

**Contact:**

LEAD Conveyancing

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**QUOTE: VIC Transfer**

**Acting for one party**

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 we receive your questionnaire. Payable after we complete your initial documents.

Service	Initial letter/work and document preparation	\$450.00
Searches	Required Title and Plan search	\$27.50
<b>Total</b>	including GST	<b>\$477.50</b>

**PART B**

Payable when you reach settlement.

Service	Solicitor time, labour and settlement preparation	\$949.00
<b>Total</b>	including GST	<b>\$949.00</b>

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

Title search	\$13.74	Copy of Plan	\$13.76
Land Information Certificate **	\$45.11	Water Information Statement **	\$46.03
Land Tax Clearance Certificate **	\$29.39	**Disbursements based on Melbourne	
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

\*\* Only relevant if you want to adjust the carrying cost of the property between the parties at settlement.

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

Estimated Total Prof fee including GST \$1,399.00

Estimated Search Costs \$27.50

**Estimated Total Fees (including GST) \$1,426.50**

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

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

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.



**Frequently asked questions:**

**How long does the transfer take to complete?**

Our office can complete the transfer within 2 business days of all parties returning all signed documents and readying the settlement funds.

**What are the additional searches for?**

When you are transferring a property between related parties, we don't normally order the additional searches for the purpose of adjustment because it is often worked out between the parties privately. However, if you would like us to adjust the rates and liabilities appropriately between the parties, then we will order the additional searches for this purpose.

**Do I have to pay any government charges for this transfer?**

There are always government charges for any property transfers including stamp duty and registration fee. Stamp duty is only exemption or concessional in certain circumstances. Stamp duty is assessed on the value of the property. Registration fee is payable to the titles office for registering your interest on title. The government charges are usually paid by the incoming owner on title.

**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 if relevant 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.

**Do I need a contract drafted?**

You can transfer property without a contract however the parties will not be bound to settle the transaction if you do. We can draft a contract to give all parties rights and obligations under the transfer if you or your bank require it.

**Contract Drafting Costs**

Professional fee (including GST)	\$299.00
S32 Costs (including GST)	\$176.00 - \$495.00

**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	\$140.58
Verification of Identity	From \$16 Each
Transfer Duty	Subject to Market Value
Registration Fee	Subject to Market Value

**How do I get started?**

We can start work for you as soon as you provide us with a copy of the latest rates notice for the property and instructions to proceed.

**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. Let them know your wishes (expedited settlement time, any details worth us knowing, etc).

**Contract Drafting**

You do not have to have a contract drafted with a transfer however we highly recommend you do to ensure both sides have clear rights in relation to the transfer and so there is evidence of your intention to transfer the property. We will need to do all s32 searches in order to draft a contract for you and there will be additional fees for the contract drafting also. We will need the additional fees for the contract drafting transferred into our trust account before we commence drafting the contract.

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

