

Guidance Notes

# Division Application Checklist

*This Checklist is not intended to, and cannot, replace the advice of a Legal Practitioner or Registered Conveyancer. It has been developed as a further tool to assist the Industry.*

LTO Fee Calculator was used to calculate the correct Fees	
Revenue SA ID (s) shown on dealing (except RTU)	
Current Register Search of all titles checked prior to dealing lodgement	
Land Description panel discloses all relevant CT's shown on plan	
Mode of Issue/New Title Instructions completed for all new titles to issue	
Check Applicant panel and Mode of Issue names and addresses are consistent	
Consents of all registered interests are provided (not photocopies)	
Change of name provided for Consenting parties or Applicant(s) or tied-up (where applicable)	
All executions provided appear correct (Company Executions comply with Corporations Act 2001 and Council Executions comply with NTLP 171)	
Dealing is dated and all consent forms are dated	
Applicant certification pursuant to Section 273 RPA completed (except RTU)	

The LTO Fee Calculator is available at [THIS LINK](#).