



# CONTENTS

<b>1</b>	<b>WELCOME TO VICFORMS.....</b>	<b>3</b>
1.1	About VicForms .....	3
1.2	System overview.....	3
1.2.1	Creating & managing forms.....	4
1.2.2	Filling in & editing forms.....	4
1.2.3	Maintaining your agency details .....	5
1.2.4	Viewing your usage and costs .....	5
<b>2</b>	<b>GETTING STARTED .....</b>	<b>6</b>
2.1	Access VicForms .....	6
2.2	Read and accept the License Agreement .....	7
2.3	Check your agency information.....	8
2.4	Upload your agency logo.....	9
<b>3</b>	<b>CREATING YOUR FIRST FORM.....</b>	<b>10</b>
3.1	Create a new form.....	10
3.2	Fill in your form .....	12
3.3	View/download your form .....	13
3.4	Purchase your form .....	14
3.5	Download or Email your completed form .....	16
<b>4</b>	<b>LIST OF AVAILABLE FORMS &amp; AUTHORITIES.....</b>	<b>17</b>

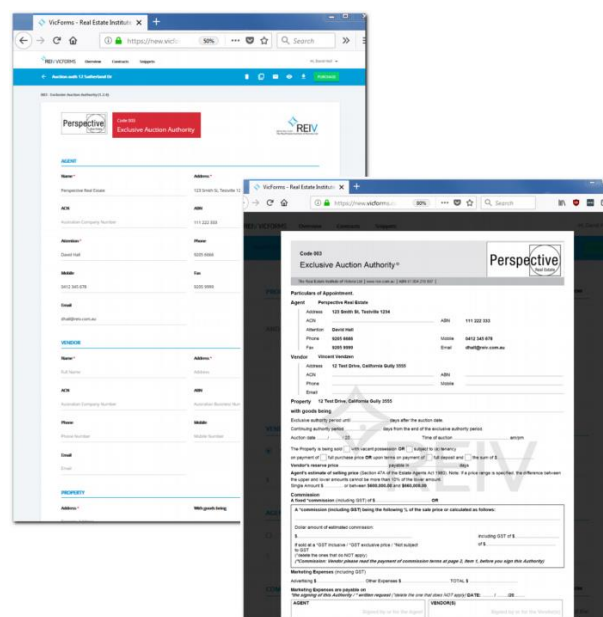
# 1 WELCOME TO VICFORMS

## 1.1 About VicForms

VicForms is the REIV's web-based system for creating real estate authorities, forms and contracts.

Key features of VicForms include:

- REIV form templates are kept up-to-date with changes in the law and real estate practice (see *the table at the end of this document for the full list of forms*)
- Straightforward interface makes it simple to enter the right information
- Forms are produced as PDF files, which are simple to email, print, or save in your local files
- Forms are pre-filled with your agency's name, address, and contact details
- Forms can be branded with your agency's logo
- You can copy and edit forms, to save re-entering the same information



## 1.2 System overview

There are four main areas you'll use in VicForms:

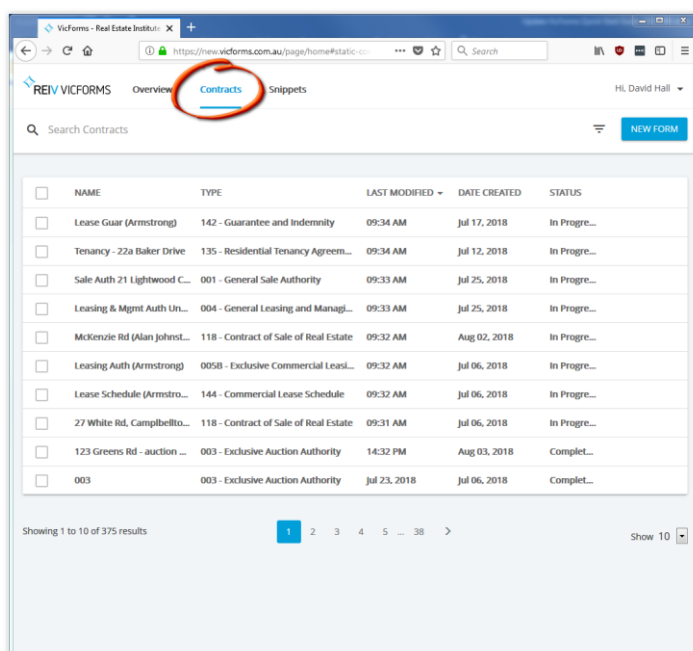
- Creating & managing forms
- Filling in, copying, and editing forms
- Maintaining your agency details
- Viewing your usage and costs

## 1.2.1 Creating & managing forms

The **Contracts** screen is where you can:

- Create a new form
- Find and access forms you created previously
- Delete old forms you no longer need

To get to the **Contracts** screen, simply click on the **Contracts** heading in the top menu.

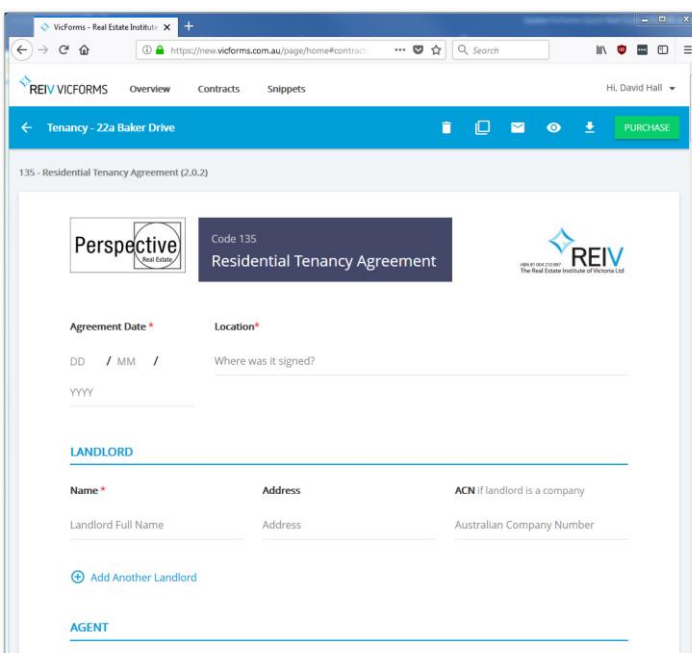


## 1.2.2 Filling in & editing forms

The **Edit** screen is where you can:

- Fill in a new form
- Create a copy of an existing form
- Edit an existing form
- View or download a form, to email or print

To get to the **Edit** screen, go to the **Contracts** or **Overview** screen, and click on the name of the form you want to edit.



