

ON LINE CONVEYANCING SERVICES
from \$1,630.00*

VENDORS AGREEMENT, TAX INVOICE, INITIAL STATEMENT OF ACCOUNT

BRONZE SERVICE

TO _____ (complete full name)

FROM: The Shire Conveyancer – On Line Conveyancing Service
Suite 3, 59-65 Gerrale Street, Cronulla

In accordance with the Conveyancers Licensing Act 2003 (“the Act”) I set out hereunder the terms relating to the work performed by me on your behalf. This fee schedule does not include any attendances to our office and is in accordance with our disclosure on our website for [Online Conveyancing](#).

On Line Conveyancing Work:- Sale by Private Treaty

To act on your behalf in relation to your proposed sale of your residential property including obtaining all searches (to the value of \$50.00) Council Certificate S149 and drainage diagram required to be annexed to the Contract for Sale, preparation of the Contract for Sale by Private Treaty for submission to one real estate agent by email a marketing contract, all attendances upon the purchaser’s solicitors/Conveyancers, one Real Estate Agent and yourselves once a buyer is found, including attendances upon your discharging mortgagee, to prepare the discharge of mortgage of one mortgage **(not including any second mortgages or caveats)** and obtain a pay-out figure and to arranging local settlements in the Sutherland Shire and disbursement of the proceeds of sale with your instructions. We are happy to display your property in our Free Window Display – please provide brochure .

Where additional work is required outside the ambit of normal conveyancing transaction which additional work is unable to be absorbed in our fee schedule, the sum of additional fees may be listed below and advised to you during the course of the transaction.

Costs:- (Sale price under \$1.5 million) – House or Unit by Private Treaty

If the matter is completed, my costs and disbursements will be at the agreed sum of One thousand Four hundred and thirty dollars including GST for the above work payable in two instalments. \$330.00 for preparation of Contract and \$1,300.00 upon settlement of your sale.

Identification

You MUST provide copies of drivers licence for identification prior to contract being issued.

Waterfront properties

if you are selling a Permissive Occupancy property then please speak to our Conveyancer regarding additional fees for the Licence and Revocation of Permissive Occupancy.

You can reduce these additional fees if you can provide us with copies of the Licence Agreement.

Settlement - Sydney

If your discharging mortgagee requires settlement to occur outside of the Sutherland Shire area our Sydney settlement agents fees will apply as follows

If you wish us to Bank the settlement proceeds for you locally then there is no fee;

- settlement fee Sydney \$ - Law Agents
- clearing land tax on settlement \$30.00 – (investment property)
- banking funds after settlement (Sydney) \$11.00 – deposit slip required from you.
- Confirmation of Ownership Search 15.00
- Express postage - at cost
- Courier service - at cost
- Storage fee (file kept 7 years) & USB \$15.00
-

Initial Payment:- \$330 – Internet receipt to be returned showing payment

By your execution of this Agreement (which is to be returned to me), this will signify your acceptance of this offer to commence the conveyancing work set out above on your behalf. I will require an initial payment of three hundred and thirty dollars (\$330.00) at the time of preparation of the Contract for Sale which is required to be paid prior to the submission of the said Contract by e mail to your real estate agent and yourselves. My final tax invoice will be provided to you prior to settlement of your sale, and payment in full is required on completion.

Attendance at Office

If you wish to have an appointment at the office **\$220.00**

Auction – if you sell by Auction
(Formal Hard Copies of Auction Contracts) **\$165.00**

This includes all negotiations PRIOR to auction with proposed purchaser's conveyancers asking for changes to contract including telephone conversations with proposed purchasers legal representatives and the selling agent and getting your instructions.

Second Mortgages and/or Caveats – if there is any Caveats on title **\$132.00** each dealing

Wills

We highly recommend you consider updating your Will.
We have a Do it yourself Kit which is available at our office.

Settlement monies – we highly recommend that you consider seeking the advice of a Financial Advisor.

Signing contract under cool off

Where you sign the contract with your agent without first notifying this office there is a clerical fee of \$165.00 incurred. This is to cover the additional work during the cooling off period where changes are requested to the signed Contract.

After exchange and during the cooling off period if the purchaser rescinds the Contract and you receive the forfeited 0.25% our fee for the work involved during the negotiations will be \$330.00

Disclosure

Under the Act, I must submit a formal tax invoice to you. I am prevented from taking recovery action against you for payment of my tax invoice until thirty (30) days have elapsed from the date of my tax invoice is submitted to you.

Statement required by CLA 2003, S36 (2) (d)

The Client, in accordance with Part 4 of the Conveyancing Licensing Act 2003, may notify the Consumer, Transfer and Tenancy Tribunal of any dispute in regard to Conveyancer's fees.

Interest

If my formal tax invoice is unpaid for a period of thirty (30) days from submission to you, you will be liable to pay interest on the balance owing at the rate of ten percent per annum or as specified in the Act.

Termination

This Agreement may be terminated by you in writing by email at any time. If my services are terminated by you, then you agree to pay my costs and disbursements incurred up to the termination date.

Documentation

You may leave your papers, documents and files in my possession on completion of this matter, but for no more that seven (7) years from the date of completion (except papers or documents held by us on your behalf in safe custody). By your execution of this Agreement, you acknowledge that your file will be destroyed after the aforementioned seven (7) years have elapsed. Please note that I am entitled to retain your papers, files and/or documents until such time as my tax invoice has been paid in full by you.

Website

You acknowledge that you have read through the disclaimer in our Website for On Line Conveyancing and understand the terms and conditions. You are aware that all correspondence will be on the email. You may also be contacted by text to confirm critical dates.

Yes No *(Please tick)*

Allison Clark
The Shire Conveyancer

Date:

.....
Vendor

.....
Vendor

PLEASE RETURN WITH COPY OF DRIVER'S LICENCE FOR IDENTIFICATION

Direct Deposit Details – General Account - \$330-.00

Thank you for your payment.

Account Name	The Shire Conveyancer
Bank	Westpac Bank
BSB	032 718
Account Number	216 608
Reference	Your Surname \$330.00