

## Our Team

**Leon Penney** – Barrister & Solicitor, Principal  
Practicing law in Northland since 2003. He prides himself on cost effective, plain language legal solutions.

**Email:** [Leon@pblaw.co.nz](mailto:Leon@pblaw.co.nz)

**Jan Jonson** – Senior Legal Executive Consultant  
Jan has over 30 years' experience specialising in Subdivisions.

**Email:** [Convey@pblaw.co.nz](mailto:Convey@pblaw.co.nz)

**Trina Penney** – Finance

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

**Email:** [Trina@pblaw.co.nz](mailto:Trina@pblaw.co.nz)

**April Peri** – Legal Secretary

April assists Leon Penney with all Criminal, Wills, Enduring powers of attorney and General Matters.

**Email:** [Admin@pblaw.co.nz](mailto:Admin@pblaw.co.nz)

**Darie Te Namu** – Legal Secretary

Darie assists with Conveyancing and Estate administration matters.

**Email:** [Darie@pblaw.co.nz](mailto:Darie@pblaw.co.nz)

## IDENTIFICATION

Please bring **original** documents with you, so we can copy and certify 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**
- Community Services Card
- 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:

- Deceased's Drivers Licence, birth certificate **or** passport (We will take a copy of these)
- Death Certificate
- 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 Estates
- 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

[www.penneyblaikielaw.co.nz](http://www.penneyblaikielaw.co.nz)

## 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.

## Property Agreements

We advise you to speak with us before signing any agreement, there is no additional cost for us to offer you advice about Terms and Conditions before you sign.

## Standard Base Fees

All inclusive of GST and disbursements unless otherwise stated.

|  |                                |
|--|--------------------------------|
| <b>Property Sale</b> No Mortgage   | \$1,431.49                     |
| <b>Property Sale</b> with Discharge of 1 Mortgage  | \$1,860.74                     |
| <b>Property Purchase</b> No Mortgage   | \$1,518.04                     |
| <b>Property Purchase</b> with Homestart & KiwiSaver (Single person) or Couple  | \$2,374.45<br>\$2,826.40       |
| <b>Finance</b> (1 new Mortgage)  | \$1,027.17                     |
| <b>Refinance</b> (1 discharge and 1 new Mortgage)  | \$1,199.90                     |
| <b>Wills</b> (x2) and <b>Enduring Powers of Attorney for Couples</b> or <b>Single Person</b>   | \$1,700.00<br>\$1,285.97       |
| <b>Will</b> Single Standard<br>Couple  | \$480.00<br>\$861.23           |
| <b>Enduring Powers of Attorney</b> (Property & Personal Care & Welfare)  | \$480.00 each<br>\$899.12 both |
| <b>Probate</b> (Standard Will)<br>Standard Probate with Transmission of 1 x Title  | \$2,157.76<br>\$2,782.86       |
| <b>Letters of Administration</b><br>No Will and Partner or<br>No will, Siblings or Child with 2 siblings (Children appointed with consent) | \$2,505.15<br>\$2,671.50       |

|  |                   |
|--|-------------------|
| <b>Estate Administration</b> Obtain funds from insurance companies, Banks etc and pay out to the beneficiaries | \$138.00 per hour |
|--|-------------------|

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

Report Conditions, Kiwisaver, Homestart; Companies and Trusts will incur additional fees.

## Lawyer Base Fees (Other than standard fees)

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

## 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**