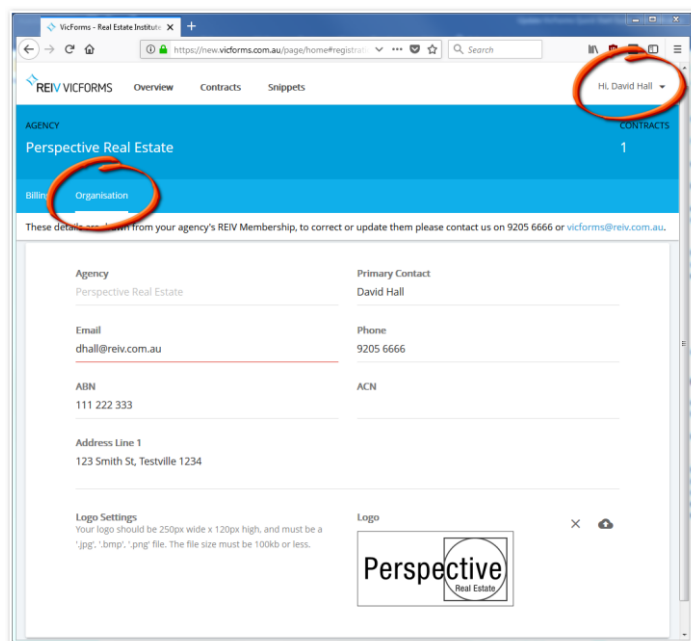
### 1.2.3 Maintaining your agency details

The **Organisation** screen is where you can:

- Check your agency's address and contact details
- Upload your agency logo

To get to the **Organisation** screen:

- click on the **name** in the top right-hand corner of the screen
- then select **Agency**
- then select **Organisation**



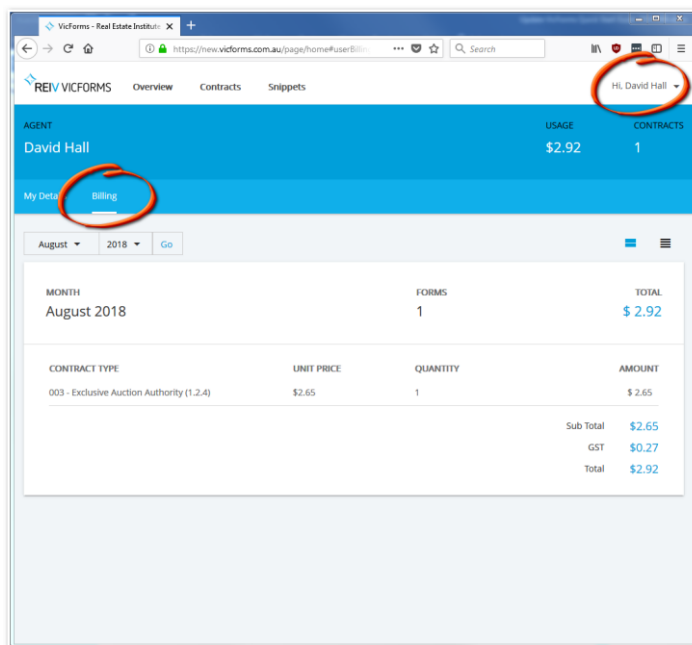
### 1.2.4 Viewing your usage and costs

The **Billing** screen is where you can:

- See a summary of your form purchases this month, and for previous months
- See a detailed breakdown of your form purchases

To get to the **Billing** screen:

- click on the **name** in the top right-hand corner of the screen
- then select **Agent**
- then select **Billing**



## 2 GETTING STARTED

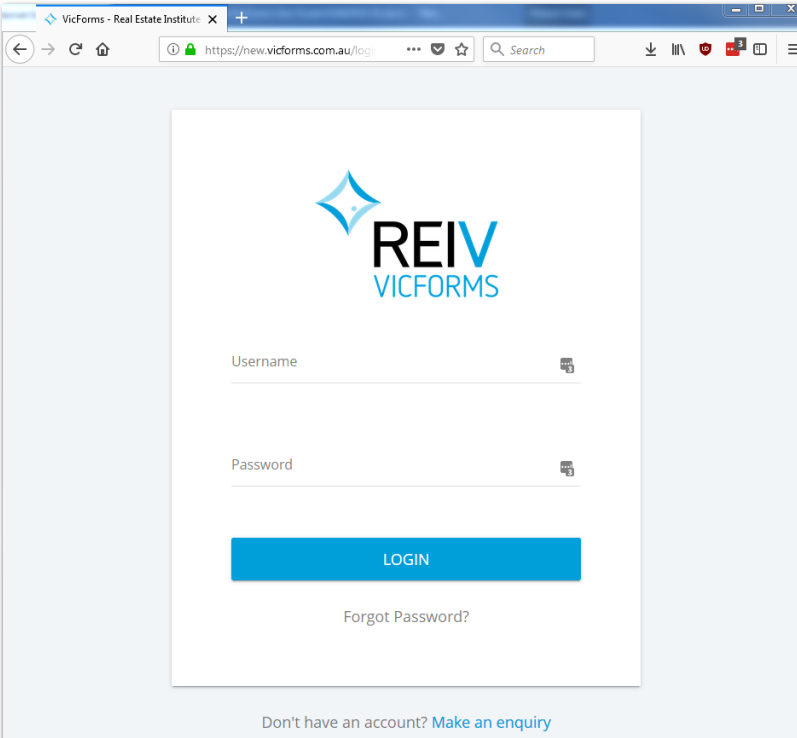
To use VicForms, you will need:

- A desktop computer, laptop, tablet, or smartphone (we recommend a screen 7" or larger), with:
  - Internet access
  - A current web browser (e.g. Firefox, Chrome, Internet Explorer 11, Edge, or Safari)
  - A PDF document reader (e.g. Adobe Acrobat Reader, <http://get.adobe.com/reader/>)
- Your agency's Vicforms username & password

### 2.1 Access VicForms

- Use your web browser to go to <https://new.vicforms.com.au>.
- Enter your agency username & password and click **Login**.

If you do not know your access details, please contact us on 9205 6666 or [vicforms@reiv.com.au](mailto:vicforms@reiv.com.au).



The screenshot shows a web browser window with the address bar displaying <https://new.vicforms.com.au/login>. The page content includes the REIV VICFORMS logo at the top. Below the logo are two input fields: 'Username' and 'Password', each with a small icon to its right. A blue 'LOGIN' button is positioned below the password field. Underneath the button is a link that says 'Forgot Password?'. At the very bottom of the page, there is a link that says 'Don't have an account? Make an enquiry'.

