

# BUYING OR SELLING A HOME?

ENJOY A  
'FLAT FEE'  
CONVEYANCING  
SERVICE!

FOR  
SOLD!  
SOLD!

**THE FLAT FEE CONVEYANCING PROFESSIONALS.**

Being New South Wales' largest firm of licensed Conveyancers, we can offer you new levels of speed, savings and service!



[www.eastcoastconveyancing.com.au](http://www.eastcoastconveyancing.com.au)



*“And with our Flat Fee, you know your costs right from the start. There are no hidden fees and no extras.”*



**SAVE!**



## **IT'S PROBABLY THE BIGGEST TRANSACTION OF YOUR LIFETIME – SO LET THE PROFESSIONALS HELP YOU!**

At East Coast Conveyancing, we understand that buying or selling a property is probably the biggest commercial transaction you will make in your lifetime. Whether you are a buyer needing help or a seller needing good service at the most competitive price, East Coast Conveyancing is the solution to your needs.

We've been operating since 1992 and now have 8 branches, making us NSW's largest firm of licensed Conveyancers. We have extensive experience and can assure you of a smooth Title transfer.

*“And with our Flat Fee, you know your costs right from the start. There are no hidden fees and no extras.”*

## **THESE DAYS, YOU DON'T NEED A SOLICITOR FOR CONVEYANCING.**

Many people are surprised to find out that they don't need a Solicitor to handle their conveyancing work.

At East Coast Conveyancing, we provide specialist attention to your conveyancing work and offer the sort of personal service you would expect. We are not distracted by Wills, Family Law Court Matters and criminal proceedings.

We concentrate on checking property titles, access rights, zoning regulations, the identification of existing easements and any relevant Council requirements. Therefore, we can handle every detail of a property transaction and it is our intention to keep you updated at all times. It's not necessary to hire a legal firm, as we are fully licensed to provide all the services required to transfer title in property.

*“We specialise in helping people exchange Contracts on their terms. In other words, we believe that it is our role to expedite the process.”*

## **ENJOY OUR FLAT FEE CONVEYANCING SERVICES WITH NO HIDDEN COSTS!**

Whether you're a Buyer or a Seller you'll be pleased to hear about our "Flat Fee" Conveyancing service. This means that we charge the same price for transferring title in property, regardless of the sale price, ensuring that you are not charged more for legal fees because of the property price.

We pioneered the concept of a "Flat Fee" in regional NSW and we are proud to have saved our clients considerable money over the years.

*This "Flat Fee" service ensures that you will receive no surprises. You'll know exactly what the fees are upfront. We are confident you will find this a refreshing benefit!*

## **WHY PAY MORE?**

*Max Burgess, President of the Law Consumers Association, has this to say about solicitors charges for conveyancing services.*

*“I have been involved in property law for over 30 years and during this time have been very frustrated with what I believe to be the very high fees charged by solicitors for conveyancing services.*

*Indeed, I believe the average fee charged by regional NSW solicitors for conveyancing services is around \$1100.*

*Solicitors just seem to get away with charging for various disbursements such as phone, fax, email and various other bits n' pieces. I was very pleased when in 1992, the State Government allowed competition into the industry, so that solicitors no longer had exclusivity on the transfer of property titles. With East Coast Conveyancing's "Flat Fee" service, it is likely that anyone buying or selling a home would save hundreds of dollars. And in my opinion, it's better in your pocket!*

*And frankly, because the likes of East Coast Conveyancing are not distracted by various other legal matters and criminal proceedings, I believe they are a better choice for anyone buying or selling a property.”*

*Max Burgess  
Law Consumers Association.*



*We pioneered the concept of a "Flat Fee" in regional NSW and we are proud to have saved our clients considerable money over the years.*



*“With East Coast Conveyancing's "Flat Fee" service, it is likely that anyone buying or selling a home would save hundreds of dollars.”*

## **WE'RE SPEEDY!** **SAME DAY "CONTRACTS DISPATCH" GUARANTEE!**

East Coast Conveyancing guarantees to dispatch contracts for all residential properties, to the Purchaser's Conveyancer or Solicitor, the same day the sales advice is received at our office. (Provided the sales advice is received at our office by 4pm.)

