

Transfer CHECKLIST

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

Before lodging a Transfer, 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 *Transfer Guidance Notes* for assistance

Application form has the certifications completed

Ensure transfer is assessed by Revenue SA (8226 3750) for stamp duty requirements prior to lodgement with Land Services SA

Registration Fee including cash, EFTPOS, cheque, or money order payable to Land Services SA.

The Registration Fee is calculated on the sale price or capital value of the property, whichever is the greater.
To calculate the Transfer Registration Fees use the LTO Fee Calculator here:
<https://www.landservices.com.au/land-division/fees,-guides-and-forms/lto-fee-calculator>

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 *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.