

Guide to Dealing Lodgment

Dealings should be checked for completeness and correctness before being presented for lodgment.

Many dealings presented for lodgment are not accepted because of obvious omissions and errors. Resolving these issues is a time-consuming process for both the lodging parties and the examining officers. The following guide has been produced to help eliminate common mistakes.

To avoid rejection of your dealings, please use this Guide **before** lodgment to ensure that there are no errors or omissions.

Lodging parties should complete Production Slips with care when presenting documents to permit registration of dealings lodged by other solicitors or instrumentalities. Please ensure that the production authorisation adequately identifies the relevant dealing.

- Is the Certificate of Title required?
- Is consent/authority necessary for the use of Certificate of Title?
- Is the dealing liable to stamp duty?
- Is the reference to title current?
- Is the transferor/mortgagor/lessor etc. the same as the registered proprietor of the estate or interest shown on the title?
- Are the tenancy/shares of the incoming proprietors of the estate or interest in the land stated?
- Have all marginal notes been complied with?
- Is supporting evidence required?
- Is the dealing appropriately executed?
- Is the name and address of the lodging party included on the form?
- If a Notice of Sale (NOS) or Transfer of Land form is required, has it been fully completed?
- Has provision for payment of the current lodgement fee been made?

This is a guide only. Requisitions may be raised upon further investigation.

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