

**ACT GOVERNMENT**  
*Land Titles Act 1925*  
*Civil Law (Sale of Residential Property) Act 2003*  
**Registrar-General's Office**



VS

Form 014

Lodging Party

Box Number

## VENDOR SEARCH REQUEST

### PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF

This form is to be used by a vendor conducting a single search for the purposes of the *Civil Law (Sale of Residential Property) Act 2003* (the Act). This process will be conducted in two stages, firstly identify the property details at 1, upon provision of the Title Search, Historic Search or Check Search, identify the documents you require at 3.

#### 1. LAND

Vol:Fol	District/Division	Section	Block	Unit

#### 2. SEARCHES REQUIRED (please tick the searches required) – Step 1

Title Search (\$18)	Historic Search (\$18)	If a Unit Title Common Property Search (\$18)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 3. DOCUMENTS REQUIRED (please identify the documents required) – Step 2

Crown Lease \$18 (Yes)	Deposited Plan \$11 (Yes)	Sublease Plan \$11 (Yes)	Unit Plan \$11 (Yes)	Instrument (please provide instrument number from Title Search) \$11 ie - 123456	Instrument (please provide instrument number from Title Search) \$11 ie - 123456
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## PRIVACY STATEMENT

S.43 of the *Land Titles Act 1925 (LTA)* authorises the Registrar-General to collect the information required by this form for the establishment and maintenance of the Land Titles Register. S.65-67 LTA requires that the Register be made available to any person for search, upon payment of a fee. The information is regularly provided to various ACT Government agencies, including the ACT Department of Urban Services, ACT Planning and Land Authority (ACTPLA), ACT Treasury, Canberra Connect and ActewAGL for conveyancing, municipal account, administrative, statistical and valuation purposes. ACTPLA and agencies within the ACT Department of Urban Services may also use the information supplied to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

## SCHEDULE OF NOTES

Since 1 July 2004 all vendors are required to comply with the *Civil Law (Sale of Residential Property) Act 2003* (the Act) in preparation for placing their property on the market.

There are a number of documents identified as required documents under the Act that must be attached to a copy of the proposed contract for sale.

The following documents are those held by the ACT Registrar-General's Office and can be requested through a service known as Dial-A-Search. The service is available in person by attending the Registrar-General's Office or via account holders, who include legal firms, financial institutions and data brokers.

The required documents include:

- a copy of the Crown lease (\$18);
- a copy of the current edition of the certificate of title which is known as a 'Title Search' (\$18), this identifies the details of registered documents on the title and also unregistered documents at the time the search is printed;
- a copy of any encumbrance that is shown on the Title Search (for example, a restrictive covenant or an easement, but not a mortgage) as either a registered or unregistered document (\$11 each);
- a copy of the deposited plan (\$11);
- for a unit, a copy of—
  - (i) the units plan (\$11); and
  - (ii) the current edition of the certificate of title which is known as a 'Title Search' for the common property (\$18).