

## Information, Frequently Asked Questions and Useful Links

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### Body Corporate Information



If your prospective property is a unit, apartment or town-house, please talk to us first about obtaining a full written report on the Body Corporate records.

We'll go through the records with a fine-tooth comb so you're aware of any current financial issues, possible unexpected or inherited expenditure, disputes, disharmony or problem neighbours, and allow you to make informed decisions before it's too late.

We also provide Returning Officer duties for secret ballots.

[Learn more...](#)

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### Calculators



We're often asked about duties and fees in Queensland, so to make your job a little easier, here are links to help you calculate the most common types of outlays.

[Titles Office Lodgement Fee Calculators](#) External link to DERM on-line calculator

[Titles Office Lodging Fee Ready Reckoner](#) Handy downloadable ready reckoner for every day

Peter Atkinson & Co - Help Desk  
use

### [Office of State Revenue Duty Calculators](#)

Links may open a new browser window.

If you need any more help, please [contact us](#) – we're happy to assist.

Please [report any broken links](#).

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## DIY Conveyancing



We stock Australian Property Law Kits.

DIY Conveyancing Kits enable you to safely and legally do your own legal work for conveyancing and refinancing.

Why pay many hundreds of dollars to a solicitor/conveyancer when you can do this work yourself in a few hours?

Available Kits:

- o Vendor's Kit
- o Purchaser's Kit
- o Dual Vendor/Purchaser Kit

Kit Contents:

Each of the do-it-yourself property law kits includes the following:

- o A printed book about the process, with:
  - o Background information
  - o Simple step by step instructions
  - o Additional hints and tips
  - o Printed forms that you need to carry out the process
  - o Six months of free telephone support

Kit Prices:

\$100.00 for Single Kits

\$130.00 for Dual Kits

Visit the [DIY Conveyancing Page](#) for more information or to order.

Complementing the DIY Kits, our [searching services](#) can provide the rest of the information you need to complete your conveyance.

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## Forms



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We're often asked about various Queensland forms, so to make your job a little easier, here are links to the most requested types of forms.

[Queensland Titles Office Forms](#)

[Queensland Office of State Revenue Forms](#)

[ASIC Forms](#)

[Queensland Office of Fair Trading Forms](#)

[BCCM Forms](#)

Links will open a new browser window.

If you need any more help, please [contact us](#) – we're happy to assist.

Please [report any broken links](#).

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### Law Packs



LawPacks are DIY legal documents + clear legal advice. Wills, Powers of Attorney and much more.

LawPacks themes include: Asset Protection, Confidentiality, Enduring and General Powers of Attorney, Estate Planning, Estate Planning Bundles, Leasing, Sale and Purchase of Business, Wills

Visit the [Online Law Packs Page](#) for more information or to order.

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### Law Stationery



A lot of legal forms are available on-line these days, and you'll find free links to these on this [Help Desk page](#).

We're happy to help make your job as easy as possible.

If it's not available on-line though, we can obtain it for you.

If you need a contract for a house or land transaction, a copy of an Act or a Birth, Death or Marriage Certificate, just ask us.

With daily service to all authorities, we'll get your order back to you as fast as possible via email, or a hard-copy in the post if applicable.

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### **Litigation Support**



If you need to lodge applications or affidavits, we offer a daily service to all courts and tribunals in Brisbane.

We can also accommodate your urgent filing needs for those time-critical matters and pick-up your documents from transit depots if required.

We perform on-line and manual searches of all jurisdictions, and can serve documents when required.

If you need a brief picked up and delivered to a Barrister, we can take care of that as well.

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### **Document Lodging**



If you need a document lodged, look no further.

We attend all departments daily – Titles Office, ASIC, Fair Trading and more.

We'll check the documents for correctness to minimise errors, lodge them and report back to you the same day we receive them.

We'll follow up with your confirmation of registration, included in our initial lodgement fee.

Where available, we can also lodge electronically for super-fast service.

Send us your documents today for safe and secure service.

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### **Manual Searching**



Not everything is available on-line.

You need plenty of information that's only available via manual methods.

This means multiple authorities to search, multiple forms to fill out, multiple invoices to pay and multiple accounting and administration headaches.

How does one form and one invoice for all your searches sound?

Peter Atkinson & Co - Help Desk

Let us do all the work, and deliver the results to your in-box.

