

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 an estimate of costs: Type of transaction	Cost amount (or if the amount is not known, the basis of the calculation)
Residential Property – Transfer (BASE FEES) Included • Preparing and lodging the Transfer of Land with Land Use Victoria (via PEXA). • Preparing and submitting Duties Online forms. • Liaising with State Revenue Office (Victoria) for duty assessment. • Coordinating with banks/lawyers for settlement and lodgement. • Preparing and lodging Notices of Acquisition with Council/Authorities. Excluded (unless agreed in writing) • Taxation, capital gains tax (CGT), GST or financial advice. • Drafting or advising on Family Court Orders, Binding Financial Agreements, or Consent Orders. • Extending or varying Court Orders. • Deeds of Family Arrangement, Probate or Estate administration (we only lodge documents as instructed). • Advice on wills, intestacy, trusts, or company law. • Advising or acting in disputes between parties. • Planning, zoning, easements, or covenant advice beyond what appears on title.	Base Professional Fee \$1,200.00 plus GST (standard residential transfer, including basic preparation and lodgement of documents via PEXA) PLUS disbursements (approximately \$100 – \$350 depending on certificates, searches and requirements). Additional fees may apply depending on the type of transfer: • Related Party Transfers – \$150.00 plus GST surcharge (due to additional SRO duty assessment, exemption applications and declarations). • Deceased Estate / Survivorship Applications – \$440.00 plus GST surcharge (includes preparation of survivorship application, transmission application, Notices of Acquisition).
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
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
Trust account fee	\$220.00
Acting for both parties in a Family Law transfer where one party does not respond or causes delay	from \$330.
Arranging discharge of mortgage(s) and liaising with multiple mortgagees	\$165 each additional mortgagee

The following is an estimate of costs: Type of transaction	Cost amount (or if the amount is not known, the basis of the calculation)
Extensive correspondence with family lawyers, estate lawyers, or accountants	from \$220.
Withdrawal or lodgement of Caveat / Priority Notice	\$220 each.
Foreign Resident CGT Withholding or Purchaser Withholding Clearance Certificate applications	\$220 each.
Your transaction will be completed electronically using PEXA (Property Exchange Australia). PEXA charges a separate fee, in addition to our professional fees and statutory Land Registry fees. The PEXA fee covers: • Creation, signing, and lodgement of documents online. • Verification checks and Title Activity Checks. • Lodgement Gap Cover (protection if another dealing affects registration). • Electronic transfer of settlement funds. • Stamp duty verification and settlement booking. <i>Note: The PEXA fee is set by PEXA, not by our office.</i>	\$146.30 Settlement (one title) \$167.42 Settlement (multiple titles) \$7.15 Title information re-supply \$46.20 Transmission/Survivorship (one title) \$67.54 Transmission/Survivorship (multiple titles) \$39.49 Withdrawal of Caveat (one title) \$60.94 Withdrawal of caveat (multiple titles)
File fee (sundries) stationary, docusign, post, phone etc	\$110.00 including GST
Interest on Overdue Accounts 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.	

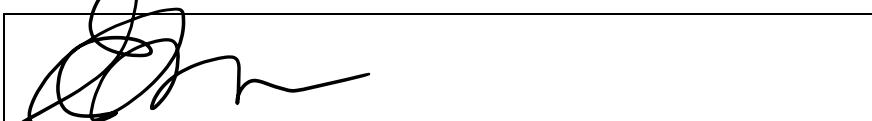
Invoice details

You will be invoiced in the following manner:

Timing	Prior to settlement
Method	Lump sum bill 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.