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SUBDIVISIONS - OUR FEES COSTING SHEET - 2026

Base Fee for file Set Up, File Management, Standard Attendances as Follows:-

Taking initial Instructions from you (usually on phone), perusal of Plan Diagrams and notes from Surveyor
 Physically making up file and loading all details onto computer
 Getting instructions letter/questionnaire back and finishing file load
 Identifying Required documents and Attendances
 VOI - Verification of Identity at our Office (Passport, Driver's Licence, Photo)
 Arranging full executions required on Client Authorities and any other Paper Documents
 Costing File (using this Sheet)
 All Liaison with your Surveyor, and Joining SPEAR Workspace
 Editing in/Preparation of "Application to Register Subdivision" on SPEAR & Monitoring
 Monitoring Subdivision on SPEAR and joining SPEAR Workspace
 Calculating all Government & our Fees and Costs, entering in to Account
 Creating PEXA "Residual Paper Document" Workspace (if necessary)
 Place "Plan Alert", so we know when Registered, notify you, and advise the
 new Addresses & Title References (and if selling, notify your Sales Agent of the Same) ...

\$ 1,520.00

For having to **arrange** Mortgagee Consent and Title Made Available (per Mortgagee)
 "Consent & Production", where *same Mortgagee retained on new Titles*

\$ 380.00

For having to **arrange** Later Lodgement of Full Discharge and
 NEW NICO Mortgage Documents (per Mortgagee)
 e.g. Also if Simultaneously *Re-Financing to New Lender*

\$ 380.00

Creation of a Basic Owners Corporation (Unlimited, with Standard "Model" Rules)

\$ 190.00

Creation of a 2nd Owners Corporation (Limited, with Standard "Model" Rules)

\$ 190.00

Drafting and Registration of "Special Rules" - Recommended for ALL Medium-Large Apartment Groups,
 especially where there are Large Gardens or other Common Areas, Car Stackers, Common Machinery,
 unique features or other Shared Plant & Equipment.

** \$380.00 per Hour of Editing/Drafting time from our Document Precedents PLUS

\$ 380.00 +

Drafting and Registration of a "Section 173 Agreement" - as often enforced by Council in the Planning
 Permit Conditions, especially for smaller Lot Sizes...

** \$380.00 per Hour of Editing/Drafting time from our Document Precedents PLUS

\$ 380.00 +

Reading/Checking Existing Covenant/Section 173 Agreement to check "OK to Subdivide"

\$ 380.00/hour

Partition or NICO Transfers, or In specie Trust Distributions of Lots to Separate Owners

Refer to our "Related Party Transfer Costing Sheet ** \$380.00 per Hour

\$ 380.00/hour

For Entering & Lodging a State Revenue Office - "Complex Assessment" for NICO Stamp Duty (if payable) \$ 190.00

+ PEXA Fees, Stamp Duty (where Applicable – usually \$NIL on a *simple* Subdivision) + Land Registry fees
 on Subdivision & Title Issue, (+OC, Discharge, New Mortgage?) + Searches and Disbursements (at cost) +
 GST in all cases above.

DISCLAIMER – Unless stated, NOT Stratum Conversions, "Section 32 or 32A Plans" (Existing OC Subdivisions/Re-Subdivisions), NICO (Not in
 Common Ownership) Plans – Neighbour Boundary Re-Alignments), Variation of Restrictive Covenants or where any other Registered apply or any
 additional attendances to complete file not contemplated above (eg Extra Documents – Sec. 173, APR, ASP, etc.) - +\$380.00+GST per hour for all
 such related Additional Attendances required.

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