*We are so confident of fulfilling this guarantee that should we not, we will carry out a residential conveyancing service for free.*

## **AND WE BELIEVE IN ACTION!**

At East Coast Conveyancing, we have conducted a lot of research with our clients and major referral sources – and the overwhelming message was that they want action!

Therefore, we developed our software and procedures to ensure the phone calls are returned promptly, correspondence is replied to on the same day and every possible action is taken to achieve an exchange of contracts quickly and commit the other party to the deal.

*We understand the needs of both the seller and purchaser and realise that fast action is the name of the game!*

## **AND YOUR PROTECTION AS A CONSUMER IS OF UTMOST IMPORTANCE TO US!**

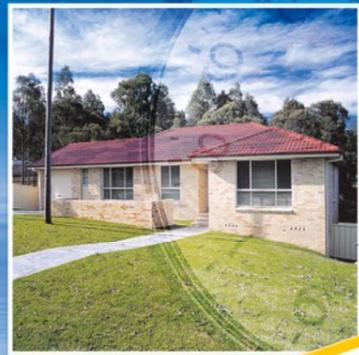
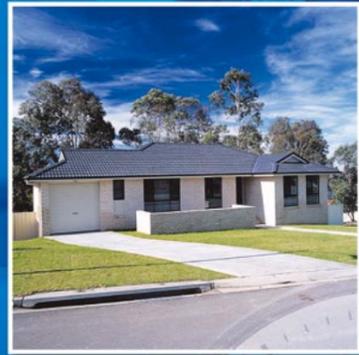
As the largest firm of licensed Conveyancers in NSW, we have the depth of experience and knowledge to handle your sale or purchase in the most professional manner.

And of course, you receive complete consumer protection against negligence or dishonesty by way of our comprehensive Professional Indemnity and Fidelity Insurance. This Insurance means that you have peace of mind when engaging our conveyancing services.

## **AND OUR 'FLAT FEE' MEANS YOU KNOW EXACTLY WHAT YOU'RE PAYING UPFRONT!**

**FOR SALE**

**FOR SALE**



**EAST  
COAST  
CONVEYANCING**



## **YOUR SALE**

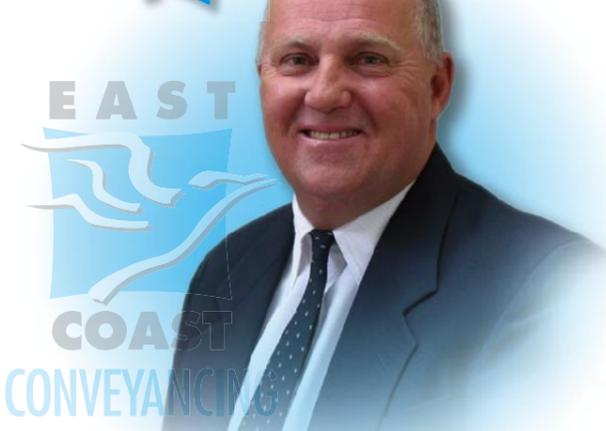
- When you commence to market your residential property it is compulsory under the current legislation in New South Wales to have a copy of the complete contract for sale available, which must contain several prescribed documents.
- At East Coast Conveyancing we order all necessary documents and searches on the same day we receive your instructions. This ensures that the contract for the sale of your property is prepared without delay. The original contracts are kept on file and a copy of the contract is sent to your selling agent/s in order that the property can be offered for sale and advertised. We will send you an account for cost of disbursements at the time we pay for them and our fee is charged only when the completion of the sale has taken place.
- When you have negotiated the sale of the property, we guarantee to complete the purchaser and price details on the two originals and forward them for signature on the same day we receive sales instructions. This same day service guarantees that your purchaser has every opportunity to exchange contracts and make a solid commitment without delay.
- We would then expect exchange of contracts to take place shortly after issue of contracts, whereby the purchaser and yourself make a firm commitment to each other.
- Once an exchange of contracts has taken place East Coast Conveyancing will handle all necessary documentation to complete the sale on your behalf in accordance with your instructions. We would also respond to any requisitions the purchasers may make in relation to the title of the property.
- Prior to settlement (completion of the sale - which normally takes four to six weeks after exchange of contracts) we would reach agreement with the purchasers on any adjustments to the purchase price that may be required for such things as Council or water rates. We would also take your instructions as to how cheques for the balance of the purchase funds are to be made out.
- On the day of settlement we would attend on your behalf, ensuring that all relevant documentation is handed to the purchaser and bank cheques are received on your behalf as per your instructions.
- At East Coast Conveyancing we charge a "flat fee", regardless of the selling price, plus disbursements (i.e. money actually spent on your behalf) for acting on your behalf in the sale of your property. This fee includes everything required to complete the transfer in title of your property. You do not need to engage a solicitor when using our firm as we handle all your conveyancing needs. We also carry full Professional Indemnity and Fidelity insurance.

