

We may terminate our agreement to act for you if:

- You fail to pay our bills;
- You do not provide proper or adequate instructions when required and in a reasonable time,
- A conflict of interest arises which interferes with our ability to provide proper and independent advice.

We will provide you with a minimum of 14 days' notice of our intention to cease acting for you and at the same time advise you of the grounds for our ceasing to act.

You can terminate your instructions for us to act at any time.

If the agreement for us to act is terminated you will need to pay our account for the work done at that date as agreed above.

It is acknowledged that on completion of the work, Midstate Conveyancing will retain any papers to which you are entitled but which you leave in our possession (except documents held in our safe custody on your behalf) for a total of seven (7) years. At the expiration of the said seven (7) years we have your authority to completely destroy the file.

Billing arrangements

We will send you a bill of costs containing information of our professional fees and charges, disbursements and expenses, prior to settlement of your purchase. Our costs will be drawn from the settlement funds on completion of your purchase of the property unless alternative arrangements are made with our office.

Should the transaction not be completed for any reason, the proportion of the fees and disbursements appropriate to the work completed at the time shall be payable.

FRAUD ALERT: Cybercrime is on the rise. To reduce the risk of cybercrime, you must not deposit or transfer funds using account details which have only been provided via email by us (or by anyone else). If you receive any email, suspicious, unsolicited or otherwise which asks you to deposit money into our trust account or to any other account – do not do so until you have spoken with us and confirmed our account details.

Dispute as to conveyancing costs

You have the right under Part 4 of the *Conveyancers Licensing Act 2003* to notify the NSW Civil and Administrative Tribunal of any dispute in regard to conveyancer's fees.

Person responsible for your matter

You may contact Sue Bartimote regarding your matter and your conveyancing costs.

Applicable law

The law of NSW applies to legal costs regarding this matter.

Please sign, date and return a copy of this agreement as your acceptance of the terms of this agreement. If a signed copy of this agreement is not received by us your acceptance of the terms of this agreement will be acknowledged by you confirming further instructions to proceed with the transaction.

Signed by client:

Date:

Signed by Midstate Conveyancing:

Date: