

Information Bulletin No 3

June 2000

Lodgment of Dealings

Many dealings presented for lodgment are not accepted because of obvious omissions and errors. This is time consuming for the lodging parties and for the Examining Officers.

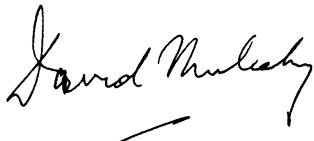
Dealings should be checked for completeness and correctness before being presented for lodgment. The following Client Check List should be used to eliminate common deficiencies.

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 compiled with?
8. Is supporting evidence required?
9. Is the dealing appropriately executed?

Parties are also reminded of the need to carefully complete Production slips when producing documents to permit registration of dealings lodged by other solicitors or instrumentalities. The authorisation should adequately identify the dealing for which its production is required.

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

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.



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