



Personalised Settlements

PO Box 499, Inglewood WA 6932
1/63A Second Ave, Mount Lawley

By appointment only!

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Licensed real estate settlement agent
JML (WA) Pty Ltd ACN 119 335 830 (Licensee)

Where you're a name not a number!

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

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) Verify your identity and execution of documents outside Australia | \$500 |
| • (2) Arrange removal of encumbrance (e.g. Mortgage, Caveat, Memorial, PSSO) other than 1 st Mortgage – per Encumbrance | \$200 |
| • Pay marketing expenses to a party other than the listing Agent (e.g. Realty Assist) | \$50 |
| • 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 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 |