



LEXON SUITE OF CODED TEMPLATES



Buyer Commercial - 01(A). Initial Contact Letter - Prospective client
Buyer Commercial - 01(B). Initial Contact Letter - Contract received
Buyer Commercial - 02a. Checklist Commercial Addendum - Paper Settlements
Buyer Commercial - 02. Checklist
Buyer Commercial - 03. File Note
Buyer Commercial - 04a. Questionnaire and Authority
Buyer Commercial - 04b. To-Do List
Buyer Commercial - 04c. Booklet
Buyer Commercial - 04d. Contract and Property Report
Buyer Commercial - 04e. Searches List
Buyer Commercial - 04. First Letter
Buyer Commercial - 04. First Letter Pack Contents Cover Page
Buyer Commercial - 05. Searches Worksheet (inc Links to Searches)
Buyer Commercial - 06. First Letter to Seller or Seller Representative
Buyer Commercial - 07. Conditions - Advice to Client
Buyer Commercial - 08. Conditions - Letter to Other Side
Buyer Commercial - 09. Advice to Client - Termination Issues
Buyer Commercial - 10. Extension Letters - Advise, Request and Respond
Buyer Commercial - 11. Final Letter
Buyer Commercial - 12. Extension Notice Letter - Exercise of Settlement Extension Right
Buyer Commercial - LastCheck - Property - Sale Contract (Interactive)
Buyer OTP CTS - 01(A). Initial Contact Letter - Prospective client
Buyer OTP CTS - 01(B). Initial Contact Letter - Contract received
Buyer OTP CTS - 02a. Checklist Addendum - Paper Settlements
Buyer OTP CTS - 02. Checklist
Buyer OTP CTS - 03. File Note
Buyer OTP CTS - 04a. Questionnaire and Authority
Buyer OTP CTS - 04b. To-Do List
Buyer OTP CTS - 04c. Booklet
Buyer OTP CTS - 04d. Contract and Property Report
Buyer OTP CTS - 04e. Searches List
Buyer OTP CTS - 04. First Letter
Buyer OTP CTS - 04. First Letter Pack Contents Cover Page
Buyer OTP CTS - 05. Searches Worksheet (Inc Links to Searches)
Buyer OTP CTS - 06. First Letter to Seller or Seller Representative
Buyer OTP CTS - 07. Conditions - Advice to Client
Buyer OTP CTS - 08. Conditions - Letter to Other Side
Buyer OTP CTS - 09. Advice to Client - Termination Issues
Buyer OTP CTS - 10. Extension Letters - Advise, Request and Respond
Buyer OTP CTS - 11. Buyer Final letter
Buyer OTP CTS - LastCheck - Property - Sale Contract (Interactive)
Buyer Rural - 01(A). Initial Contact Letter - Prospective client
Buyer Rural - 01(B). Initial Contact Letter - Contract received
Buyer Rural - 02. File Note
Buyer Rural - 03. Questionnaire and Authority
Buyer Rural - 04. Contract and Property Report
Buyer Rural - 05. Searches List
Buyer Rural - 06. Searches Worksheet (inc Links to Searches)
Call or Put and Call Option - text and prompts for CPR
Conveyancing Protocol - Overview
Conveyancing Protocol - Overview - Developer Tools
Conveyancing Protocol - Overview - NSW
Developer LSA - 01. Checklist
Developer LSA - 02a. Questionnaire and Authority
Developer LSA - 02b. To Do List (Developer)
Developer LSA - 02c. To Do List (Surveyor)
Developer LSA - 02d. Booklet
Developer LSA - 02e. Contract Report
Developer LSA - 02. First Letter
Developer LSA - 03. Off Risk Letter when sending Development Contract Template
Developer LSA - 04. Development sale schedule
Developer LSA - 05. Settlement Schedule
Developer LSA - Cyber Alert
Elder Law - Aged Care Review Checks and Advice Letter
Elder Law - Granny Flat Agreements - Review Checks and Advice Letter
Elder Law - Manufactured Homes Review Checks and Advice Letter
Elder Law - Overview
Elder Law - Retirement Villages Review Checks and Advice Letter
Elder Law - Reverse Mortgage and Equity Release Letter
Elder Law - Risk Pack Completion Checklist

