

Private and Confidential

Dear

Engagement letter and Client Agreement, Incorporating Disclosure and Authority

Thank you for your instructions to act for you in your property conveyancing matter.

Attached is our Costs Agreement for the period to 31 December 2026, which includes:

- Section 1: Your appointment details and scope of work
- Section 2: Our fees and disbursements
- Section 3: Cyber security alert (please read carefully)
- Section 4: Terms and conditions
- Section 5: Statutory disclosures and authorities

If you wish to discuss or clarify any terms, please contact Janelle May, Practice Manager.

The method by which you may accept our Cost Agreement is set out on the first page of the attachment.

Your sincerely



Victoria Eastwood
Legal Practice Director



Janelle May
Legal Practice Manager



Stanford Legal Pty Ltd **ACN 655 809 233**

TEL: (07) 3703 1801 | **EMAIL:** property@stanfordlegal.au | **WEB:** stanfordlegal.com.au
Suite 802, Level 8, Springfield Tower, 145 Sinnathamby Boulevard, Springfield Central QLD 4300

Conveyancing Client Agreement

Incorporating Disclosure and Authority

Contents

Section 1 — Client Details and Scope of Work	Page 3
Section 2 — Fees and Disbursements	Page 4
Section 3 — Cyber Security Alert	Page 5
Section 4 — Terms and Conditions	Page 6
Section 5 — Disclosures and Authorities	Page 10

Acceptance

This is an offer to enter into a costs agreement under the *Legal Profession Act 2007* (Qld). You may accept this offer by:

- (a) signing this document and returning it to us (including electronically); or
- (b) Instructing us to provide you with legal services or allowing us to continue to provide you with legal services, in which case we will proceed on the basis that you have accepted the terms set out in this document.

If you accept this offer, you will be bound by all terms in this agreement.

I/We accept the above terms and agree to be bound by this Client Agreement.

Signature (Client 1): _____ Date: _____

Print Name: _____

Signature (Client 2): _____ Date: _____

Print Name: _____

Section 1 - Client Details and Scope of Work

Client Information

Client Name(s)	
Address	
Phone	
Email	
Billing Format	

Scope of Work

We will provide conveyancing legal services for your:

- Queensland Residential Sale
- Queensland Residential Purchase

Our services include:

- Contract preparation (sales) or contract review (purchases)
- Seller Disclosure Statement preparation (for sales, where required)
- Liaison with the other party's legal representatives
- Preparation of transfer and other settlement documents
- Coordination of electronic settlement via PEXA
- Body corporate records review (for body corporate purchases)

Our services conclude at settlement. Post-settlement matters (such as disputes arising after settlement) may require a separate engagement and additional fees.

Section 2 — Fees and Disbursements

Fixed Fee Schedule

The following are our fixed fees for standard residential conveyancing matters:

Matter Type	Fee	GST	Total (inc GST)
Standard Residential Sale <i>(includes Seller Disclosure)</i>	\$800	\$80	\$880
Body Corporate Sale <i>(includes Seller Disclosure)</i>	\$900	\$90	\$990
Standard Residential Purchase <i>(includes Contract Review)</i>	\$1,000	\$100	\$1,100
Body Corporate Purchase <i>(includes Contract & BC Records Review)</i>	\$1,200	\$120	\$1,320
Independent Legal / Guarantor Advice	\$400	\$40	\$440

Disbursements

In addition to our fees, you will pay disbursements (third party costs) if they are incurred. Government mandated searches and registry fees are required by Queensland law for your disclosure and settlement, and are payable to government and third party providers regardless of who acts for you. Identity verification and AML screening is required by federal law (Anti-Money Laundering and Counter-Terrorism Financing Act 2006) for all property transactions:

Disbursement	Estimated Cost (inc GST)
PEXA Electronic Settlement Fee (Transfer with Financial Settlement, single title)	\$146.30
Paper Settlement Agent Fee (if not settled by PEXA)	\$110 - \$250
Title Search	\$43.08
Plan Image Search	\$44.51
InfoTrack AML/ID: identity verification and AML screening (per individual)	\$45.00
AML verification for companies and trusts: entity verification \$70.00 plus beneficial owner check \$39.00 plus \$45.00 per representative verified	As applicable
Other Searches (rates, body corporate, etc.)	As charged by provider
Registration Fees (Titles Office)	As charged by Titles Office

Clients verified by us within the previous 2 years are generally not re-charged for AML verification.

