



Heritage Conveyancing

Professional & Affordable Estate Transactions

Head Office
Suite 2 Ellenborough House
126 Brisbane Street Ipswich
PO Box 215
Ipswich QLD 4305

www.heritageconveyancing.com.au | info@heritageconveyancing.com.au | T: 1300 18 53 53 | F: 1300 27 88 66

Sellers Solicitors Notice

Congratulations on the sale of your property and thank you for allowing us to assist with your property purchase.

Simply print or email this document to your estate agent when they ask you if you have a solicitor and they will complete the contract for you.

Please do not hesitate to contact us if you have any questions.

Kind Regards

Christopher Trace

L.L.B. (Hons) GDLP MBA MQLS

Principal – Heritage Conveyancing

Our Fixed Price \$770.00 Service Includes.

Included Outgoings

Title Searches
Trust Management Fees
Settlement Agent Fees
Bank Cheques drawn by us
PEXA Settlement Fees
Electronic VOI Certification

Professional Services

Receipt and Perusal of your contract
Attendance on telephone or email to receive instructions
Drafting and Provision of First Suite of Documents
Correspondence with Real Estate Agent and Vendor Solicitor
Drafting and Provision of Form 1 & 24 Transfer Documents
Managing PEXA settlement workspace
Correspondence & Negotiations regarding condition due dates, settlement adjustments and finalizing settlement
Managing search applications, examining search results and dealing with appropriate authorities or Councils
Settlement Statement preparation and final confirmation
Collection of Transfer Duty and Payment to OSR
Completing relevant ATO forms to comply with CGT or GST
Providing you with final correspondence including settlement statement, trust statement any invoices or receipts

Additional Services may attract further costs

Real Estate Agents Can Cut & Paste these Details

Name: Heritage Conveyancing

Solicitor: Christopher Trace

Address: 2/126 Brisbane Street

Ipswich QLD 4305

Phone: 1300 18 53 53

Mobile: 0413 189 410

Fax: 1300 27 88 66

Email: info@heritageconveyancing.com.au

SELLER'S SOLICITOR

■ or any other solicitor notified to the Buyer

NAME:	Heritage Conveyancing		
REF:		CONTACT:	Christopher Trace
ADDRESS:	Ellenborough House		
	2/126 Brisbane Street		
SUBURB:	Ipswich	STATE:	QLD POSTCODE: 4305
PHONE:	MOBILE:	FAX:	EMAIL:
1300 18 53 53	0413 189 410	1300 18 53 53	info@heritageconveyancing.com.au