

**TRANSFER COST AGREEMENT, TAX INVOICE,  
INITIAL STATEMENT OF ACCOUNT  
ABN 12 461 038 271**

**CLIENT:**

**PROPERTY:**

In accordance with the Conveyancing Licensing Act 2003 we set out hereunder the terms relating to the work performed by us on your behalf:

**CONVEYANCING WORK**

Flash Conveyancing is appointed by you to act in the transfer of the property and to do such things, as are proper and necessary for the conduct and settlement of the purchase of the property.

**COSTS**

You agree to pay all fees and disbursements in respect of acting on the transfer of the property including all title searches, agency fees, sundry items, photocopying, postage, arranging of Stamp Duty Valuation (if required), processing of Stamp Duty, file retention etc. in the amount of **\$2,500.00** GST inclusive without further agreement.

Below are items which are relevant to the proper conduct of the Transfer. Not all of these are applicable to you however you agree to pay those that are applicable if instructed by you or required by your mortgagee:

**Additional Fees**

Stamp Duty Valuation	approx. \$330.00 - \$1,000
LPI Government Registration Fees	\$175.70 (transfer) + \$175.70 (mortgage) + \$175.70 (discharge of mortgage)
Certificate of Currency (Strata Only)	\$33.00 - \$55.00
Section 184 Certificate (Strata Certificate)	\$119.90
Settlement Fee	\$140.38 x 2
ID Verification	\$49pp via Australia Post or \$27.50 via Scantek or \$22.00 via TriVOI

All fees and disbursements are payable on or before completion. Please be advised that these fees are valid for 3 months from the date we send this costs agreement to you. Should you wish to engage our services after the 3 month period, then the new fees will apply if applicable.

**The above fee and disbursements cover the normal procedures relating to the conveyance. Should further work arise during the transaction you will be notified of the nature of the work and any additional fees and disbursements which may apply.**

## BOOKING AN APPOINTMENT OUTSIDE OF BUSINESS HOURS

Our standard office hours are **Monday to Friday, 9:00 am to 5:00 pm**.

We understand that you may have commitments during these times. If you require a one-hour appointment outside of our standard hours, we offer the following for an additional fee GST included:

- **Weekday Evenings (Mon - Fri, 5:00 pm to 8:00 pm):** A fee of **\$220** applies.
- **Weekends (Sat or Sun, 9:00 am to 5:00 pm):** A fee of **\$330** applies.

The full fee for any after-hours appointment must be paid prior to the meeting.

## Statement required by CLA 2003, S36 (2)(d).

The client, in accordance with Part 4 of the Conveyancers Licensing Act 2003 may notify the NSW Civil & Administrative Tribunal (NCAT) of any dispute in regard to conveyancer's fees.

## TERMINATION

This Agreement may be terminated by you at any time. If our services are terminated by you then you agree to pay our costs and disbursements incurred up to the termination date.

We may end our agreement to act for you if:

- You fail to pay our bills;
- You do not provide proper or adequate instructions when required and in a reasonable time;
- A conflict of interest arises which interferes with our ability to provide proper and independent advice;
- You lose faith in our ability to act for you.

We will provide you with a minimum of fourteen (14) days notice of our intention to cease acting for you and at the same time advise you of the grounds for our ceasing to act. You can end your instructions for us to act at any time.

## DOCUMENTATION

You acknowledge that Flash Conveyancing are legally required to hold your file for a total of six (6) years and at the expiration of seven (7) years, you hereby authorise us to destroy your file.

## IMPORTANT NOTE ON FUNDS TRANSFERS

Our office account details are:

### GENERAL ACCOUNT

Name: Flash Conveyancing

### TRUST ACCOUNT

Name: Flash Conveyancing Trust Account

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Bank: NAB  
BSB: 082356  
A/C: 883657216

Bank: NAB Bank  
BSB: 082356  
A/C: 776336871

Your cyber security is important to us. As you would be aware, email is not a secure means of communication. Please understand and acknowledge the following security procedures we follow as part of your conveyancing transaction to maintain security.

We will NEVER send you an email requesting you transfer funds to an account that is different to the bank account details as above. If a change is required, we will call you first to verbally advise the details and will also email you for dual verification.

Do not transfer any funds without first phoning our office on 02 8883 4987 to verify any changes to banking details.

We will not act on any email from you requesting we transfer funds to a bank account or a bank account that is different to the bank account advised in our face to face meeting without first verifying this with you via mail or telephone using your original contact details.

Please sign and return a copy of this agreement as your acceptance of the terms of this agreement. If a signed copy of this agreement is not received by us your acceptance of the terms of this agreement will be acknowledged by you confirming further instructions to proceed with the transaction.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Signed by the client/s .....

Signed on behalf of Flash Conveyancing:.....