

Zenith LEGAL

Your Ref:
Our Ref: SS:2682
Contact: Steven Sidorovski
Direct Phone: 02 9002 0520
Direct Email: steven@zenithlegal.com.au
ABN: 43 165 736 505

15 March 2019

Mr GJ & Mrs N Forrester
18 Twenty Second Avenue,
West Hoxton NSW 2171

TAX INVOICE OUR REF: SS:2682

Professional Fees

Date	Description	Amount	GST
15/03/2019	To our professional costs for drafting your Wills:-	\$800.00	\$80.00
15/03/2019	To our professional costs for drafting your Powers of Attorney:-	\$0.00	
15/03/2019	To our professional costs for drafting your Enduring Guardianships:-	\$600.00	\$60.00
		\$1,400.00	\$140.00

Disbursements

Date	Description	Amount	GST
15/03/2019	NSW Title Search	\$11.80	\$1.18
		\$11.80	\$1.18

Amount	+ GST	- Payments Received	= BALANCE DUE
1,411.80	141.18	0.00	1,552.98

With Compliments
Zenith Legal

PAYMENT OPTIONS:-

- 1) EFT – Zenith Legal Pty Ltd
BSB: 062005
ACC: 11049558
Ref: Forrester 2682 Inv

Suite 1, 22 Memorial Avenue
Liverpool NSW 2170

Tel: 02 9002 0520
Fax: 02 9002 0521

PO Box 72, Liverpool NSW 1871

E-mail: steven@zenithlegal.com.au
Web: www.zenithlegal.com.au

Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by Zenith Legal Pty. Ltd are members of this scheme.

- 2) CHEQUES – payable to “Zenith Legal”.
- 3) CREDIT CARD DETAILS – Card Type: _____
Name: _____ Number: _____
Last 3 digits: _____ Exp: _____

Trust Account Moneys

If there is money held in our Trust Account on your behalf, it will be transferred for costs and disbursements.

Section 321 Notice – Interest on Unpaid Costs

Interest will be charged at the statutory rate pursuant to Section 321 of the Legal Profession Act 2004 and Regulation 110A of the *Legal Profession Regulation 2005* on any part of this bill which remain unpaid for more than 30 days after the bill is given to you.

Notification of Client’s Rights (Clause 111A Legal Profession Regulation 2005 – Form 3)

If you are not happy with this bill, the avenues open to you include:-

- discussing your concerns with us;
- requesting us for an itemised bill (if a lump sum bill is given to you). However, note that an itemised bill might include items of costs not taken into account in the lump sum bill thereby increasing your costs. If an itemised bill is required, we reserve our right to rely on the itemised bill as our final bill;
- costs assessed under Division 11 of Part 3.2 of the Legal Profession Act 2004 within 12 months after the bill is issued or after the costs are paid in full (whichever is earlier);
- mediation to resolve the costs dispute under Division 8 of Part 3.2 of that Act.

For more information about your rights, please read the fact sheet entitled: Your right to challenge legal costs. You can ask us for a copy, or obtain it from your local law society or law institute (or download it from their website).

Zenith

LEGAL

23 January 2019

Ryssa Prop Pty Ltd as trustee for Forrester Prop 1
18 Twenty Second Avenue
WEST HOXTON NSW 2171

By Post

Dear Gary & Nerissa,

RE: RYSSA PROP PTY LTD YOUR PURCHASE FROM KT PROPERTY MANAGEMENT PTY LTD
PROPERTY: 809/14 CAROL AVENUE, SPRINGWOOD
OUR REF: SS:BS:2847

We confirm that contracts for your purchase of this property were exchanged on **17/12/2018** and settlement is due on **05/02/2019**.

We have now organised enquiries on this property including searches from government authorities. The enquiries organised by us to date are land tax, Council and Water rates and preparing a settlement notice. Please let us know if you require any further searches/enquiries (please see: attached list of available searches (including prices) for the property you are purchasing).

We have provided title particulars to your lending institution. Please ensure you have signed your mortgage documents and returned them to your lending institution immediately as any delay in returning these documents may jeopardise settlement if your bank is not in a position to settle on the due date. Any extension to settlement is at the Seller's discretion to grant as advised in previous correspondence.

Stamp duty is payable in respect of the contract and transfer and is expected to be **\$8890** (this amount includes the duty payable on the duplicate contract and transfer).

Please be aware that it will be your responsibility to carry out the following:-

- make arrangements for the connection of telephone, electricity and gas, if any and only if you will be residing at the property. We as your solicitors shall make the appropriate arrangements for the Council, Water and Valuer General as these go with ownership. If this is to be an investment property, please ensure you contact your managing agent to arrange management of the property and rental adjustments at settlement. You should ensure that your managing agent is aware of the settlement date and any changes thereto prior to settlement.
- arrange a pre-settlement inspection to ensure all fixed structures and any included chattels as per the Contract have been left in the property and in particular ensure that the Agent has all keys to the property. The pre-settlement inspection should be arranged through your Agent and done

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preferably on the evening before or the morning of settlement. It is essential if there are any problems that you inform us prior to settlement.

- The property is at your risk from settlement onwards, however we recommend you arrange insurance to commence from the date the Contract exchanged. The Body Corporate is responsible for insuring the building for replacement value and public liability for the common property. We recommend that you obtain insurance cover for the contents of the unit (if applicable) and public liability for the interior of the lot. If this property is to be an investment property you may wish to arrange landlord's insurance.

Your property forms part of a **Building Format Plan** in which case we recommend that you contact the body corporate manager and your insurance broker to determine the level of insurance cover required to adequately protect your property.

- if you are contributing the balance of settlement monies for the settlement which based on the funds available from your lender of \$207,955.10 **we estimate to be \$74,000.00 (including stamp duty, balance purchase price, our costs and disbursements and an estimate for council/water/ strata adjustments)**, we will require such monies to be made available by either of the following methods:-

- (a) Authorise your lending institution to have access to your bank account to debit the shortfall above on the day of settlement as directed by us. This can usually be arranged via your broker or can be authorised when signing your mortgage documents. Please note that the bank account will need to be held with your lending institution as they will not be able to debit funds from any other financial institution; OR
- (b) In the event your lending institution does not provide the service outlined in part (a) above or you do not have a bank account with your lending institution, you can transfer the estimated shortfall into our trust account and authorise us to draw the bank cheques required for settlement on your behalf. Should you require this option, please contact us immediately as we will require the estimated shortfall to be available to be drawn upon in our trust account at least 1 day prior to settlement. As we cannot provide the exact amount until usually the day prior to settlement, we will contact you to reconcile any difference on settlement.

In the normal course of events, you are entitled to possession of the property as soon as settlement takes place and we will immediately confirm settlement with you and the Agent so that you (or your managing agent) may collect the key to the property from the Agent. You will not be required to attend settlement.

Yours faithfully,



Steven Sidorovski
Solicitor
ZENITH LEGAL