*We guarantee Title Transfer  
– It's our Business.*

## **YOUR PURCHASE**

- Buying residential property in New South Wales has become a lot easier and quicker since the introduction of legislation which requires that the person selling must have a contract prepared when marketing the property. The enactment of this legislation was brought about following the heady days of "gazumping" i.e. rapid price increases experienced in a volatile property market, experienced in the mid to late 1980's.
- The legislation also provides for a "cooling off" period of five days from exchange of contracts, in which the purchaser may withdraw from a contract. This "cooling off" period was designed to allow the purchaser to obtain commitment from the vendor and then carry out and spend money on survey reports, pest reports etc, as well as confirming finance approval, secure in the knowledge that the vendor cannot sell to another party at a higher price.
- Subject to your instructions and to carrying all our necessary searches to protect your interests, it is a prime objective of East Coast Conveyancing to exchange contracts as quickly as possible, to secure the property for you.
- We then proceed to carry out any searches we deem to be relevant, as well as obtaining any other information that may be required by your lending body. Payment of stamp duty on the contract would then be attended to, as well as payment of stamp duty, if applicable, that may be due on a mortgage. If you qualify as a first home purchaser for a stamp duty discount or a grant, we will also process your application at no extra charge.
- Prior to the settlement (or completion date - which normally takes place four to six weeks after exchange of contracts) we reach agreement with the vendors on any adjustments to the purchase price that may be required for such items as Council or water rates. The vendors then advise us as to how they require the settlement cheques to be drawn and we will ask you (and/or your mortgagee if applicable) for these cheques.
- We then attend settlement (completion of the purchase) on your behalf, paying over the balance of the purchase funds and receiving title transfer documents and Title Deed, which we (or your mortgagee) then lodge at the Department of Land and Property Information. A new Title Deed would then issue in approximately two weeks, noting yourself as the new owner of the property. The deed is returned to you or if you have a mortgage, will be kept by your mortgagee as security against the loan until it is repaid in full. At this time we will issue you a certificate guaranteeing your title in the property.
- At East Coast Conveyancing we charge a "flat fee", regardless of the purchase price, plus disbursements (i.e. money actually spent on your behalf) for acting on your behalf in the purchase of your property which includes everything required to complete the title transfer to you. We do not charge extra for "sundry" items such as post, fax or telephone costs, and you do not need to engage a solicitor when using our firm.

*We guarantee Title Transfer  
– It's our Business.*



**OWNER AND PRINCIPAL,  
ADRIAN RICHARDS.**

East Coast Conveyancing Principal, Adrian Richards, has a long history in the Title Transfer business, originally in Sydney and now from our Head Office in Forster, NSW.

Adrian has a vast level of experience in conveyancing and has been involved in consultation with State Government with regards to changes to the industry.

When the NSW State Government passed Legislation in 1992 to licence Conveyancers to act on residential properties, Adrian launched East Coast Conveyancing because he could see a significant opportunity along the coast and in regional NSW.

East Coasts staff have now grown to over 50 people and 8 offices. The business continues to expand for one very good reason, its level of professionalism, which was pioneered by Adrian Richards many years ago.

**YOU CAN FEEL SAFE  
WITH OUR LEGISLATIVE  
FRAMEWORK.**

East Coast Conveyancing operates under the Conveyancing Licensing Regulations which are part of the Conveyancers Licensing Act.

We are members of the Australian Institute of Conveyancers NSW Division and we abide by their rules and regulations.

The Institute's website is: [www.aicnsw.com.au](http://www.aicnsw.com.au)



**We are able to act on residential property, Commercial Leases and Sale of Business. Whilst our core business is residential property, we can act on these other transactions.**

**PROTECTING YOUR  
PRIVACY**

**Privacy Act collection statement for East Coast Conveyancing Clients**

East Coast Conveyancing will endeavour to meet the standards required by the Privacy Act 1988 (cth) to protect your personal information. It is our policy only to collect information necessary to complete the transaction you have instructed us on. The information we may require would be:

- Full names
- Current address and postal address
- Telephone numbers
- Email address
- Bank details
- Details of Bankruptcy, Causes Writs and Orders
- Details of all relevant Security Properties

In some cases this information may be collected from your estate agent, bank, broker or other party. We will make every effort to obtain your consent before obtaining this information. We would only require this information if you engage us to act for you.

East Coast Conveyancing will only pass on personal information with your consent to do so unless required by law. Your personal contact details may be passed on to a third party if you request East Coast Conveyancing to help you arrange property inspections. We will request this third party to contact you directly to confirm your instructions.

We may from time to time use your personal information to forward on to you, relevant developments involving East Coast Conveyancing only. If you do not wish to receive this information please contact us.

You are able to have access to and to correct any of the personal information we hold. If you require further information about your personal information we hold or about our privacy policy or the Privacy Act 1988 please feel free to contact us.

**AND DON'T JUST TAKE OUR WORD FOR IT. HERE'S WHAT SOME OF OUR CLIENTS HAVE TO SAY ABOUT EAST COAST!**

**Steve and Ally McCarthy**

"We have recently used East Coast for an investment property we have purchased and would absolutely recommend the company to anyone who is buying or selling a property. We purchased an investment property about 45 minutes away from where we live. Because the investment was a rural property, there were many facets which needed to be checked out, including lots of Council Rules and Regulations. East Coast made every effort to ensure that every possible contingency was addressed. They left no stone unturned and did an unbelievable job in protecting our interest as the buyer. Aside from their speedy service and friendly manner, we simply felt very comfortable that they had protected our interests and given us peace of mind. And of course, the added bonus is their fees - which are very reasonable."

**Bill and Robyn Philby**

"We live at Tenterfield NSW and have used East Coast Conveyancing services twice now. We are not close to any of East Coasts' branches, but that doesn't matter. Everything has been done efficiently and speedily over the phone, which goes to show that East Coast can service ones needs, no matter what distance you are from an East Coast branch. We guess a lot of people probably think they need to be close to a branch, but that is clearly not the case. East Coast looked after all our needs without us ever having to visit their office. We had previously used a Solicitor for our conveyancing needs and we were frustrated with the slow service and large costs. East Coasts fees were about half of the Solicitor we previously used! Their follow up procedures were superior and nothing was too much trouble."

**Nat and Matt McQuillan**

"We have used East Coast for our conveyancing needs for the last five properties we have purchased. Not once have we ever had any problems with East Coast. Whether it be for land which we have purchased at Bulahdelah or a home unit in Sydney, East Coast has delivered 100% on service, friendliness and efficiency. We would never use a solicitor again for any property sales or purchases, as East Coast are absolutely incredible. Their staff are all on the ball and the great thing is that you can talk to any member of their staff and feel confident that they know what's going on. I've recommended them to friends and business associates and will certainly continue to do so."

**Jim and Sharon Pangas**

"East Coast has looked after our dozen property transfers and we wouldn't think of going anywhere else. Their service levels are extraordinary, with staff constantly making contact throughout the conveyancing process, just to let you know where they are up to and what happens next. They really make you feel comfortable in the confidence that they will not miss a single thing. They check and re-check everything and whatever has to happen, they make happen! A recent investment we made was at Nambucca on the North Coast of NSW. This property was nowhere near an East Coast office, yet everything was done over the phone smoothly and efficiently. Their flat-fee system is a real bonus and the other thing we like about them is they work fast."

**John and Sue Costello**

"We would never think of going anywhere else but East Coast for any future conveyancing needs. In the last couple of years we have bought and sold property using their services, and we have found the work ethic amongst East Coast staff is unbelievable, with nothing being too much trouble. They act as a guardian for you and look after their clients as if they were family. We've been extremely pleased with their service and professionalism. They are very thorough in everything they do and we would recommend East Coast over legal people every single time."

