

**Contact:**

LEAD Conveyancing

P: +61 03 8657 4328

E: [info@leadconveyancing.com.au](mailto:info@leadconveyancing.com.au)



**QUOTE: VIC Buying Existing House**

This is a fixed fee quote for a standard conveyance service. All required 3rd party searches and disbursements are additional to our service fee (charged with no additional markup to you) and you get our Constant Communication Guarantee. Once you engage us, if we don't respond to your email or voice mail within 48-business hours, we'll deduct \$100 from your fee (no questions asked!).

Our fees are payable in two parts

**Fees are billed as follows for the Conveyance**

**PART A**

When your offer is accepted. Payable after we complete your initial documents.

Service	Signed S32 examination, initial letter/work and document preparation	\$399.00
Searches	Required Title and Plan search	\$24.92
<b>Total</b>	Including GST	<b>\$423.92</b>

**PART B**

Payable when you reach settlement. There are no Part B fees for terminations under finance, buyers inspections or cooling off.

Service	Solicitor time, labour and settlement preparation	\$600.00
Searches	Required disbursements* <span style="margin-left: 100px;">If s32 does not expire before settlement</span>	\$0.00
<b>Total</b>	Including GST	<b>\$600.00</b>

**Break down of 3rd Party Costs (Disbursements). Estimated costs included in Part A and B.**

Title search	\$12.43	Copy of Plan	\$12.49
Land Information Certificate	\$43.40	Water Information Statement	\$39.80
Land Tax Clearance Certificate	\$28.10		
Owners corporation certificate	(if buying unit/apartment per certificate - multiple may be required)		\$182.36

\*Cost of all disbursements are estimates only and subject to the costs charged by the authorities at the time of ordering

\*\* All searches other than the Title Search and Copy of Plan will only be ordered if the certificates inside the contract are expired by settlement (searches generally last for 90 days).

Our service is subject to our cost disclosure (terms of service) \*\*See next page

**Summary of Fees**

Estimated Total Prof fee including GST	\$999.00
Estimated Search Costs	\$24.92

\*\*Disbursements based on Melbourne

**Estimated Total Fees (including GST) \$1,023.92**

**Why choose LEAD Conveyancing for your property transaction?**

We're a Law Institute of Victoria registered law practice that practices only in residential conveyancing. We've also won the Best Service Word Of Mouth Award and the APAC Best Retail Residential Legal Practice Award.

**Reply YES to the email to accept.**



**Frequently asked questions:**

**What is a pre-signing contract review?**

A pre-signing contract review is a full written letter of advice that you will receive from our lawyers containing a summary of the key points to the contract highlighting any matters of concern.

**Do I need a pre-signing contract review?**

Although always highly recommended, you only need the contract review if you have not done your own research into the requirements of purchasing a property, have not read through the contract and section 32 in detail yourself and are not already 100% comfortable with the whole process of making an offer.

**Pre-Signing Contract Review Services**

Pre signing contract & section 32 review \$273.90  
(existing property) inc GST

**How do I know if I need settlement searches?**

You can check the section 32 from the vendor and check the issue date on the relevant certificates. If the issue date is less than 90 days from the intended settlement date, then you may not need to order the settlement searches. Note that the rates notice, and water bills are not the same as the Land information certificate and water information statement.

**What do I need to do in the conveyance process?**

We do everything in the conveyance process for you, you only need to make sure that you do what we ask on time, including completing and signing documents, arrange for inspections of the property and arrange funds for settlement. We will walk you through the process from beginning to end to give you an informed, comfortable and satisfactory digital conveyancing experience.

**Are there other costs I should be aware of**

There are costs charged by other parties for the conveyance which you will need to budget for as well. To assist you, we have provided the below information:

PEXA Fee	\$137.39
Verification of Identity	From \$16 Each
Transfer Duty	Subject to purchase price
Registration Fee	Subject to purchase price

**How do I get started?**

We can start work for you as soon as you provide us with a contract and section 32 with instructions on what you'd like us to do with it. You can also give us the real estate agent's details and we'll chase down the contract for you.

**Acceptance**

Reply to this email with the word "YES" to accept the quote so that we can get started.

Please make sure you are satisfied with our transparent cost disclosure (<http://leadconveyancing.com.au/cost-disclosure>) and scope of works that details all the comprehensive legal work we'll deliver for you. Note that our quote is for a standard conveyancing for a standard VIC residential property that costs less than \$2-million dollars, additional costs for which start from \$273.90.

Once you have done that you can expect to receive a call from a friendly staff member. Please let them know your wishes (expedited settlement time, any details worth us knowing, etc). In the meantime if the Real Estate Agent is asking for our Solicitor details for your Contract of Sale, you can give our Head Office details. Your file will be assigned to the closest local office near you:

**PURCHASER'S LEGAL PRACTITIONER OR CONVEYANCER**

Name:	LEAD Conveyancing		
Address:	Level 2, Suite 9, 454 Collins Street, Melbourne VIC 3000		
Email:	info@leadconveyancing.com.au		
Tel:	03 8657 4328	Mob:	
Fax:		Ref:	

Priority Fees for when settlement in:			
21 days or less	\$198.00	7 days or less	\$328.90
14 days or less	\$249.70		

