

## ACT Land Titles Update – 24 April 2024

### Lodgement of Duplicate Crown Leases

On 11 December 2023, the [Justice and Community Safety Legislation Amendment Act 2023 \(No 2\)](#) was introduced. The introduction of this Bill amended section 17 of *Land Titles Act 1925* to remove the requirement for Crown Grants and Crown Leases to be lodged in duplicate with the Registrar-General for registration.

From 1 June 2024, this office will no longer accept duplicate copies of Crown Leases. Due to this requirement, the Land Titles Office will no longer register two copies and therefore will no longer provide a registered copy back to the lessee/lodging party. The lodging party will continue to receive a Registration Confirmation Statement.

### Mortgage Validation Service

In the coming months, the Land Titles Office will be rolling out a mortgage validation service. This is a service which will enable financial institutions to verify their mortgage records against those listed on the register.

For more information or to view our data agreement, please email [actlandtitles@act.gov.au](mailto:actlandtitles@act.gov.au)

### Common errors resulting in a requisition

The Land Titles Office has been collecting data on requisitions to inform our outreach. Some simple errors we continue to see which result in a requisition include (but not limited to):

- Annexures not completed correctly or properly attached. For more information on annexure requirements, please see Chapter 28 of the Practice Manual.
- Consent to register forms with incorrect certification statements. For more information on execution requirements, please Chapter 10 of the Practice Manual.
- Caveats are being lodged without identifying the action necessitated by the caveat (i.e. instruments to be prevented from registration). The form will be updated shortly for clearer instructions.

### Land Titles Practice Manual

Attached to this bulletin is an updated copy of the Land Titles Practice Manual and has now been uploaded to the Access Canberra website. Please be advised that the Land Titles Practice Manual will be continually updated and refreshed, so we encourage industry to continually check on the latest versions on the [Access Canberra website](#).

### Guidance notes

The Access Canberra Website will be updated shortly to include a new version of guidance notes for some instruments. The development of the guidance notes has removed the need for the information page on each form. The guidance notes are of a general nature and are not intended to, and cannot, replace the advice of a Legal Practitioner.

The updates have been targeted to provide clearer and more information to assist with common issues resulting in requisitions.

## Reminder of Pre-Lodgement Check Service & Requisition Fees

The ACT Land Titles Office now offers a pre-lodgement check service. A pre-lodgement check approval provides you certainty your instruments are correct and reduces the risk of a requisition which can slow down registration. Pre-Lodgement Checks can be requested online via a [Smartform](#), or in-person by request at our Dickson Specialised Service Centre by bookable appointment only. To make an appointment, please email [LTOprelodgement@act.gov.au](mailto:LTOprelodgement@act.gov.au).

From 11 June 2024, the ACT Land Titles Office will introduce an administration fee for requisitions. This office is continuing to review of requisition reasons and will continue to update the [Land Titles Practice Manual](#), the [guidance notes](#) for each form and will look to provide additional educational materials to ensure that lodging parties can clearly understand the requirements of our office.

For more information, please see the [Access Canberra Website](#).

## Registration Timeframes

The Land Titles Office is currently registering non-complex dealings lodged 12 April 2024. The [ACTLIS](#) website is updated with the registration timeframe. You can also perform a check search on the title to view the registration status of documents lodged.

## Access Canberra Website

The [Access Canberra Website](#) and the [ACTLIS front page](#) will continue be updated with information, updates to forms, new versions of guidance notes, and any updates to e-conveyancing.

Have a question or need assistance? Click the Contact us form button at the end of the ACTLIS home page or Telephone: (02) 6207 0491 between the hours of 9:00am and 5:00pm, Monday-Friday excluding public holidays.

