

NOTICE OF DEATH BY SURVIVING PROPRIETOR ON AN INSTRUMENT

Form 016 - NDI

Land Titles Act 1925

IMPORTANT INFORMATION

This form is to be used to lodge a notice of death by surviving proprietor under the *Land Titles Act 1925* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at 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 registered Death Certificate or certified true copy of original must be supplied with lodgement of this form.
- The certificate of title or production of title consenting to the registration of this document is required when noting the death of a lessee or mortgagee.
- 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.
- 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) **Agent** – if this document is executed by an Agent for the Surviving Joint Tenant – the full name and address of the agent should be provided at the execution.

LODGEMENT AND CONTACT INFORMATION

Website:

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
FULL NAME OF SURVIVING TENANT (Surname Last)		FULL POSTAL ADDRESS (including post code)		
FULL NAME OF DECEASED		DATE OF DEATH		
REGISTERED DEALING NUMBER		TYPE OF DEALING (Sublease, Mortgage, Caveat)		
EXECUTION OF SURVIVING JOINT TENANT				
Print full name of Surviving Joint Tenant / Solicitor / Agent		Print full name and address of witness		
Signature of applicant (if Agent – address also required)		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		Death certificate sighted		