



# 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 **\$187.00** cash, EFTPOS, cheque or money order payable to Land Services SA.

**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)

**Verification of Authority (VOA)** requirements met.  
Refer to the online information [www.landservices.com.au](http://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.*

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