

STONNINGTON CONVEYANCING

A Member of the Australasian Conveyancing Group – www.acgol.com

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2011 - LIST OF FEES (effective from 1/1/2011) *

VENDOR - "STAGE 1" - PREPARATION AND SUPPLY OF DOCUMENTS FOR SALE/AUCTION:

- Up to 5 complete securely bound copies supplied direct to your agent
- 1 complete un-bound copy supplied direct to your agent (for scanning, faxing, copying, etc.)
- 1 complete spare pre-signing copy supplied to you (if required)
- can *usually* be scanned to a pdf file and e-mailed to you and/or agent by us, if requested.

DETAILED SECTION 32 VENDOR STATEMENTS	\$340.00) 14 Day Provisional account sent,) plus disbursements incurred
SEARCHES & DISBURSEMENTS (At cost - <u>Est.</u> only) (Varies, especially for Owners Corp. Body Corporate sales)	\$200-\$380.00) on your behalf, plus GST.
OUR STANDARD AUCTION CONTRACTS PLUS GST @ 10%	\$120.00	IF AUCTION IS APPLICABLE

Where a real estate agent sells a property by "private sale" (i.e. by negotiation), their commission includes preparation of an REIV "Standard" Contract. However, for all Auctions or if a custom drafted contract (or clauses/Special Conditions) are required (e.g. where there is no real estate agent involved, or where an agent requires drafting assistance of special conditions – e.g. for Stratum Scheme sales, "Off Plan" Building sales, Owner Builder sales, Fully Leased properties, extra Licensed areas", Company Title sales, etc.), we charge at an hourly rate of \$200.00, plus GST, depending on size of job and complexity.

VENDOR - "STAGE 2" - CONVEYANCING FROM DAY OF SALE THROUGH TO SETTLEMENT

FOR ALL ATTENDANCES BELOW \$675.00 Billed & Paid at Settlement
\$875.00 for \$1M+; \$950.00 for "Off Plan",

Serving/Chasing Section 27 "Release of Deposit", Answering Requisitions, Arranging Discharge of Mortgage and Loan Payout Figures, Attending to Transfer and Chattels Statutory Declaration/s, Adjustments of Rates & Taxes, Settlement Statements, Calculating and Booking Cheques required, Booking and Instructing all Parties for Settlement, Sending Disposition (change of ownership) Notices, etc.
PLUS GST @ 10% AND DISBURSEMENTS (MINIMAL WHERE WE HAVE ALREADY PREPARED SALE DOCS.)

<u>PURCHASE CONVEYANCING SETTLEMENT</u>	\$675.00	All Billed & Paid at Settlement
	\$875.00	for Properties \$1M+
	\$950.00	for Off Plan Purchase

Serving Requisitions on Title, Searching and checking Title and Certificates, Assessing Section 27 "Release of Deposit" request, Checking Answers to Requisitions, Arranging Loan documents, Preparing Transfer of Land (and/or Nominee Statutory Declaration is \$100.00 if required), Adjustments of Rates & Taxes, Settlement Statements, Calculating and Booking Cheques required, Booking and Instructing all Parties for Settlement, preparing and sending Acquisition Notices, etc.

DISBURSEMENTS (At Cost - Estimate only) \$200-\$380.00 (Depends on what vendor provides)
PLUS GST @ 10% & Owners Corp or not)

- OPTION - PREPARATION AND LODGING OF PURCHASER'S **CAVEAT** - \$100 (plus GST) + \$69.40 to L.T.O.
- **STRONGLY RECOMMENDED OPTION - PRE-SIGN/"COOLING OFF PERIOD" WRITTEN REPORT ON CONTRACT & SEC 32** – RANGES FROM \$200.00 - \$300.00 PLUS GST DEPENDING ON:- IF OWNERS CORPORATION OR NOT AND IF SPECIAL CONDITIONS SUPPLIED BY US ON HOURLY RATE, OR EXTRA SEARCHES REQUIRED TO OBTAIN & REPORT EXTRA INFO TO YOU OR NOT, ETC.
- **TO BID FOR YOU AT AUCTION**, PREPARATION OF the AUTHORITY/NOMINATION \$500.00+GST
- WE ALSO OFFER **BUYER NEGOTIATION/ADVOCACY SERVICES** - PLEASE ASK FOR DETAILS

