

Guide to completing *Form 19—Application for certificate of title*

The following information will assist you to complete Land Registry *Form 19—Application for certificate of title*.

Important information

While individuals in Queensland may undertake their own property transactions, only legal practitioners are qualified to provide legal advice. Therefore, discussions with the Department of Environment and Resource Management's (DERM) officers will be limited to explaining the requirements of Land Registry forms and procedures.

Parties electing to undertake their own property transactions must assume responsibility for ensuring the accuracy and legal correctness of lodged documents.

Property transactions can potentially involve complex legal considerations; it may therefore be prudent for parties to seek professional legal advice.

How to complete the form

Lodger details: Insert name, postal address, email address and telephone number for correspondence purposes.

Item 1 Insert the lot on plan description, county, parish and title reference as they appear on the title search. The reference to the plan must show the correct prefix (e.g. RP, BUP, GTP, SP).

Example

1. Lot on Plan Description	County	Parish	Title Reference
Lot 27 on RP204939	Stanley	South Brisbane	16723144

Item 2 Insert the full name(s) of the registered owner(s) as it appears on the title, or the name of the proposed registered owner(s) as shown on a prior unregistered document (e.g. *Form 1—Transfer* or *Form 14—General request to change name of registered owner* etc.)

Item 3 Complete (a) or (b). Cross out whichever option is not relevant.

All registered owners must sign the form in the presence of a qualified witness (e.g. Justice of the Peace, Commissioner for Declarations or solicitor).

Note: The registrar will only give the certificate of title to the person stated in item 3.

Other requirements

If the lot is subject to a registered mortgage, consent of the mortgagee is required. If there is more than one mortgage, the consent of all mortgagees is required on Form 19. If there is insufficient space on Form 19 to note all the consents, a *Form 20—Schedule/enlarged panel/additional page/declaration/title reference* must be used. The title reference, item number and heading of the enlarged item must also appear on Form 20. The page numbering on Form 19 and Form 20 must be inserted.

How to lodge the form

You may lodge Form 19 in person, between 8.30 am and 4.30 pm on business days, at a DERM service centre with lodgement facilities. Alternatively you may post the form to any lodgement service centre. Locations of service centres can be found on the DERM website <www.derm.qld.gov.au>.

The form should not be folded.

Fees

A regulatory fee is payable for returning the certificate of title by registered post. Contact Titles Registration Customer Service to obtain current fee information. You can pay by cash or cheque.

Further information

For further information refer to customer information sheets *Lodgement and processing of Land Registry documents*, *Completing Land Registry forms* and *Complying with Titles Registry requisition notices*. If then you still have further enquiries, contact Titles Registration Customer Service by telephone on (07) 3405 6900 or by email <brisbane.titling.operations@derm.qld.gov.au>. Land Registry forms and customer information sheets are available on the DERM website <www.derm.qld.gov.au>.