

**Product**

**Disclosure**

**Statement**

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**Fixed price settlement services  
where you are the buyer or seller in a standard settlement**

For the service amount disclosed, we will (where applicable):

1.
  - Review the contract
  - Search the certificate of title to ensure proper ownership and notify you of any encumbrances registered on the Certificate of Title
  - Search with government departments and local authorities for anything affecting the property, and advise them to record you as the new owner of the property
  - Check on compliance with all special conditions
  - Arrange for you to sign the Transfer of Land document
  - Attend to stamping of the Contract and Transfer of Land document by in house Revenue online stamping
  - Liaise with your proposed lenders and financiers, or existing mortgagees and financiers
  - Liaise with the holder of a second or subsequent registered mortgage or caveat holder to attend settlement and register or discharge its security.
  - Calculate the adjustments of rates and taxes and Strata Levies
  - Prepare settlement statements
  - Properly account for all monies expended or held in trust account
  - Prepare and arrange for the signing of the Transfer of Land
  - Re-book or re-attend settlement as many times as needed
  - Prepare a Notice under Clause 4 of the General Conditions relating to delay in settlement (penalty interest)
  - Arrange for Philipoff Legal or another Law Firm of your choice to issue a default notice
  - Check search the Title immediately before settlement and also provide you with Landgate evidence showing you as the registered proprietor after settlement
  - Administration Fee quoted includes Standard Postage within Australia, Telephone & Photocopies
  - Pay the Real Estate Agent's selling and/or marketing fee on your behalf
  - Pay all monies due to you in accordance with your instructions
  - Physically attend settlement on your behalf or complete settlement process electronically. Either of these services cost \$116.60 currently, and are quoted accordingly when you receive your cost disclosure.

The fees payable for these fixed price settlement services have been, or will be provided to you in writing separately.

<b>Real Estate settlement services for an <u>off-the-plan contract</u></b>		
Additional Fees may apply, please speak with your Conveyancer		
2.	<p>We will (where applicable):</p> <ul style="list-style-type: none"> <li>• Check the Contract</li> <li>• Liaise and check on the progress of the subdivision</li> </ul> <p>This service will be free where a Corporate Rate has been supplied to a development</p>	To be advised
<p><b>In addition to a standard settlement, we also offer the following elective service options for <u>buyers and sellers</u></b></p> <p>All prices quoted are inclusive of GST.</p> <p>We will (at your option):</p>		
3.	<ul style="list-style-type: none"> <li>• Assist parties to prepare the Offer and Acceptance document.</li> <li>• Preparation of Application to serve 21 day Notice upon a Caveat holder to the Property where the Caveat holder cannot be located for provision of a Withdrawal of Caveat required to complete settlement</li> <li>• Arrange for you to sign the Transfer of Land document outside Australia</li> <li>• Recall a file from the storage facility within 6 years from settlement date</li> <li>• Where the property is leased, attend to the adjustment of Rent under Clause 6 of the General Conditions. The charge is indicated per tenancy</li> <li>• In the event that your contract is terminated, a nominal payment for our professional fees will be charged, together with the cost of any searches that have been ordered prior to Termination. This fee is not applicable if your contract was still subject to conditions</li> <li>• If there has been a change of name of any of the sellers since the property was first purchased, and where the title hasn't been updated yet - such as maiden name to married name, Divorce, Reverting to Maiden Name, Change of Name by Deed Poll, documentation will be prepared</li> <li>• 'House-call service' to attend clients for the purpose of assisting them with signing of documents at a place of their choosing located within 20 km of the Perth CBD.</li> <li>• If the Certificate of Title for the property being sold is still in the name of a deceased proprietor, documentation will need to be prepared for Landgate</li> <li>• Preparation of Power of Attorney document and lodgement at Landgate</li> <li>• Lodgement Only of Enduring Power of Attorney at Landgate</li> <li>• Attending our offices with 100 points to be identified by a Conveyancer, per client identified</li> <li>• Attend a bank to deposit your proceeds - the bank must be located on St George's Terrace, Perth. Cost indicated is per payment</li> <li>• Lodgement Only of Trust Deed against the title to protect the Beneficiaries of a Trust. Additional costs may be payable for Duty as determined by Office of State Revenue, and Landgate Registration Fees</li> <li>• Preparation of Application and supporting documents for a new Certificate of Title due to Certificate of Title not being able to be found</li> <li>• Foreign Investment Review Board Approval – Assistance with Application</li> <li>• Premium Postage Services (including, but not limited to Express Post, Platinum Express Post, Registered Mail, Domestic &amp; International Courier services) – where required to complete settlement, premium services are charged at cost, plus GST</li> <li>• Urgent processing fee, and/or Settlement date due in under 14 days from receiving instructions or from contract date</li> <li>• Substituted Purchaser documents</li> <li>• Purchases involving Trusts</li> <li>• Transactions involving GST</li> <li>• Issuing a structural defects notice under the contract clause</li> </ul>	<p>To be advised</p> <p>\$470.00</p> <p>\$330.00</p> <p>Free</p> <p>\$205.00</p> <p>\$205.00</p> <p>\$220.00</p> <p>\$185.00</p> <p>\$330.00</p> <p>\$220.00</p> <p>\$70.00</p> <p>Free</p> <p>\$15.00</p> <p>\$80.00</p> <p>\$470.00</p> <p>\$470.00</p> <p>At Cost</p> <p>\$44.00</p> <p>\$44.00</p> <p>\$44.00</p> <p>\$44.00</p> <p>\$44.00</p>