With 30 years experience, you can trust us to deliver outstanding results.

[Order now](#)

If you don't have an account with us, don't worry! You can still order your searches – we'll tally your order and contact you to arrange payment before completing your order.

All Queensland departments and local authorities are catered for, and we can also provide a comprehensive range of searches Australia wide.

If we need any more information to complete your order, we'll be in touch.

Results will be returned to your in-box just as soon as we receive them.

Casual or one-off orders are welcome.

Perfect for Do-it-Yourselfers and Professionals alike.

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### **Mortgage Processing**



We have been performing mortgage processing for 30 years for many and varied lenders, large and small.

From banks like CBA & ANZ, lenders like Bluestone Mortgages and GE Money, private mortgagees and the Australian Government, we can tailor a solution, whatever your needs, wherever and whatever the security.

Visit our [Mortgage Processing Page](#) for more information.

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### **Office of State Revenue**



See Link – [Stamping](#)

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### **On-line Companies & Trusts**



These products are provided by Cleardocs.

You build the documents online 24/7 with immediate email delivery to you. They are not LawPacks, do not include legal advice and can only be used once.

Available options include:

**On-line Companies**

- Company Registration
- Single Director Package
- Update Constitution
- Reserve Company Name

**On-line Trusts**

- Discretionary Trust
- Unit Trust
- Hybrid Trust

**On-line Super Deeds**

- Self Managed Superannuation Fund set up
- Update Self Managed Super Deed
- Binding Death Nomination
- Pension Pack

**On-line Division 7A Loan Agreements**

Visit the [Online Law Packs Page](#) for more information or to order.

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**On-line Searching**



Access the most comprehensive range of information available today from within the one portal.

National property, personal, company and business information is ready and waiting, all at extremely competitive pricing.

With the most helpful help-desk available to assist you from 6.00am to 8.30pm, we have all your on-line information needs covered.

[Log-in](#)

Visit the [On-line Searching Page](#) for in-depth information

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**Our Bank Account Details**



**For payment of accounts:**

National Australia Bank, 414 George Street, Brisbane  
Peter Atkinson & Company General A/c  
BSB: 084-009  
A/c: 061989167

If your payment amount is equal to your statement balance in full, simply quote your customer number. If you are only paying a particular invoice, please quote that invoice number. Unidentified deposits will be allocated against the oldest outstanding amount on your account. You may also email, phone or fax us with your payment details and allocation instructions.

**For settlement funds:**

National Australia Bank, 414 George Street, Brisbane  
Peter Atkinson & Company Trust A/c  
BSB: 084-009  
A/c: 016989220

Please note that cash (i.e. folding money) deposits to any of our accounts attract a re-imbursable Cash Deposit Surcharge as levied at the time by our Bankers (currently 0.25% of cash deposits over \$5,000.00). Electronic transfers or cheque deposits do not attract any re-imbursable Bank surcharges. Please check with us if you have any queries before you make a deposit.

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**Our Fees**



Download our [current fee schedule](#).

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**Payment of Account Options**



You can pay your account by cheque, credit card or bank deposit.

Whatever method you prefer, please let us know how you would like the payment allocated. If paying your statement balance in full, please quote your customer number as the deposit reference. If you are only paying a particular invoice, please quote that invoice number. Unidentified deposits will be allocated against the oldest outstanding amount on your account. You can also send us a remittance advice with your allocation instructions.

Please note that cash (i.e. folding money) deposits to any of our accounts attract a re-

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non-reimbursable Cash Deposit Surcharge as levied at the time by our Bankers (currently 0.25% of cash deposits over \$5,000.00). Electronic transfers or cheque deposits do not attract any non-reimbursable Bank surcharges. Please check with us if you have any queries before you make a deposit.

### 1. Cheque

Post your cheque in favour of Peter Atkinson and Company to GPO Box 506 Brisbane 4001

### 2. Credit Card

We accept Visa, MasterCard, American Express & Diners Club. Please have your card handy and contact us with your card details and the amount you wish to pay. A surcharge equal to our current merchant charges may apply.

### 3. Direct Deposit

You can credit our bank account and forward us a remittance advice. Our bank account details for payment of accounts are:

National Australia Bank, 414 George Street, Brisbane  
Peter Atkinson & Company General A/c  
BSB: 084-009  
A/c: 016989167

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## Privacy Policy



We know that your privacy is important to you, so that means your privacy is important to us as well.

