

LETTER OF APPOINTMENT AND REQUEST FOR SEARCHES (2023/2024)

To: HOUTERMANS HORNER CONVEYANCING

Vendor:.....

Current Address:.....

Email Address:.....

Phone Number:.....

Property being sold:

.....

Sales Agent:.....

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- I/We have instructed you to be our conveyancer for the settlement of the property.

 - I/We hereby authorise and request you to apply for the searches indicated below.

 - I/We authorise and request you to prepare the Form 1 Vendor Statement on my/our behalf.

 - I/We request Houtermans Horner Conveyancing to deduct the cost from our sale proceeds settlement

If the property is not sold within 3 months of the date of this request, or is withdrawn from sale, I/We undertake to pay your account including any service fee in full within seven days of receipt of an invoice.

If Houtermans Horner Conveyancing are not appointed to act as Conveyancer, then upon the sale of the property a fee of \$50.00 plus GST will be added to the cost of the searches.

I/We acknowledge the following search costs (Please note the below disbursements will incur GST

- Form 1 \$350.00 plus GST
 - Property Interest Report \$345.00 Plan image \$13.30
 - Council \$66.75 URGENT Council \$80.50
 - Strata Corporation \$105.60 Strata Plan image \$13.30
- Strata/Community Corporation Manager is: _____
- Community Corporation \$66.00 Community Plan image \$13.30
 - Encumbrance/Land Management Agreement \$12.30 (if applicable)

Signed by the vendor(s)

Dated

Disclaimer

The conveyancer will provide the information requested by the above named Vendor but is not interpreting the information or guaranteeing its accuracy and cannot be held responsible for such information.