<u>CITY AGENTS'S/OTHER FEES</u> (where applicable)	- CITY SETTLEMENT ATTENDANCE	\$38.50 (inc. GST)
	- STAMPING & LODGING ("cash" purchases)	\$33.00 (inc. GST)
	- BANKING DEPOSIT FUNDS (per bank)	\$16.50 (inc. GST)
	- TRUST ACCOUNT USE (inc. CHEQUE FEES)	\$99.00 (inc. GST)
	- MIN. FEE POST, PHONE, FAX, COPYING, ETC	\$33.00 (inc. GST)

* All fees & costs set out on this schedule are subject to Annual Review without notice. They do not apply to "off-plan" (i.e. construction not commenced or completed, usually base fee of \$950.00 plus GST), unapproved plan of subdivision work, commercial, company and stratum title properties, fixing non-complying bodies corporate, related party transfers, preparing or dealing with any Licences, Assignments or additional documents required, "Directing Party" transfers or any other transfer where the Vendor is not yet the registered owner of the property, checking and witnessing mortgage and lending documents or other extensive unexpected attendances, etc., - add Hourly Rate of \$200.00/hour plus GST. Subject to the above, all existing quotes will always be honoured.

OUR TRADING TERMS

Most of our files can be taken all the way through to settlement with our base fees FIXED, as previously given to you (or attached/enclosed herewith) in writing (we also usually e-mail out our fees schedule to clients). Our fees are also published and updated annually on our website – please visit <http://www.acgol.com/vic/costs.shtml>

Further, virtually all **VENDOR - SALE** files are done and billed by us in TWO stages:-

- Upon completion and forwarding of all required **Sales Documents** (includes re-imbusement to us for all Searches & Certificates already paid for by us and as attached to your Sec. 32 Vendor Statement) – the Sale Documents account is a fourteen (14) day account, and then
- Just prior to, or at settlement and paid by you from your sale proceeds at **Settlement**.

Virtually all **PURCHASE** files are simply billed by us just prior to settlement and paid by you or your bank/lender just prior to, or at, **Settlement**.

Upon issue of a written Tax Invoice by Stonnington Conveyancing:-

1. It will be payable on the **sooner** of:-
 - Fourteen (14) Days after the date of invoice, or
 - Settlement date of your file
2. In the event that our invoice is not paid in full to us in accordance with the above terms, the following shall apply:-
3. Stonnington Conveyancing (“We”/”Our”/”Us”) shall without prejudice to any other remedies available to us, be entitled to charge interest on the amount outstanding calculated from the date payment is due until the date payment is made on the amount outstanding from time to time at the rate of Fifteen (15%) Percent per annum (on a simple interest daily rate);
4. In the event that a client fails to pay the whole amount due in accordance with the above trading terms, then We shall be at liberty to instruct a collection agency and/or solicitors to recover the monies outstanding under our invoice and the client shall be liable for any costs charges commissions and expenses reasonably and properly payable by us to such collection agency and/or solicitors relating to the recovery of our invoiced sum;
5. Where our Client is a Company, payment of the Tax Invoice/s issued by us is agreed to be personally Guaranteed by all Director/s of the said company;
6. Any monies recoverable by us from the client pursuant to the trading terms above shall be added to the amount shown on the invoice and shall be recoverable as a liquidated debt;
7. Any amounts owing to us under invoice and/or under these trading terms shall be a secured debt constituting a charge against the land for the Property for which the work was performed by us, and
8. The signing of any sales documents enclosed herewith and/or forwarding of any further instructions to us in your file shall constitute confirmation and further acknowledgment of receipt of these trading terms and agreement and acceptance of them in full.

If there is a dispute as to fees and costs, the following avenues are open to you:-

- Please address any queries first with us – we can almost certainly explain and resolve any dispute
- Making a complaint to the Director under Part 8 of the *Fair Trading Act, 1999*, and
- Making an Application to VCAT under Part 9 of the *Fair Trading Act, 1999*

PAYMENT OPTIONS FOR OUR ACCOUNT

If it is not convenient for you to drop **CASH** or a **CHEQUE** off at 1602 High Street, Glen Iris, it is not necessary to attend – you may, of course, forward a cheque by post (to P.O. Box 207, Glen Iris VIC 3146).

EFT - If you prefer, you may pay the above account direct to our company bank account, by **“internet banking”**, but **please key your SURNAME ref & e-mail a notification** to malvern.vic@acgol.com that you have done so, to ensure your account is properly marked as PAID. The details are:-

Account Title: Australian Conveyancing Group (Malvern) Pty Ltd
trading as Stonnington Conveyancing
Bank: Commonwealth Bank of Australia
Branch: Malvern East, Wattletree Road
BSB: 063 353
Account No.: 1008 1963

Sorry, but we do not have the electronic “swipe” or “chip” equipment for EFTPOS or Credit Cards.