

# Conveyancing Excellence

Responsible Entity: Contract Review Pty Ltd (Licence No. 936L) Director: Matthew Charles Duker (Licence No. 935L)

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## RETAINER - TERMS AND CONDITIONS TO PURCHASERS OF REAL ESTATE

### Part 1.

#### OUR FUNCTION AS A CONVEYANCER ACTING ON YOUR BEHALF

Our most important function is to protect your interests and our services can include, but are not limited to:

- Taking instructions
- Post signing perusal of Section 32 Vendor's Statement and Contract of Sale and advising you
- Making enquiries regarding property and ordering certificates and searches
- Liaising with your Lender and mortgage broker (as applicable)
- Making enquiries to and from the Vendor's conveyancer and Real Estate Agent
- Preparing and executing the Transfer of Land
- Preparing and completing the State Revenue Office Duties Online Form
- Advising on stamp duty and government charges
- Arranging settlement with all parties involved
- Preparing statement of adjustments
- Notifying authorities that your property has been purchased and

This is not an exclusive list of the functions we are able to undertake for you, but we hope it does provide an understanding of the scope of our services.

### Part 2.

#### OUR PROFESSIONAL COSTS

Our fees are calculated as follows

- ★ Quoted Professional Fees (confirmed by email)
- ★ Plus Disbursements
- ★ And Additional Charges incurred by us on your behalf
- ★ Plus GST
  - *Less any monies paid up front on account, if applicable (excepting contract review service)*

**Quoted Professional fees** covers the services and functions described in Part 1

**Disbursement** expenses include: Property Enquiries, Searches and Certificates, Telephone Calls, Emails, Photocopies, Settlement Agent's fees, Electronic settlement fees, PEXA fees, Lodging fees and Government Fees. We will necessarily pay out monies to Government authorities for property enquiries, title searches, owners corporation certificates (\$178 per OC Certificate approximately) and various statutory authority certificates on your behalf. We will advise you of those charges and include them in your final account at settlement.

**Additional charges** that *may* be incurred are as follows:-

- Arranging a Caveat (AUD\$250 plus GST including government charges)
- Application by Surviving Proprietor/Legal Personal Representative (AUD\$375 plus GST plus LTO lodging fee)
- Arranging an extension for a Finance condition (AUD\$150 plus GST)
- Completion of FHOG or other concessions for stamp duty (AUD\$250 plus GST)
- Bringing the settlement date forward or seeking an extension of the Settlement Date (AUD\$150.00 plus GST)
- Negotiating and executing a Licence Agreement (AUD\$250 plus GST)
- Any extraordinary attendances outside the standard functions involved in a conveyancing matter (\$200 per hour plus GST)
- Retrieving an archived file (\$175 plus GST)
- Arranging a Sale of Real Estate Nomination Form (\$150 plus GST)
- Emails, mail and postage (generally \$90 plus GST for most matters). Rate is \$110 per hour PLUS GST.
- Verification of Identity if conducted by us at our office (\$39 PLUS GST per person)
- PEXA Settlement Fee (\$90 plus GST)
- Attending physical Paper Settlement attendance when PEXA not possible (\$250 plus GST).

Our fees are usually payable as follows -

Fees or the balance of fees are payable on or before settlement.

### **Title Insurance**

If you obtain a First Title Insurance policy in connection with your purchase, we hereby disclose we may receive a commission paid by First Title Insurance. We do not charge you a professional fee in relation to title insurance, should you take out a policy.

### **Dispute in Relation to Costs**

The following avenues are open to you in the event of a dispute in relation to costs—

- (i) making a complaint to the Director under Part 8 of the **Fair Trading Act 1999**;
- (ii) making an application to VCAT under Part 9 of the **Fair Trading Act 1999**.

### **Part 3.**

#### **ARCHIVING AND DESTRUCTION OF YOUR FILE**

We will endeavour to scan and retain your file in a digital format for the prescribed period of 7 years from the settlement date.

### **Part 4.**

#### **ASSISTANCE IN OTHER MATTERS**

We are very happy to assist you with enquiries regarding your purchase or sale of any residential, commercial, industrial or rural property in any part of Victoria. We look forward to being of service to you.

**Matt Duker - Director & Licensed Conveyancer**  
**Conveyancing Excellence**

This office holds professional indemnity insurance against civil liability for conveyancing transactions up to \$1.5 million.  
Matthew Charles Duker (Licence No. 000935L) and Contract Review Pty Ltd ABN 78 600 190 654 (Licence No. 000936L) trading as  
Conveyancing Excellence hold a Licence under the Conveyancers Act 2006.

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