

## Sustainability Declaration Flow Chart

*Seller or third party to complete declaration and seller to sign declaration prior to seller's agent marketing or advertising the property*

**Internet marketing  
Window Display  
For sale signboard (property specific)**

Reference to be made on marketing as to how a person can obtain a copy of the declaration

The seller/s or agent must provide a copy of the declaration as soon as practicable. Copy of the declaration can be supplied electronically via email or fax if consent has been provided for this means of communication

**Open House**

Declaration to be conspicuously displayed during the inspection time and reference to be made to how the person can obtain a copy of the declaration

If requested the seller/s or agent must provide a copy of the declaration as soon as practicable. Copy of the declaration can be supplied electronically via email or fax if consent has been provided for this means of communication

Agent not to give a person a document such as a property brochure marketing or advertising the property unless the person has been given a copy of the declaration or it is attached to the document

**Inspection by appointment**

Agent to provide a person with a copy of the declaration prior to entering the dwelling **or**

A copy of the declaration is readily available for inspection by a person before the person enters the dwelling **or**

A copy of the declaration is conspicuously displayed at the dwelling so the person can easily read it

Agent not to give a person a document such as a property brochure marketing or advertising the property unless the person has been given a copy of the declaration or it is attached to the document

**Letter box drop material**

Letter box drop material that markets a specific property must have reference as to where a person may obtain a copy of the current declaration for the dwelling

There is no requirement under legislation for an agent to attach a copy of the declaration to the letter box drop material

If requested the seller/s or agent must provide a copy of the declaration as soon as practicable. Copy of the declaration can be supplied electronically via email or fax if consent has been provided for this means of communication

*It is strongly recommended that members do not assist the seller/s in completing the declaration. There may be significant risk exposure to agents if they assist or complete the form for the seller/s. Absentee sellers, including investors, may have to engage a suitably qualified third party to complete the declaration on the seller's behalf. The Building Act requires the seller/s to sign the form. The REIQ strongly recommends and encourages all members to visit the department website [www.dip.qld.gov.au](http://www.dip.qld.gov.au) and download the fact sheet and reference guide to assist educating sellers in understanding their legislative obligations.*