Additional Fees

Additional fees may apply if your matter involves complexity beyond standard conveyancing, including:

- Multiple titles, easement issues, or boundary disputes

Initials:

- Additional negotiations beyond standard contract terms
- Settlement delays or rescheduling due to circumstances beyond our control
- Drafting or reviewing a Deed of Variation or Rescission (\$330 including GST)
- Services outside the standard scope described in Section 1

We will advise you before incurring any additional fees and obtain your written approval.

Early Termination

If this agreement is terminated before settlement:

- You will pay for any disbursements already incurred (at cost)
- An administration fee of \$220 (inc GST) applies

The \$220 conveyance deposit paid at engagement is held in trust and applied to your fee at settlement, or retained as the administration fee if this agreement ends early.

Section 3 — Cyber Security Alert

IMPORTANT WARNING — PLEASE READ CAREFULLY

People across Australia have lost money when hackers have impersonated a law practice or another party involved in a legal matter.

Criminals may alter electronic communications including email, text messages, and documents (including PDF and Word files) to redirect your funds to their accounts.

The following steps are critical to protect yourself. By engaging our services, you agree to comply with these requirements:

X YOU MUST NOT

Transfer any funds of more than \$10,000 (or give funds transfer information to someone else) **without first telephoning the apparent sender to verbally confirm:**

- The account number and BSB (read them out and have them read back)
- The amount to be transferred
- Any specific instructions

✓ YOU MUST

- **Verify phone numbers independently** — only use a phone number from a source different to the communication containing payment details (e.g., our website, a separate letter, or the phone book)
- **Check before clicking** — contact the sender to verify legitimacy before opening attachments or clicking hyperlinks in unexpected emails
- **Contact us immediately** if you have any doubt about an email or communication that appears to have come from us
- **Warn others** — give these same warnings to anyone else connected to your matter who may be involved in transferring funds (agents, brokers, family members)

Stanford Legal will NEVER:

- Change our bank account details by email
- Ask you to pay funds to a new or different account without verbal confirmation
- Request urgent payment without proper verification

Cyber Security Acknowledgment

I/We have read and understood the above cyber security warnings.

I/We understand that Stanford Legal will never change bank account details by email.

I/We will always verify payment details by telephone before transferring funds.

Signature: _____ Date: _____

Signature: _____ Date: _____

Section 4 - TERMS AND CONDITIONS

4.1 Your instructions

- (a) Our letter of engagement sets out your instructions as we understand them. You must contact us immediately if we have misunderstood your instructions.
- (b) As the matter progresses, we will seek your further instructions from time to time. It is important that you provide us with full, accurate and prompt instructions including all necessary documents and information that we request from you.
- (c) Where necessary, we will from time to time recommend that you seek the advice of other professionals in fields outside our expertise, for example, accountants, surveyors, town planners, financial advisors or insurance brokers.

4.2 Accounts and Payment

- (a) Periodically, or on the completion of specific tasks, we will render bills and ask that you authorise us to transfer funds from our trust account to pay them in full. If there are insufficient funds, we will ask you to pay the balance and we may also ask you pay additional sums on account of further costs and disbursements.
- (b) You consent to us sending our bills to you electronically at your usual email address or mobile phone number.
- (c) Our bills will include a brief narration of work undertaken on your behalf. Should you require a detailed explanation of our account you should contact us further.
- (d) Alternatively, payment of our bills or of funds into our trust account may be made using any of the payment options accepted by us either directly or pursuant to the terms of any separate agreement you have entered into with a third-party provider, which may include:
 - (i) Credit card by Visa, MasterCard, American Express,
 - (ii) BPAY;
 - (iii) Electronic funds transfer (EFT);
 - (iv) Instalment plans by direct debit; or
 - (v) Pay by the month.
 subject to your compliance with the terms of any such separate agreement.

- (e) Our bills are payable within 7 days of receipt, and thereafter we may charge you interest on the outstanding balance at a benchmark rate being the rate prescribed under section 59(3) of the Civil Proceedings Act 2011 as at the date of the bill, compounding monthly, until payment is received in full.
- (f) Although you may expect to be reimbursed by a third party for our fees and expenses, we do not have any recourse against third parties for that payment. Therefore, you must pay us as set out in this agreement even if payment to you by a third party is delayed or not received.
- (g) We may ask you for an advance payment on account of future fees and outlays to be incurred in the matter. We may decide not to commence or to continue work until the payment is received. If the amount requested is not paid by the required date, we may terminate this agreement in accordance with the terms herein.
- (h) We reserve the right to charge you for all reasonable costs incurred in recovering unpaid invoices, including legal fees and debt collection costs.