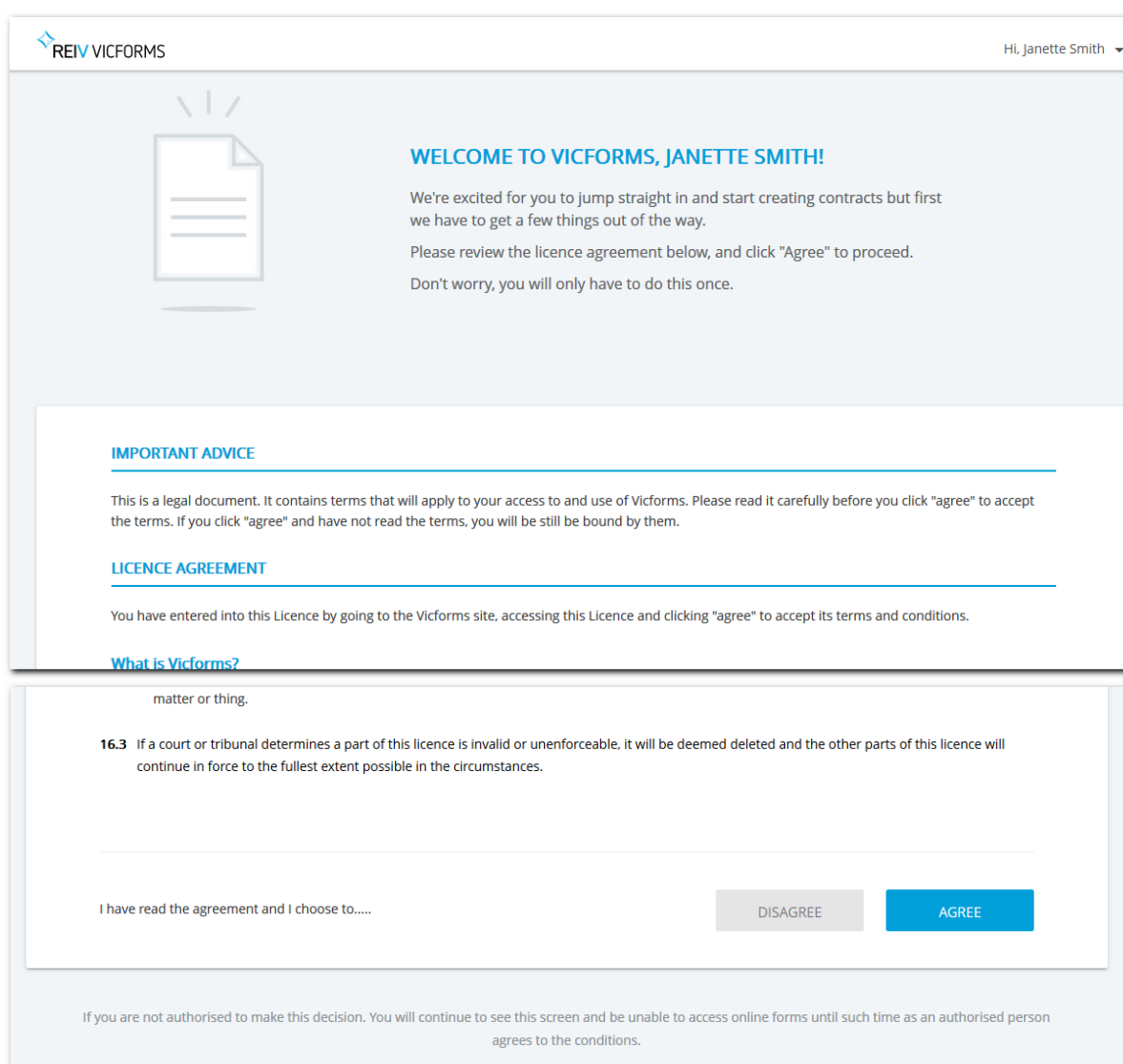
## 2.2 Read and accept the License Agreement

When logging in for the first time you will be asked to acknowledge the End User License Agreement (EULA).

To read the terms of the agreement, scroll down the page.

If you agree with the terms of the EULA, confirm and proceed by clicking the **Agree** button.

**Note:** The EULA is a legally binding agreement between your company and the REIV – if you do not understand the agreement or do not agree to any of the terms, it is important that you click Disagree and contact the REIV for further clarification on 9205 6666 or [vicforms@reiv.com.au](mailto:vicforms@reiv.com.au).



The screenshot shows the REIV VicForms login interface. At the top, the REIV VICFORMS logo is on the left, and the user's name 'Hi, Janette Smith' is on the right. The main content area has a light blue background with a document icon on the left. The text reads: 'WELCOME TO VICFORMS, JANETTE SMITH! We're excited for you to jump straight in and start creating contracts but first we have to get a few things out of the way. Please review the licence agreement below, and click "Agree" to proceed. Don't worry, you will only have to do this once.'

Below this is a section titled 'IMPORTANT ADVICE' with the text: 'This is a legal document. It contains terms that will apply to your access to and use of Vicforms. Please read it carefully before you click "agree" to accept the terms. If you click "agree" and have not read the terms, you will be still be bound by them.'

Next is a section titled 'LICENCE AGREEMENT' with the text: 'You have entered into this Licence by going to the Vicforms site, accessing this Licence and clicking "agree" to accept its terms and conditions.'

Below that is a link 'What is Vicforms?'. Further down, there is a section titled '16.3' with the text: 'If a court or tribunal determines a part of this licence is invalid or unenforceable, it will be deemed deleted and the other parts of this licence will continue in force to the fullest extent possible in the circumstances.'

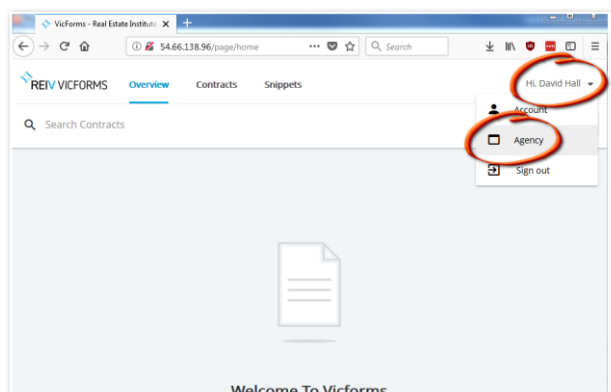
At the bottom, there is a form with the text 'I have read the agreement and I choose to....' and two buttons: 'DISAGREE' (grey) and 'AGREE' (blue).

At the very bottom, there is a small disclaimer: 'If you are not authorised to make this decision. You will continue to see this screen and be unable to access online forms until such time as an authorised person agrees to the conditions.'

