

**PURCHASERS AGREEMENT, TAX INVOICE, INITIAL STATEMENT OF ACCOUNT**  
**ONLINE BRONZE SERVICE – User Pay System**

TO

FROM: THE SHIRE CONVEYANCER

In accordance with the Conveyancing Licensing Act 2003 (“the Act”) I set out hereunder the terms relating to the work performed by me on your behalf.

**1. CONVEYANCING WORK:- BRONZE SERVICE - ONLINE CONVEYANCING- WEBSITE**

To act on your behalf and carry out all necessary work involved in the purchase of residential property including all attendances upon the vendors’ Solicitor/Conveyancer, your Real Estate Agent and yourselves, advising you in relation to the purchase generally and to contract terms, carrying out all necessary searches and enquiries, so as to ensure you receive a good title to the property, arranging for local settlement in the Sutherland Shire and final search for this property only.

**2. COSTS:- (Purchase price under \$1.5 million) House or Unit.-**

**My costs will be at the agreed sum of One Thousand two hundred Dollars (\$1,200.00) including GST for the above work.**

**Signing on a Cooling off period with agent :**

Where the purchaser signs the contract on a five day cooling off period and then does NOT proceed there is a clerical and file opening fee of \$165.00 (incl GST)

Review of Contract to purchase is FREE and the FIRST email report is sent to you.

Where the purchaser requests us to undertake further correspondence or negotiations with the agent and the vendors solicitor that we undertake on your behalf and then decides NOT to proceed then this will incur a fee. If you request us to act and we order any quality reports on your behalf AND you do not proceed because of these reports and no loan approval then This fee will be approx \$220.00 depending on the negotiations and work undertaken.

Our office will attend to connection of electricity/phone/gas etc – FREE – form to be completed at office.

Not included in the above figure are the following optional expenses, (estimated if applicable.)

**Torrens Title- Houses**

- (i) Pest and Building Reports (approx. \$480.00 for both) – you will be given options but you must pay for the reports direct. Payment direct by credit card.
- (ii) Survey Report (approx. \$450.00) Building Cert Council \$210.00 – if requested
- (iii) Title Insurance (approx. \$450.00 - depending on purchase price) – (necessary if there is no survey & building certificate available from vendor in the Contract for Sale or ordered by purchaser direct)
- (iv) Building Insurance, contents and Furniture Removalist – Value added service – forms at our office – No fee
- (v) Stamp Duty on Contract and Transfer (\$ to be advised) If you are a First Home Purchaser then you may be exempt \* contact our office for further information.
- (vi) Stamp Duty Exemption forms for First Home Purchasers prepared and witnessed – no fee. Internal stamping of Contract and Mortgage documents – no fee.
- (vii) Stamp Duty on Mortgage (Please note stamp duty may not apply after 1<sup>st</sup> September, 2007 – please enquire at our office
- (viii) Government - Registration fees charged by the Land Titles Office (\$184.00 per Transfer). All other dealings are \$92.00. This applies if there is no Bank involved. If however, you have a mortgage the Bank will debit your account.
- (ix) Permissive Occupancy – there will be additional fees if you are purchasing a property over \$1.5 million. If the property is a waterfront then we must make additional enquiries on your behalf. An account search for a waterfront is an additional \$71.50
- (x) Permissive Occupancy Transfer of Licence – fee advisable at time of purchase.

- (xi) Rural Land searches – these are advised to you at the time of the transaction. Charges will be at cost from the necessary Government Department.

**Strata Title – Units and apartments**

- (i) Strata Inspection Report (approx. \$ 240.00)
- (ii) Certificate of Currency of Strata Insurance (\$33.00 - 55.00)
- (iii) Section 109 Certificate (\$99.00)

**Dual Security – Bank mortgage requirements to cover your Loan**

In the event that you are obtaining finance for the purchase of the abovementioned property and the mortgagee is taking dual security with another property requiring a refinance transaction, our additional costs will be at the agreed sum of \$440.00 inclusive of GST. The said amount of \$440.00 does not include disbursements such as government enquiries or Title searches required by your incoming mortgagee on the dual security property. This also applies to Guarantor situations if this applies.

**This sum of \$440.00 includes arrangements to discharge existing Bank mortgage and payout debt.**

**Settlement and Sydney Agent charges**

If the vendor or your mortgagee requires settlement to occur outside of the Sutherland Shire area - settlement agents fees may apply;

- Sydney settlement fee \$38.50 If local settlement in Sutherland Shire no fee.
- Sydney agents fee for banking funds after settlement \$11.00 if local settlement in Sutherland Shire no fee
- guarantee of ownership - \$15.00
- Agency fee for attending registration of title at Land Titles Office \$33.00
- fee for paying stamp duty on day of settlement - \$33.00
- no fee payable if stamp duty paid prior to settlement (internal stamping available at our office - Free)
- Hard file storage fee \$15.00 – we must store your file for 7 years.
- Your whole file can be retained by you on a USB/disk system - \$15.00
- Courier fees – at cost
- Express post – at cost

**Additional**

- Attendance at our office. If you request an interview with one of our Conveyancers then there is a fee of \$110 - 220.00 for an appointment at the office.
- If you are borrowing to Purchase - Mortgage documentation. If you request an interview with one of our Conveyancers then there is a fee of \$220.00 to witness and explain the mortgage documents.
- Certifying of documents (Justice of the Peace) for First Home Purchase documents – No fee applicable.
- After settlement if we are required to attend to the FHP Grant of \$14,000 then there is a fee of \$110.00
- Mobile Service – we are able to arrange for one of our Conveyancers to attend your home. Travelling costs payable. Contact our office to discuss

**Title Insurance – brochure attached.**

This is a new *Value added Service*. This insurance reduces the number of searches and enquiries required for a purchase. A Title Insurance policy costs approximately \$450.00 (depending on the purchase price of the property , for a fee schedule please contact this office).

- Dramatically reduces settlement time so that you can move into your new house sooner

- One off payment which covers you for as long as you own the property
- Title Insurance provides you with no-fault protection against risks in the conveyancing process
- Title Insurance is your one stop solution to many conveyancing problems
- Contact our office for full details.

We/I hereby acknowledge the advice from the Shire Conveyancer that it is the utmost importance that I/we take out Title Insurance, if I/we elect not to obtain a Survey Report or Building Certificate or Government enquiries other than Council rates, Water rates and Land Tax.

I/We hereby elect to take out Title Insurance

I/We hereby elect NOT to take out Title Insurance

(please tick whichever is applicable)

### 3. PAYMENT

By execution of the duplicate copy of the Agreement (which is to be returned to this office) this will signify your acceptance of this offer to commence the conveyancing work set out above on your behalf. A tax invoice will be prepared and submitted to you on or prior to the completion of this matter, and you will be asked to pay on completion. Settlement may be delayed if outstanding account costs are not cleared prior to or allowance made at settlement.

Payment of the Pest, Building, Strata, Survey Reports and Title Insurance will be paid by you upon settlement direct to the supplier, unless other arrangements have been made..

### 4. 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 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, Trader and Tenancy Tribunal of any dispute in regard to Conveyancer's fees.

### 5. 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 10% per annum or as specified in the Act.

### 6. TERMINATION:-

This agreement may be terminated by you in writing 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.

### 7. DOCUMENTATION:-

You may leave your papers, documents and files in my possession on completion of this matter, for no more than 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 have been paid in full by you.

We advise that if you require your file to be uplifted from our Storage then a fee of \$15.00 will apply.

### 8. NOTICE TO COMPLETE



