

## TRANSMISSION APPLICATION ON AN INSTRUMENT

Form 035 - TAI

*Land Titles Act 1925*

### IMPORTANT INFORMATION

This form is to be used to lodge a transmission application on a mortgage under the *Land Titles Act 1925* (the Act). You can access the Act at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr).

### PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other Directorates that have legal authority to request information under prescribed circumstances. 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.

### INSTRUCTIONS FOR COMPLETION

- Original sealed probate or certified true copy of original must be supplied with lodgement of this form.
- The certificate of title is not required for lodgement of this document.
- 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. Must state sole director. (No witness is required for this execution).

### LODGEMENT AND CONTACT INFORMATION

**Website:**

[www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)

**General Enquiries:**

13 22 81

**In Person:**

Environment, Planning and Land Shopfront

Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson

Opening hours - Monday to Friday 8:30am to 4:30pm (*excluding public holidays*)



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### LODGING PARTY DETAILS

Name	Email Address	Contact Telephone Number

### TITLE AND LAND DETAILS

Volume & Folio	District/Division	Section	Block	Unit

REGISTERED DEALING NUMBER	TYPE OF DEALING (Sublease, Mortgage etc)	ESTATE OR INTEREST TRANSFERRED (whole or state share)

FULL NAME OF DECEASED / BANKRUPT (Surname Last)	DATE OF DEATH (if applicable)

FULL NAME OF APPLICANT (Surname Last)	FULL POSTAL ADDRESS (after transmission)

### ENTITLEMENT (delete whichever is not applicable)

Entitled as - Executor / Beneficiary / Administrator / Other -

### FORM OF TENANCY (only complete if applying as beneficiaries and must be as stated in will)

- Joint Tenants  
 Tenants in Common in Equal Shares  
 Tenants in Common in the following shares (Please state proprietors name and shares out in full) -

### SUPPORTING DOCUMENTATION (tick whichever is applicable)

Pursuant to:  Probate  Letters of Administration  Sequestration Order  Other – Please specify

Number -	Granted on (date) -	Granted to -
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<b>DATE</b>

<b>EXECUTOR/S CONSENT</b> (if applicable)
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Print full name of Executor/s	Print full name and address of witness
Signature of Executor/s	Signature of witness

<b>APPLICANT'S EXECUTION</b>
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Print full name of applicant	Print full name and address of witness
Signature or common seal of applicant	Signature of witness

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