

Product Disclosure Statement

Terminology used

Property	The address of the property being Transacted on
Seller (s)	Person/s or entity selling the property
Buyer(s)	Person/s or entity buying the property
Standard Settlement	Transaction under an Offer and Acceptance Contract for the sale and purchase of land in Western Australia incorporating the Joint Form of General Conditions for Sale 2018

Real Estate Property Settlement services, for a buyer in a standard contract settled Electronically

Included in our attendance fee

1.

Where applicable we will:

- ❖ Review the contract , advise any issues and note the due date for conditions
- ❖ Search the Certificate of Title to ensure ownership , advise you of any encumbrances ensure you identify the property being purchased
- ❖ Search Local Authorities and Government department for anything that might affect the property and advise them of the change in ownership
- ❖ Follow up on the conditions of the sale contract
- ❖ Arrange for stamping of the Contract and Transfer of Land Document via ROL
- ❖ Liaise with your lender to ensure settlement progresses
- ❖ Attend to adjustment of rates, taxes and outgoings and ensure that outstanding rates are paid at settlement.

	<ul style="list-style-type: none"> ❖ Prepare settlement statements ❖ Properly account for all monies expended or held in trust ❖ Provide you with a title search after settlement showing you as registered owner. <p>A cost disclosure statement will be provided to you in writing for your acceptance separately</p>
<p>Real Estate Property Settlement services, for a Seller in a standard contract settled Electronically Included in our attendance fee</p>	
2.	<p><u>Where applicable we will:</u></p> <ul style="list-style-type: none"> ❖ Review the contract , advise any issues and note the due date for conditions ❖ Search the Certificate of Title to ensure ownership ❖ Follow up on the conditions of the sale contract ❖ Liaise with your lender to ensure settlement progresses ❖ Attend to adjustment of rates, taxes and outgoings and ensure that outstanding rates are paid at settlement. ❖ Prepare settlement statements ❖ Properly account for all monies expended or held in trust ❖ Pay the Real Estate Agents selling and/or marketing fee on your behalf ❖ Pay all monies due to you from the sale as directed by you <p>A cost disclosure statement will be provided to you in writing for your acceptance separately</p>

Additional Services for either party

Break down of the additional services and the anticipated cost inclusive of GST

3.	<u>Where applicable we will:</u>	
	❖ Assist parties to prepare the Contract for Sale	\$100.00
	❖ Liaise with holder of a second or subsequent mortgagee or caveator to arrange register or discharge the security.	Free
	❖ Application to serve 14 or 21 day Notice on a Caveator where the Caveator cannot be located in order to obtain the Withdrawal of Caveat.	\$300
	❖ Attend settlement more than once	Free
	❖ Where Electronic conveyancing is not available arranging for you to sign the Paper Transfer of Land document	\$50.00
	❖ Issue Notice of Ready willing and able as per Clause 4 of the General Conditions regarding Penalty interest	Free
	❖ Arrange for firm of your choice to issue a default notice (not including the Lawyer fees)	Free
	❖ Attend to the Adjustment of Rent under clause 6 of the General Conditions should the property be tenanted (per tenancy)	\$120.00
	❖ Provide copies of documents from history where available	\$10.00
	❖ Should your contract be terminated, a nominal payment for our professional fees to be charged, as well as the cost of any searches obtained prior to Termination.	\$200.00
❖ Preparation of documentation to change name of sellers where title in wrong name either by error, marriage, divorce or change of name by deed poll (Not including statutory fees)	\$110.00	

❖ “Callout Service” attending clients for the purpose of assisting with the signing of documents at a place of their choosing within 20KM of the Midland CBD	Free
❖ “Callout Service” attending clients for the purpose of assisting with the signing of documents at a place of their choosing outside 20KM but under 100KM of the Midland CBD	\$50.00
❖ Preparation of documentation required for Landgate if the property is subject to a deceased estate where title is not in the name of the executor or surviving proprietor (Not including statutory fees)	\$220.00
❖ Preparation and lodgement of Landgate Power of Attorney document (Not including statutory fees)	\$220.00
❖ Lodgement of an Enduring Power of Attorney at Landgate (Not including statutory fees)	\$50.00
❖ Client attending our offices for Verification of Identity by us	Free
❖ Attend a paper Settlement where necessary	\$120.00
❖ Depositing funds to your nominated bank following a paper settlement per payment	\$10.00
❖ Completion of GST forms 1 & 2 where required under the Contract for Sale	\$50.00
❖ Lodgement of a Trust Deed against the Title to protect Beneficiaries of a trust (Not including statutory fees)	\$50.00
❖ Preparation and lodgement of Application and supporting documents where the Certificate of Title cannot be located (Not including statutory fees)	\$300.00

	❖ Foreign Investment Review Board Approval – assistance with Application	\$200.00
Disbursements		
Buyers Disbursements (additional GST may apply)		
4.	<u>Government Fees</u>	
	❖ Transfer Duty – depending on contract to be advised separately	TBA
	❖ Registration Fees – Determined by Landgate Scale of Fees to be advised separately	TBA
	❖ Title Searches – estimate based on 2 Searches , 1 check search	\$62.25
	❖ Water Corporation Enquiry Fees – including change of ownership, meter reading and rates	\$45.13
	❖ Local Authority enquiry fees, including change of ownership, order and requisitions on property and rates (varies between local authorities estimate only)	\$100.00
	❖ Section 43 Certificate if purchase is a Strata Title	\$110.00
	❖ Land Tax Enquiry Fee - including change of ownership, and rates	\$55.39
	❖ Clause 42 Enquiry Fee - Road widening information	\$25.00
	❖ Landgate costs to provide rating enquiries approximately	\$30.00

<u>Elective Government Searches (available upon request)</u>		
❖ Interest Enquiry (Landgate)		\$56.00
❖ Bankruptcy Search (per Proprietor or Director)		\$39.60
❖ Local Government Swimming Pool spa compliance inspection		TBA
❖ EPA Contaminated Site – Basic Enquiry		\$30.00
❖ EPA Contaminated Site – Detailed Summary		\$300.00
<u>Electronic Conveyancing</u>		
❖ Platform fees to complete settlement Single title		\$112.64
❖ Platform fees to complete settlement multiple title		\$129.03
<u>Other estimated disbursements</u>		
❖ Bank Cheque fees		\$10.00
❖ Postage, Telephone, Photocopies		Free
❖ Courier fees (at cost)		TBA
❖ Compliance Cost per property		\$20.00

Disbursements

Sellers Disbursements (additional GST may apply)

5.	<u>Other estimated disbursements</u>	
	❖ Title Searches – estimate based on 1 Searches , 1 check search	\$38.55
	❖ Bank Cheque fees	\$10.00
	❖ Postage, Telephone, Photocopies	Free
	❖ Courier fees (at cost)	TBA
	<u>Electronic Conveyancing</u>	
	❖ Platform fees to complete settlement Single title	\$112.64
	❖ Platform fees to complete settlement multiple title	\$129.03

Disbursements are only incurred when they are required to complete your settlement.

We make full disclosure of all potential costs our clients may incur. We believe that you would rather be informed of these expected fees up front.

Disbursements are charged at cost, set out above is an estimate of the type of charges you may incur on a standard transaction. These figures are subject to change, as various departments/authorities have different fee structures based on where the subject property is located.