



SURRENDER OF UNIT AND COMMON PROPERTY LEASES (Grant of Further Lease)

Form 030 - DLA

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a surrender of unit title and common property leases under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au or obtain further information and forms at www.ors.act.gov.au.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form. The Registrar-General provides identifiable information to various agencies including, but not limited to, the ACT Environment and Sustainable Development Directorate, ACT Treasury Directorate, Canberra Connect and ACTEWAGL for conveyancing, municipal account administrative, statistical and valuation purposes. These agencies may also use this information to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

CONTACT INFORMATION

Lodge in person at the Office of Regulatory Services:	255 Canberra Avenue, Fyshwick ACT 2609
Office Hours:	9:00am to 4:30pm Monday to Friday
General enquiries telephone number:	(02) 6207 0491
Website address:	www.ors.act.gov.au

INSTRUCTIONS FOR COMPLETION

- The certificate of title or production of title consenting to the registration of this document is required for all units as well as the common property.
- All information should be typed or clearly printed. If completing this form by hand please use a solid black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Ensure all required documents are attached. If there is insufficient space in any panel, please use an Annexure Sheet.
- Execution by:
 - a) **A Natural Person** – Should be witnessed by an adult person who is not a party to the document.
 - b) **Attorney** – if this document is executed by an Attorney pursuant to a registered power of attorney, it must set out the full name of the attorney and the form of execution must indicate the source of his/her authority e.g. “AB by his/her attorney XY pursuant to Power of Attorney ACT Registration No..... of which he/she has no notice of revocation”. (This execution requires a witness).
 - c) **Corporation** – Section 127 of the *Corporations Act* provides that a company may now validly execute a document with or without using a Common Seal if the document is signed by:
 - i. Two directors of the company;
 - ii. A director and a secretary of the company; or
 - iii. Where the company is a proprietary company and has a sole director who is also the sole company secretary, that director. (This execution does not require a witness).
- The following forms of execution are suggested –
 - a) **With A Common Seal**
 The common seal of ABC Pty Ltd/Ltd ACN.....
 was affixed in the presence of-
(signature)
(director/secretary)*
 (*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’) – (This execution does not require a witness).
 - b) **Without A Common Seal**
 Signed by ABC Pty Ltd/Ltd ACN.....
(signature)
(director/secretary)*
 (*repeat if necessary i.e. if two directors signing. If signing as sole director and sole secretary, state ‘director/secretary’) – (This execution does not require a witness).



ACT
Government

Justice and Community Safety

LAND TITLES
OFFICE OF REGULATORY SERVICES
ACT Justice and Community Safety Directorate

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LODGING PARTY DETAILS

Name	Postal Address	Contact Telephone Number

TITLE AND LAND DETAILS

Common Property Volume & Folio	District/Division	Section	Block	Units Plan Number

UNIT AND REGISTERED PROPRIETOR / OWNER DETAILS

Unit Number	Volume & Folio	Full Name of Registered Proprietor

SPECIAL RESOLUTION (Resolution must be dated and a certified copy)	CONSENT / PRODUCTION
<input type="checkbox"/> Supply signed copy of motion	<input type="checkbox"/> Lodgement / Production of Title for each unit as well as the Common Property

EXECUTION BY OWNERS CORPORATION	
Print full name of Owners	Print full name of authorised signatories under Common Seal
Common seal of Owners Corporation	Signature of Authorised Signatories
Dated	Dated

LESSOR'S EXECUTION	
Signed by the person duly authorised by ACT Planning and Land Authority (Please print full name of authorised signatory).	Print full name and address of witness
Signature of authorised person	Signature of witness
Dated	Dated

OFFICE USE ONLY			
Lodged by		Certificate of title lodged	
Data entered by		Certificates attached to title	
Registered by		Attachments / Annexures	
Registration date		Production number	