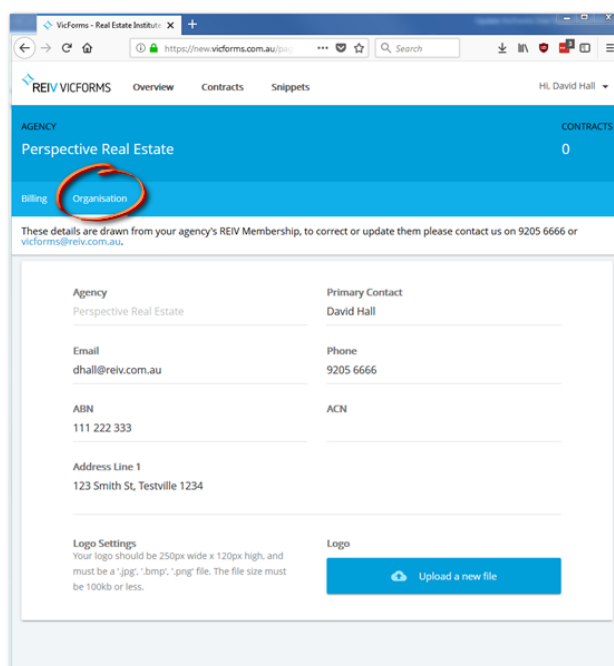
## 2.3 Check your agency information

You can now check that your agency information is correct on Organisation screen.

Click on the **name** in the top right-hand corner, then select **Agency**:



Then select **Organisation**:



Please ensure that the agency details on the Organisation screen are correct and up-to-date, as these details will be used in all forms that you generate and provide to your clients. If you would like to change any details or your password, please contact [vicforms@reiv.com.au](mailto:vicforms@reiv.com.au)

**Note:** it is normal for the ACN field to be empty. This information is not currently being updated from the REIV membership system into VicForms, but is something we'll add in the future.



## 2.4 Upload your agency logo

You can load an agency logo through the **Organisation** screen. Your logo will then appear on the top of each for you create.

Your logo image:

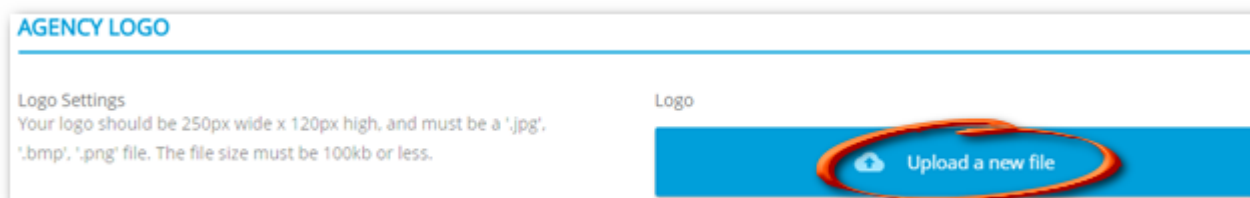
- must be 250 pixels wide & 120 pixels high
- must be a jpg, png or bmp file
- must not be any larger than 100kb in size

**Note:** If you're unsure what these details mean, your marketing or IT staff can probably help.

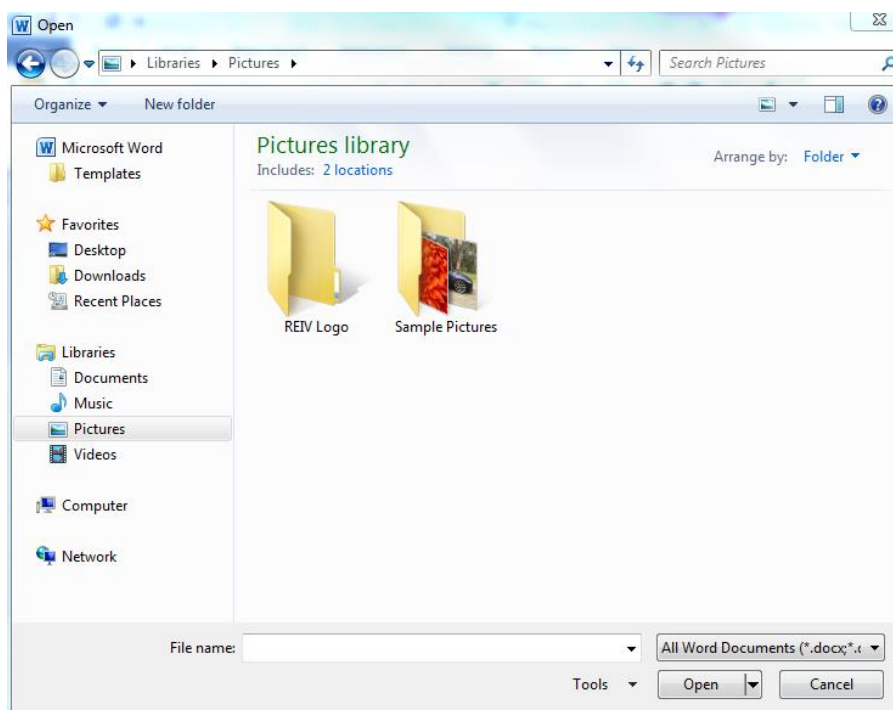


To upload your logo:

