

# Notice

## To Lodging Parties

10 April 2007

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## LTO Forms Online

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Land Services Group has recently released LTO Forms Online, a simple and efficient system of producing documents from information entered into web pages. LTO Forms Online is available on the Land Services Group Internet site.

All Real Property Act documents are available through LTO Forms Online, both as an interactive version and as a standard blank form for duplex printing. Guidance notes for completing the forms are also included.

An advantage of using the new interactive forms is the ability to save partially or fully completed forms locally to your own computer. The saved data can be retrieved at any time when accessing the system. Also included is the facility to e-mail the data to another party.

When printing any of the interactive forms, you will notice that the panels are no longer static and they expand to the length required for the information entered. This should eliminate the need for an annexure to be drafted for additional information and executions. To further tailor the forms, specific signature blocks can be selected for each party, whether they are a private individual, company, association or a Government department.

After entering the required information and printing your document, existing processes should be followed. This includes completing any outstanding information by hand, such as the document date or striking through operative clauses.

A comprehensive User Guide has been developed to assist users. This is accessible by clicking on the online help icon. A Technical Guide has also been developed that explains how conveyancing packages can be adapted to interact with LTO Forms Online.

Visit [http://www.landservices.sa.gov.au/1Online\\_Services/65LTO\\_Forms\\_Online/0default.asp](http://www.landservices.sa.gov.au/1Online_Services/65LTO_Forms_Online/0default.asp) to access the LTO Forms Online application, or contact Client Advice on 8226 3983 for more information.



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