

Attachment B
supporting documentation

LAWessentials

Acquisition of 1/13 Tavistock St,
Hervey Bay, Qld. 4655

29 November 2016

Mr CJ Elliott, Mrs HN Elliott, Mr SJA Elliott & Mr KJC Elliott
17 Burra Place
BRADDON ACT 2612

CONTACT
Tamara Loveridge
tamara@lawessentials.net.au

PLEASE REPLY TO
Hervey Bay Office

OUR REFERENCE
TJL:20235

By Email: cleaverelliott@yahoo.com.au

Dear Cleaver, Hong, Samuel & Kim

**RE: YOUR PURCHASE FROM POTTER
PROPERTY: 1, TAVISTOCK PALMS, 13 TAVISTOCK STREET, TORQUAY**

We refer to the above matter and confirm that settlement was effected on Tuesday, 29 November 2016 and we now **enclose** our settlement statement and memorandum of fees for your information.

We also **enclose** herewith the original stamped contract which must be retained by you. The Office of State Revenue requires that these documents are retained for a minimum of 5 years.

CHANGE OF OWNERSHIP

We confirm that we will attend to registration of the transfer over the above property. We will forward to you the Title Search once registration has been completed in your name.

RATES

Please note rates have been paid with an adjustment made at settlement in the seller's favour, therefore you are liable for the whole of the next assessment once it issues from the council.

DIRECTORS:

Chris Thompson LPD and Michael Garrahy

LEGAL PRACTITIONERS:

Chris Thompson BCom LLB, Michael Garrahy LLB,
Jon Hall LLB, LLM,

HERVEY BAY:

PO Box 3358
65 Torquay Road
Hervey Bay Q 4655
P: 07 4197 5600
F: 07 4197 5616

MARYBOROUGH:

2/264 Bazaar Street
Maryborough Q 4650
P: 07 4122 4698
F: 07 4197 5616

LAW ESSENTIALS PTY LTD

ACN 129 181 577

ABN 31 129 181 577

www.lawessentials.net.au

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The relevant authorities will be notified that you are the new owner of the property. Please be advised that this process can take up to 12 weeks and be aware that in the interim notices may issue in the seller's name which will be payable by you. The Council will levy a change of ownership fee on the first rates notice in your name.

We have also advised the real estate agent that settlement has been effected.

MEMORANDUM OF FEES

You will find enclosed the following Tax Invoices:-

- (i) Tax Invoice for our legal fees;
- (ii) Tax Invoice for searches.

These invoices set out what costs you have incurred up until the day of settlement.

As previously advised, we had to do a "day of settlement" title search. We have taken into consideration the cost of the title search, therefore there will be nothing further for you to pay. A copy of the invoice for the title search will be sent in due course for your records.

For your convenience, a table outlining what your total costs (including GST) are is set out at the bottom of this letter.

Please check that you have received all of the documents noted as enclosed with this letter and contact us urgently if any are missing.

Your file will be archived in the weeks following settlement and an additional professional fee will be applicable for retrieval of documents from our archive after this time. Additional or further advice may now be at an additional fee.

As this now concludes the matter we take the opportunity of thanking you for your instructions and advise that the team at Law Essentials can provide a full range of legal services for individuals, their families and businesses, including:-

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Small Business | <input checked="" type="checkbox"/> Commercial | <input checked="" type="checkbox"/> Wills & EPAs |
| <input checked="" type="checkbox"/> Conveyancing | <input checked="" type="checkbox"/> Commercial Fishing | <input checked="" type="checkbox"/> Litigation |
| <input checked="" type="checkbox"/> Estate Planning | <input checked="" type="checkbox"/> Family | <input checked="" type="checkbox"/> Primary Industries |

If you, a family member or friend require assistance in any of the above areas of law then we would be delighted to discuss how we can help.

