

# LAWYERS CONVEYANCING

## INSTRUCTION FORM - PRE-PURCHASE ADVICE AND CONVEYANCING

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

Email: [Info@LawyersRealEstate.com.au](mailto:Info@LawyersRealEstate.com.au) Fax: (03) 9725 3316

### LEGAL ADVICE SERVICES

All costs include GST

#### Pre-Contract Advice (*before* you sign a contract)

1.  Pre-purchase document checking and comprehensive legal advice **\$275**

#### Cooling Off Advice (*after* a contract was signed without legal advice)

2.  Urgent advice during the 3 day "cooling off" period (available only where sufficient time remains) **\$275**

Contract signed on: / /  (This is the date YOU first signed the contract, or any other contract for the same property.)

#### PLEASE PROVIDE CREDIT CARD DETAILS Payment is deducted after legal advice is completed #

Name on card:  Type of card:  Visa  Mastercard

Card number:                 Expiry date: /

Signature:  Date: / /

# Important: Credit card payment is only available for legal advice services

### CONVEYANCING SERVICES

All costs include GST

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

3.  Conveyancing - purchase of a house, unit or land in the Melbourne metropolitan area **\$795\***
4.  Conveyancing - purchase of a house, unit or land outside the Melbourne metropolitan area **\$880\***
5.  Conveyancing - purchase of a house, unit or land "off the plan" (i.e. unregistered subdivision) **\$990\***
6.  Conveyancing - purchase of unit in high-rise development (over 4 storeys) **\$990\***
7.  Conveyancing - purchaser not residing in Australia **\$1,320\***
8.  Conveyancing - purchaser not residing in Australia, purchase of a unit in high-rise development (over 4 storeys) including "off the plan" **\$2,200\***
9.  Conveyancing – commercial property or a non-standard residential matter\* **Call for a quote**
10.  Preparation of nomination documents (required when another purchaser's name is added to the contract) **\$110**

\* If an Owners Corporation Certificate is required and the Owners Corporation charge a fee for the certificate, this fee is not included in our costs

#### HOW DID YOU HEAR ABOUT US?

Google  I am a previous client  Referred by past client  Other

#### CLIENT DETAILS

(Name and D.O.B. details must be complete and accurate, as later corrections or changes can affect stamp duty and costs)

Mr/Mrs/Miss/Ms

Surname

Mr/Mrs/Miss/Ms

Surname

Given names (in full)

Given names (in full)

/ /

D.O.B

/ /

D.O.B

Current street address:  
(cannot be P.O. BOX)

Current post address:  
(used UNTIL settlement)

Future post address:  
(used AFTER settlement)

Telephone (H):  (W):  (M):

Email address:  Occupation:

#### FORM OF OWNERSHIP

- Single purchaser only;  Both to own 100% jointly;  Each to own 50% in common; or  
 Ownership in unequal proportions (this must be specified in the contract particulars).

**PROPERTY DETAILS**

**Type of property:**

Vacant land only     House and land     Flat or home unit     Other:

**Address of the property being purchased:**

**OCCUPATION OF PROPERTY**

The property being purchased will be my principal place of residence  Yes  No

**FINANCE FOR PURCHASE**

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); OR

I WILL be obtaining a home loan

Name of bank or lending institution:

**Purchaser authorisation:**

*x*  
.....  
*Signature of Purchaser 1*

*x*  
.....  
*Signature of Purchaser 2*

I authorise Lawyers Conveyancing to provide my lender with a copy of the Contract and/or Transfer of Land if requested, advise my lender of the time and location of settlement, book settlement with my lender, provide my lender with details of the documents to be provided at settlement, and provide my lender with details of the cheques required at settlement.

**SETTLEMENT**

The settlement date is:

OR

I am purchasing "off the plan" and there is no set date for settlement

**RECENT BUILDING WORK**

Includes ANY building work – house, garage, shed, pergola etc.

- No building work has been undertaken in the past 7 years.
- It appears that building work has been undertaken in the past 7 years; AND
  - The value of the building work is likely to exceed \$12,000.
  - The value of the building work is less than \$12,000; AND
    - The work was done by a registered builder.
    - The work was done by an owner-builder.

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

*x*  
.....  
*Signature of Purchaser 1*

*x*  
.....  
*Signature of Purchaser 2*

**TO GET STARTED: Send this form and the Contract and Section 32 to our office**

**Email: [info@lawyersconveyancing.com.au](mailto:info@lawyersconveyancing.com.au)**

**Fax: (03) 9725 3316**

**Post: Suite 6, 3-5 Hewish Road, Croydon 3136**

**DO NOT leave blank spaces. Contact us if you are unsure about any aspect of this form**

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