	<ul style="list-style-type: none"> <li>Preparation of Contract variation</li> <li>ATO Capital Gains withholding payment notification form</li> <li>ATO GST Withholding Form 1 &amp; 2 settlement date and payment notifications</li> <li>Declaration of Identity documents where you do not meet 100 point requirements</li> <li>Foreign Resident Buyer Administration Fees</li> <li>Additional Search Package Administration Fee – searches on the following can be requested for us to complete on your behalf: Additional Landgate search of the relevant plan or diagram to verify the location of the property in relation to surrounding properties, if the property is not a strata property, full Landgate search to be provided after settlement, Bankruptcy Search, Swimming Pool compliance inspection, contaminated site search, Detailed Interest Enquiry from Landgate, Heritage Register Search, PPSR Search</li> </ul>	<p>\$9.90</p> <p>\$9.90</p> <p>\$44.00</p> <p>\$44.00</p> <p>\$44.00</p> <p>\$7.70</p>
<b>Government &amp; Regulatory Fees</b>		
for Buyers		
4.	<b>Government &amp; Regulatory Fees</b>	
	<ul style="list-style-type: none"> <li>Transfer (Stamp) Duty – determined by the Office of State Revenue and advised separately</li> <li>Registration Fees – as determined by Landgate scale of fees relating to the property value and advised separately</li> <li>Physically attend settlement on your behalf or complete settlement process electronically Additional documents or multiple title settlements may incur additional fees with PEXA. Ask your conveyancer for details specific to your settlement</li> <li>Title Searches – estimate based on 1 title search and 1 check search Any additional title searches required to complete settlement are charged at cost plus GST</li> <li>Water Corporation Enquiry Fees – rate information, meter reading &amp; change of ownership</li> <li>Approximate Local Authority Enquiry Fee – rate information, orders and requisitions on the property and change of ownership. Charges vary by local authority. Additional requests from the buyer may incur additional fees, eg pool inspection etc</li> <li>Land Tax Enquiry Fee – rate information and change of ownership</li> <li>Clause 42 Enquiry Fee – road widening information</li> <li>Approximate Landgate Fees – charged at cost on EAS actual fees charged above - estimate</li> <li>GST on the above disbursements – GST is charged at cost on the actual fees charged above and advised separately</li> </ul>	<p>TBA</p> <p>TBA</p> <p>\$116.60</p> <p>\$39.30</p> <p>\$45.13</p> <p>\$80.00</p> <p>\$50.35</p> <p>\$27.00</p> <p>\$30.00</p> <p>TBA</p>
	<b>Elective Government Searches (only conducted upon request)</b>	
	<ul style="list-style-type: none"> <li>Landgate Interest Enquiry</li> <li>Bankruptcy Search (per Proprietor or Director)</li> <li>Local Government Swimming Pool/Spa compliance inspection</li> <li>Department of Environment &amp; Conservation Contaminated Site – Basic Enquiry</li> <li>Department of Environment &amp; Conservation Contaminated Site – Detailed Summary</li> <li>Personal Property Security Register (PPSR)</li> <li>GST on the above searches – GST is charged at cost on the actual fees charged above and advised separately</li> </ul>	<p>\$59.00</p> <p>\$39.60</p> <p>TBA</p> <p>\$30.00</p> <p>\$300.00</p> <p>\$11.50</p> <p>TBA</p>
	<b>Bank Fees</b>	
	<ul style="list-style-type: none"> <li>Bank cheque fee per cheque - estimate</li> <li>Credit Card – EFTPOS Facility available to pay for your entire property or for your fees or transfer Duty</li> </ul>	<p>\$10.00</p> <p>As Noted</p>
	<p>Merchant Service Fees on MasterCard and Visa Card – <b>1.5%</b></p> <p>e.g. \$ 1,000.00 = \$ 15.00</p> <p>e.g. \$ 5,000.00 = \$ 75.00</p>	

