



# Caveat CHECKLIST

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

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

Application form has the certifications completed

Registration Fee for 2024/2025 is **\$192.00** 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)

<https://www.landservices.com.au/businesses-and-property-industry-professionals/registrar-general/statutory-instruments/verification-of-authority>

**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