

9 December 2019

Ms BM Dolieslager & Ms TA Jones  
Brenda and Tracy Superannuation Property Pty Ltd as trustee for Brenda and Tracy Superannuation  
Property Trust  
Suite 111 838 Collins Street  
DOCKLANDS VIC 3008

Dear Brenda & Tracy

**Tax Invoice No. 1345**  
**Your proposed Sale**  
**Property: 304/20 Bedford Street, Reservoir**

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We *enclose* our interim account for professional fees and disbursements for payment in accordance with our Costs Agreement.

Should you wish to discuss this matter please contact Nancie Hu of our office.

Yours faithfully  
**MADISON BRANSON LAWYERS**



Enc.

Contact: Nancie Hu - Senior Solicitor  
Direct Line: +61 9211 0696  
Email: nancie@madisonbranson.com  
Our reference: NH191305MT

**Memorandum of Costs and Disbursements**

Tax Invoice No: 1345

**Professional Fees**

<b>Date</b>	<b>Description</b>	
28/10/2019	Obtain instructions; create new matter, update LEAP; prepare and send clients engagement documents.	
29/10/2019	Order property certificates for Vendor statement.	
29/10/2019	Supervision and review, order building and OC certificates, request copy of lease from agent	
11/11/2019	Prepare contract and vendor statement	
<b>Total</b>		<b>\$509.00</b>

**Disbursements**

<b>Date</b>	<b>Description</b>	
29/10/2019	VIC: Certificate - Register Search Statement (Title) (Supplier fee).	
29/10/2019	VIC: Certificate - Register Search Statement (Title) (Search fee).	
29/10/2019	VIC: Certificate - Land Index Search	
29/10/2019	VIC: Certificate - Copy of Plan PS736075N (Supplier fee).	
29/10/2019	VIC: Certificate - Copy of Plan PS736075N (Search fee).	
29/10/2019	VIC: Enquiry - State Revenue Office: Land Tax Certificate - 304/PS736075N (Supplier fee).	
29/10/2019	VIC: Enquiry - State Revenue Office: Land Tax Certificate - 304/PS736075N (Search fee).	
29/10/2019	VIC: Enquiry - Darebin: Land Information Certificate - 304/PS736075N	
29/10/2019	VIC: Enquiry - Yarra Valley Water: Water Information Statement - 304/PS736075N	
29/10/2019	ASIC: Organisation Extract - BRENDA AND TRACY SUPERANNUATION PROPERTY PTY LTD ACN 605 368 027 (Supplier fee).	
29/10/2019	ASIC: Organisation Extract - BRENDA AND TRACY SUPERANNUATION PROPERTY PTY LTD ACN 605 368 027 (Search fee).	
29/10/2019	VIC: Enquiry - Strata Plan Pty Ltd: Section 151 Certificate from Owners Corporation - 1/PS736075N	
29/10/2019	VIC: Enquiry - Darebin: Building Approval 326 (1) - 11815/680	
<b>Total</b>		<b>\$432.33</b>

<b>Amount</b>	<b>+ GST</b>	<b>- Payments Received</b>	<b>= BALANCE DUE</b>
<b>\$941.33</b>	<b>\$90.34</b>	<b>\$0.00</b>	<b>\$1,031.67</b>

**TERMS OF PAYMENT**

Please note our Terms are strictly Net 7 days and in the event that payment is not made within that time, we can take any of the actions identified under the heading "Accounts" in our Costs Agreement, including charging interest on this account at 3.50% p.a. if the account is unpaid after 30 days from this date.

**HOW TO MAKE PAYMENT**

**DUE DATE: 16 December 2019**

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**BY CHEQUE (Please detach and return with your payment):**

**TO:** MADISON BRANSON LAWYERS

**OUR REFERENCE NO.:** NH191305MT

**TAX INVOICE NO.:** 1345

**INVOICE DATE:** 9 December 2019

**CLIENT:** Ms BM Dolieslager & Ms TA Jones

Brenda and Tracy Superannuation Property Pty Ltd as trustee for Brenda and Tracy Superannuation Property Trust

**AMOUNT DUE: \$1,031.67**

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**DIRECT BANK TRANSFER:**

**ACCOUNT NAME:** MADISON BRANSON LAWYERS

**BSB:** 013-332

**ACCOUNT NO.:** 291241049

**INCLUDE PAYMENT REFERENCE:** NH191305MT

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***Your rights in relation to legal costs***

The following avenues are available to you if you are not happy with this bill:

1. Discuss your concerns with us. Simon Tsapepas is designated as responsible principal for this bill.
2. Request an itemised bill. You must do this within 30 days from the date which the legal costs become payable. We will provide an itemised bill at no charge. However, if you request an itemised bill and the total amount specified in the itemised bill exceeds the amount previously specified in the lump sum bill for the same matter, then we may be able to recover the higher costs should the matter proceed to a costs assessment under section 198, or a binding determination under section 292, of the *Legal Profession Uniform Law* (Victoria) ("**Uniform Law**").
3. Have our costs assessed before the Supreme Court Costs Court ("**Costs Court**") under division 7 of Chapter 4.3 of the Uniform Law or, alternatively, make a complaint to the Victorian Legal Services Commissioner ("**VLSC**") in relation to a costs dispute under Division 1 of Part 5.2 of the Uniform Law. The parameters for taking such steps are as follows:
  - (a) In relation to a costs assessment before the Costs Court – you must make the application within 12 months of when the bill was given or a request for payment was made, or where there was no bill or request made, when the legal costs were paid. An application can be made outside of 12 months in certain circumstances where the delay and reasons for the delay make it just and fair to do so. There is no monetary limitation on the amount of the legal costs in relation to a costs assessment before the Costs Court.
  - (b) In relation to a costs dispute before the VLSC – you must make the application within 60 days after the legal costs have become payable or, where you have asked for an itemised bill, within 30 days after the itemised bill was provided. The VLSC may waive the time limits specified above if the complaint is made within 4 months after the required period. This is in circumstances where the delay and reasons for the delay make it just and fair to do so, provided we have not commenced legal proceedings in respect of the legal costs. There is a monetary limitation of less than \$100,000.00 of the total bill for legal costs in dispute or, where the amount is \$100,000.00 or more, the amount of the legal costs in dispute is less than \$10,000.00.

***Our rights in relation to interest***

We intend to charge interest on unpaid legal costs if our costs are unpaid after 30 days of giving you this bill in accordance with the Uniform Law. The rate of interest is the Cash Rate Target plus 2% specified by the Reserve Bank of Australia as at the date of this bill.

***Notice of withdrawal of trust money***

If money has been paid into our trust account for you, we hereby notify you that we will withdraw money from the trust and apply it towards payment of our legal costs that are owed in accordance with the Uniform Law and the *Legal Profession Uniform General Rules 2015*.

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