1. Click the button marked **“Upload a new file”**.



2. Locate the logo on your computer and select it.
3. Click **“Open”**

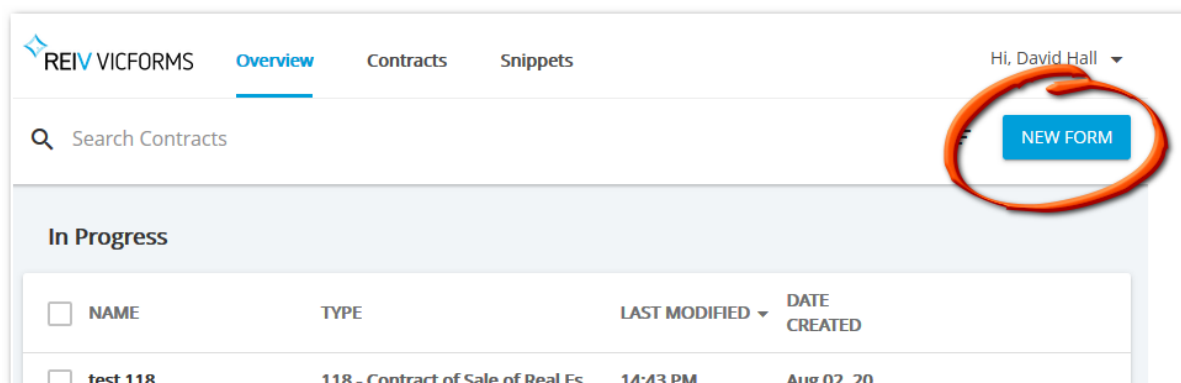


## 3 CREATING YOUR FIRST FORM

### 3.1 Create a new form

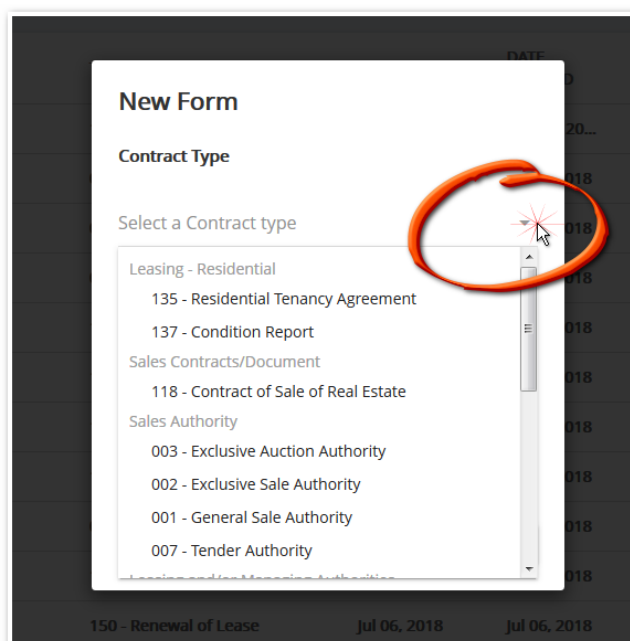
To start a new form, simply:

1. Select the **New Form** button in the top right-hand corner of the screen.

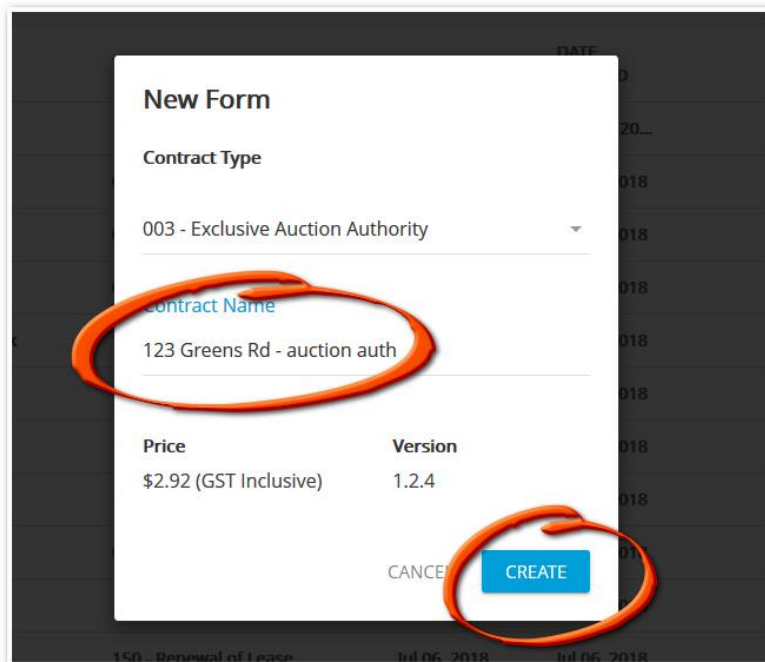


2. Select the appropriate document type from the **Contract Type** drop-down.

**Note:** The forms are separated into categories, scroll through the list to locate the form you need.



3. Give your new form a name, then click **Create**.

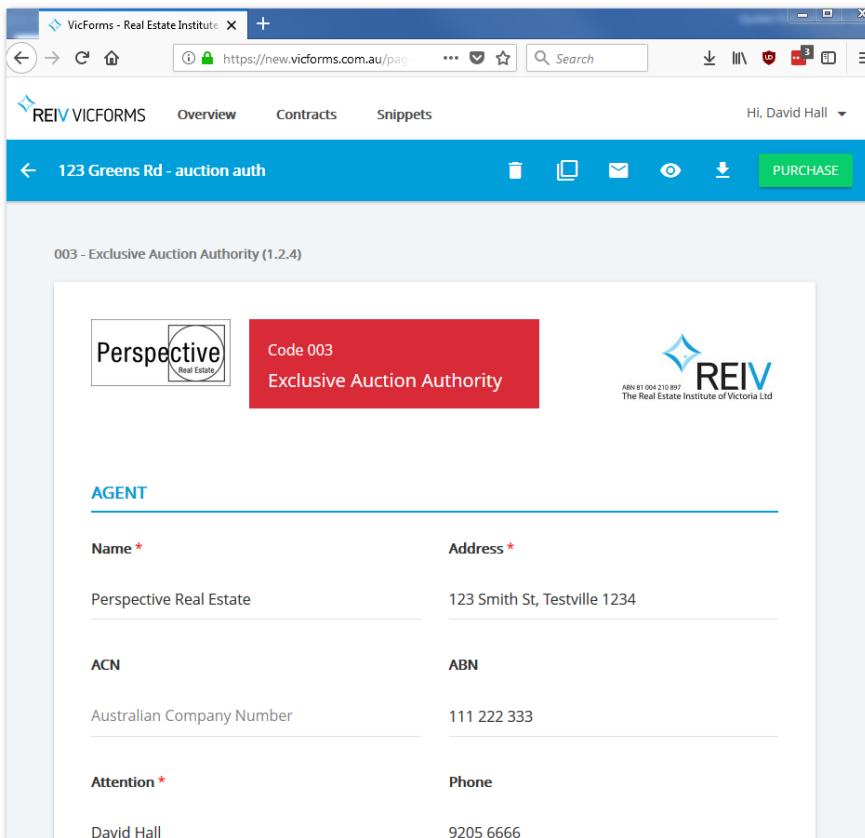


**Note:** You will not be charged the fee at this point. You are only charged once you finish filling in the form and click **Purchase**.

## 3.2 Fill in your form

- After Creating the form, you'll be taken to the edit screen where you can fill in the details.

In most cases, your agency's details will be pre-filled from your Organisation details. You can type over these to change them wherever necessary.



