

## Conveyancing Form

(OFFICE USE)			
Application No	<input type="text"/>	File No	<input type="text"/>
Cheque No	<input type="text"/>	Land No	<input type="text"/>
	<input type="checkbox"/> Urgent		<input type="checkbox"/> Post and Email Application
Date Received	<input type="text"/>	Property No	<input type="text"/>

A1. Applicant			
Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
<b>OR</b>			
Company/ Organisation	<input type="text"/>	ABN	<input type="text"/>
Return Mail Address	<input type="text"/>	Reference	<input type="text"/>
<b>Postal Address Only, No DX</b>			
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Facsimile	<input type="text"/>	Email	<input type="text"/>

A2. Land Description - only one Lot is applicable per 10.7 and Outstanding Requisition			
Lot No	<input type="text"/>	Section	<input type="text"/>
Unit/Street No	<input type="text"/>	Street	<input type="text"/>
Suburb/Town	<input type="text"/>		
	DP/NPP/SP	<input type="text"/>	

A3. Owners Details			
Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
Unit/Street No	<input type="text"/>	Street	<input type="text"/>
Suburb/Town	<input type="text"/>		

A4. Purchasers Details			
Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
Unit/Street No	<input type="text"/>	Street	<input type="text"/>
Suburb/Town	<input type="text"/>		

A5. Expected Settlement Date	
Date	<input type="text"/>

# Conveyancing Form

## A6. Application is Hereby Made for:

2019/2020

### Revenue Certificates

- |   |          |
|---|----------|
| <input type="checkbox"/> 603 Certificate  | \$85.00  |
| <input type="checkbox"/> 603 Certificate - <b>URGENT; includes email fee</b>  | \$133.00 |
| <input type="checkbox"/> Special Water Meter Reading - GL - SpecWatMeterRead ( <b>Posted only - unless email fee paid</b> ) | \$51.00  |
| <input type="checkbox"/> Special Water Meter Reading Email Fee - GL - EmailIncome   | \$15.00  |

### Development Certificates & Searches

- |   |          |
|---|----------|
| <input type="checkbox"/> Section 10.7 (2) Certificate                               | \$53.00  |
| <input type="checkbox"/> Section 10.7 (2) & (5) Certificate                         | \$133.00 |
| <input type="checkbox"/> Dwelling Entitlement Search                                | \$159.00 |
| <input type="checkbox"/> Development Consent Search                                 | \$159.00 |
| <input type="checkbox"/> Development Contribution Quote - GL - DEVPlanInfoSearchFee | \$159.00 |
| <input type="checkbox"/> General Development Search - GL - DEVPlanInfoSearchFee     | \$159.00 |

### Building & Environmental Health Certificates & Searches

- |  |          |
|--|----------|
| <input type="checkbox"/> Drainage Diagram - Standard Conveyancing  | \$101.00 |
| <input type="checkbox"/> Drainage Diagram - Standard Conveyancing - <b>URGENT; two business days</b>   | \$198.00 |
| <input type="checkbox"/> Drainage Diagram - Internal Only (availability not guaranteed)  | \$139.00 |
| <input type="checkbox"/> Outstanding Requisitions (section 9.37 (note 2) and 735A)   | \$178.00 |
| <input type="checkbox"/> Email and Postage Fee for Drainage Diagram and Outstanding Requisition Searches<br>(Fee applicable if both email and hardcopy of certificate is required) | \$15.00  |
| <input type="checkbox"/> Health Pre-Purchase (Food Premises) - Records Search Only   | \$178.00 |
| <input type="checkbox"/> Health Pre-Purchase (Food Premises) - Inspection & Report   | \$454.00 |
| <input type="checkbox"/> Health Pre-Purchase (Skin Penetration/other Health Premises) - Records Search Only  | \$97.00  |
| <input type="checkbox"/> Health Pre-Purchase (Skin Penetration/other Health Premises) - Inspection & Report  | \$275.00 |
| <input type="checkbox"/> Contaminated Land Information - Records Search Only   | \$454.00 |
| <input type="checkbox"/> On-Site Sewage Management Pre-Purchase - Records Search Only  | \$186.00 |
| <input type="checkbox"/> On-Site Sewage Management Pre-Purchase - Inspection & Report  | \$454.00 |

For property access contact  on

### Administrative Fees

- |  |         |
|--|---------|
| <input type="checkbox"/> Debit Account - Fee charged per application. No. of applications to be charged: | \$19.00 |
| Account Number <input type="text"/>  |         |
| <b>(Debtor account must be previously arranged)</b>  |         |

**TOTAL**

*All Applications will be emailed unless otherwise indicated.*

**NOTE!** *Please be aware if you request multiple certificates processing times will vary and in most instances will not be issued together.*

## A7. Applicants Declaration

I declare that all the information in this application is true and correct.

I understand that if the information is incomplete the application may be delayed or rejected.

Applicants Name

Date