

Guide to completing *Form 14—General request*

Request to record a guardianship and administration order

The following information will assist you to complete a Land Registry *Form 14—General request* to record a notice of appointment of an administrator under a guardianship and administration order.

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 nature of the request as 'Request to record notice of appointment of an administrator under a guardianship and administration order'.

Item 2 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

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

Item 3 Insert the full name of the registered owner as it is currently recorded on the title.

Item 4 Insert 'Fee simple' or other interest as applicable.

Item 5 Applicants are the persons identified as administrators under the order. Insert the full name of the applicant as shown in the order, followed by the words 'as administrator[s]'.

Item 6 Insert appropriate words for the request (e.g. I hereby request that: 'the attached order appointing the above applicant as administrator pursuant to the *Guardianship and Administration Act 2000* be recorded on the title mentioned in item 2').

Item 7 Execute (sign and date) the form.

How to lodge the form

You may lodge Form 14 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>.

You must deposit the order issued by the Guardian and Administration Tribunal to support the request. A copy of the order is acceptable, providing it is a good quality photocopy of the original and has either:

- been properly certified as a true copy of the order by a qualified witness (e.g. Justice of the Peace, Commissioner for Declarations or solicitor)

or

- been submitted with the original order for comparison with the copy by a Titles Registry officer. The order will be immediately returned to the lodger.

The forms should not be folded.

A registration confirmation statement will not be issued when the notification is recorded.

Fees

A regulatory fee is payable for lodging Form 14. 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, EFTPOS or credit card.

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 <titlesinfo@qld.gov.au>. Land Registry forms and customer information sheets are available from the DERM website <www.derm.qld.gov.au>.