<p>Merchant Service Fee on American Express Cards - <b>3.15%</b>  e.g. \$1,000.00 = \$ 31.50  e.g. \$5,000.00 = \$157.50</p> <ul style="list-style-type: none"> <li>• GST on fees are charged at cost on the actual fees charged and advised separately</li> </ul>	TBA
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### Government & Regulatory Fees

for Sellers

<p>5. Government &amp; Regulatory Fees</p> <ul style="list-style-type: none"> <li>• Title Searches – estimate based on 1 title search and 1 check search Any additional title searches required to complete settlement are charged at cost</li> <li>• Physically attend settlement on your behalf or complete settlement process electronically Additional documents or multiple title settlements may incur additional fees with PEXA. Ask your conveyancer for details specific to your settlement</li> </ul> <p>Bank Fees</p> <ul style="list-style-type: none"> <li>• Bank cheque fee per cheque - estimate</li> <li>• Credit Card – EFTPOS Facility available (if required) – see Buyer Bank Fees above for same merchant costs</li> <li>• GST on the above fees – charged at cost on the actual fees charged and advised separately</li> </ul>	<p>\$39.30</p> <p>\$116.60</p> <p>\$10.00</p> <p>As Noted</p> <p>TBA</p>
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All Government and Regulatory Fees listed above are only incurred when they are required to complete your settlement. Any elective services offered are available at your option. Our settlement documentation will give you the option to individually select any or all of the services you may wish to add to your standard settlement, or see below for details on our all-inclusive Platinum package.

Our business relies on repeat customers - and we make full and frank disclosure of all potential costs our clients may incur. We believe that you, our valued client, would rather be informed of these expected fees up front, rather than later on finding hidden unexpected extras when completing your settlement.

All Government and regulatory fees are charged at cost. Set out above is an estimate of the type of charges you may expect to incur on a standard settlement transaction. These figures are subject to change, as various local government authorities have different fee structures which may apply, based on the location of the settlement property, however we do our best to work on realistic amounts.

In addition, we also attend to an adjustment of the rates and taxes between the seller and the buyer. An allowance of funds will be set aside on your initial settlement statement to cover your share of the rates on the settlement property. The allowance will be adjusted once the information is provided from the rating authorities.

### Platinum VPS Scale fee, where you are the seller or the buyer

**Platinum Total Price package – bundled and unlimited** (excludes all Government, Regulatory and Bank Merchant Fees, which are charged at cost.)

Unlimited Service options, including in house Verification of Identity, Electronic Registration Fees where applicable, Two online standard wills with \*Philipoff Legal (valued at over \$500)

\* Philipoff Legal is an associated company of Vicki Philipoff Settlements [www.philipofflegal.com.au](http://www.philipofflegal.com.au)

Legal Practitioner Director: Jolene Ashworth Non Legal Practitioner Director: Vicki Philipoff

Sale Price	Seller Platinum Fee
\$0 - \$250,000	\$1,250
\$250,001 - \$2 million	\$1,450
+\$2 million - \$5 million	\$1,550
+\$5 million	Please contact us for a quote

Purchase Price	Buyer Platinum Fee
0 - \$150,000	\$1,390
\$150,001 - \$350,000	\$1,650
\$350,001 - \$500,000	\$1,720
\$500,001 - \$5 million	\$1,900
+\$5 million	Please contact us for a quote