4.3 Solicitor's Lien

- (a) We can retain your money, property and documents until all money due to us has been paid, including after this agreement terminates, to the extent permitted by law. This right is called a 'solicitor's lien' and survives any bankruptcy or liquidation.

4.4 Conflicts of interest

- (a) Upon opening each new file, we undertake internal searches to determine whether we may have a conflict of interest, that is, to determine whether we have acted or are currently acting for the other party to your matter.
- (b) If we discover a conflict, we may need to terminate this agreement in accordance with the terms herein.
- (b) You agree that we need not disclose to you any information that we acquire in the course of acting for our other clients, including information contained in conflict searches conducted on behalf of those clients.

4.5 Engaging Other Practitioners

- (a) We will inform you and, where practical, consider your wishes if we need to engage another law practice to provide specialist advice or services, for example a barrister, expert witness, or agent.
- (b) Invoices issued by such third parties to us will be disbursements on your matter and you will be liable to pay all such disbursements.
- (c) When the barrister, expert, or agent provides us with fee disclosures or the basis of fee calculation, we will pass this information on to you. If we become liable to pay interest on any third party's fees because of any delay on your part, we will pass that charge on to you.

4.6 Termination

- (a) **Termination by you:** You may terminate this agreement at any time and for any reason by giving us written notice. If you do so, you will remain liable for payment of our costs in accordance with this agreement.
- (b) **Termination by us:** We may terminate this agreement by giving you written notice for just cause or if you:
 - (i) do not finalise your matter and pay our total fees within 3 months of engaging our practice;
 - (ii) do not provide us with adequate or timely instructions;
 - (iii) refuse to act in accordance with our advice;
 - (iv) breach this agreement;
 - (v) instruct us to act unlawfully or unethically;
 - (vi) fail to co-operate fully in the conduct of your matter;
 - (vii) indicate that you have lost confidence in us;
 - (viii) fail to pay any bills or provide money to be paid into trust as required under this agreement;
 - (ix) lose legal capacity to instruct us;
 - (x) do not accept any increase in fees advised to you; or
 - (xi) are informed by us that we have a conflict of interest and can no longer act on your behalf.
- (c) We will give you written notice of our intention to terminate this agreement.
- (d) Upon termination of this agreement for any reason, we are entitled to exercise our solicitor's lien on all documents and trust money where there is money owing to us.

4.7 Electronic communication

- (a) Pursuant to sections 11 and 12 of the Electronic Transactions (Queensland) Act 2001, you consent to all documentation relating to the sale or purchase of your property being given to you by electronic communication. You acknowledge that information so given will be readily accessible so as to be useable for subsequent reference.
- (b) We communicate electronically with clients and other parties using email and electronic data storage. You consent to us communicating electronically with or for you, and you acknowledge and agree as follows:
 - (i) There are risks in using email and you accept those risks including interception by third parties, non-receipt or delayed receipt of messages; and
 - (ii) Computer viruses and similar damaging items can be transmitted through emails and data introduced into your system. We use virus-scanning software to reduce these risks and ask that you do the same. However, it is not possible to eliminate these risks entirely.

If we communicate electronically with or for you, you will indemnify us and keep us indemnified and release us from all claims, losses, expenses and liabilities caused by any of the risks referred to above and arising directly or indirectly out of that communication.

4.8 Your documents

- (a) Not all documents on our file will belong to you, including file notes, working papers, accounts or internal emails, which will belong to us.
- On completion of your work, or following termination of our services by either party, we will retain your documents for 7 years other than in relation to Binding Financial Agreements (BFA), Wills and Leases. Your agreement to these terms constitutes your authority for us to destroy the file after those 7 years. The authority does not relate to any documents which are deposited in safe custody which will, subject to agreement, be retained on your behalf indefinitely.

- (b) We are entitled to retain your documents while there is money owing to us for our costs.
- (c) Your agreement to these terms constitutes your authority for us to charge you for providing documents upon your request. You will also be liable for the cost of storing and retrieving documents in storage.
- (d) Where permitted by law, we may elect to hold some or all of your documents solely in electronic form. Where your documents are held by us in electronic form, only electronic copies of them will be provided to you. Those copies will be provided in a reasonable electronic format, usually the same format in which we hold them.
- (e) No software or equipment will be provided to you to enable you to view or access your electronic documents and may be provided to you solely in a 'read only' format, unless it was part of our engagement that they be provided in a form which permits editing or modification by you. While we take reasonable measures against malware, viruses or other harmful code, to the extent the law permits, no warranty is given that the electronic documents will be free from these.
- (f) You agree that we may also retain copies of your documents, for our own regulatory, insurance and other reasonable internal purposes.

