



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

Date: January 2026

Law practice details

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Client details

Name:		Phone:	
Address:		Email:	
		Signature:	

**What we will do for you: PROPERTY PURCHASE**

We can handle all the legal aspects of purchasing property, ensuring a smooth and stress-free experience for you. Here's what we'll do:

**Pre-Contract:**

- **Review and negotiate the contract:** We'll meet with you to understand your needs, review the purchase contract thoroughly and negotiate terms in your best interest.
- **Discuss the purchasing entity:** We'll advise you on the best ownership structure for the purchase (e.g., sole proprietor, joint tenancy).

**Post-Contract:**

- **Exchange contracts and title investigation:** We'll handle the exchange of contracts and conduct a detailed investigation of the property title.
- **Order necessary searches:** We'll order required searches from relevant authorities, such as land registry and planning departments.
- **Obtain vendor responses:** We'll communicate with the seller to address any outstanding issues identified during the title investigation.
- **Liaise with lender and agent:** We'll liaise with your lender to arrange settlement funds and communicate with the selling agent to ensure a smooth settlement process.

**Settlement:**

- **Arrange settlement:** We'll handle all aspects of settlement, including preparing the statement of adjustments, paying outstanding rates, overseeing title registration in your name, finalising accounts and reporting to you.
- **Communication:** We'll keep you informed throughout the process with all attendances, correspondence, conferences and phone calls.

**What we will do for you: PROPERTY SALE**

We'll handle all the legal aspects of selling your property, taking care of the details so you can focus on the next chapter. Here's what we'll do:

**Pre-Listing:**

- **Consultation:** We'll meet with you to understand your goals and receive listing details from your agent.
- **Section 32 vendor's statement:** We'll gather necessary information, apply for required certificates, and prepare the contract of sale and Section 32 vendor's statement, ensuring it complies with legal regulations.
- **Submission to agent:** We'll submit the completed documents to your listing agent.

**Under Contract:**

- **Sales advice:** Once a buyer is found, we'll obtain a receipt of sales advice and submit the finalised contract and vendor's statement to the purchaser's solicitor.

**Pre-Settlement:**

- **Exchange of contracts:** We'll attend to the exchange of contracts and vendor's statement, provide necessary title details, address any inquiries from the buyer's solicitor and arrange for the discharge of any existing mortgages.
- **Client authorisations:** We'll guide you through signing client authorisation forms and the transfer of land documents.

**Settlement:**

- **Settlement arrangements:** We'll handle all aspects of settlement, including arranging the settlement itself, preparing final accounts, and ensuring all funds are properly distributed.
- **Communication:** Throughout the process, we'll keep you informed with 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	
<b>Estimated full amount you will need to pay (incl. GST):</b>	<b>\$1,540</b>	

**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	\$140.58
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.

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