

## What we do for our fees as detailed in the cost disclosure

- Review the Offer and Acceptance Contract.
- Do a search of the Certificate of Title to ensure proper ownership and advise you of any encumbrances registered on the Certificate of Title.
- Search with Council, State Revenue and the Water Corporation for anything affecting the property, and advise them to record you as the new owner of the property.
- Follow up on all special conditions relating to the offer and acceptance to ensure conditions are met and continually follow up all those involved in the settlement to avoid delays.
- Prepare and arrange for you to sign the Transfer of Land document.
- Pay GST at settlement if required.
- Ensure the relevant stamp duty forms are completed by you
- Attend to stamping of the Contract and Transfer of Land document by in house Revenue Online Stamping or at the Office of State Revenue if required.
- Ensure clearance certificates are attended to by you for the ATO as required.
- Liaise with your bank providing finance for your purchase or inform your bank of the sale of your home and request they prepare the discharge of mortgage for settlement.
- Liaise with the holder of a second or subsequent registered mortgage or caveat holder to attend settlement and register or discharge it's security.
- Calculate the adjustments of Rates and Taxes and Strata Levies.
- Pay GST at settlement if required.
- Ensure clearance certificates are by the seller as required by the ATO
- Prepare Settlement Statements.
- Properly account for all monies expended or held in the Trust Account.
- Check Search the Certificate of Title immediately before settlement.
- Attend Settlement on your behalf.
- Prepare a Notice Under Clause 4 of the General Conditions relating to delay in settlement (penalty interest).
- 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.
- Provide you with Landgate evidence showing you as the registered proprietor after settlement.

### **West Coast Conveyancing** offer other services such as:

- Application to amend name and addresses on title
- Survivorship/Transmission Applications
- Related Party Transfer
- Application for subdivisions
- Disposition application for strata titles
- Prepare and Register power of attorney
- Change of name by marriage

We can also obtain general advice for you from our affiliated property lawyer to assist you in making the right decision .