Buyer OTP Vacant - 01(A). Initial Contact Letter - Prospective client
Buyer OTP Vacant - 01(B). Initial Contact Letter - Contract received
Buyer OTP Vacant - 02a. Checklist Addendum - Paper Settlements
Buyer OTP Vacant - 02. Checklist
Buyer OTP Vacant - 03. File Note
Buyer OTP Vacant - 04a. Questionnaire and Authority
Buyer OTP Vacant - 04b. To-Do List
Buyer OTP Vacant - 04c. Booklet
Buyer OTP Vacant - 04d. Contract and Property Report
Buyer OTP Vacant - 04e. Searches List
Buyer OTP Vacant - 04. First Letter
Buyer OTP Vacant - 04. First Letter Pack Contents Cover Page
Buyer OTP Vacant - 05. Searches Worksheet (inc Links to Searches)
Buyer OTP Vacant - 06. First Letter to Seller or Seller Representative
Buyer OTP Vacant - 07. Conditions - Advice to Client
Buyer OTP Vacant - 08. Conditions - Letter to Other Side
Buyer OTP Vacant - 09. Advice to Client - Termination Issues
Buyer OTP Vacant - 10. Extension Letters - Advise, Request and Respond
Buyer OTP Vacant - 11. Final Letter
Buyer OTP Vacant - LastCheck - Property - Sale Contract (Interactive)
Buyer Residential - 01(A). Initial Contact Letter - (REIQ) - Prospective client
Buyer Residential - 01(B). Initial Contact Letter - (REIQ) - Contract received
Buyer Residential - 02a. Checklist Residential Addendum - Paper Settlements
Buyer Residential - 02. Checklist
Buyer Residential - 03. File Note
Buyer Residential - 04a. Questionnaire and Authority
Buyer Residential - 04b. To-Do List
Buyer Residential - 04c. Booklet
Buyer Residential - 04d. Contract and Property Report
Buyer Residential - 04e. Searches List
Buyer Residential - 04. First Letter
Buyer Residential - 04. First Letter Pack Contents Cover Page
Buyer Residential - 05. Searches Worksheet (inc Links to Searches)
Buyer Residential - 06. First Letter to Seller or Seller Representative
Buyer Residential - 07. Conditions - Advice to Client
Buyer Residential - 08. Conditions - Letter to Other Side
Buyer Residential - 09. Advice to Client - Termination Issues
Buyer Residential - 10. Extension Letters - Advise, Request and Respond
Buyer Residential - 11. Extension Notice Letter - Exercise of Settlement Extension Right
Buyer Residential - 12. Final Letter
Buyer Residential - LastCheck - Property - Sale Contract (Interactive)
Buyer Residential - REIQ cf ADL Contract - Checklist and Quick Guide
Developer CTS - 01. Checklist
Developer CTS - 02a. Questionnaire and Authority
Developer CTS - 02b. To Do List (Developer)
Developer CTS - 02c. To Do List (BC Manager)
Developer CTS - 02d. To Do List (Surveyor)
Developer CTS - 02e. Booklet
Developer CTS - 02f. Contract Report
Developer CTS - 02. First Letter
Developer CTS - 03. Off Risk Letter when sending Development Contract Template
Developer CTS - 04. Development Sale Schedule
Developer CTS - 05. Settlement Schedule
Developer CTS - Cyber Alert
Risk Packs Completion Checklist - Conveyancing
Risk Packs Completion Checklist - Conveyancing Developer

Seller Commercial - 01(A). Initial Contact Letter - Prospective client
Seller Commercial - 01(B). Initial Contact Letter - Contract received
Seller Commercial - 02a. Checklist Addendum - Paper Settlements
Seller Commercial - 02. Checklist
Seller Commercial - 03. File Note
Seller Commercial - 04a. Questionnaire and Authority
Seller Commercial - 04b. To-Do List
Seller Commercial - 04c. Booklet
Seller Commercial - 04d. Contract and Property Report
Seller Commercial - 04e. Searches List
Seller Commercial - 04. First Letter
Seller Commercial - 04. First Letter Pack Contents Cover Page
Seller Commercial - 05. Searches Worksheet (inc Links to Searches)
Seller Commercial - 06. First Letter to Buyer or Buyers Representative
Seller Commercial - 07. Extension Letters - Advise, Request and Respond
Seller Commercial - 08. Final letter
Seller Commercial - 09. Extension Notice Letter - Exercise of Settlement Extension Right
Seller Commercial - LastCheck - Property - Sale Contract (Interactive)
Seller OTP CTS - 01. Checklist
Seller OTP CTS - 02. First Letter
Seller OTP CTS - 03. Contract Report
Seller OTP CTS - 04. First Letter to Buyer or Buyers Representative
Seller OTP CTS - 05. Letter to Buyer with notice of settlement date
Seller OTP CTS - 06. Extension Letters - Advise, Request and Respond
Seller OTP CTS - 07. Final Letter
Seller OTP CTS - Cyber Alert
Seller OTP CTS - LastCheck - Property - Sale Contract (Interactive)
Seller OTP Vacant - 01. Checklist
Seller OTP Vacant - 02. First Letter
Seller OTP Vacant - 03. Contract Report
Seller OTP Vacant - 04. First Letter to Buyer or Buyers Representative
Seller OTP Vacant - 05. Letter to Buyer with notice of settlement date
Seller OTP Vacant - 06. Extension Letters - Advise, Request and Respond
Seller OTP Vacant - 07. Final Letter
Seller OTP Vacant - Cyber Alert
Seller OTP Vacant - LastCheck - Property - Sale Contract (Interactive)
Seller Residential - 01(A). Initial Contact Letter - (Residential - REIQ) - Prospective client
Seller Residential - 01(B). Initial Contact Letter - (Residential - REIQ) - Contract received
Seller Residential - 02a. Checklist Addendum - Paper Settlements
Seller Residential - 02. Checklist
Seller Residential - 03. File Note
Seller Residential - 04a. Questionnaire and Authority
Seller Residential - 04b. To-Do List
Seller Residential - 04c. Booklet
Seller Residential - 04d. Contract and Property Report
Seller Residential - 04e. Searches List
Seller Residential - 04. First Letter
Seller Residential - 04. First Letter Pack Contents Cover Page
Seller Residential - 05. Searches Worksheet (inc Links to Searches)
Seller Residential - 06. First Letter to Buyers Representative
Seller Residential - 07. Extension Letters - Advise, Request and Respond
Seller Residential - 08. Extension Notice Letter - Exercise of Settlement Extension Right
Seller Residential - 09. Final Letter
Seller Residential - LastCheck - Property - Sale Contract (Interactive)
Seller Residential - REIQ cf ADL Contract - Checklist and Quick Guide
Verification of Identity and Right to Deal or Entitlement to Sign Checklist