

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 www.legislation.act.gov.au or obtain further information and forms at www.act.gov.au/accesscbr.

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: <https://www.act.gov.au/acprivacy>

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

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*)

CONTACT INFORMATION

Email: actlandtitles@act.gov.au

Phone: (02) 6207 0491

AGREEMENT / CONTRACT FOR SALE DATE	SETTLEMENT DATE (the date the buyer is liable for rates)

COMMUNITY TITLE (if Transfer relates to a Community Title Scheme the following should be attached)	ACTPLA – MINISTER’S / DELEGATE’S CONSENT
<input type="checkbox"/> Statutory Declaration AND <input type="checkbox"/> Certified Copy of Undertaking submitted to ACTPLA	

<p>CERTIFICATION *Delete the inapplicable</p> <p>Transferor</p> <p>*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.</p> <p>Signed By:</p> <p><Name of certifying party> <Capacity of certifying party></p> <p>for: <Company name></p> <p>on behalf of the Transferor</p>
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<p>CERTIFICATION *Delete the inapplicable</p> <p>Transferee</p> <p>*The Certifier has taken reasonable steps to verify the identity of the Transferee 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.</p> <p>Signed By:</p> <p><Name of certifying party> <Capacity of certifying party></p> <p>for: <Company name></p> <p>on behalf of the Transferee</p>
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OFFICE USE ONLY			
Lodged by		Registered date / by	
Data entered by		Attachments/Annexures	