



# Prompt Legal Services

[www.promptlegalservices.com.au](http://www.promptlegalservices.com.au)

Ph: (03) 9379-0877

## Conveyancing

### Price

Our charge for residential conveyancing is **\$1,200 +Disbursements.**  
(Up to a sale/purchase price of \$2 million  
(Inclusive of GST))

### What are Disbursements?

Disbursements are our costs of obtaining property certificates for the property. If a sale, these are required to insert into the Vendors statement. If a purchase, these are required in order to calculate adjustments at settlement time.

As an estimate, disbursements are usually about \$300 if there is no Owners corporation. (Note: an owners corporation is usually present where there is common property such as apartments or units). If there is an owner's corporation, disbursements increase by approximately \$150 per owner's corporation. In most cases, there is only one owner's corporation.

### What does this price Include?

The above cost includes;

- Organising adjustments
- Settlement
- Transfer of title
- Working with your lending institution with regard to any mortgage
- Organising early deposit release.
- Request necessary Land searches
- Instruct Agent of successful settlement
- Advise City council, water Authority and if applicable body corporate and State Revenue Office of new ownership details.
- Preparing contract and vendors statement (Vendors only)

### When is the price charged?

Unlike other Conveyancers and lawyers, we do not charge an upfront retainer. We obtain all our fees upon settlement of the property.  
(Note: Subject to settlement being less than 12 months from contract date)

### What if the property Does not sell? (Vendors only)

If you do not sell the property within 6 months of contract preparation, we will then send you an invoice for half of our fee specified above plus full disbursements.

### What does the price NOT include?

The above price does not include the following which will be charged at an additional price;

- Protracted negotiation on the price or other terms of the contract. (This is usually done by a real estate agent)
- Negotiation for the removal of any caveat, charge or the like.
- Protracted negotiations as to the terms of settlement or issue with the handover of property.
- Default notices and associated time spent if the vendor or purchaser are unable to settle on the date specified.

### What do I tell the real estate agent if using us as a conveyancer?

If you wish for us to act for you, simply provide our details to the real estate agent as follows;

**Prompt Legal Services Pty Ltd**  
**259A Keilor Road, Essendon, 3040**  
**Phone: (03) 9379 0877**  
**Fax: (03) 9379 2972**  
**eMail: [property@promptlegalservices.com.au](mailto:property@promptlegalservices.com.au)**

### Contract Review

We can review a contract for you before signing for an additional price of \$50 Inc.