003 - Exclusive Auction Authority (1.2.4)

**Perspective** Code 003 Exclusive Auction Authority

**AGENT**

<b>Name *</b>	<b>Address *</b>
Perspective Real Estate	123 Smith St, Testville 1234
<b>ACN</b>	<b>ABN</b>
Australian Company Number	111 222 333
<b>Attention *</b>	<b>Phone</b>
David Hall	9205 6666

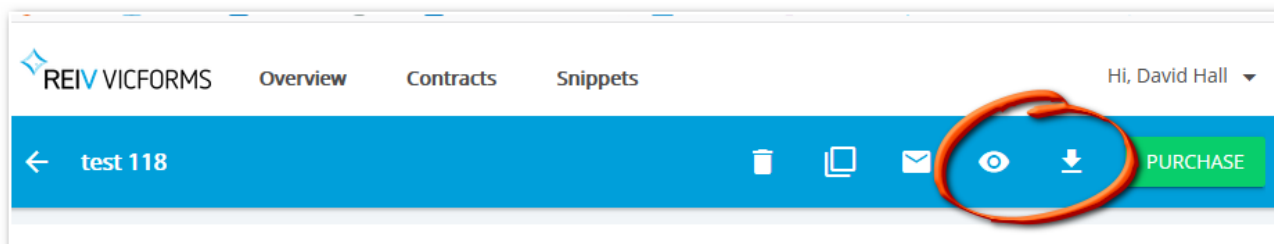
- Work down the screen, completing the form as you go. The information you enter will be saved automatically each time you click into the next field.
- Mandatory fields are marked with a red asterisk – you must fill in these details before you can Purchase the form.

### 3.3 View/download your form

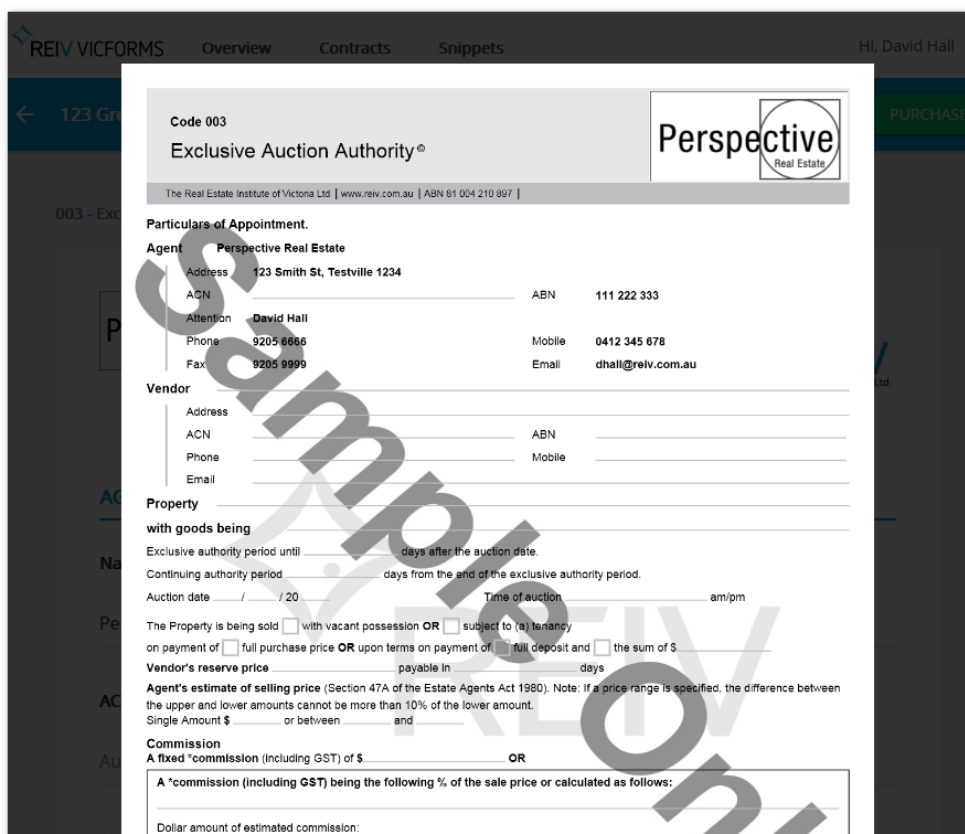
- It is important that you check over the form before you purchase it, as once it's been Purchased you won't be able to change key details.

To review your form, you can either View or Download it:

- View** a form on your screen using the eye icon
- Download** a form as a PDF document using the arrow icon



**Note:** Until you finish filling in your form and Purchase it, you'll see a **Sample Only** watermark on the document.



REIV VICFORMS Overview Contracts Snippets Hi, David Hall

← test 118 PURCHASE

Code 003  
Exclusive Auction Authority®  
The Real Estate Institute of Victoria Ltd | www.reiv.com.au | ABN 61 004 210 997 |

Perspective Real Estate

Particulars of Appointment.

Agent Perspective Real Estate

Address 123 Smith St, Testville 1234  
ACN  
Attention David Hall  
Phone 9205 6666  
Fax 9205 9999  
ABN 111 222 333  
Mobile 0412 345 678  
Email dhall@reiv.com.au

Vendor

Address  
ACN  
Phone  
Email  
ABN  
Mobile

Property

with goods being

Exclusive authority period until \_\_\_\_\_ days after the auction date.  
Continuing authority period \_\_\_\_\_ days from the end of the exclusive authority period.  
Auction date \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ Time of auction \_\_\_\_ am/pm

The Property is being sold ☐ with vacant possession OR ☐ subject to (a) tenancy  
on payment of ☐ full purchase price OR upon terms on payment of ☐ full deposit and ☐ the sum of \$ \_\_\_\_\_  
Vendor's reserve price \_\_\_\_\_ payable in \_\_\_\_\_ days

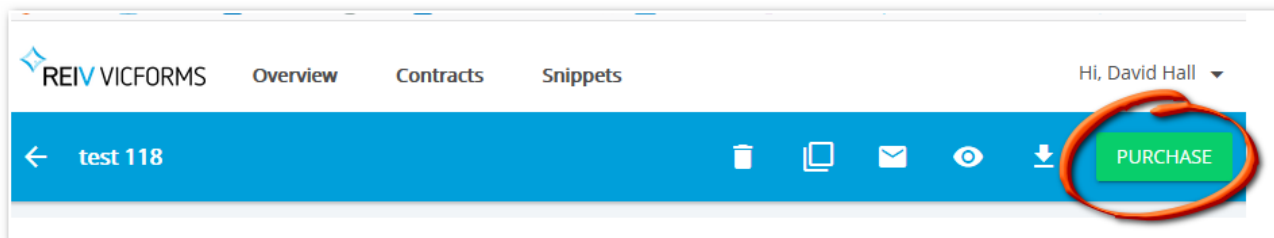
Agent's estimate of selling price (Section 47A of the Estate Agents Act 1980). Note: If a price range is specified, the difference between the upper and lower amounts cannot be more than 10% of the lower amount.  
Single Amount \$ \_\_\_\_\_ or between \_\_\_\_\_ and \_\_\_\_\_

