Conveyancer Quote Request Letter

COMPLETE BEFORE INSTRUCTING A FIRM

Send this to two or three local conveyancers before you engage one. Comparing quotes is normal practice, fixed fees are standard in conveyancing, and a firm that answers this letter clearly is telling you how it will communicate for the whole sale.

Date ____________________ **To (Firm / Conveyancer)** ____________________

From (Your Name) ____________________ **Phone** ____________________

Email ____________________

The Letter

Hello,

I am preparing to sell my property privately through Title Sales, without a real estate agent, and I am looking for a licensed conveyancer, or a property solicitor, to handle the legal side of the sale and the transfer of title. Private sales are handled the same way as any other sale: I deal with the buyer directly, and the legal work sits with you exactly as it would if an agent were involved.

Could you please send me a fixed fee proposal covering all of your professional work for the sale, from preparing the contract through to settlement.

About The Property

Property Address ____________________

State ____________________ **Postcode** ____________________

Property Type ____________________ **Estimated Size (Land / Floor)** ____________________

Expected Price Range ($) ____________________ **Mortgage To Discharge: Yes / No** ____________________ **Tenanted: Yes / No** ____________________

When I Hope To Begin Marketing ____________________

Conveyancer Quote Request Letter

Continued.

In Your Fixed Fee Proposal, Please Confirm It Includes

1. Preparing the contract of sale and the vendor disclosure documents this state requires, telling me exactly which documents you need from me.
2. Ordering the standard title searches and certificates those documents need, with disbursements itemised.
3. Completing verification of identity (VOI) to the standard electronic conveyancing requires, and meeting your obligations under the anti-money laundering and counter-terrorism financing (AML/CTF) laws, including customer due diligence and any AUSTRAC reporting the law requires of you.
4. Reviewing the buyer’s requested conditions or amendments and advising me on them.
5. Managing the exchange of contracts, and holding the deposit in your trust account.
6. Guiding my application for the ATO capital gains withholding clearance certificate that every Australian seller now needs, so no part of the price is withheld at settlement.
7. Liaising with my lender to discharge the mortgage at settlement, if one applies.
8. Preparing the settlement adjustments for rates, water, land tax and other outgoings.
9. Booking and completing settlement, including the signed client authorisation electronic settlement requires, notifying the authorities of the change of ownership, and handling the GST at settlement notices where the property is new residential premises or potential residential land.
10. Keeping me informed at each milestone, and being available for questions by phone or email.

Please Also State

- Your fixed professional fee, and an estimate of disbursements shown separately.
- Anything not included, and what would trigger charges beyond the fixed fee.
- Your usual turnaround to have the contract and disclosure ready once instructed.
- Confirmation that you hold professional indemnity insurance, your licence, registration or practising certificate number, and the state that issued it if you act under automatic mutual recognition.

Closing

I would like to have the paperwork under way soon, so a reply by email would be appreciated. A reply sheet is attached to make responding quick; you are welcome to answer on it or in your own format. Thank you for your time.

Kind regards,

Signature	Name	Date

Fees vary with the property and the state, and disbursements are set by the authorities rather than the firm. Two or three quotes is normal; the cheapest is not always the one that answers the phone.

Fixed Fee Proposal, Reply Sheet

FOR THE FIRM TO COMPLETE AND RETURN

For the conveyancer to complete and return with their quote. Everything the letter asks for, in the order it asks, so replying takes minutes and the seller can compare firms line for line.

Your Firm

Firm

Conveyancer / Solicitor Name

Professional Type (Conveyancer / Settlement Agent / Conveyancing Agent / Solicitor)

Licence, Registration Or Practising Certificate Number

State Issued

Business Address (Including State And Postcode)

Phone

Email

Confirmation

I confirm that I am licensed or registered for this work in the state named above, as a conveyancer, settlement agent, conveyancing agent, or a solicitor practising through a law practice, and I would be pleased to act for you on the sale of your property. As requested, my fixed fee proposal follows.

☐ I hold current professional indemnity insurance

☐ I act for private sellers, and no agent being involved changes nothing in how the matter is handled

My Fixed Fee

Fixed Professional Fee ($, Incl GST)

Contract And Disclosure Ready Within (Business Days Of Instruction)

My Fixed Fee Includes (Tick All That Apply)

☐ Preparing the contract of sale and the vendor disclosure documents this state requires, and telling you exactly which documents I need from you

☐ Ordering the standard title searches and certificates, with disbursements itemised below

☐ Verification of identity (VOI) to the electronic conveyancing standard, and my obligations under the AML/CTF laws, including customer due diligence and any AUSTRAC reporting required of me

☐ Reviewing the buyer's requested conditions or amendments and advising you on them

☐ Managing the exchange of contracts, and holding the deposit in my trust account

☐ Guiding your application for the ATO capital gains withholding clearance certificate every seller needs, so nothing is withheld from the price at settlement

☐ Liaising with your lender to discharge the mortgage at settlement, if one applies

☐ Preparing the settlement adjustments for rates, water, land tax and other outgoings

☐ Booking and completing settlement, including the signed client authorisation electronic settlement requires, the change of ownership notices, and any GST at settlement notices that apply

☐ Keeping you informed at each milestone, and being available for questions by phone or email

Fixed Fee Proposal, Reply Sheet

Continued.

Estimated Disbursements And Search Turnarounds

Item (Title Search, Council Rates, Water, Planning...)	Estimate ($)	Expected Turnaround (For Example, Allow 21 Days)

Estimated Disbursements Total ($)

Beyond The Fixed Fee

Work That Would Fall Outside The Fixed Fee, And The Basis On Which It Would Be Charged (For Example, An Hourly Rate)

☐ I will seek your instructions before commencing any work beyond the fixed fee, and tell you the expected cost first

This Proposal

Open For (Days)	Signature	Date

This proposal is an offer to provide services. Engagement occurs under the firm's costs agreement or engagement letter, which sets the binding terms.