# 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.<br>Refer to *Transmission Application Guidance Notes* for assistance | ☐ |
| Application form has the certifications completed | ☐ |
| Copy of Probate and Registrars Certificate | ☐ |
| Registration Fee for 2026/2027 is **$204.00** cash, EFTPOS, cheque, or money order payable to Land Services SA | ☐ |
| **Verification of Identity (VOI)** requirements met, including certified copies of ID.<br>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. (E.g. Justice of the Peace)<br>Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 3) | ☐ |
| **Verification of Authority (VOA)** requirements met.<br>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
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.*

PHONE 08 8423 5000
FAX 08 8423 5090
EMAIL customersupport@landservices.com.au
VISIT Level 9, 101 Grenfell Street, Adelaide SA 5000
POST GPO Box 543, Adelaide 5001