

# Lodgement Acceptability Checklist

Component
<b>Lodging Party</b>
<input type="checkbox"/> Name and address
<input type="checkbox"/> Phone number
<input type="checkbox"/> Fax number
<input type="checkbox"/> Issuing Box number
<b>Items received panel (Must be completed by customer)</b>
<input type="checkbox"/> Lists all accompanying evidence provided with the document (clearly printed)
<input type="checkbox"/> Duplicate Certificate of Title OR Non-Issue Consent letter
<input type="checkbox"/> Original/Landgate Sighted/Australia Post Certified document (photocopy not acceptable)
<b>OSR stamping</b>
<input type="checkbox"/> Certificate of Stamp Duty provided OR cash register imprint/notation on document
<input type="checkbox"/> Land Description, Volume, Folio Parties, Shares & Tenancy (match document)
<b>Prepared document</b>
(T1A, T2A & T4A not acceptable if dated on or after 5 June 2018) & (M1, M1A & M1B not acceptable on or later than 1 January 2018)
<input type="checkbox"/> All panels within the document completed
<input type="checkbox"/> Address for service of notice is stated
<input type="checkbox"/> Tenancy and Shares have been stated (where applicable)
<input type="checkbox"/> "White out" or "Correction Tape" has not been used
<input type="checkbox"/> Operative Clause present
<b>Consideration Panel</b>
<input type="checkbox"/> Consideration panel completed, "NIL" is not acceptable
<input type="checkbox"/> Consideration reliant on Deed/Document/FCO to be provided where OSR stamping does not match. Probates and Letters of Administration must be provided.
<b>Verification of Identity (Originally Signed)</b>
<input type="checkbox"/> Verification of Identity Statement enclosed
<input type="checkbox"/> Self-Represented Party Statement enclosed
Documents that require VOI – T1, T2, T4, NMF, A1, A2, A2a, A5, A7 C, W1 & P1 See bottom of next page for list of 'Parties to be Identified'

Component
<b>Execution of Documents</b>
<b>Documents can be executed in the following ways:</b>
<input type="checkbox"/> Original signatures required
<input type="checkbox"/> A Natural Person with an Independent witness (as required)
<input type="checkbox"/> Company with execution clause, full name & position/designation
<input type="checkbox"/> Under Power of Attorney, with execution clause & witness
<input type="checkbox"/> Foreign Company with original signed letter from Solicitor advising signature requirements
<input type="checkbox"/> Incorporated Company with execution clause, full name, position/designation & statutory declaration
<input type="checkbox"/> Other
<b>Witness</b>
<input type="checkbox"/> All signatures to been independently witnessed, unless Company executing document
<input type="checkbox"/> All signatures are original
<input type="checkbox"/> Witness details stated, full name, address & occupation
<input type="checkbox"/> Witnesses to a Statutory Declaration under the Oaths, Affidavits and Statutory Declarations Act 2005
<b>Fees</b>
<input type="checkbox"/> Registration fees
<input type="checkbox"/> Production fee
<input type="checkbox"/> Extra fees

**VOI 'Parties to be Identified'**

<b>Document Type</b>	<b>Parties to be Identified</b>
Transfer of Land	Transferor & Transferee (Attorney if applicable)
Mortgage	Mortgagor (Attorney if applicable)
Application for Replacement Title (AL)	Applicant / Registered Proprietor (Attorney if applicable)
Application for the Issue of duplicate title (A7)	Applicant / Registered Proprietor (Attorney if applicable)
Application Personal Representative (Transmission)	Applicant / Executor / Administrator
Application by Survivorship	Applicant /Surviving (Attorney if applicable)
Power of Attorney	Donor
Caveat	Caveator
Withdrawal of Caveat	Caveator