

## Guide to completing *Form 4—Request to record death*

The following information will assist you to complete Land Registry *Form 4—Request to record death*. This guide applies only to recording the death of a **joint registered owner** by an applicant who is the surviving joint tenant of a freehold lot.

### 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 full name of the deceased joint tenant (the registered owner as it appears on the title or title search).

**Item 2** Insert the lot on plan description, county, parish and title reference as they appear on the title or title search. The reference to the plan must show the correct prefix (e.g. RP, BUP, GTP, SP).

Example

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

**Item 3** Insert the interest of the deceased joint tenant as 'Fee simple'.

**Item 4** Insert the applicant's full name (the surviving joint tenant as shown on the title or title search) and the applicant's postal address for service of notices (e.g. rates notices). If there is more than one surviving joint tenant, all surviving joint tenants must be included as applicants.

**Item 5** Insert the details of the document that is being deposited to evidence the death. Usual evidence is a copy of the certificate of death issued from the Registry of Births, Deaths and Marriages that has been certified by a qualified witness (e.g. Justice of the Peace, Commissioner for Declarations or solicitor).

**Item 6** Identify the authority of the applicant by crossing out the non-relevant choices.

**Item 7** Execute (sign and date) the form. The applicant's signature must be witnessed by a qualified witness (e.g. Justice of the Peace, Commissioner for Declarations or solicitor). If there is more than one applicant, all applicants must sign this form.

### How to lodge the form

You may lodge Form 4 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](http://www.derm.qld.gov.au)>.

You should deposit the following with Form 4:

- documentary evidence to support the request (original certificate of death from Registry of Births, Deaths and Marriages). A copy is acceptable, provided it is a good quality photocopy of the original issued by the registering authority and has been either:
    - properly certified as a true copy of the original by a qualified witness (e.g. Justice of the Peace, Commissioner for Declarations or solicitor)
- or

- submitted with the original for comparison with the copy by a departmental officer. The original will be returned immediately to the lodger.
- the relevant certificate of title, if one exists.

The form should not be folded.

## **Fees**

A regulatory fee is payable for lodging Form 4. An additional fee will apply if the document is lodged through the post. Contact Titles Registration Customer Service to obtain current fee information. You can pay by cash, cheque or EFTPOS (savings or cheque account, not credit).

## **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](mailto: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](http://www.derm.qld.gov.au)>.