

Information Bulletin No 2

June 2000

Bulk Lodgment of Dealings

Bulk Lodgment is available to those organisations and firms who prefer to lodge dealings without having to wait for "face to face" processing. This time saving system allows dealings to be presented at the ground floor Bulk Lodgment Counter.

The advantages of the Bulk Lodgment System are sometimes lost because *delays in processing are caused by rejection of dealings which are not in order* or by the failure of lodging parties to follow correct lodgment procedures.

Dealings should be checked for completeness and correctness before being presented for lodgment. The following Client Check List should be used to eliminate common deficiencies.

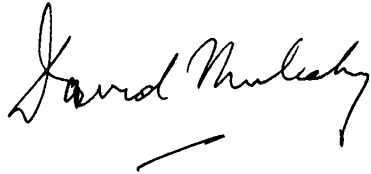
1. Is the Certificate of Title required?
2. Is Consent/Authority necessary for the use of Certificate of Title?
3. Is the dealing liable to stamp duty?
4. Is the reference to title current?
5. Is the Transferor/Mortgagor/Lessor/ etc. the same as the Registered Proprietor of the estate or interest shown on the title?
6. Are the tenancy/shares of the incoming proprietors of the estate or interest in the land stated?
7. Have all marginal notes been complied with?
8. Is supporting evidence required?
9. Is the dealing appropriately executed?

Adherence to the following procedures for advance lodgment will facilitate the lodgment process and minimise delays:

- Present dealings for advance lodgment during normal business hours;
- Ensure all dealings are lodged in the correct sequence, where more than one mortgage or charge is presented, the priority between them must be shown;
- Properly secure each bundle of dealings presented;
- Show name, address and delivery box number of the lodging party on each dealing and delete reference to any previous lodging party already on a dealing;
- Plans accompanying dealings should be first checked by the Client Service and Information Counter.

The Bulk Lodgment Liaison Officer is available for assistance whenever required.

Inquiries relating to dealings may be made in person at the Client Service Counter, ground floor, by telephone on 9228 6713 or fax 9223 9464. Inquiries relating to plans should be made at the Plan Support Counter, level 2, North wing, Land and Property Information, 1 Prince Albert Road, Queens Square, Sydney by telephone on 9228 6798 or by fax on 9221 4405.

A handwritten signature in black ink, appearing to read "David Mulcahy". The signature is written in a cursive style with a long horizontal stroke at the end.

David Mulcahy
Registrar General

First issued September 1984

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