



# TRANSFER BY POWER OF SALE

Form 018 - TPS

#### Land Titles Act 1925

### **IMPORTANT INFORMATION**

This form is to be used to lodge a transfer by mortgagee under power of sale under the *Land Titles Act 1925* (the Act). You can access the Act at <u>www.legislation.act.gov.au</u> or obtain further information and forms at <u>www.act.gov.au/accesscbr</u>.

#### **PRIVACY NOTICE**

The collection of personal information in this form is required by law under the *Land Titles Act 1925*, to ensure accurate and legal transfer of title or registration of other interests relating to land and for maintaining publicly searchable registers and indexes. Personal information collected on this form will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014. More detailed information about how Access Canberra handles this personal information is available at: <a href="https://www.act.gov.au/acprivacy">https://www.act.gov.au/acprivacy</a>

#### INSTRUCTIONS FOR COMPLETION

- A Transfer is a dutiable document.
- The Buyer Verification Declaration must be completed prior to lodgement of this form. The submission date and reference number must be recorded on this form.
- The value entered into the Consideration Field must reflect the total value of the property, being the higher of the consideration or market value, including GST is applicable.
- All information should be typed or clearly printed. If completing this form by hand, please use a solid black pen only.
- The first named buyer on this form will be the primary contact for ACT Revenue Office purposes.
- 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.

## **CERTIFICATIONS**

Any inapplicable certification statement(s) must be deleted.

Certification statements must be made by the Certifier, being one of the following:

- a. A legal practitioner
- b. A mortgagee corporation
- c. If the applicant is not represented by a legal practitioner the applicant (i.e. self- represented party)
- d. If a party to an instrument is not represented by a legal practitioner that party (i.e. self-represented party)

All certifications apply where the Certifier is a legal practitioner.

The first two listed certifications do not apply where the Certifier is a self-represented party or mortgagee corporation. Self-represented parties and mortgagee corporations are only required to make certifications relating to retaining evidence to support the registry instrument or document and ensuring the registry instrument or document is correct and compliant with relevant legislation and any prescribed requirement.

#### Note: - An attorney or a body corporate cannot make certification statements.

LODGEMENT INFORMATION		CONTACT INFORMATION
In Person: Environment, Planning and Land Shopfront	Email:	actlandtitles@act.gov.au
Ground Floor South, Dame Pattie Menzies House, 16 Challis Street, Dickson. Opening hours - Monday to Friday 8:30am to 4:30pm ( <i>excluding public holidays</i> )	Phone:	(02) 6207 0491

Approved form AF2020-44 approved by Fred Arugay Deputy Registrar-General on 25/05/2020 under section 140 of the Land Titles Act 1925 (approved forms). This form revokes AF2020-20 Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au



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LODGING PARTY DETAILS			
Name	Email Address	Customer Reference Number	Contact Telephone Number

TITLE AND LAND DETAILS				
Volume & Folio	District/Division	Section	Block	Unit
TRANSFEROR/S - SI companies)	ELLER (Surname Last) (ACN required for all	<b>REGISTERED MORTGAGE/CHARGE NUMBER</b> (associated dealing number)		
PERCENTAGE OF INTEREST OWNED (whole or state share)		PERCENTAGE OF INTEREST BEING TRANSFERRED (whole or state share)		FERRED (whole or
TRANSFEREE/S - BL companies)	JYER (Surname Last) (ACN required for all	THE BUYER VERIFICATION DECLARATION HAS BEEN SUBMITTED (must be completed prior to lodgement of this document)		
		Provide date and refe	erence number/s	
		Submission Date:	Referenc	e Code:
FORM OF TENANCY	1			
Joint Tenants				

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

<b>CONSIDERATION</b> (See instructions for completion – higher of market value or consideration)	GST PAYABLE (See instructions)	
\$	\$	
<b>DEVELOPMENT STATUS</b> (Tick the appropriate box – one box must be completed)	LAND USE (Tick the appropriate box – one box must be completed)	
Land Only Incomplete Building Building Completed	Residential Rural Commercial	

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AGREEMENT / CONTRACT FO	R SALE DATE	SETTLEMENT DATE (the date the	e buyer is liable for rates)
<b>COMMUNITY TITLE</b> (if Transfer rother following should be attached)	elates to a Community Title Scheme	ACTPLA – MINISTER'S / DELEC	GATE'S CONSENT
Statutory Declaration	AND king submitted to ACTPLA		
CERTIFICATION *Delete the inap Transferor	pplicable		
*The Certifier has taken reasonable steps to verify the identity of the Transferor or his, her or its administrator or attorney. *The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document. *The Certifier has retained the evidence to support this Registry Instrument or Document. *The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement. Signed By:   Signed for: <company name=""></company>			
on behalf of the Transferor			
CERTIFICATION *Delete the inap Transferee	οριιcable		
<ul> <li>*The Certifier has taken reasonable steps to verify the identity of the Transferee or his, her or its administrator or attorney.</li> <li>*The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.</li> <li>*The Certifier has retained the evidence to support this Registry Instrument or Document.</li> <li>*The Certifier has taken reasonable steps to ensure that the Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.</li> </ul>			
Signed By:			
<name certifying="" of="" party=""> <capacity certifying="" of="" party=""></capacity></name>			
for: <company name=""></company>			
on behalf of the Transferee			
OFFICE USE ONLY			
Lodged by		Registered date / by	
Data entered by		Attachments/Annexures	