sale has been generated for a property (ie: when the 'Purchase Contract' details have been confirmed), the property details specified in the watermark cannot be changed. It is therefore important that the user carefully review the contract at the 'Review' stage of the purchase.



Purchases made by the member user will accumulate on a monthly basis. At the end of each month, the Law Society will issue an invoice for purchases made throughout the previous month.

Previous Purchases

This facility allows registered member users to:

- download purchased contracts for a period of two weeks from the purchase date;
- view details of previous purchases over the preceding 12 month period.

Purchasing the electronic Contract for Sale as a guest

This section outlines the steps required to access and purchase an electronic Contract for Sale as a non-registered user or as a guest.

Access the website

The electronic Contract for Sale can be created and purchased through the following link:
https://onlinecontracts.actlawsociety.asn.au

Once you have clicked on the link, a home page for the electronic contract will be displayed.

Purchases of the electronic Contract for Sale can be made either as:

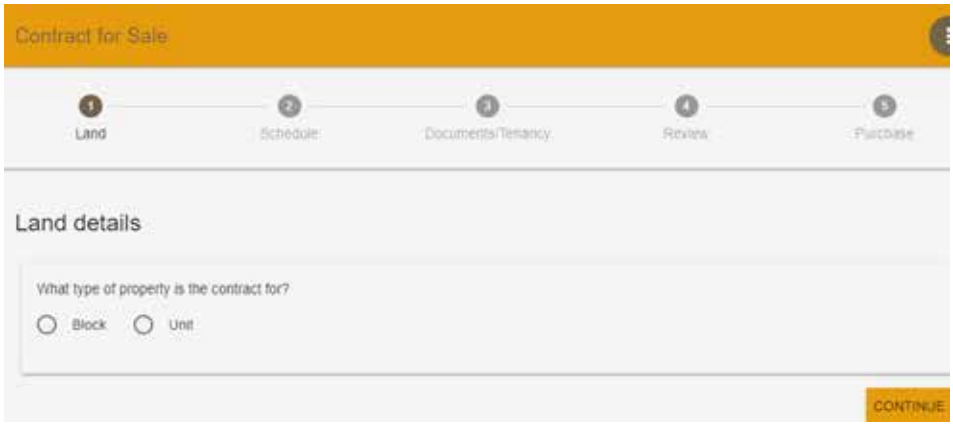
- a guest (through the 'Public Purchase' button); or
- a registered member user using the Member Login.

Select the 'Public Purchase' option.

Land details

Once logged on, the guest user will be prompted to:

- identify the type of property to be purchased – ie: a block or a unit.



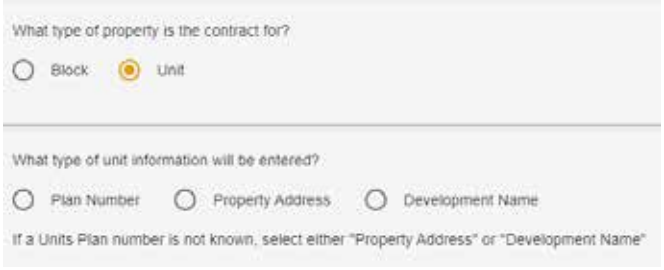
Type of property

Depending upon the type of property selected, the guest user will be prompted to complete certain details about the property.

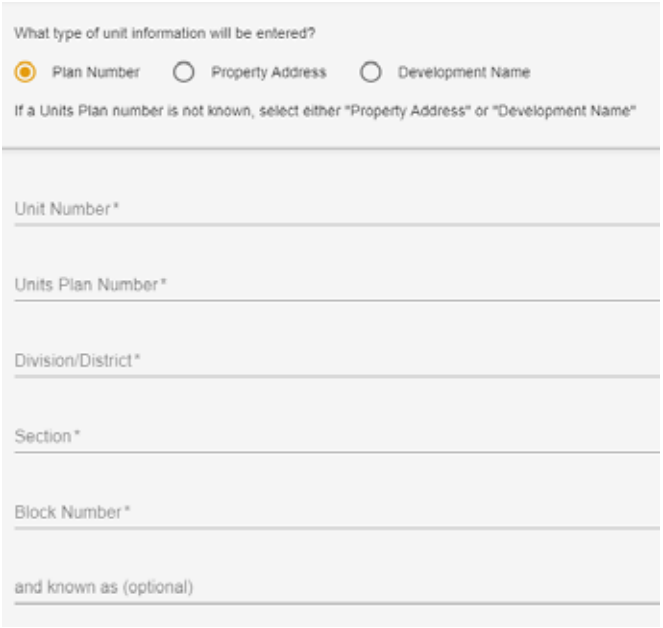
Where 'Block' is selected, the guest user will be prompted to supply the following information:

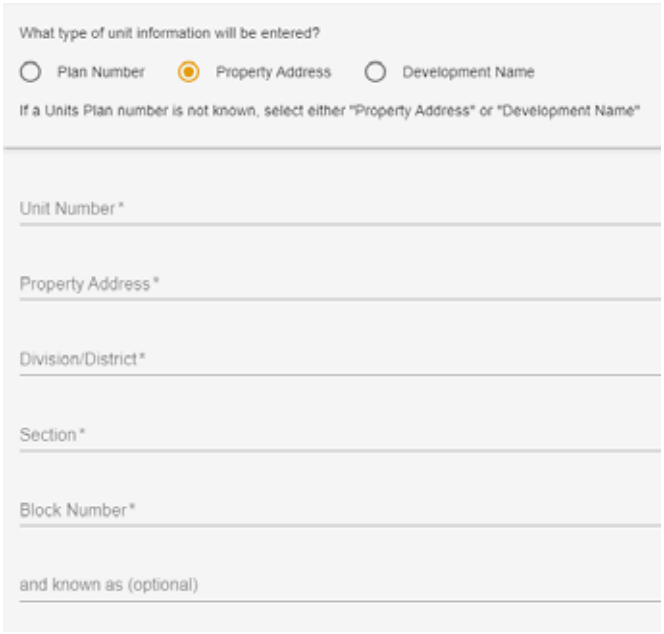
These property details will be used as the watermark on the contract (pages 3-19).

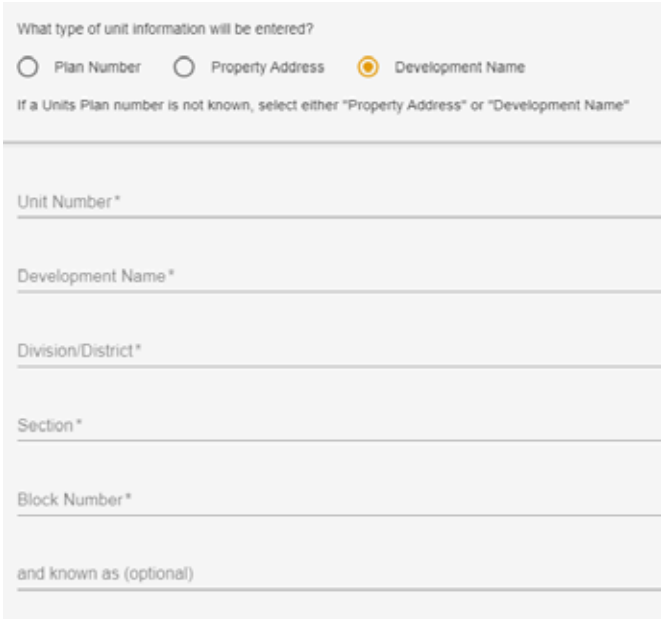
Where 'Unit' is selected, the guest user will be prompted to nominate the type of unit information to be provided – plan number, property address or development name.



This in turn will prompt the guest user to provide specific address details as noted below. The required fields are indicated with an asterisk.



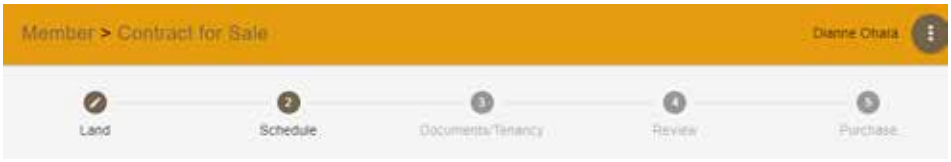




The completed property details will be used as the watermark on the contract (pages 3-19).

