Website – FRANCIS & TORRENS

HOME

Conveyancing is the process of legally transferring ownership of a property. It this process that Francis & Torrens will help you with.

We have completed over 30,000 conveyancing matters since we opened in 1985 and the combined experience of our staff adds up to more than 70 years of service.

If you are buying or selling a house, unit, apartment, vacant land or commercial property including factories, Francis & Torrens have the experience and expertise to ensure a smooth transfer. You may not however, be purchasing or selling any of these, you may simply be transferring between husband and wife, family members or partners. We can assist you.

We also assist with Plan of Subdivision, Plan of Consolidation, Application by Surviving Proprietors or Legal Representatives, or placement/removal of Covenants and Owners Corporations.

We can look over a Contract of Sale and Section 32 Statement you may be looking to sign, before you purchase a property or within the relevant time frame after signing. This service is **free of charge**.

At Francis & Torrens we ensure that every detail throughout the conveyancing process is attended to with professionalism and we assure personalised care for each individual transaction. We understand that during the conveyancing process atypical circumstances may be encountered. Our staff are qualified and experienced to deal with any problems or complications that may arise. Rest assured we have seen it all!

We are passionate about our service and our attention to accuracy and we endeavour to keep all our clients, their lenders and estate agents fully and continually updated with matters in relation to their conveyancing file.

We hold a current Conveyancing Licence, Professional Indemnity Insurance and operate a Trust Account for the benefit and convenience of our clients.

The friendliness and eagerness of our staff is most important. Having a good sense of humour is a great benefit when stressful situations arise and buying a home for the first time can certainly be quite stressful for clients. So don’t worry, we’ll look after you.

We would be delighted to assist you with your conveyancing today and are more than happy to answer any queries you may have. Contact us today for an obligation free quote and further details.

ABOUT US

Francis & Torrens was opened by Peter J. Francis Solicitor in 1985. Peter J. Francis was one of the first solicitors to have seen the need for a reduced cost conveyancing service, in comparison to the fees generally charged for conveyancing. This was achieved by introduction of computerised and streamlined procedures, which were uncommon in the mid 1980's.

Francis & Torrens was founded in Ringwood and we have continually serviced the whole of Victoria from our office, now located in Ringwood Street, Ringwood (strangely, now in the original premises that the firm was first opened, after many office moves in between!).

We have conducted over 30,000 conveyancing matters and today we operate with 5 staff, most of who have been with our company for more than 15 years. At Francis & Torrens we hold over 70 years of experience collectively.

CONTACT

Please do not hesitate to contact us via phone or email with all of your conveyancing enquiries:

FRANCIS & TORRENS

Office hours 9-5 Monday to friday

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USEFUL LINKS

STATE REVENUE OFFICE (SRO)

AUSTRALIAN SECURITIES AND INVESTMENT COMISSION (ASIC)

VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL (VCAT)

AUSTRALIAN TAXATION OFFICE (ATO)

CONSUMER AFFAIRS

LAW INSTITUTE OF VICTORIA

BUSINESS LICENCING AUTHORITY (BLA)

PURCHASING

Buying a home for the first time can be a daunting process. In fact it can be stressful even for those who have bought sold properties many times. We at Francis & Torrens will ensure that from the initial step of signing of the Contract of Sale through to the final settlement, you are receiving the most professional and thorough conveyancing from our staff.

The process is as follows:

- Choose a property to buy, either through a Real Estate Agent or a privately
- Look over the Contract of Sale conditions and Section 32 Statement that relate to that property. We can assist with this review of documentation to ensure the details contained in the Contract are fully understood.
- Sign the Contract of Sale along with the vendor, and elect any special conditions to add to the Contract as required, to clarify precisely what is included in the sale
- Provide a copy of the signed Contract to your conveyancer (or the Estate Agent will do this)
- Francis & Torrens will contact you to confirm conveyancing fees and obtain any additional information required from you, the purchaser
- Francis & Torrens will review the Contract again and record important dates that apply including due dates for deposit monies to be paid, finance approval, special conditions and final settlement. A letter will be sent to the purchaser to confirm these details along with the amounts that will be due for Stamp Duty and Title registration
- Initial legal documentation is prepared on behalf of the purchaser and sent to you for signing
- Francis & Torrens will be in contact with your financial lender (if required), the conveyancer for the Vendor and the Estate Agent at all times, ensuring that the requirements for settlement are being satisfied
- Francis & Torrens will complete all relevant searches and enquiries applicable to this property