Commission

A fixed \*commission (including GST) of \$ \_\_\_\_\_ OR  
A \*commission (including GST) being the following % of the sale price or calculated as follows:  
Dollar amount of estimated commission: \_\_\_\_\_

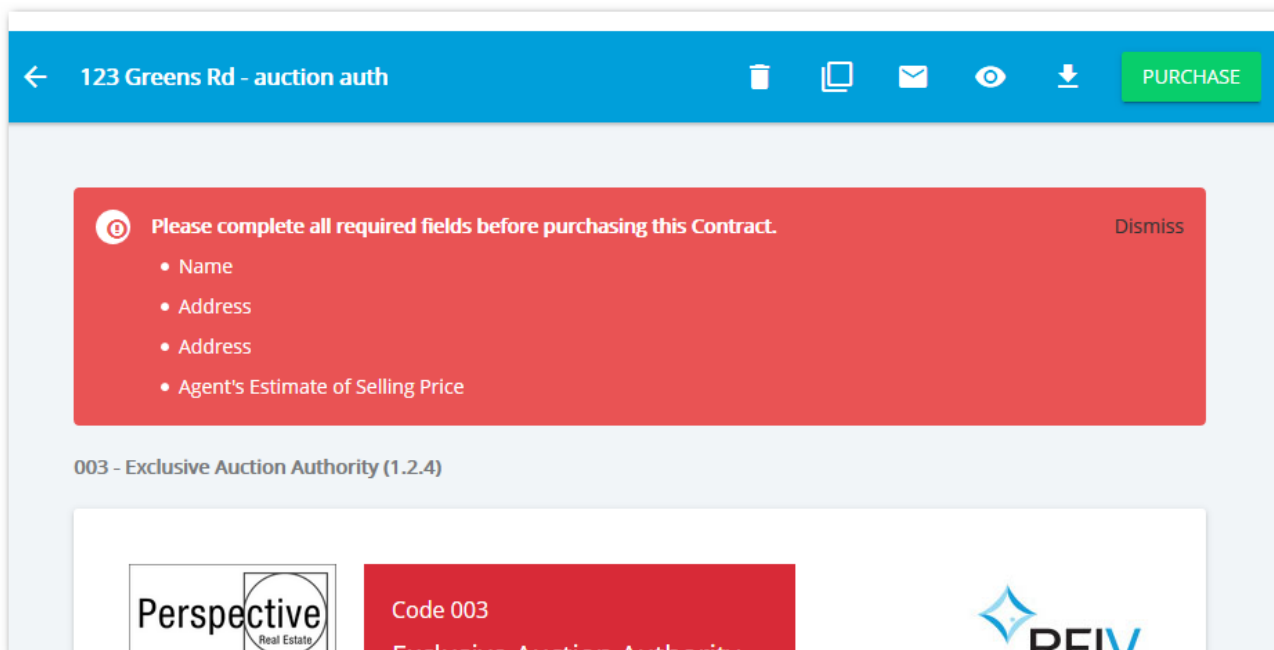
### 3.4 Purchase your form

8. When you have finished filling in the form details and are satisfied the information is correct, you can **Purchase** the form by clicking the green **Purchase** button.



9. If you haven't completed all the required fields, you'll see a red error message at the top of the screen telling you which fields you still need to fill in.

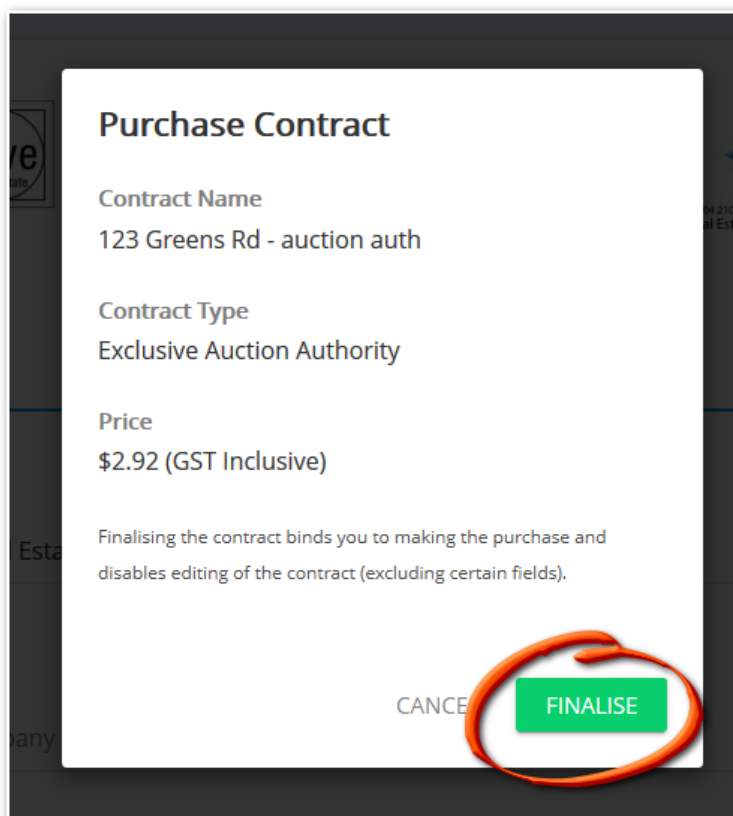
You can click on any of the field names to jump directly to that part of the form.



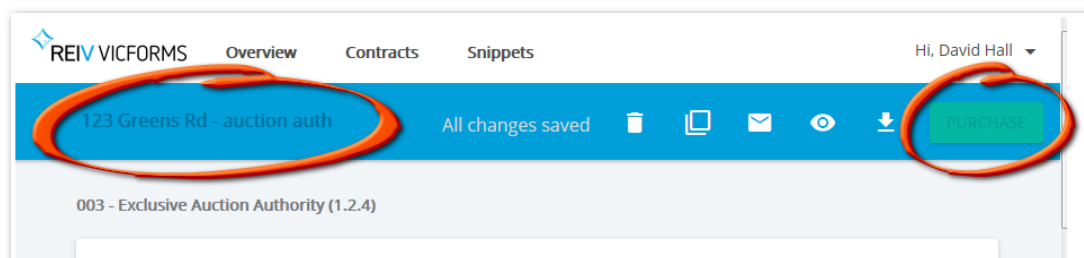
- Once all the required fields are complete, you'll see the final payment confirmation step. Click **Finalise** to complete the purchase.

