

# CONVEYANCING INFORMATION FORM – PURCHASE

EMAIL OR FAX THIS FORM TO OUR OFFICE TO GET YOUR MATTER STARTED

Email [Info@LawyersConveyancing.com.au](mailto:Info@LawyersConveyancing.com.au) - FAX: (03) 9725 3316

✓ Please indicate service(s) required

**Pre-Purchase Services (*before* you sign a contract)**

1.  Pre-purchase document checking and comprehensive legal advice **\$220** (incl GST)

**Cooling Off Advice (where contract was signed without legal advice)**

2.  Urgent advice during the 3 day "cooling off" period (*available only where sufficient time remains*) **\$220** (incl GST)

**Contract signed on** .....

(Date **YOU** first signed the contract or any other contract for the same property)

**Conveyancing Services (*after* you have signed a contract)**

3.  Conveyancing - purchase of a house, unit or land in the Melbourne metropolitan area\* **\$770** (incl. GST)
4.  Conveyancing - purchase of a house, unit or land outside the Melbourne metropolitan area\* **\$880** (incl. GST)
5.  Conveyancing - purchase of a house, unit or land "off the plan" (i.e. unregistered subdivision) \* **\$880** (incl. GST)
6.  Conveyancing - purchase of unit in high-rise development (over 4 storeys) includes off the plan\* **\$990** (incl. GST)

7.  Conveyancing – purchaser not residing in Australia\* **\$1,320** (incl. GST)
8.  Conveyancing – purchaser not residing in Australia purchase of a unit in high-rise development (over 4 storeys) includes off the plan\* **\$2,200** (incl. GST)
9.  Conveyancing – Commercial property\* **\$990<sup>#</sup>** (incl. GST)
10.  Conveyancing Non-Standard\* Estimate \$..... quoted by: .....

(\* **Note:** Where an Owners Corporation is involved, an Owners Corporation Certificate may be required. Where the Owners Corporation charges a fee for a certificate, such fee is in addition to the costs/disbursements set out above.)

(<sup>#</sup> **Note:** Price does not include disbursements.)

### CLIENT DETAILS

(NOTE: Name and DOB details must be complete and accurate, as later corrections or amendments can affect stamp duty and costs)

SURNAME(S):	First and given names (must be given <u>in full</u> )	Date of birth			Form of ownership
		DD	MM	YY	
					<input type="checkbox"/> Single purchaser only; or <input type="checkbox"/> Both to own 100% jointly; or <input type="checkbox"/> Each to own 50% in common; or <input type="checkbox"/> Ownership in unequal proportions* (*Proportions must be specified in the contract particulars)

Current Street Address (Land Victoria will not accept PO Box addresses):.....

Current Postal Address (For correspondence **UNTIL** settlement):.....

Future Address (For correspondence **AFTER** settlement):.....

Telephone: (H).....(B).....(M).....

E-mail Address:.....@.....Occupation:.....

### PROPERTY DETAILS

Address of Property Being Purchased: .....

Type of Property:  
 Vacant land only     House and land     Flat or home unit     Other: .....

Recent Building Works (includes ANY building work – house, garage, shed, pergola etc.)

- No building works have been undertaken in the past 7 years.
- It appears that building works have been undertaken in the past 7 years **AND**
- The value of the building works is likely to exceed \$12,000 (building insurance required)
- The value of the building works is less than \$12,000 (building insurance NOT required, but inspection report required if works were by **owner-builder** Please advise us if the works were performed by an **owner-builder**, and not a registered builder).

Occupation of the Property     I will occupy the property after settlement     A tenant will occupy after settlement

**SETTLEMENT**

I will **NOT** be obtaining a home loan. I will provide all funds necessary to effect settlement. (A post settlement agency fee will apply for stamping and lodging documents.)

I **WILL** be obtaining a home loan from the following bank:

Name of bank or lending institution: .....

**Borrower Acknowledgement**

I have appointed a loan broker/banker to arrange my home loan and I will advise you when my lender is ready to accept the settlement booking. I acknowledge that settlement cannot be arranged until my broker/banker has informed you in writing that my lender is ready to accept the settlement booking.

.....  
(Signature of borrower 1)

.....  
(Signature of borrower 2)

*We will co-ordinate settlement with your lender*

As part of our conveyancing service:

- At your lender’s written request we will provide your lender with a copy of the Transfer of Land.
- After notification that your lender is ready to accept the settlement booking we will
  - Advise your lender regarding the time and location of settlement;
  - Book settlement with your lender;
  - Provide your lender with details of the documents to be provided at settlement; and
  - Provide your lender with details of the cheques your lender will be required to deliver to settlement.

**NOTE:** If you are arranging finance through an *\*outsourcing lender* you may be required to purchase certificates for your lender’s mortgage preparation company. Provided your lender sends us a timely written request to purchase certificates, or other documents, we will accept such a request as your written instructions to proceed according to your lender’s directions, and to add the associated costs to your final invoice.

*\*Some of the smaller or boutique lenders outsource the preparation of mortgage documents to specialist law firms or paralegal businesses.*

I confirm that the above information is true and correct, and is to be acted upon as my instructions to proceed.

.....  
(Signature of Purchaser 1)

.....  
(Signature of Purchaser 2)

**HOW DID YOU HEAR ABOUT US?**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Yellow Pages On-line        | <input type="checkbox"/> Google                | <input type="checkbox"/> FindLaw.com.au          | <input type="checkbox"/> Yahoo                  |
| <input type="checkbox"/> Office window display       | <input type="checkbox"/> I'm a previous client | <input type="checkbox"/> Referred by past client | <input type="checkbox"/> Law Institute Referral |
| <input type="checkbox"/> Other (please specify)..... |  |  |   |

**PLEASE DO NOT LEAVE BLANK SPACES – CONTACT US IF UNSURE ABOUT ANY OF THE ABOVE  
PLEASE ENSURE THAT YOUR CONTRACT AND SECTION 32 VENDOR’S STATEMENT WILL  
BE SENT TO US BY THE REAL ESTATE AGENT OR THE VENDOR’S LAWYER.**

For further information regarding costs or the conveyancing process, visit our website at

**[www.LawyersConveyancing.com.au](http://www.LawyersConveyancing.com.au)**  
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