PREMIUM CONSULTING SERVICES JOB REQUEST FORM

1. JOB DETAILS – Customer to Complete

Complete this section and email to premiumservice@landservices.com.au for quoting

Name:	
Your Customer Reference *For Invoice Only*	
SAILIS Account Number:	
SAILIS Agent Code:	
Developer company name:	
Title Reference:	
Plan Number:	
Property Address:	
SCAP Approved:	Yes / In Progress / No / NA (please circle)
Expected Date of Lodgement:	
Job Type:	Plan Only / Plan & Dealings / Dealings Only (please circle)

2. QUOTING *Land Services SA use only*

We will return this form to you with our quoted price. This quote remains valid for 180 days from the date of issue.

LAND SERVICES SA OPERATING PTY LTD (ACN 618 229 815) as trustee for the LAND SERVICES SA OPERATING TRUST (LSSA) has agreed to provide, and the Client agrees to purchase, certain lands titling and division consultancy services more particularly described in the Premium Service Product Guide (current at the date of this agreement) for the job listed above **(Services).**

The Fees for the above Job are:

Description:	Price
Premium Consulting Services (Basic Plan)	
Premium Consulting Services (Premium Plan)	
Premium Consulting Services (Bespoke Quote)	
Premium Consulting Services (Per Dealing)	
+ Lodgement for Very Basic Dealings & Filing of By Laws/Scheme Description/Development Contract (Per Lodgement)	
+ Lodgement for Filing Variation/Amendment of By Laws/Scheme Description/Development Contract (per Lodgement)	
Total (inc. GST)	

Quote provided by:	**Date:**
Signature:	

3. ACCEPT QUOTE – Customer to Complete

Sign here to accept the quote on page 1, return to premiumservice@landservices.com.au

CLIENT ACCEPTANCE

Name:	**Signature:**
Company:	**Date:**

TERMS OF ENGAGEMENT:

This Agreement is entered into between LSSA and the Client. The Client accepts and agrees to be bound by the terms and conditions of the Standard Terms of Supply of Services current at the date of this Agreement (**Standard Terms**). You may also request the Standard Terms in writing from LSSA's Client Liaison Officer. No other terms will apply, including any terms that may be included on any stationery or invoice issued by the Client unless expressly agreed to in writing by LSSA. Upon acceptance of the quote, an invoice will be issued in accordance with the Standard Terms.

4. PRE-SUBMISSION CHECKLIST – Customer to Complete

Please review these checklists to ensure the smooth processing of your request.

If this Premium Consulting Services **(PCS)** job has been accepted by the surveyor, we recommend that the conveyancer preparing the dealing is advised that this job is for PCS as early as possible and are provided a copy of these guidelines.

FOR DEALINGS/INSTRUMENTS:

To help ensure the Premium Consulting Services for your job runs as smoothly as possible, we have prepared a checklist for the submission of Dealings for consulting.

Checklist for Dealings submitted for Premium Consulting Services:

- ☐ Dealings are submitted for pre-examination with a suitable lead time ahead of your intended lodgement date.
- ☐ The Dealing draft has been completed as fully as possible.
- ☐ Required consents have been obtained and provided, e.g., Council or Mortgagee consents.
- ☐ All Dealings that are to be lodged in series are provided for pre-examination.
  - Including: Scheme Descriptions, Development Contracts, Land Management Agreements, Creation or Variation of Easements (TG/VE).
  - Note if these other dealings were not advised at the time of quoting, additional Premium Consulting Fees may apply.
  - By-Laws are provided with all ACT dealings (note: By Laws do not attract an additional PCS fee)
- ☐ Ensure SCAP is still current
- ☐ Dealing has not already been lodged

Once the examiner has advised that your job is ready, when lodging your Dealing:

- ☐ Check the Plan has been Approved before lodgement, particularly if the Plan was not also a PCS job.
- ☐ At the time of lodgement, advise LSSA staff that the Dealing is PCS - either by way of an attached note or letter, or verbal advice to counter staff.

FOR PLANS:

Please ensure all checklists / survey reports are provided and the Plan is drafted in a registerable format. It must be certified by the Surveyor prior to pre-examination commencement.