**Note:** Please make sure you have Viewed or Downloaded the form before Purchasing. Once you Finalise the Purchase, the required fields get locked – if you have made an error you will not be able to correct it and will need to create and purchase another form.

Each month, you will be invoiced by the REIV for any forms you have purchased.

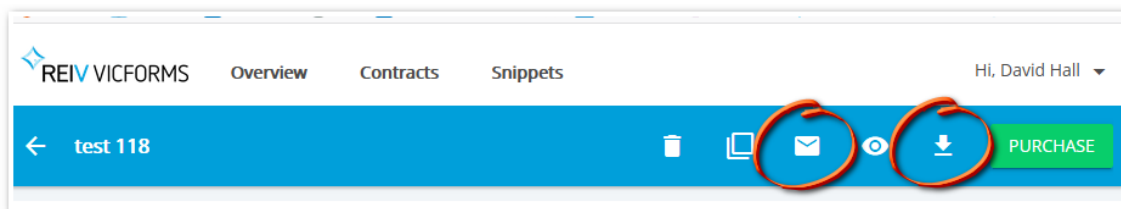


After Purchasing the form, the name of the form and the Purchase button are greyed out:

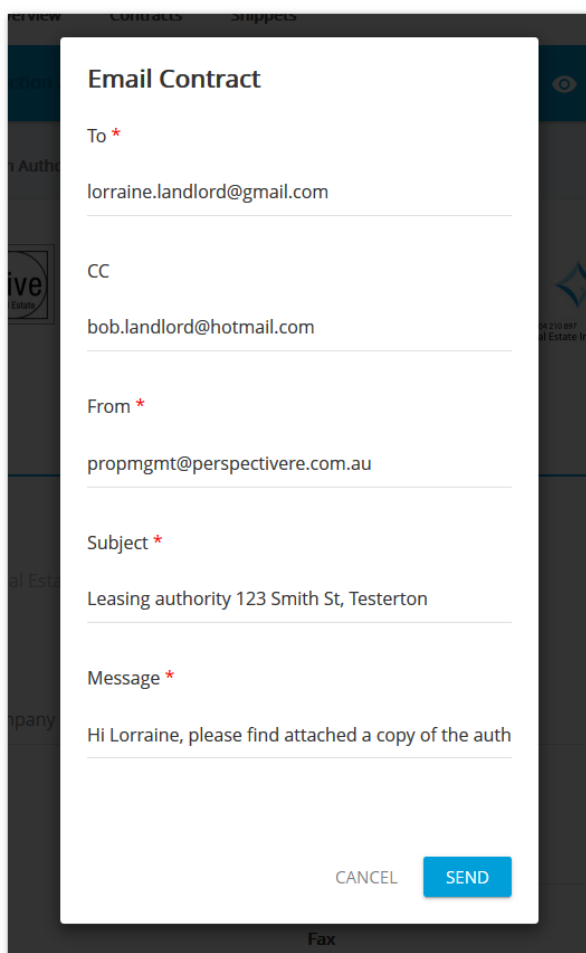


### 3.5 Download or Email your completed form

11. Now that you have finished the form, you can either Download it or Email it:



- Use the arrow icon to **Download** the form as a PDF file that you can print, email to yourself and your client, or save in your local files.
- Use the envelope icon to **Email** a copy of the form directly from Vicforms



**Email Contract**

To \*

lorraine.landlord@gmail.com

CC

bob.landlord@hotmail.com

From \*

propmgmt@perspectivere.com.au

Subject \*

Leasing authority 123 Smith St, Testerton

Message \*

Hi Lorraine, please find attached a copy of the auth

CANCEL SEND



## 4 LIST OF AVAILABLE FORMS & AUTHORITIES

Customer Segment	Form Name	Code	New Site	Old Site	Comments
			new.vicforms.com.au	vicforms.reiv.com.au	
Residential Property Management & Owners Corp Management	Residential Tenancy Agreement	WF135	Y		
	Exclusive Leasing & Managing Authority-Residential	WF005A	Y		
	General Leasing & Managing Authority	WF004	Y		The old 004, 004A, & 004B have been merged into a single form 004 for both Resi & C&I
	Condition Report	WF137	Y		The old 137A and 137B have been merged into a single condition report
	Tenancy Checklist/Tenancy Application	WF132		Y	
	Property Management Landlord Checklist	WF017		Y	
	Appointment of Owners Corporation Manager	WF148		Y	
	Service Provider Agreement	WF0025		Y	
	Prop Management trades/contractor agreement	WF149		Y	
Residential Sales	Exclusive Sale Authority	WF002	Y		
	REIV-LIV Contract of Sale - Real Estate	WF118	Y		
	Exclusive Auction Authority	WF003	Y		
	General Sale Authority	WF001	Y		
	Tender Authority	WF007	Y		
	Request Estimate of Selling Price	WF0011		Y	
	Conjunctional Agents Agreement	WF015		Y	
	Vendor Checklist	WF013		Y	
	Auction Bidding Form	WF003A		Y	
	General Service Authority	WF012		Y	
	Expression of Interest Form	WF147		Y	
Commercial Leasing	General Leasing & Managing Authority	WF004	Y		The old 004, 004A, & 004B have been merged into a single form 004 for both Resi & C&I
	Exclusive Commercial Leasing Authority	WF005B	Y		
	Exclusive Commercial Property Management Authority	WF005C	Y		
	Commercial Lease & Guidelines	WF143	Y		
	Commercial Lease Schedule	WF144	Y		
	Schedule Special Conditions	WF144A	Y		
	Commercial Lease Guarantee & Indemnity	WF142	Y		
	Renewal of Commercial Lease	WF0150	Y		
	Disclosure Statement (Schedule 1)	WF136A		Y	
	Disclosure Statement (Schedule 3)	WF136C		Y	
	Disclosure Statement (Schedule 2)	WF136B		Y	
	Disclosure Statement (Schedule 4)	WF136D		Y	
	Renewal Reminder Notice	WF145A		Y	
	Offer of New Commercial Lease	WF145B		Y	
	Non Renewal Commercial Lease Notice	WF145C		Y	
	Typical Leasing/Property Management Services (no cost)	WF005T		Y	
	Assignment of Commercial Lease	WF151		Y	
Business Broking	Exclusive Business Sale Authority	WF009		Y	
	General Business & Property Sale Authority	WF008		Y	
Buyers Agents	Exclusive Purchase Authority	WF006A		Y	
	General Purchase Authority	WF006		Y	
Rural Sales	Exclusive Authority: Clearing Sale	WF115			The Clearing Sale authority has been discontinued
	Rural Vendor Checklist	WF014		Y	