4.9 Privacy and direct marketing

- (a) Personal information about you is protected under the Privacy Act 1988 (Cth). Disclosure of such information may be compelled by law, for example under the Social Security Act. You authorise us to collect information about you and to disclose that information to others, if necessary, in the furtherance of your matter, for example within the law practice, to the court, to another party to any litigation or to barristers. Identity and verification information is collected to meet our obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) and may be disclosed where the law requires, or where you have authorised disclosure in this agreement, including to another reporting entity involved in your transaction under the reliance provisions of that Act (see Section 5, Part B, item 7).

- (b) You consent to us and any company or agent engaged by us, to use your contact details to maintain a professional relationship with you and to provide legal updates and other information that we think may be of interest to you by telephone, email or direct mail. You may ask us not to send direct marketing materials by contacting us on 07 3703 1801 or by email at hello@stanford.au
- (c) You agree that all telephone calls made to or received by Stanford Legal Pty Ltd may be recorded and monitored for quality assurance, training, and record-keeping purposes. By engaging our services, you consent to such recording and monitoring in accordance with applicable laws and regulations.

4.10 Complaints

- (a) Please raise any concern or problem with the lawyer handling your matter. If your concern is not resolved at that level, you should immediately direct the complaint to the Managing Director of Stanford Group of Companies, Logan Stanford.
- (b) If we are unable to resolve your complaint, you may obtain the assistance of the Legal Services Commission on 1300 655 754, the independent body that handles complaints about legal practitioners in Queensland.

4.11 File Retention and Destruction

You agree that we may destroy your file relating to this transaction (subject to any specific instructions or legislation to the contrary) on the earlier of:

- (a) any specified time agreed between us (such as a timeframe in this agreement); and
- (b) seven (7) years after settlement of this transaction or the termination of your engagement.

4.12 Stanford Innovations Data Usage

Stanford Legal Pty Ltd and Stanford Innovations Pty Ltd are related entities under common ownership. You authorise Stanford Innovations Pty Ltd to:

- (a) access data from your matter to improve legal technology systems and workflows;
- (b) develop and enhance software tools supporting conveyancing services; and
- (c) analyse transaction patterns to identify process improvements.

Section 5 – Disclosures and Authorities

Part A - Statutory Disclosures

Your Rights under the Legal Profession Act 2007 (Qld)

You have the right to:

1. negotiate this costs agreement with us;
2. receive a bill from us;
3. request an itemised bill within 30 days of receiving a lump sum bill;
4. request written progress reports (we may charge for this) and cost reports (no charge);
5. apply for costs assessment within 12 months of receiving our final bill, or such extended time as may be permitted by the court or costs assessor after considering the reason for the delay;
6. apply to have this agreement set aside within 6 years (or other times as the law permits) if it is not fair or reasonable;
7. accept or reject any offer we make for an interstate costs law to apply to your matter;
8. notify us that you require an interstate costs law to apply to your matter; and
9. be notified of any substantial changes to this disclosure.

Applicable Law

Queensland law applies to this agreement. You have the right to enter into a costs agreement with us on the basis that a corresponding law of another state or territory applies if our services will be provided completely or primarily in that state or territory, or where the matter has a substantial connection with that other state or territory. You also have the right in certain circumstances to notify us in writing that you require the law of another jurisdiction to apply.

Contact for Costs Concerns

- **Janelle May, Practice Manager** — 07 3703 1801 / hello@stanfordlegal.au

Referral Fee Disclosure

Stanford Legal may receive referrals, for which we may pay a referral fee. We may also give referrals, for which we may receive a referral fee.

Each referral partner we have entered into an agreement with will receive a maximum fee or gift card incentive of up to 10% of our professional fee (excluding disbursements) per successfully settled matter.

The referral partner may provide our details to their clients or may seek their client's consent to provide their details to us.

You may have been referred to Stanford Legal by your real estate agent. If so, we confirm that Stanford Legal and your real estate agent are separate and independent entities. Our duty to you is paramount and we shall carry out our duties to the highest standards independently of any referral party or parties.

By signing this agreement, you acknowledge you are happy for us to engage with your referrer to provide updates on your matter by way of phone call, text, or email.

Part B - Transaction Authorities

By signing this agreement, you grant Stanford Legal the following authorities:

1. Taking Instructions

- Where there is more than one client, each client authorises us to take instructions from any other named client on behalf of all parties.
- If the client is a company, you authorise us to take instructions from any director or secretary.

