**PRODUCT DISCLOSURE STATEMENT**

***BASIC DEFINITIONS***

**Property:** Property means the address of the property settlement

**Seller(s):** Seller means the person/s or entity selling the property

**Buyer(s):** Buyer means the person/s or entity buying the property

**Joint Form and General Conditions of Sale:** Information brochure containing the rights and responsibilities of both the buyer and seller. This document forms part of all Real Estate transactions

**Landgate:** Government body that processes all WA transactions that change the content of a Certificate of Title

**State Revenue Department:** Otherwise known as the Department of Finance collects all stamp duty due and payable on all Real Estate Transactions

***SERVICES COVERED UNDER DIVERSIFIED SETTLEMENTS SETTLEMENT FEE (buyer)***

* 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 compliance with all special conditions
* Attend to stamping of the Contract and Transfer of Land document by in house Revenue online stamping
* Liaise with your proposed lenders and financiers
* 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
* Attend at settlement on your behalf
* Check search the Title immediately before settlement and also provide you with a Title Search showing you as the registered proprietor after settlement

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

***SERVICES COVERED UNDER DIVERSIFIED SETTLEMENTS SETTLEMENT FEE (seller)***

* Review the contract
* Search the certificate of title to ensure proper ownership
* Check compliance with all special conditions
* Arrange for you to sign the Transfer of Land document
* Liaise with existing mortgagees and financiers
* Calculate the adjustments of rates and taxes and Strata Levies
* Prepare settlement statements
* Properly account for all monies expended or held in trust account
* Check search the Title immediately before settlement
* Attend at settlement on your behalf

Pay the Real Estate Agent’s selling and/or marketing fee on your behalf

* Pay all monies due to you from the sale to one bank account in accordance with your instructions

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

***Additional services for buyers and sellers***

***Fixed price settlement services–what is included for Free and other fixed price services for additional costs. All prices quoted are inclusive of GST.***

* Assist in the preparation of Contract Documents $99.00
* Liaise with 3rd parties with regards to claims on the title free
* Preparation of all Application documents $149.00
* Arrange for documents to be signed overseas free
* Where a property is leased attend to the adjustment of rent free
* 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 $105.00

* If seller has changed their name and title requires updating ie due to

Marriage, Divorce, Deed Poll $149.00

* House Call service to attend clients for the purpose of assisting them

with Signing of documents at a place of their choosing within 20km of

Perth City free

* If the property being sold is a deceased estate, with the Certificate of

title still In the name of the deceased proprietor, documentation will

need to be Prepared for Landgate 149.00

* Attending a bank to deposit money - must be in Perth City free
* Assistance with lodging ATO Clearance Certificate application $59.00
* Lodgement of Form 1 & 2 in processing GST payments $59.00
* Updating Certificate of Title to reflect change of ownership between

family members, ie adding name to title, changing percentage of

ownership, Court Orders etc $199.00

***STANDARD DISBURSEMENTS (for buyer)***

* Postage Petties etc $50.60
* Bank Cheque fees (per cheque) $10.00

Government fees and charges include the following

* Transfer Duty – as determined by the Office of State Revenue based

on purchase price TBA

* Registration fee for Transfer of Land document for Landgate documents

based on Stamp Duty paid (min $171.20) TBA

* Title Seaches including any encumbrances and Strata Plans

(per search) $37.95

* Water Corporation Enquiry Fees–rate information, meter reading

and change of ownership $49.01

* 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 $90.00
* Land Tax Enquiry Fee–rate information and change of ownership $43.56
* Clause 42 Enquiry Fee–road widening information $25.00
* Approximate Landgate Fees–charged at cost on the actual fees

charged above estimate $30.00

* ASIC company search if required $9.00
* S43 Strata Enquiry Fee (if required) $110.00
* Personal Property Security Register search $6.50
* Electronic Conveyancing

Complete settlement process Electronically using the PEXA system

(where available) subject to PEXA transaction Services Fees $112.64

***STANDARD DISBURSEMENTS (for seller)***

* Postage Petties etc $50.60
* Bank Cheque fees (per cheque) $10.00

Government fees and charges include the following

* Registration fee on the Discharge of Mortgage (if required) $171.20
* Electronic Conveyancing

Complete settlement process Electronically using the PEXA system

(where available) subject to PEXA transaction Services Fees $112.64

All disbursements listed above are only incurred when they are required to complete your settlement.

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 for standard enquiries, that are essential to completing your settlement.

All disbursements are charged at cost. Set out above is an estimate of the type of charges you can 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.