

## **LETTER OF APPOINTMENT AND REQUEST FOR SEARCHES (2025/2026)**

To: HOUTERMANS HORNER CONVEYANCING / TONY SEVERINO REGISTERED CONVEYANCERS

Vendor:.....

Current Address:.....

Email Address:.....

Phone Number:.....

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Property being sold:  
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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If the property is not sold within 3 months of the date of this request, or is withdrawn from sale, I/We undertake to  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 / Tony Severino Registered Conveyancers 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. Any overdue account may be forwarded to a collection agency and you will be liable for any  
collection and associated legal costs. We also hereby give our consent to a caveat being lodged by HH  
Conveyancing (SA) Pty Ltd over the subject property in the event the account isn't paid within seven days of receipt

***Effective from January 1<sup>st</sup>, 2025 every Vendor will be required to provide a clearance certificate to the Purchaser at or before settlement to avoid having 15% withheld from a property sale, regardless of the value of the sale. We recommend you apply for this as soon as possible to ensure funds are not withheld from the proceeds of your sale.***

<https://www.ato.gov.au/single-page-applications/frwt-certificate>

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

<input checked="" type="checkbox"/> Form 1	\$380.00 plus GST		
<input checked="" type="checkbox"/> Property Interest Report	\$366.00	<input type="checkbox"/> Plan image	\$14.10
<input checked="" type="checkbox"/> Council	\$71.00	<input type="checkbox"/> URGENT Council	\$85.50
<input checked="" type="checkbox"/> Strata Corporation	\$105.60	<input checked="" type="checkbox"/> Strata Plan image	\$14.10
Strata/Community Corporation Manager is: _____			
<input type="checkbox"/> Community Corporation	\$66.00	<input type="checkbox"/> Community Plan image	\$14.10
<input type="checkbox"/> Encumbrance/Land Management Agreement	\$13.10 (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.

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