

# Circular



Land and  
Property  
Information

No: 2001/6

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## Real Property Act Approved Forms – Update

Amendments to all approved forms as a result of legislative and administrative changes have previously been announced.

These changes result from amendments to attestation requirements in section 117 of the Real Property Act 1900, compliance with the Privacy and Personal Information Protection Act 1998 and the creation of Land and Property Information NSW (LPI). It was intended that any dealing or caveat lodged after 30 June 2001, not conforming to the new format, would not be accepted unless dated prior to 1 July 2001 or accompanied by sworn evidence to show that it was settled before that date.

LPI has taken various measures to prepare for and publicise the changes including:

- Changing all paper approved forms available from LPI to the new format in September 2000
- Advising all parties licensed to produce approved forms of the changes in November 2000
- Having an article published in the February 2001 edition of the Law Society Journal concerning the changes to approved forms
- Issuing a revised Information Bulletin No 29 dealing with the changes to, and availability of, approved forms in March 2001
- Issuing LPI Circular 2001/4 as a reminder of the changes in May 2001.

However, many clients have indicated that compliance with the 1 July 2001 cut-off date will cause difficulties. This is principally where the documents have been prepared on old format forms and settlement is not anticipated until after 1 July 2001, for example where the property has been purchased off the plan.

To accommodate these problems LPI has agreed to accept dealings and caveats in the old format that are lodged on or before 31 October 2001. After 31 October 2001 no dealing will be accepted for lodgment in the old form unless dated on or before that date or accompanied by sworn evidence to show that settlement took place on or before that date.

Dealings in the new format will be accepted for lodgment at any time, including prior to 1 July 2001.

Clients are strongly urged to ensure that any new matters are prepared on new format approved forms.

### **Availability of Approved Forms**

Approved forms that comply with the new requirements can be obtained:

- In paper format from LPI's Client Services Counter located on the ground floor West wing. Bulk purchases should be made through the Supervisor Client Services Counter or orders may be placed by telephone on 02 9228 6929 or 02 9228 6950. Orders for forms will be accepted by mail (provided they are accompanied by a cheque or money order in the appropriate amount) and should be marked for the attention of the Supervisor Client Services Counter. Forms may also be ordered by phone and paid for by American Express, Visa, Mastercard, Bankcard and Diners Club
- From various law stationers or licensed vendors of precedents
- Through e-RP Forms on the LPI web site [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)
- By applying for a licence to produce approved forms.

### **e-RPforms**

The most commonly used forms are currently available through e-RPforms on the LPI website. LPI will progressively make all approved forms available through this service.

Forms currently available are:

- 01T Transfer
- 02ND Notice of Death
- 03 TA Transmission Application
- 05DM Discharge of Mortgage
- 05M Mortgage
- 05VM Variation of Mortgage
- 07L Lease
- 07SL Sublease
- 08X Caveat
- 08WX Withdrawal of Caveat
- 10CN Change of Name
- 11R Request
- Annexure

The set of approved forms on the web site will be updated as necessary and clients will, at all times, have access to a current version of all approved forms.

Further information on e-RPforms is available from the LPI web site at [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au), in Information Bulletin No. 29 or by contacting the Licensed Forms Administration Officer at LPI on 02 9228 6048.

## Licence Agreements to Computer Generate Approved Forms

Clients who wish to obtain a licence for approved forms will need to contact the Licensed Forms Administration Officer at LPI to obtain an application form and a copy of the licence agreement. Should you have any questions concerning licensing of approved forms or wish to apply for a licence you may contact the Licensed Forms Administration Officer at LPI on 02 9228 6048.

## Replacement of Hard Copy (Paper) Forms

In line with established procedure, LPI will replace existing supplies of hard copy (paper) forms in the old format that were purchased from LPI (or the Land Titles Office) with hard copy forms in the new format.

However, clients wishing to have old forms replaced **must** contact the Client Services Counter on 02 9228 6929 or 02 9228 6950 to arrange a time to attend and exchange old forms for new forms. Forms will not be exchanged unless prior arrangements have been made.

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