

## Completing Land Registry forms

Queensland's titling system allows property transactions (such as transferring ownership) to be registered and gives ready access to current title information.

Title records are updated from information supplied on Land Registry forms lodged by the parties involved in transactions. There are over 30 land registry forms. Accurate information is essential for the Titles Registry's effective operation.

Titles Registry customers lodging forms are responsible for ensuring the accuracy and legal correctness of the documents they lodge and for ensuring these documents are lodged in the correct sequence for the particular transaction.

### Information

General information on Titles Registry matters is available from the Department of Environment and Resource Management website <<http://www.derm.qld.gov.au>>. This website gives access to Land Registry forms online together with Guides for completion of the more commonly used forms. These forms contain pop-up help fields to assist with their completion and may be filled out online then printed for signing.

Titles Registry staff can provide information to lodgement customers only on matters such as:

- identifying the appropriate Land Registry forms for particular transactions
- clarifying Titles registry requirements regarding transactions
- prescribed fees for lodging particular transactions
- estimated Titles registry processing times

### Legal Advice

Only legal practitioners with a practicing certificate can provide legal or conveyancing advice. Accordingly, Registry staff provide only general advice on Titles Registry requirements, for example, on witnessing requirements or what sections of a form must be completed.

Responses to questions such as whether the transferees of a property should be recorded as joint tenants or tenants in common or what is the meaning of a particular clause in a Will involve legal considerations for which customers should seek their own independent legal advice.

### Further Information

For further information please contact the Titles Registry

TITLES REGISTRY – CONTACT CENTRE:				
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<b>BRISBANE</b> 53 Albert Street GPO BOX 1401 Brisbane Qld 4001	<b>GOLD COAST</b> 14 Edgewater Court PO BOX 4297 Robina Town Centre Qld 4230	<b>NAMBOUR</b> 52-64 Currie Street PO BOX 573 Nambour Qld 4560	<b>ROCKHAMPTON</b> 209 Bolsover Street PO BOX 1762 Rockhampton Qld 4700	<b>TOWNSVILLE</b> 187 Stanley Street PO BOX 5318 Townsville Qld 4810