Yours faithfully



TAMARA LOVERIDGE

FEES

Fixed Legal Costs	\$880.00
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DISBURSEMENTS

DATE	DETAILS	
22/11/2016	Property search fees	\$499.64
29/11/2016	Bank cheque fees	\$20.00

DISBURSEMENTS NOT YET PROCESSED

DATE	DETAILS	
29/11/2016	Day of Settlement Title Search	\$23.41

TOTAL FEES AND DISBURSEMENTS	\$1,423.05
LESS TRUST CREDIT	\$-600.00
LESS CHEQUE COLLECTED AT SETTLEMENT	\$-823.05
BALANCE DUE TO YOU	\$-50.00

SETTLEMENT STATEMENT

Matter No: 20235
Re: Elliott, Elliott, Elliott & Elliott Purchase from Potter
Property: 1, Tavistock Palms, 13 Tavistock Street, Torquay, Queensland 4655

Settlement Date: 29 November, 2016
Adjustment Date: 29 November, 2016
Contract Date: 14 November, 2016
Settlement Place: Morton & Morton Solicitors
Settlement Time: 2.00pm

Contract Price	\$315,000.00
Less Deposit	<u>10,000.00</u>
	\$305,000.00
Less Release Fee	<u>175.00</u>
	\$304,825.00
Plus Rates (adjusted as paid for 1/07/2016 to 30/06/2017) <u>\$1,924.20 x 213 days</u> 365 days	<u>1,122.89</u>
	\$305,947.89
Less Water Access & Sewerage (for 1/11/2016 to 28/02/2017) <u>\$418.99 x 29 days</u> 120 days	<u>101.26</u>
	\$305,846.63
Less Water Usage (see calculation following)	<u>64.51</u>
	\$305,782.12
Less Water Usage (see calculation following)	<u>2.01</u>
	\$305,780.11
Plus Administrative Fund Levy (for 1/10/2016 to 31/03/2017) <u>\$756.88 x 122 days</u> 182 days	<u>507.36</u>
	\$306,287.47
Plus Sinking Fund Levy (for 1/10/2016 to 31/03/2017) <u>\$733.48 x 122 days</u> 182 days	<u>491.67</u>
	\$306,779.14
BALANCE AT SETTLEMENT	<u><u>\$306,779.14</u></u>

CHEQUE DETAILS

1. Fraser Coast Regional Council	\$1,610.11
2. Ray White Hervey Bay	\$958.75
3. Gayler Legal	\$640.00
4. Australia & New Zealand Banking Group cr a/c Potter	<u>\$303,570.28</u>

CHEQUES TOTAL

\$306,779.14

SETTLEMENT STATEMENT

Matter No: 20235
Re: Elliott, Elliott, Elliott & Elliott Purchase from Potter
Property: 1, Tavistock Palms, 13 Tavistock Street, Torquay, Queensland 4655

ADDITIONAL CHEQUE REQUIREMENTS

1. Office of State Revenue \$9,450.00
2. DNRM \$812.00
3. Law Essentials Pty Ltd \$873.05

WATER USAGE CALCULATION

Date water paid to: 8/08/2016 Reading: 827 kL
Date of search reading: 22/11/2016 Reading: 862 kL
(All kL results are rounded to whole litres ie 3 decimal places)
Days between readings: 106
 $862 \text{ kL} - 827 \text{ kL} = 35 \text{ kL} / 106 = 0.33 \text{ kL}$
Average daily usage = 0.33 kL
Days from date paid to settlement = 113
 $0.330 \text{ kL} \times 113 \text{ days} = 37.290 \text{ kL}$

Charge per kL -
\$1.73

Adjustment -

Tier 1:
 $37.290 \text{ kL} \times \1.73 \$64.51
\$64.51

WATER USAGE CALCULATION

Date water paid to: 8/08/2016
Average daily usage = 0.072 kL
Days from date paid to settlement = 113
 $0.072 \text{ kL} \times 113 \text{ days} = 8.136 \text{ kL}$

Charge per kL -
\$1.73

Adjustment -

Tier 1:
 $8.136 \text{ kL} \times \1.73 \$14.08
\$14.08 x 14.26% (shared percentage) \$2.01

29 November 2016

Mr CJ Elliott, Mrs HN Elliott, Mr SJA Elliott & Mr KJC Elliott
17 Burra Place
BRADDON ACT 2612

