

Costs disclosure – conveyancers

Conveyancers Act 2006, Section 47

From:

Name of conveyancing business	EMCONVEY PTY LTD
Address of conveyancing business	1, 46 Hartnett Drive, Seaford Vic 3198
ABN	34 674 619 802
Licence number	002110L

Cost details

The following is our estimate of costs (all amounts are exclusive of GST unless otherwise noted):

Type of transaction	Cost amount (or if the amount is not known, the basis of the calculation)
Residential Property – Sale (Base fees) Included: • All usual work necessary for a residential sale in Victoria: preparation of Section 32 Vendor’s Statement, preparation of Contract of Sale, negotiations of contract terms, adjustments, settlement, and notification of authorities Excluded (unless agreed in writing): • Financial or tax advice (including GST, CGT, land tax or duty implications) • Advice on ownership structures, trusts, SMSFs or companies • Advice on subdivision, development, or planning/zoning issues • Advice on building works, construction contracts, owner-builder requirements or permits • Advice on matrimonial/family law disputes or deceased estate administration • Drafting or advising on vendor finance, rent-back, licence agreements or side-deeds • Negotiation or management of disputes that escalate beyond ordinary conveyancing scope • Document retention beyond statutory obligations • Section 27 deposit release disputes beyond the standard preparation and service of the initial notice Extra work: Additional fees may apply for delays, variations, or work outside scope (\$440 per hour, discussed with you before incurring).	Professional Fees (ex GST unless stated): • Residential Sale up to \$2.5M: \$1,400 • Residential Sale \$2.5M – \$4M: \$1,800 • Residential Sale \$4M – \$6M: \$2,200 • Residential Sale \$6M – \$10M: \$2,500 • Residential Sale \$10M+: By quotation (minimum \$3,000) • Off-the-plan Sale: \$2,500 Disbursements (estimate \$200 – \$550, at cost): Searches, certificates, bank charges, courier fees, agency fees and title enquiries. Disbursements are billed at cost, will not be incurred without your prior approval, and are subject to change by third-party providers.
Termination	If the matter does not proceed to settlement, the following fixed Professional Fees will apply (plus disbursements incurred to date): • Termination or instructions to cease acting after engagement — \$500 • Termination under finance, building & pest, or special condition clauses — \$500 • Breach of contract / termination of unconditional contract / instructions to cease acting on unconditional contract — \$1,300

Type of transaction	Cost amount (or if the amount is not known, the basis of the calculation)
Owners Corporation Certificate	First Certificate Certificate within 6-10 business days \$178.26 Certificate within 3-5 business days \$267.38 Certificate within 2 business days \$320.82 Additional Certificate/s Certificate within 6-10 business days \$98.00 Certificate within 3-5 business days \$147.00 Certificate within 2 business days \$176.40
Onboarding – verification of identity and AML/CTF compliance	\$100.00 - Per individual client (in addition if Director/Beneficiary of Trust) \$200.00 – Per company/entity/Trust
PEXA workspace *payable to PEXA	\$146.30 (electronic) (one title) \$167.42 (electronic) (multiple titles) \$7.15 (Title information re-supply)
Preparation of Licence Agreement	\$300.00
Express – Urgent settlement fee – for short notice settlements	\$440.00 (individually assessed)
Company or trust vendor (ASIC extract, trust deed checks, resolutions):	\$200.00
Notice of Default/Rescission	\$880.00 including GST
Preparation of Water Licence/Agricultural Licence Transfer	\$150.00 including GST
Preparation of Deed/Assignment	\$330.00 including GST
Lodgement/Withdrawal of Caveat	\$330.00 including GST
Variation of Contract Agreement (i.e. change in settlement date)	\$330.00 including GST
Re-settlement fee	\$220.00 including GST

Type of transaction	Cost amount (or if the amount is not known, the basis of the calculation)
Caveat removal co-ordination (third party caveat)	\$220.00 including GST
Section 27 – Deposit Release (contested correspondence beyond the initial notice)	\$110.00 including GST
Foreign Resident CGT Withholding variation assistance (if required):	\$220.00 including GST
Processing additional settlement payments to third parties (e.g. campaign agents, contractors, creditors)	\$150.00 per additional payee
Sales arising from separation/family law disputes requiring significant extra correspondence with lawyers or parties	From \$440.00
Extensions of conditions in contract of sale (in excess of two)	\$55.00 incl GST (each)
File fee (sundries) stationary, docusign, post, phone etc	\$110.00 including GST
Interest Charged In the event of non-payment of our invoice, we reserve the right to charge interest on any outstanding balance that remains unpaid for more than 30 days. Interest will be calculated monthly at a rate equal to 2% above the Cash Rate Target fixed by the Reserve Bank of Australia. You will also be liable for any reasonable costs incurred by us in recovering overdue amounts, including legal and debt collection expenses.	

Invoice details

You will be invoiced in the following manner:

Timing	Disbursements invoiced at settlement, except: - If the property is unsold within 3 months of preparation, disbursements will be invoiced then; - For properties with an Owners Corporation, disbursements are invoiced up front, with the balance at settlement.
Method	Invoices are payable within 14 days of issue, with remaining fees billed and payable at settlement

Signature of conveyancer

Signature Licensee.	
Print full name	EMMA MOLLY BURNS

Date dd/mm/yy	1 July 2026
Daytime telephone number Mobiles ok. If a landline, include area code.	0494 037 526

Electronic Communication and Acknowledgment

We may communicate with you and other parties using electronic means, including email and online platforms (such as Perfect Portal). By engaging with us electronically, you acknowledge and agree as follows:

- There are inherent delivery risks in using electronic communications, including the risk of interception by third parties, non-receipt, or delayed receipt of messages.
- Computer viruses and other harmful items can be transmitted via electronic communications. While we use virus scanning software to reduce these risks, it is not possible to completely eliminate them. You are responsible for maintaining your own protective software.
- To the maximum extent permitted by law, we are not liable for any claims, losses, expenses or liabilities arising directly or indirectly out of electronic communications.

Electronic Acknowledgment of Agreement

By acknowledging this Cost Agreement via electronic means (including, but not limited to, through Perfect Portal, email, or any other approved electronic method), you agree to be bound by the terms and conditions of this agreement. Such acknowledgment has the same legal effect as signing a physical copy.

This agreement may be validly acknowledged and accepted electronically in accordance with the *Electronic Transactions (Victoria) Act 2000 (Vic)*.

Cost disputes

If you wish to dispute any costs listed in this notice you should contact the conveyancer in the first instance.

If not satisfied with the outcome you can:

- lodge a complaint with [Consumer Affairs Victoria](http://consumer.vic.gov.au) (consumer.vic.gov.au). Further advice and complaints forms are available on the website or by calling 1300 55 81 81.
- make an application to the [Victorian Civil and Administrative Tribunal](http://vcat.vic.gov.au) (vcat.vic.gov.au). Further information is available on the website.