



## **EASY CONVEY PTY LTD TERMS AND CONDITIONS (PURCHASE TRANSACTIONS)**

The following terms and conditions apply to all transactions where you have commissioned Easy Convey Pty. Ltd. ("Easy Convey") to undertake conveyancing work relating to the purchase of a property:

1. You agree to pay the following fees and expenses to Easy Convey-
  - (a) a fixed professional fee of \$935 (inclusive of GST);
  - (b) all disbursements (including title searches, property certificates and settlement agent's fees) incurred by us, on your behalf, charged at cost.  
("Total Fees and Expenses")
2. The Total Fees and Expenses are due and payable upon settlement of your purchase transaction.
3. If you ask Easy Convey to provide pre-purchase advice (either during a contract cooling off period, prior to contract signing or otherwise) we will charge you a fixed professional fee of \$192.50 (inclusive of GST) unless otherwise agreed ("the Pre-Purchase Fee"). The Pre-Purchase Fee will be payable within seven days of the date we invoice you.
4. If your purchase transaction does not proceed due to special conditions contained within the contract of sale signed by you, the Total Fees and Expenses will be payable by you but may be reduced within Easy Convey's absolute discretion having regard to the work undertaken up to the date upon which you elect not to proceed with the said contract. (the "Reduced Fees and Expenses"). If Reduced Fees and Expenses are payable by you, they will be payable within seven days of the date that we invoice you.
5. Our Total Fees and Expenses cover all work associated with your conveyancing but excludes work which is not usually included within a standard conveyancing transaction. If we are required to undertake additional work we will advise you of the reason that such work is needed and an estimate of the costs associated with that work and you agree to pay such fees which will be due and payable at settlement of your purchase transaction.
6. To enable us to perform our obligations you shall co-operate with us and provide us with any information reasonably required.
7. Easy Convey shall perform the conveyancing services with reasonable skill and care and to a reasonable standard in accordance with recognised standards and codes of practice.
8. Easy Convey may, from time to time, provide financial and other benefits to third party referrers and other suppliers.
9. Easy Convey will maintain your data and information supplied to us in accordance with applicable privacy laws. We are bound by, and comply with, the Australian Privacy Principles derived from the Privacy Act 1988 (Cth). To access Easy Convey's Privacy Policy [click here](#).
10. Easy Convey has a dispute resolution procedure which complies with Australian Standard AS 4269-1995 Complaints Handling; and Australian Standard AS ISO 10002-2006 Customer satisfaction - Guidelines for complaints handling in organizations. To access our Dispute Resolution Policy [click here](#)
11. These Terms and Conditions shall be governed by and construed in accordance with the law of Victoria.