Our Ref: TJL:20235
Invoice No: 2234

RE: YOUR PURCHASE FROM POTTER
PROPERTY: 1, TAVISTOCK PALMS, 13 TAVISTOCK STREET, TORQUAY

TAX INVOICE

PROFESSIONAL FEES





Description	Amount	GST
TO OUR PROFESSIONAL COSTS of and incidental to acting on your behalf in your purchase	\$800.00	\$80.00
Total	\$800.00	\$80.00

Invoice Total*	Less Trust Credit	Less cheque collected on Settlement	BALANCE DUE
\$880.00	\$ 880.00	\$ 0.00	\$ 0.00

* Includes total GST of \$80.00.

E&OE

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	Balance Due: \$0.00
 www.rapidpay.com.au Reference: 1401 0005 2442	To make a payment online visit www.rapidpay.com.au and enter your RapidPay reference number. If applicable a surcharge amount will be calculated at the time of making your payment.
 Biller Code: 243683 Reference: 1401 0005 2442	To make a BPAY payment from your cheque or savings account contact your participating financial institution. Enter the biller code and your RapidPay reference number.

22 November 2016

Mr CJ Elliott, Mrs HN Elliott, Mr SJA Elliott & Mr KJC Elliott
 17 Burra Place
 BRADDON ACT 2612

Our Ref: TJL:20235
 Invoice No: 2132

RE: YOUR PURCHASE FROM POTTER
 PROPERTY: 1, TAVISTOCK PALMS, 13 TAVISTOCK STREET, TORQUAY

TAX INVOICE**DISBURSEMENTS**

Date	Description	Amount	GST
15/11/2016	InfoTrack: QLD Certificate (over \$130) – Fraser Coast Regional Council: Written Property Search – 1/SP202737 (Supplier fee).	\$200.00	
15/11/2016	InfoTrack: QLD Certificate (over \$130) – Fraser Coast Regional Council: Written Property Search – 1/SP202737 (Search fee).	\$28.00	\$2.80
15/11/2016	InfoTrack: QLD Certificate – Wide Bay Water: Special Water Meter Reading – 1/SP202737 (Supplier fee).	\$90.00	
15/11/2016	InfoTrack: QLD Certificate – Wide Bay Water: Special Water Meter Reading – 1/SP202737 (Search fee).	\$35.10	\$3.51
15/11/2016	QLD: Title Search – 1/SP202737	\$21.28	\$2.13
15/11/2016	QLD: Plan Image – SP202737	\$22.52	\$2.25
15/11/2016	QLD: Body Corp Information Certificate – KBW Community Management: Information Certificate – Includes Certificate of Currency – 1/SP202737	\$83.68	\$8.37



www.rapidpay.com.au
 Reference: 1401 5642 4388

Billor Code: 243683
 Reference: 1401 5642 4388

Balance Due: \$0.00

To make a payment online visit www.rapidpay.com.au and enter your RapidPay reference number. If applicable a surcharge amount will be calculated at the time of making your payment.

To make a BPAY payment from your cheque or savings account contact your participating financial institution. Enter the biller code and your RapidPay reference number.

STATEMENT OF SETTLEMENT BREAKDOWN

Purchase Price	\$315,000.00	
Less deposit paid to agent		\$10,000.00
Less adjustments (water, access and release)		\$167.78
Less seller's mortgage release fee		\$175.00
Plus rate adjustment	\$1,122.89	
Plus body corporate rate adjustment	\$999.03	
AMOUNT DUE TO SELLER	\$306,779.14	
Plus professional legal fees	\$880.00	
Plus titles office registration	\$812.00	
Plus stamp duty	\$9,450.00	
Plus searches and outlays	\$543.05	
ADDITIONAL OUTLAYS PAYABLE BY YOU ON TOP OF PURCHASE	\$11,685.05	
Less funds paid to trust by you for searches		\$600.00
Less settlement funds paid to trust by you		\$317,914.19
TOTAL		-\$50.00
Amount refunded to you on 29/11/2016	\$50.00	\$0.00