



Personalised Settlements

Where you're a name not a number!

PO Box 499, Inglewood WA 6932
1/63A Second Ave, Mount Lawley
9am – 5pm weekdays by appointment
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Licensed real estate settlement agent
JML (WA) Pty Ltd ACN 119 335 830 (Licensee)

SERVICE AGREEMENT – SELLER'S REPRESENTATIVE

Services provided for the **Service Amount** for a **Seller**

We will:

- Review the contract
- Provide information & advice relevant to the contract
- Ensure your contractual rights & responsibilities are fulfilled
- Search the Certificate/s of Title to the property to ensure correct ownership
- Search registered mortgages/encumbrances to identify those that need to be removed
- Adjust outgoings (Shire/Water rates) pursuant to the contract
- Arrange for you to execute a Transfer of Land document ⁽¹⁾
- Liaise with existing mortgagees (lenders) to arrange discharge of mortgage/s ⁽²⁾
- Prepare a settlement statement & account for all monies passed through our Trust account.
- Ensure the correct amount is received from the Buyer
- Disburse sale proceeds:
 - Pay the balance of Real Estate Agent's commission/advertising
 - Repay loans/debts secured by encumbrances on Title ⁽²⁾
 - Deposit net sale proceeds in accordance with your instructions ⁽³⁾

Additional Services

Unless otherwise agreed, fees will apply for services not included in the Service Amount. An estimate of the minimum fee is provided below:

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| • Conduct lengthy negotiations/correspondence in relation to Structural Building or Timber Pest Inspections (first hour free) | \$100 p/h |
| • If General Condition 4.6 (Dispute – interest or compensation) applies | \$250 |
| • Adjust outgoings/rent on purchase of commercial premises | \$200 |
| • Adjust rent on purchase of residential premises | \$100 |
| • (1) Arrange for you to sign the Transfer as Transferor in a place other than Australia | \$200 |
| • (2) Arrange removal of encumbrance (e.g., Mortgage, Caveat, Memorial, PSSO) other than 1 st Mortgage – per Encumbrance | \$200 |
| • (3) Deposit sale proceeds to more than one bank (per bank) | \$10 |
| • For deceased estates, prepare and arrange execution of an application to transfer the unencumbered property into the name of the executor or administrator named in a grant of Probate or Letters of Administration, known as an application by personal representative or transmission application | \$500 |
| • For deceased estates, prepare and arrange execution of an application by surviving joint tenant (survivorship application) | \$500 |
| • Prepare and arrange execution of an application for a new duplicate certificate of title and supporting statutory declaration and lodge the documents at Landgate | \$500 |
| • Prepare and arrange execution of an application to amend a name on a title and supporting statutory declaration and lodge the documents at Landgate | \$250 |
| • Prepare and arrange execution of any other Landgate document | POA |
| • Prepare and arrange execution of a Landgate Declaration of Identity (used when you cannot meet the standard Verification of Identity requirements) | \$100 |
| • Prepare Seller's Notice to meet your obligations under Section 14-255, Schedule 1, Taxation Administration Act 1953 | \$25 |
| • If GST is required to be withheld by the Buyer & remitted to ATO | \$100 |
| • Open an Interest-Bearing account in terms of SA Act s.49A & SA regulation 6C | \$250 |