2. Extensions of Time

You acknowledge that:

- we may not take any steps in the transaction without your instructions;
- you may lose rights or the other party may terminate the contract if you are not available to provide instructions when required; and
- the other party is not obligated to grant extensions except where the contract provides an automatic right.

If we cannot contact you for time-critical instructions, you authorise us to:

- seek an extension of time until we can reach you (acknowledging we cannot vary the contract or negotiate interest without your instructions);
- decline extension requests from the other party if we cannot obtain your instructions; and
- exercise any contractual right to extend settlement if necessary to protect your interests.

3. Sharing Information with Your Representatives

You authorise us to share information about your transaction with:

Initials:

- **your mortgage broker** (loan details, settlement requirements, timing);
- **your real estate agent** (contract status, settlement date, completion confirmation);
- **your financial institution** (settlement booking, discharge requirements); and
- **other professionals** you engage (accountants, building inspectors, etc.).

This authority continues until settlement is complete or you notify us in writing of changed representatives.

4. ATO Clearance Certificate

You authorise us to:

- apply to the ATO on your behalf for a Foreign Resident Capital Gains Withholding Clearance Certificate;
- provide the ATO with information from this agreement and your questionnaire;
- receive correspondence from the ATO; and
- provide the certificate to the buyer or their representatives.

You declare that you are an Australian tax resident and the information provided is true and correct.

5. Discharge of Mortgage

If your property is mortgaged, you authorise us to:

- request payout figures from your mortgagee;
- lodge discharge authorities with your mortgagee;
- coordinate mortgage release through PEXA; and
- direct settlement funds to your mortgagee.

6. Required Forms and Declarations

You:

- acknowledge that we will rely on the information you have provided;
- authorise us to complete forms and make declarations on your behalf as necessary to complete your transaction; and
- declare that all information you have provided is true and correct.

7. AML/CTF Verification Sharing (Reliance)

Other businesses involved in your transaction, such as the real estate agent, are also reporting entities under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) and must verify the identity of the parties. The Act permits them to rely on customer due diligence we have already completed so that you do not need to repeat the same checks.

You authorise us to:

- confirm to another reporting entity involved in your transaction (for example, the real estate agent) that we have completed customer due diligence on you;
- provide that entity, on request, with the know your customer (KYC) information and verification records we hold about you (and, for companies and trusts, about beneficial owners and representatives), limited to what the reliance provisions of the Act and the AML/CTF Rules require; and
- enter into reliance arrangements or agreements with such entities for these purposes.

You acknowledge that:

- we are not obliged to agree to any reliance request and may decline where we consider it inappropriate, including where it is inconsistent with our AML/CTF program;
- any entity that receives your information remains responsible for its own AML/CTF compliance and must handle your information in accordance with its own privacy obligations; and
- this authority continues until settlement is complete or you withdraw it by written notice to us.

Part C - Financial Authorities

8. Trust Account Authority

In accordance with section 249(1)(b) of the *Legal Profession Act 2007*, you authorise Stanford Legal Pty Ltd to transfer from our trust account to our general account (or to any other trust account held on your behalf) any money relating to professional fees, statutory charges, and other outlays incurred on your behalf in relation to the file the subject of this agreement, or any other matter where Stanford Legal Pty Ltd acts on your behalf.

9. PEXA Settlement Authority

You authorise Stanford Legal to direct payment of all professional fees and disbursements from PEXA upon settlement of your matter.



Guiding Aussies
through life's
biggest moments

Acknowledgment

By signing this Costs Agreement, you acknowledge receipt of this Disclosures and Authorities section, confirm you have read and understood it, and grant all authorities set out in Parts B and C above.

I/We understand and accept the above Disclosures and Authorities

Print Name (Client 1):

Signature: _____ Date: _____

Print Name (Client 2):

Signature: _____ Date: _____

Stanford Legal is a reporting entity under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth). Before or shortly after engagement we must verify the identity of each client (and, for companies and trusts, beneficial owners and representatives) and screen against sanctions and politically exposed persons lists. We may also be required to ask about the source of funds for your transaction. We cannot receive transaction funds into trust or complete settlement until these checks are complete, and we may pause or decline to act if they cannot be completed. The costs are set out in Section 2. Where another reporting entity involved in your transaction, such as the selling agent, asks to rely on our verification, we may share verification information under the authority in Section 5, Part B, item 7. We are not obliged to agree, and anything shared is limited to what the reliance provisions require.