

OUR TEAM

LEON PENNEY

Barrister & Solicitor - Principal

Practicing Law in Northland since 2003. Leon prides himself on cost effective, plain language legal solutions.

TRINA PENNEY

Finance Manager

Trina manages our Trust Account and the daily operation of our firm.

JAN JONSON

Senior Legal Executive Consultant

Jan has over 30 years' experience specializing in Conveyancing and Subdivisions.

DARIE TENAMU

Registered Legal Executive

Darie looks after all Estate Administration matters and assists Leon with Estate planning and residential conveyancing matters.

THALIA KAKE-MCGEE

Administration Support

Thalia is our newest addition to the firm. She will be your first point of call when calling our office. She assists our team with all appointment scheduling and manages our Deeds.

IDENTIFICATION

Please bring **original** documents with you, so we can copy and certify them as a true copy

Passport **or**

Firearms Licence **or**

NZ Drivers Licence along with

- Bank Card (with name and Signature displayed on card)
- Government Issued card (with name and Signature displayed on card)
- Bank Account Statement **or**
- Statement issues by IRD, WINZ **or**
- Super Gold Card **or**
- Card Community Services
- Birth Certificate

PROOF OF ADDRESS

Please provide one of the following for proof of your address. Must have your name and residential address and be less than 3 months old.

- Bank Account Statement
- Govt IRD, WINZ, Rates, Car Rego
- Insurance Policy document
- Utility Statement
- Rental Tenancy Agreement

ESTATE MATTERS

Please provide the below documents if you have them:

- Death Certificate
- Any ID you hold for the Deceased - Drivers Licence, Birth certificate or Passport (We will take a copy of these).
- Deceased's Insurance policy
- Deceased's Bank Account Details
- Deceased's Rates certificates from any property owned

PLEASE NOTE: Should our instructions include a company or trust, then we may be required to obtain identification of all directors, shareholders, trustees or beneficiaries.

PENNEY BLAIKIE LAW

General Practice Lawyers to the North

Cost Effective, Plain Language Legal Solutions

- Buying and selling property
- Wills and Estate Planning
- Estate Administration
- Powers of Attorney
- Refinancing
- Relationship Property
- Leases
- Business Sales and Purchases
- Criminal
- Driver work licence
- Drink driving charges

LEON PENNEY

Barrister & Solicitor - Principal

PO Box 382, Kaikohe, 0440
123 Broadway, Kaikohe, 0405
Ph 09 401 1575

Email: Admin@pblaw.co.nz

Conveyancing Matters: Convey@pblaw.co.nz

www.penneyblaikielaw.co.nz

STANDARD BASE FEES

All inclusive of GST and disbursements unless otherwise stated. These are our Base fees.

We will provide you with an estimate in our Initial Reporting letter. These base fees include all meetings and communications.

Property Sale No Mortgage	\$1,767.46
Property Sale with Discharge of 1 Mortgage	\$1,943.51
Property Purchase No Mortgage	\$1,950.67
Property Purchase with Mortgage	\$2,624.67
Property Purchase with KiwiSaver and Lim Report (Single person)	\$2,819.66
Couple 2 x Kiwisaver applications	\$3,168.11
Finance (1 new Mortgage)	\$1,071.19
Refinance (1 discharge and 1 new Mortgage)	\$1,451.72

Wills (x2) and Enduring Powers of Attorney package for Couples	\$1,700.00
or Single Person	\$1,289.17
Will Single Standard	\$480.00
Couple	\$861.23
Enduring Powers of Attorney (Property & Personal Care & Welfare)	\$480.00 each
	\$899.12 both

Transmission of 1 x property title	\$686.91
Probate – 1 executor (Standard Will)	\$2,303.20
Letters of Administration No Will and Partner or	\$2,903.90
No will, Siblings or Child with 2 siblings (Children appointed with consent)	\$3,055.70

BASE FEES

(Other than Standard Base Fees)

General Legal Advice Lawyer	\$365 + GST per hour
------------------------------------	----------------------

Meetings (General Legal Advice Lawyer)	
Initial Meeting (1st hour)	\$379.50
Per half hour	\$182.50
Opinions, Research, Reporting, Letters, Court Hearings	\$365 + GST per hour
Telephone Calls & Emails Based on 6 minute units	\$36.50 + GST per unit

Travel Costs	\$1.00 per KM \$150.00 + gst per hour
Legal Executive Rate	\$250.00 + gst per hour
Legal Secretary Rate (prepare Documents)	\$120.00 + gst per hour
LIM Report review	\$200.00
KiwiSaver per application	\$172.50
Company or Trust Convey Fee	\$250.00 + gst
Trust Account Deposit	\$37.95
Trust Account payment	\$69.00
Video Link Meeting	\$92.00
Electronic signing (based on pages)	\$86.25 to \$138.00
File Opening Administration fee	\$86.25
Deed & Document Storage	\$10 per document
Bank Portal fee	From \$50+gst

OUR PROCESS

1. Initial contact from you.
2. Complete our Client Information sheet and provide Identification for our compliance purposes.
3. We assess your needs and will advise you how we can help and give an estimate of costs and time frames.
4. Once instructed, we will send an initial reporting letter to you. This will identify what work we are to complete and what we need from you and others.
5. Keep you regularly informed through-out the process.
6. Send you the final reporting letter once completed.

Terms of Payment

Property and Estate fees are normally due on Settlement or once we have Estate funds in our Trust Account.

We may require funds in advance for certain Matters.

Most other matters require payment on the day or by arrangement.

EFTPOS AVAILABLE