You can read the full details of our privacy policy below.

As a quick summary:

We only ask for personal information that we require.  
We'll tell you what information we have recorded about you.  
If you would like any personal information changed or deleted, just ask.

Who we are:

This Web site is operated by Peter Atkinson & Company. Our postal address is GPO Box 506, Brisbane 4001. You can reach us via e-mail at [admin@peteratkinson.com.au](mailto:admin@peteratkinson.com.au) or by telephone at +61 7 3229 2788.

What we know about you:

When you visit our Web site, our Web server automatically records some general information about your visit, but does not recognise or record any individual information about you. The information we record and use for statistical purposes is:

Your server address  
The date and time

<http://peteratkinson.com.au/helpdesk/index.php>

The pages accessed and documents downloaded  
The type of browser used

We can only identify you personally if you give us this information voluntarily.

We use cookies on our Web site on log-in pages only.

Your e-mail address:

We do not know your e-mail address unless you give it to us. We only record your e-mail address if you send us a message, either directly or by signing up to our newsletters or on-line orders. We will use it only internally within the organisation, and will not sell it to other organisations.

If you have given us your e-mail address, but do not want to receive e-mail from us in the future, please let us know by sending us e-mail at the above address.

How we use this information:

We may use this information to improve the content of our Web site and analyse what pages people visit, and to keep in touch with you.

If you supply us with your e-mail address or postal address, we might send you information on new products and services or upcoming events. If you do not wish to receive such mailings, please let us know by sending us e-mail at the above address or writing to us at the above address.

Who has access to your information?

We use this information internally and share it with other people or organisations who need to know it as part of working with us in our normal business activities (e.g. Government Departments that we conduct searches at).

We do not share your personal information with others except under these conditions, or when ordered by a properly enforceable warrant and we do not disclose or sell your personal information to others for use in mailing lists or databases.

Future Variations

If our information practices change at some time in the future we will post the policy changes to our Web site to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our Web site periodically.

Corrections

Upon request, we'll tell you what information we have recorded about you. For your own protection, we generally ask you to make this request in writing, so that we can verify your identity.

If any of the information is incorrect, or you want us to remove all information about you, please contact us and we'll amend it promptly.

If you feel that this site is not following its stated information policy, please contact us at the above addresses or phone number.

More Information

If you would like to know more about on-line privacy, visit The Australian Privacy Commissioner's Web site.

## Settlements



With 30 years experience, you can rest assured we'll protect your client's interests at all costs, and represent you in the most professional manner.

Our knowledge and expertise is unsurpassed.

Our free on-line portal allows you to book settlements, change times and track progress and document receipt.

With a trust account for your convenience, and professional indemnity insurance for your peace-of-mind, your settlement needs are in expert hands.

[Log-in](#)

[Register/Forgot Password](#)

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## Stamping



A lot of documents need stamping, and sending them to the Office of State Revenue means weeks of delay.

As approved in-house stampers, we can stamp the vast majority of documents in-house, and have them back to you the very same day.

For documents that must be lodged at OSR, we'll track the progress and get them back to you as fast as is possible.

We can calculate duty for you and advise on procedural issues.

As Queensland's first in-house stampers, we've got it covered.

Access the Office of State Revenue on-line duty calculator [here](#).

Find Office of State Revenue forms [here](#).

Cheques in payment of duty should be made payable to Office of State Revenue. Cheques must be Bank Cheques or approved solicitor's trust account cheques.

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## Titles Office



Download and print your own handy Ready-Reckoner for current (1/8/11) lodging fee calculations [here](#). An indispensable tool if you need to calculate lodging fees all the time!

Access, fill out and print Titles Office forms [here](#) (PDF & Word formats).

View the latest Titles Registry Alerts (formerly LIT Alerts) [here](#). These are the DNR's electronic newsletters alerting customers to recent policy, fee and legislation changes and other important business matters.

View the Land Titles Practice Manual [here](#).

Access an on-line fee calculator [here](#).

Check on the status of a document lodged for registration [here](#).

Cheques in payment of lodging fees should be made payable to "Department of Environment & Resource Management" or "DERM".

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