- Final settlement arrangements are made. A Statement of Adjustments will be prepared which includes council and water rates (and Owners Corporation if applicable) balance of conveyancing fees, monies provided by the purchaser/lender, stamp duty and title registration fees

- Final settlement will occur

- If you have not obtained finance for your purchase, Francis & Torrens will also attend to stamping and lodging your security documents

Please call us today to speak to one of our experienced staff members. We would be delighted to assist you with any queries you have and to provide quality service to you during your purchase.

SELLING

If you are looking to sell property, Francis & Torrens can assist you from the moment you decide to put it on the market. Our staff will ensure that all the property information relating to your sale is included in the Section 32 Statement prepared on your behalf and that it is done as quickly and efficiently as possible. We understand that sometimes this document is needed 'yesterday'!

The Sale process:

- Contact Francis & Torrens to advise you are selling your property. We will advise you of conveyancing fees, and request all relevant information from you

- Francis & Torrens will complete and relevant searches and enquires

- All information and searches relating to the property are included in the Section 32 Statement that is prepared on your behalf and copies are provided to you- the Vendor, and to your Estate Agent (if applicable)

- The property is put on 'the market'

- For auctions, Francis & Torrens will also prepare Auction Contracts on behalf of the vendor for Auction day

- Once the Contract of Sale is signed by both the purchaser and the vendor (seller), Francis & Torrens will prepare a Section 27 Statement and serve it on the purchaser. This document once served, enables release of deposit monies to the Vendor upon the expiration of a 28 day period (ensuring the purchaser is satisfied with the vendors mortgage information contained therein)

- The Section 27 Statement is served on the day of sale for auctions

- A letter is sent to the vendor (seller) confirming important dates in the Contract of Sale including due dates for deposit monies to be paid, purchasers loan approval (if applicable), settlement date, conveyancing fees and mortgagee requirements. A bank discharge authority is also included if it has not already been signed
- Francis & Torrens will be in contact with your mortgagee, The purchasers conveyance and the Estate Agent during the entire conveyancing process to ensure that matters are proceeding towards settlement
- Settlement is booked and adjustments provided by the purchaser are reviewed. (Council and water rates, monies due to vendor/ mortgagee, Owners Corporation fees if applicable and any other relevant fees or charges such as land tax or rental)
- Cheque requirements are sent to the vendor or mortgagee in readiness for settlement
- Final settlement occurs

TRANSFER OF OWNERSHIP

If you want to change the ownership of a property into a different name, Francis & Torrens can complete the process quickly and efficiently on your behalf. It may be a family transfer husband to wife, mother to daughter or from individuals to a company or trust.

Transfer of Ownership refers to the transfer from those who are registered on a Certificate of Title, into a new name.

The conveyancing process is generally straight-forward for these matters and requires interaction from participating parties to the title and any mortgagees who have interest in the property only

We at Francis & Torrens can assist you with your Transfer of Ownership today. Please call us to seek answers to any questions you may have relating to Transfer of Ownership.

PLAN OF SUBDIVISION

For property subdivisions, Francis & Torrens can provide the required conveyancing once you have had the Plan of Subdivision completed by your surveyor

Our staff will submit the plans to Council and obtain any searches or enquiries that relate to that particular subdivision.

The Plan of subdivision is then submitted to the Land Registry office for approval and registration on your behalf.

Please call us today for a quote and further information on registering a Plan of Subdivision.

OTHER SERVICES

Owners Corporation

Plan of Consolidation

APR

Covenants

Lost Title Applications