



Transmission Application CHECKLIST

Name(s):			
Postal Address:			
Phone Number:		Email:	

Before lodging a Transmission Application, please ensure you complete the following checklist and include with your lodgement:

Application form is fully completed, with correct wording, in blue or black ink. Refer to *Transmission Application Guidance Notes* for assistance

Application form has the certifications completed

Copy of Probate and Registrars Certificate

Registration Fee of **\$176**, cash, cheque, or money order payable to Land Services SA. **EFTPOS and Credit Card payments are not accepted**

Verification of **Identity** (VOI) requirements met, including certified copies of ID. Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 1)

Self-Represented Party – Authorised Person Certification form to be completed by an authorised person. Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 3)

Verification of **Authority** (VOA) requirements met. Refer to the online information www.landservices.com.au *Verification of Authority Guidelines* (Section 7.1). Two forms of VOA are required for example Council rates, ESL Notice, Land tax, Utilities bill. These can be photocopies of the current accounts.

Note: Dealings cannot be accepted for lodgement if the VOI and VOA requirements are not met. Office hours are between 9am-5pm (please note that our busy period is between 11am-2pm). A Confirmation of Registration Notice will be provided when the document has been registered.

Land Services SA strongly advises all people to seek the assistance of a registered conveyancer or solicitor when dealing with any estate and interest in land.

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