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| ACT Government logo and Access Canberra logo | | LAND TITLES  ACCESS CANBERRA  Chief Minister, Treasury and Economic Development Directorate  **DISCHARGE OF A MORTGAGE ON A SUBLEASE OR UNDERLEASE** | |
| |  | | --- | | **Form 046 - DMSL** | | | ***Land Titles Act 1925*** | |
| IMPORTANT INFORMATION  This form is to be used to lodge a discharge of mortgage on a sublease or underlease 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.ors.act.gov.au](http://www.ors.act.gov.au). | |
| 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   * 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. * Execution by:  1. **A Natural Person** – Should be witnessed by an adult person who is not a party to the document. 2. **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). 3. **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:    * 1. Two directors of the company;      2. A director and a secretary of the company; or      3. 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. (This execution does not require a witness). | |
| |  |  |  | | --- | --- | --- | | CONTACT AND LODGEMENT 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 |
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| **TITLE AND LAND DETAILS** | | | | |
| Volume & Folio | District/Division | Section | Block | Unit |
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| **REGISTERED SUBLEASE NUMBER** | **REGISTERED MORTGAGE NUMBER BEING DISCHARGED**  (Associated Dealing Number) |
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| **FULL NAME OF MORTGAGOR / PROPRIETOR** (Surname Last) (ACN required for all companies) |
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| **FULL NAME OF MORTGAGEE / LENDER** (Surname Last) (ACN required for all companies) |
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| **MORTGAGEE’S – LENDER’S EXECUTION** | |
| Print full name of Mortgagee    Signature or common seal of applicant  Date: | Print full name and address of witness    Signature of witness  Date: |

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| **OFFICE USE ONLY** | | | |
| Lodged by |  | Certificate of title lodged |  |
| Data entered by |  | Certificates attached to title |  |
| Registered by and Date |  | Production number |  |