

Schedule 1 Form 1 Standard costs disclosure- property price- \$0 to \$750,000



Date: June 2023

Law practice details

Name:	Halil Gokler Lawyers t/as Haitech Legal	Contact:	Halil Gokler
Address:	Level 1 / 3 Victoria Street, Coburg, VIC, 3058	Phone:	03 8590 8370
		Email:	info@halilgokler.com.au

Client details

Name:		Phone:	
Address:		Email:	
		Signature:	

WHAT WE WILL DO FOR YOU

Undertake legal work for the sale/purchase of property

Purchase

- Take instructions on the contract, negotiate the terms, discuss the purchasing entity.
- Exchange contracts and thereafter investigate the title in detail.
- Order necessary searches from the relevant authorities.
- Obtain replies from the vendor to relevant title requisitions.
- Liaise with the lender to arrange funds for settlement.
- Liaise with the selling estate agent to facilitate settlement.
- Arrange settlement, preparing the statement of adjustments, payment of outstanding rates, overseeing registration of the title into your name, and finalising the accounts and reporting to you.
- All attendances, correspondence, conferences and phone calls.

Sale

- Take instructions, receive listing details from the agent, apply for certificates required to be annexed to the Section 32 vendor’s statement, prepare the contract of sale and Section 32 vendor’s statement and submit it to the listing agent.
- Obtain receipt of sales advice, submitting completed contract and Section 32 vendor’s statement to the purchaser’s solicitor.
- Attend to exchange of contract of sale and Section 32 vendor’s statement, furnish particulars of title, answer requisitions, arrange any discharge of any mortgage, attend to signing the client authorisation form and transfer of land, arrange settlement and accounting to you.
- All attendances, correspondence, conferences and phone calls.

How much we estimate you will need to pay for a standard conveyance \$0 to \$750,000

Estimated total cost of a standard conveyance (excl. GST):	\$800	The basis for calculating costs Lump sum or fixed rate. Further Details: The work covered by our retainer is for a general residential conveyance. If the work exceeds a standard conveyance, we will charge at a pre-negotiated fixed rate (additional charge on top of the standard conveyance as outlined on the left) or an hourly rate of \$440.00
Estimated total amount for disbursements (excl. GST): (please see below for breakdown)	\$600	
Itemised disbursements	\$	
GST:	\$140	
Estimated full amount you will need to pay (incl. GST):	\$1,540	

Additional charges on top of standard conveyance

Additional amount (incl GST)

1. Conveyance of commercial property	\$440.00
2. Off the plan sales and purchases	\$330.00
3. Arrangement of Section 27 deposit release	\$220.00
4. Drafting a licence agreement for early possession	\$440.00
5. Purchasers caveat lodgement	\$440.00
6. State Revenue Office stamp duty refund applications	\$440.00
7. General advice and review of contract (if off the plan than \$330)	\$160.00 (\$330.00)
8. Nomination of an alternative purchaser	\$150.00

Disbursements (excl GST)

Disbursements are out of pocket expenses paid by our office on your behalf. These can vary depending on the conveyance. Approximate disbursements are as follows:

1. Title search, water authority search, council search, land tax search and 3-month title alert	\$400.00
2. Owners Corporation Certificate (if applicable)	\$160.00
3. Settlement agent fees/ PEXA Fees	\$132.66
4. Ancillary disbursements (photocopying, postage including express post, printing and archiving)	\$100.00

This is an estimate only. We will inform you if anything happens that significantly changes this estimate. If our professional fee is likely to be more than \$3000 (before GST and disbursements are added) we will provide you with a full disclosure of costs in writing.

I/We hereby charge any property I/We own or may hereafter own with payment of any legal fees and disbursements owed to Halil Gokler Lawyers t/as Haitch Legal. I/We hereby authorise Halil Gokler Lawyers t/as Haitch Legal to lodge a caveat over any such property to recover all legal fees, disbursements and costs associated with my/our failure to pay legal fees owed to Halil Gokler Lawyers t/as Haitch Legal.

Your rights include to: ► Ask for an explanation of this form ► Negotiate a costs agreement ► Negotiate the billing method (e.g. timing or task) ► Request a written progress report of costs incurred ► Receive a written bill for work done ► Request an itemised bill ► Contact your local regulatory authority.