**Doug Freebody**

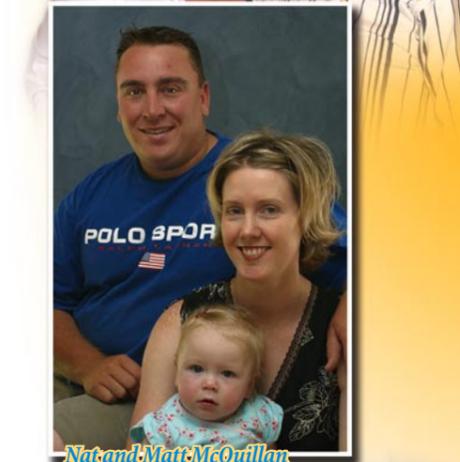
"One of the best things about East Coast is their impeccable eye for detail. In my property transfer dealings with them, I have been very impressed with the methodical investigative procedures. One feels very comfortable that they will not miss a thing, which of course is very important in terms of buying or selling properties. Everything seems to be done so fast and of course, their flat-fee billing system is a real bonus, as you know exactly what you will be paying up front."



Ally McCarthy



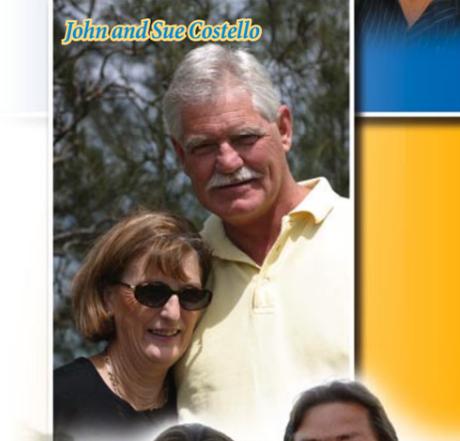
Bill and Robyn Philby



Nat and Matt McQuillan



Jim and Sharon Pangas



John and Sue Costello



Doug Freebody & Keri Pollard



## CALL US TODAY IF YOU'RE SELLING OR BUYING A PROPERTY ANYWHERE IN NSW!

No matter where you live or where you are buying or selling in NSW, East Coast can look after all of your needs. And with our "Flat Fee" service, you can rest assured knowing that not only will you be receiving speedy and professional service, but you will also probably be saving money!!

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### EAST COAST CONVEYANCING LOCATIONS

	<b><i>East Coast Conveyancing Head Office Administration</i></b> 14 Boona Street Forster NSW 2428	Phone: ● 6555 4844	Fax: 6557 6655
	<b><i>Forster</i></b> 12/41-43 Wharf Street Forster NSW 2428	Phone: ● 6555 8788 ● 1800 065 249	Fax: 6555 8763
	<b><i>Taree</i></b> 225 Victoria Street Taree NSW 2430	Phone: ● 6550 1333 ● 1800 180 102	Fax: 6550 1332
	<b><i>Wingham</i></b> 67 Isabella Street Wingham NSW 2429	Phone: ● 6553 0188 ● 1800 883 338	Fax: 6553 0233
	<b><i>Port Macquarie</i></b> 2A/68 Clarence Street Port Macquarie NSW 2444	Phone: ● 6584 6777 ● 1800 180 076	Fax: 6584 6888
	<b><i>Newcastle</i></b> 2a/45 Hunter Street Newcastle NSW 2300	Phone: ● 4927 8530 ● 1800 620 622	Fax: 4927 8535
	<b><i>Toronto</i></b> 1/163 Brighton Avenue Toronto NSW 2283	Phone: ● 4950 5211 ● 1800 790 100	Fax: 4950 4399
	<b><i>Toukley</i></b> 284 Main Road Toukley NSW 2263	Phone: ● 4397 1788 ● 1800 011 007	Fax: 4397 2908
	<b><i>Cessnock</i></b> 44 Vincent Street Cessnock NSW 2325	Phone: ● 4990 9777 ● 1800 464 868	Fax: 4991 3844



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### OFFICE HOURS

Monday to Friday 9 am till 1 pm & 2 pm till 5 pm

[www.eastcoastconveyancing.com.au](http://www.eastcoastconveyancing.com.au)

