



# Withdrawal of Lien CHECKLIST

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

Before lodging a Withdrawal of Lien, 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 *Withdrawal of Lien Guidance Notes* for assistance

Application form has the certifications completed

Registration Fee for 2025/2026 is **\$198.00** cash, EFTPOS, cheque, or money order payable to Land Services SA. Where payment is not provided at time of lodgement, you will receive an email with details to pay via our secure online payment facility.

**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. (E.g. Justice of the Peace)   
Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 3)

**Note:** Dealings cannot be accepted for lodgement **if the VOI 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](mailto:customersupport@landservices.com.au)  
VISIT Level 9, 101 Grenfell Street, Adelaide SA 5000  
POST GPO Box 543, Adelaide 5001