

RITZ PDS

Settlement Fee includes the following services:

- Review the contract of sale.
- Prepare all necessary documentation for signing, including the Transfer of Land Document.
- Diarise and ensure all special conditions are satisfied and key dates are met.
- Notify you of any encumbrances registered on the property title.
- Liaise with relevant parties throughout the transaction including but not limited to the Real Estate Agent, other settlement agent, banks and brokers.
- Make enquiries and adjusted rates and taxes with the relevant authorities relating to the property, including the Local Shire, Water Corporation, Office of State Revenue and Strata Companies.
- Attend to stamping of the contract and Transfer of Land documents.
- Ensure Landgate's verification of identity requirements are met for sellers.
- Book settlement with all parties and attend settlement (rebooking and attending also included).
- Prepare settlement statements for you and your lender to assist in the preparation of funds required for settlement. We also have a trust account available for cash purchases.
- Check search the title immediately before settlement to ensure no action on the property title.
- Lodgements and banking required after settlement if applicable.
- Search the certificate of title post settlement to ensure you are the registered proprietor and provide evidence of same to you.

Disbursements include: (all disbursement are mandatory government charges and therefore costs we must pass on, we will only charge the client what we are charged):

Disbursement	Buyer \$ (inc GST)	Seller \$ (inc GST)
Certificate of Title Searches – Landgate charge (each search)	\$24.85	\$24.85
Bank Cheque Fees if applicable (per chq)	\$12.00	\$12.00
Check Search on the morning of settlement – Landgate charge	\$12.40	\$12.40
Electronic advice of sale enquiry fees (EAS) – Landgate, Local Shire, Water Corporation, Office of State Revenue, WAPC (estimate). This charge may vary from shire to shire.	\$250.00	
Section 43 if applicable (strata company fee)	\$110.00	
ASIC Search if applicable (if selling or purchasing in a company name)	\$17.27	\$17.27
Postage, petties, telephone, fax, photocopying etc. (this includes unlimited Australia post charges, for eg. Express post and reply paid envelopes)	\$75.00	\$75.00

Extra Services: (only charged if authorised to do so)

Provide and prepare Offer and Acceptance Contract	\$220.00
Change of name application preparation and lodgement	\$220.00
Deceased estate – per document (if a property is sold with a deceased proprietor on the title, application of survivorship or transmission application)	\$330.00
Preparation of Power of Attorney documents and lodgement	\$220.00
Additional lodgements only with Landgate eg. Power of attorney	\$70.00
Lost Title application and lodgement	\$440.00
Related Party transactions (this may vary depending on the circumstance)	\$450.00
PEXA Charge (online conveyancing charge)	\$107.80