



Action Conveyancing
119 Moor Street
Fitzroy Victoria 3065
actionoz@bigpond.net.au

Tel: 03 9486 9646
Mob: 0408 366 162
Fax: 03 9486 9379

- PROPERTY CONVEYANCING -

Dear Prospective Client

We are pleased to introduce **Action Conveyancing** and pride ourselves on speed, quality and efficiency in providing property conveyancing services. This is represented by more than 20 years experience covering sale and purchases, subdivisions, strata, stratum, company shares and commercial property.

We are a member of the Australian Institute of Conveyancers (Vic Div) and hold Professional Indemnity Insurance against civil liability.

Assisting Vendors

Upon being retained by a Vendor and receiving a copy of title, we can have Section 32 Vendor Statements, Contracts and Section 27 Deposit Statements prepared and in your hands within seven (7) days – or even less if a short form of Section 32 Certificate is required. Provided the requisite information is available, we can prepare Section 32 Vendor's Statements immediately.

- We work with speed and efficiency, without sacrificing quality professional work.
- We appreciate that documentation prepared at the earliest opportunity, may mean the difference between securing or losing a sale.
- We are on-line to the Land Titles Office and relevant authorities and obtain title and company searches on the spot.

We offer:

- Quality professional and efficient service
- Personal attention to detail
- Document review
- Residential, commercial, metropolitan and rural property
- Land, house, strata unit/s, stratum & company share unit, subdivisions
- Gift and breakdown of relationship transfers and transfer between related parties
- Assistance with First Home Buyers Application/Stamp duty exemption
- Finance arrangements
- Competitively priced services for work undertaken - affordable fixed priced fees

Kindly email actionoz@bigpond.net.au or telephone on 9486 9646 or mobile 0408366162.

Yours faithfully
ACTION CONVEYANCING

www.actionoz.com.au