Schedule

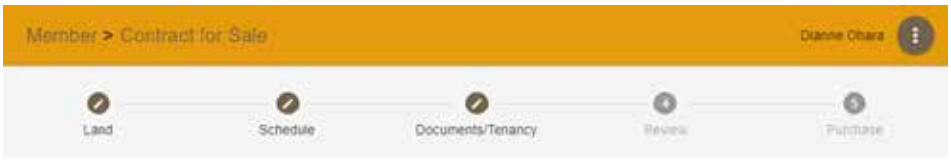
The guest user can now proceed to complete the Schedule.



This page duplicates page 1 of the existing Contract for Sale.

Guest users will be prompted to complete the information required for the transaction. Users should note some fields may be character limited.

Documents / Tenancy



This page duplicates pages 2-3 of the existing Contract for Sale.

Guest users will be prompted to complete the information required for the transaction. Users should note some fields may be character limited.

Review

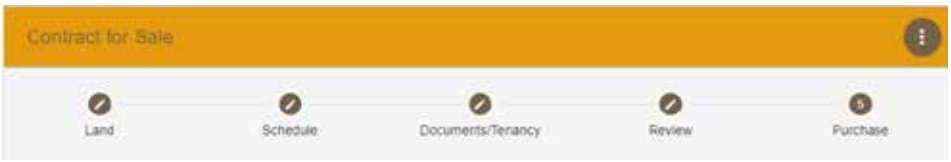
This page will enable the guest user to check that all the details they have entered are correct.

Users will be prompted to review and confirm that all of the details they have entered are correct.

After checking the details, the guest user may:

- if the details are not correct – select back and re-enter the correct details;
- if the details are not correct - select the 'Land" page and re-enter the correct details; or
- if the details are correct – click Next.

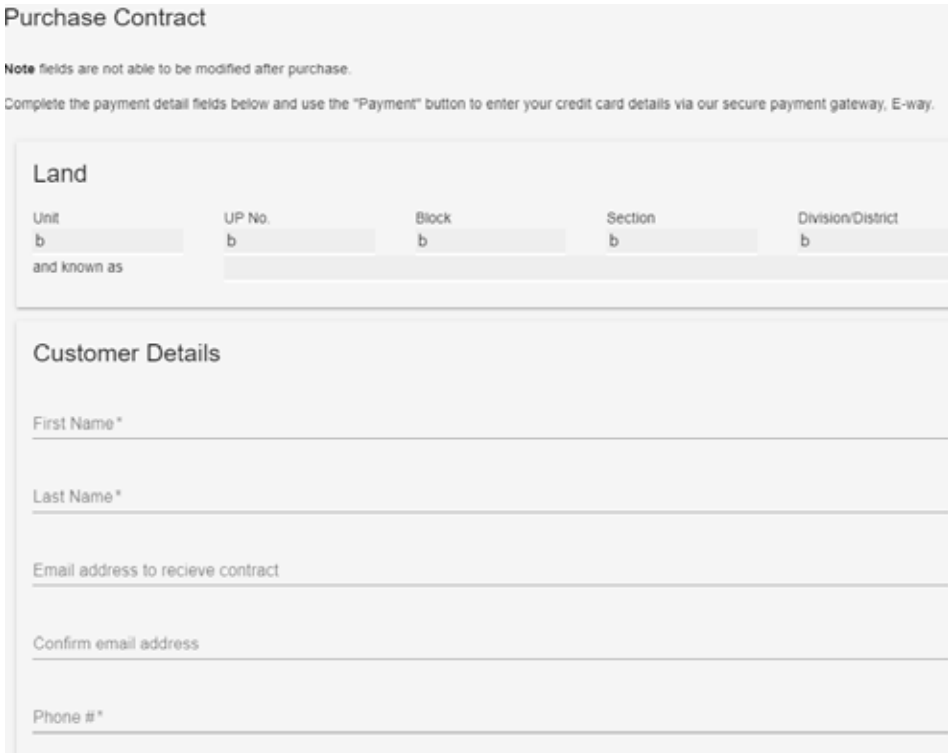
Purchase



Guest users are required to pay for the electronic Contract for Sale via credit card before the document can be downloaded.

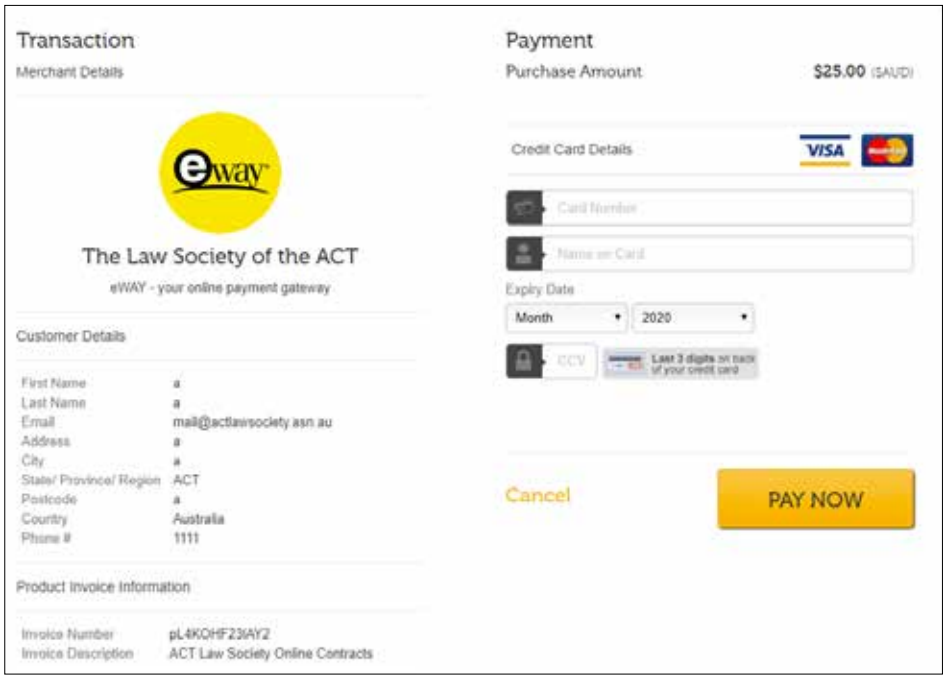
The Purchase screen will prompt the guest user to review:

- the land details – these details form the watermark on the electronic contract;
- the email address – this is the email address that the purchased contract will be sent to; and
- customer details.



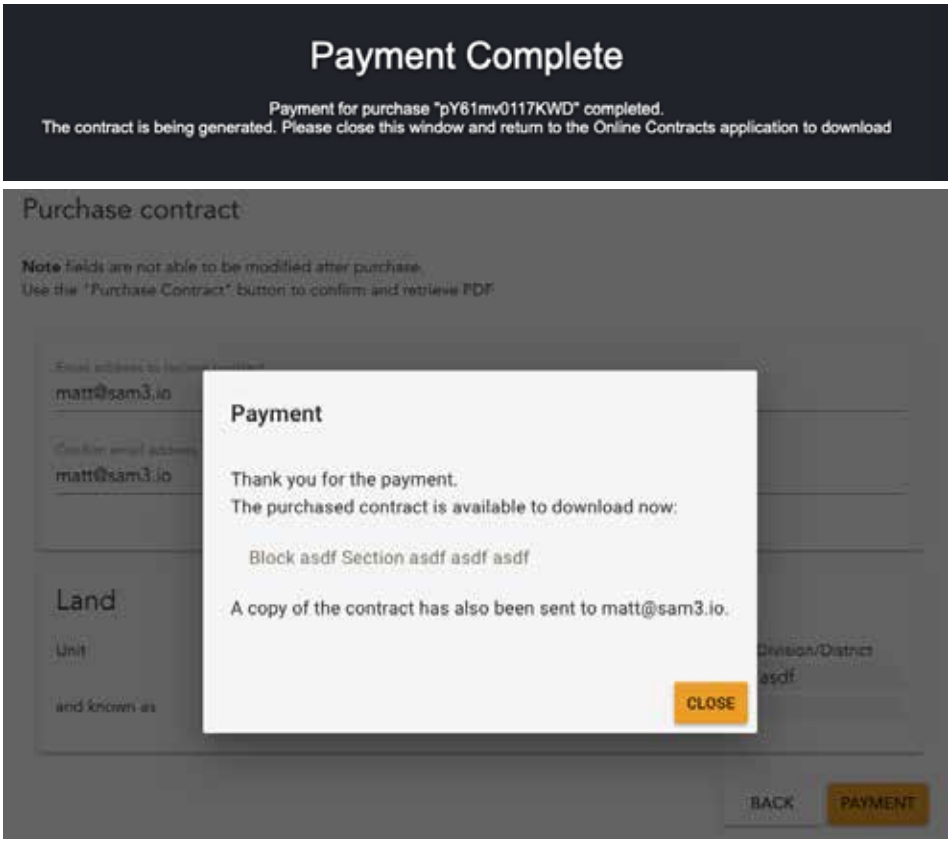
The required fields are marked with an asterisk. Once completed, the user should click on 'Payment".

