

Complying with Titles Registry requisition notices

Title records held in the Titles Registry are updated from information supplied on forms lodged by the parties involved in transactions. Accurate information is essential for the Titles Registry's effective operation. Lodgers are responsible for ensuring the accuracy and legal correctness of their documents and for ensuring they are lodged in the correct sequence for the particular transaction.

Acceptance of documents for lodgement in the Titles Registry does not guarantee they can be registered as a detailed compliance examination is not undertaken at that time. Lodgement officers enter documents in the Titles Registry's automated titles system from where they are subsequently scrutinised by specialist examination officers who confirm whether the documents satisfy legislative and practice requirements and are able to be registered on title. When a document is registered on title a confirmation statement is normally emailed to the document lodger advising that processing is complete. However, if an examination officer determines a lodged document is not able to be registered, a requisition notice may be issued to the document lodger identifying the deficiencies and requesting these be addressed within a specified timeframe. A requisition notice usually attracts an additional administration fee. Please note that requirements regarding requisition notices are prescribed in the *Land Title Act 1994*.

Complying with a requisition notice – a checklist

- Attend to all deficiencies listed in the notice – seek legal advice if appropriate.
- Amend the document as advised in the notice – do not prepare a fresh document (unless specifically requested to do so in the notice) as new lodgement fees may apply.
- Make amendments by ruling through erroneous words with a single line and entering the correct information – do not erase or obliterate the erroneous wording or use correction fluid or materials.
- Ensure all amendments are initialled by all parties named in the Land Registry form (except witnessing officers)
- Return all documents in their entirety to the listed office prior to the rejection due date specified in the notice.
- Pay any requisition or other fees listed in the notice.

Rejection date

Unless the terms of a requisition notice are complied with and the documentation is returned to the Titles Registry by the rejection due date specified in the notice, the document may be rejected. A rejected document loses its lodgement priority and any lodgement fees that were paid are forfeited. Document lodgers unable to comply with the terms of a requisition notice prior to the rejection due date should request an extension of time by writing to the Registrar of Titles at the address listed in the notice. Such requests should contain an explanation of the circumstances that require an extension of time. Each request is assessed on its individual merits.

Following the return of a requisition notice

After a requisition notice is attended to and all necessary documentation returned to the Titles Registry, the document is re-examined. If the amended document satisfies legislative and practice requirements a confirmation of registration is usually provided to the document lodger.

Contacts

For further information on Titles Registry requisition notices, please contact a Titles Registration customer service officer at one of the following Department of Environment and Resource Management offices.

TITLES REGISTRY – CONTACT CENTRE:				
Phone: (07) 3405 6900		Fax: (07) 3225 1739		Email: titlesinfo@qld.gov.au
BRISBANE 53 Albert Street GPO BOX 1401 Brisbane Qld 4001	GOLD COAST 14 Edgewater Court PO BOX 4297 Robina Town Centre Qld 4230	NAMBOUR 52-64 Currie Street PO BOX 573 Nambour Qld 4560	ROCKHAMPTON 209 Bolsover Street PO BOX 1762 Rockhampton Qld 4700	TOWNSVILLE 187 Stanley Street PO BOX 5318 Townsville Qld 4810