



Mernda

Conveyancing

Dtd:

Dear

We acknowledge and thank you for your instructions to act on your behalf. Please note the following:

(i) Please check the contract of sale carefully, including the spelling of your name/s. Please also notify us if you find any anomalies or have any queries regarding the section 32 documentation. By signing this letter, you agree that everything is correct and accurate.

(ii) Please advise your real estate agent forthwith that we are acting in this matter on your behalf, so as to facilitate and expedite the sale.

(v) Settlement will be booked inline with the contract. We ask you to confirm that all is in order for this date.

To our professional costs for acting on your behalf in connection with Real Estate, including and comprising (however not restricted to) instructions; writing the Contract Note and Vendor Statement; obtaining Title Search; numerous applications for rate certificates, including all relevant inquiries; drawing and engrossing Requisitions on Title; drawing and engrossing Transfer of Land, obtaining signatures; all telephone attendances upon your bank and yourself; drawing and engrossing Statement of Adjustments; arranging and effecting settlement of transaction; attending to Acquisition notices; advising relevant authorities of change in ownership; care skill and attention exceeding but say: - An invoice is attached for your records.

Our services included in the quotation are stated below. These services are adequate to carry out the conveyance. Any service (e.g. legal action) required completing the conveyance above and beyond (i.e. extra) to those stated above will be charged at a rate of \$25/Hour. If an external entity is required to complete the conveyance, then the customer agrees to pay the external entity the nominated service fee. By signing these papers the client acknowledges accepting this condition of engagement and agrees to indemnify Mernda Conveyancing for any breaches.

Overview Of Our Service

We provide you with an overview of tasks we complete once we have been instructed to act on a Vendor's behalf:-

- We provide you with an overview of tasks we complete once we have been instructed to act on a Vendor's behalf:-
- Obtain by telephone from the Vendor answers to a series of questions in relation to the property to enable the arrangement for the preparation of Section 32's/Contracts of Sale.
- Searching Title.
- Ordering Certificates including:- Land Information Certificate, Water/Encumbrance Certificate, Planning Certificate, Roads Certificate & Body Corporate Certificate (if applicable – extra charges may apply).
- Arranging preparation of Section 32's/Contracts of Sale.
- Sending copies of Section 32/Contract of Sale in triplicate to Vendor's Estate Agent.
- Sending initial letter to Vendor enclosing Discharge Authority & Section 27 in readiness for sale.
- Once the Contracts have come back signed by both the Vendor and Purchaser we write to the Vendors Mortgagee advising that the property has been sold, advising settlement date and requesting they prepare discharge documentation.
- Send Section 27 to Purchaser's Representative for signature by the Purchaser to enable release of the deposit (extra charges may apply).
- Answering Requisitions on Title & forwarding same to Vendor for confirmation & signature.
- Preparing Statement of Goods and sending together with Transfer of Land for Vendors signature.
- Sending answers to Requisitions to Purchaser's Representative.

info@merndaconveyancing.com | www.merndaconveyancing.com | Tel: 0451 183 800 |

75 Pindari Avenue, Mill Park, 3082 | ABN: 459 291 539 22 | Licence Number: 1599L

The proprietor for licence number 1599L holds professional insurance against civil liability



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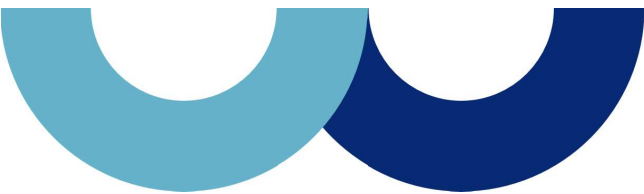
- Cross checking Statement of Adjustments and Settlement Statement which is provided by the Purchaser's Representative.
- Obtaining from Vendor confirmation that Adjustments are correct in that the rates are either paid or unpaid.
- Booking settlement with Purchasers Representative & Lender.
- Advising Purchasers Representative in writing of cheque details required for settlement and confirming settlement arrangements.
- Telephoning the Water Authority to request a final reading.
- Attending settlement.
- Telephoning Client & Agent advising settlement has occurred.
- Preparing Notice of Acquisition and sending to Council & Water Authority.
- Sending final letter to Vendor which will include a Statement of Monies Involved, enclosing copies of Statement of Adjustments & enclosing our account.
- Banking cheques on behalf of Vendor into their nominated account.

We shall keep you informed. Please advise if you have any further queries.

Signed by The Conveyancer

Mernda Conveyancing

Signed by the Vendor



Costs disclosure - conveyancers

Conveyancers Act 2006, Section 47

From:

Name of conveyancing
business

Bunty

Address of conveyancing
business

75 Pindari Avenue, Mill Park, 3082

ABN

459 291 539 22

Licence number

1599L

To:

Name of client

Address of client

Regarding conveyancing transactions for the property:

Address of property

Title

Volume/Folio

Cost details

The following is an estimate of costs:

Type of transaction	Cost amount (or if the amount is not known, the basis of the calculation)



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Type of transaction		Cost amount (or if the amount is not known, the basis of the calculation)
Fixed fee		\$550.00

Invoice details

You will be invoiced in the following manner:

Timing	Once the contracts are completed, \$220.00 balance at settlement
Method	Bank cheque OR EFT

Signature of conveyancer

Signature Licensee.	Bunty
Print full name	Bunty
Date dd/mm/yy	
Daytime telephone number Mobiles ok. If a landline, include area code.	

Cost disputes

If you wish to dispute any costs listed in this notice you should contact the conveyancer in the first instance.

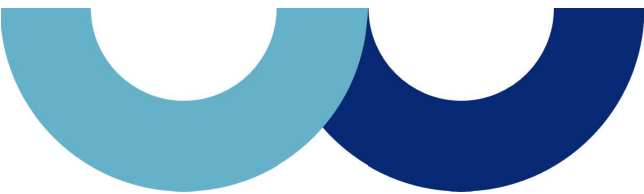
If not satisfied with the outcome you can:

- lodge a complaint with [Consumer Affairs Victoria](http://consumer.vic.gov.au) (consumer.vic.gov.au). Further advice and complaints forms are available on the website or by calling 1300 55 81 81.
- make an application to the [Victorian Civil and Administrative Tribunal](http://vcat.vic.gov.au) (vcat.vic.gov.au). Further information is available on the website.

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Date:

TAX INVOICE

Ppty:

Re:

DESCRIPTION	AMOUNT
Conveyancing Service – Deposit	\$220.00
SUBTOTAL	\$220.00
BALANCE AT SETTLEMENT	\$330.00
TOTAL INC GST	\$550.00