The 'Payment' screen will prompt the user to enter credit card details, as follows:



Credit card details are not retained by the Law Society but are processed via a secure payment gateway, E-way.

Once the payment has been authorised, a confirmation screen will be displayed.



The completed electronic Contract for Sale will be emailed to the purchaser.

Frequently asked questions

How can I purchase a Contract for Sale from the ACT Law Society?

Hard copies

Hard copies of the Contract for Sale can continue to purchased by members and their firms as per the existing arrangements.

Electronic contract

An electronic Contract for Sale can be purchased:

- as a 'guest', without the need to register and login;
- as a registered member user using a firm login.

Only ACT law firms will be able to register as member users.

What functions do I get if I register for a firm login?

ACT law firms that register to use the new system will have access to:

- member pricing;
- invoicing in arrears on a monthly basis for all contract purchases;
- a facility that enables purchased contracts to be downloaded for a period of two weeks from the purchase date;
- an ability to view details of previous purchases over the preceding 12 month period.

Registration by ACT law firms is free.

What is the cost of the electronic Contract for Sale?

- Registered Member User — $10 (GST inc)
- Non member / Individual purchaser — $25 (GST inc)

How do I pay for the electronic Contract for Sale?

Monthly invoicing in arrears for registered member users

The purchases made by registered member users will accumulate on a monthly basis. At the end of each month, the Law Society will invoice registered member users for the purchases made throughout the preceding month.

Monthly invoices issued by the Law Society to a registered member user must be paid within 14 days of receipt.

Single purchase as a guest

Single purchases (where the user is accessing the system as a 'guest' or where a law firm has not registered to use the system) will be charged at $25 (GST inc). This is consistent with current arrangements for the hard copy contracts.

'Guest' and non-registered user single purchases must be paid for via a credit card before the contract can be downloaded.

Can I continue to purchase hard copies of the Contract for Sale?

The Law Society will continue to sell hard (blue) copies of the Contract for Sale to those who wish to utilise the existing arrangements rather than access the electronic contract.

How many times can I download and/or print an electronic Contract for Sale?

Only one copy of the electronic Contract for Sale needs to be purchased per one conveyance.

It is understood that the purchaser of a contract will require a copy of the contract for the purchaser and a copy of the contract for the seller. Other copies of the contract may be required so that they can be provided to prospective purchasers.

Do I have to use the Schedule provided through the electronic system?

The new electronic system allows registered member users to elect to complete the Schedule (pages 1-2):

- within the new electronic system; or
- within the firm's internal systems.

If the registered member user elects to complete the Schedule within the Society's new electronic system, the user will be prompted through the schedule questions and the completed Schedule will print with the watermarked Contract for Sale.

If the registered member user wishes to continue to complete the Schedule within their existing firm-based systems, the user will be able to bypass completing the Schedule in the Society's new system. In this instance, the user need only complete a small number of property details to enable the Contract for Sale (pages 3-19) to be watermarked. The user may elect to also download pages 3-19 of the Contract for Sale and to omit pages 1-2 of the Schedule from the downloaded product.

Can I edit an electronic Contract for Sale I have purchased after it has been generated?

Once an electronic Contract for Sale for a property has been generated, the property address details embedded in the watermark cannot be changed.

It is therefore important that the user carefully review the document at the 'Review' stage of the electronic purchase process.

Further questions

If you have any questions or comments about this site, please email onlinecontracts@actlawsociety.asn.au.

actlawsociety

the law society of the australian capital territory
a member of the law council of australia
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