

ACT Land Titles Update – 22 March 2024

Introduction of Pre-Lodgement Check Service

The ACT Land Titles Office has introduced a pre-lodgement check service.

With a pre-lodgement check, a Deputy Registrar-General within the Land Titles Office will review your instrument before you lodge it to ensure it is in registrable form.

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. Appointments for Pre-Lodgement Checks are available on Tuesdays and Thursdays. Account holders can lodge approved instruments by using the standard drop box.

A fee is charged for the pre-lodgement service. The fee for a pre-lodgement check depends on the complexity of the instrument:

Service	Description	Fee (inc. GST)
Simple Check	Check of non-complex instruments.	\$80 per instrument
Complex Check	Check of complex instruments.	\$160 per instrument
Units Plan and Sublease Plan Check	Check of applications to register a units plan and sublease plans : 019-UP – Application to register a units plan 055-ALUP – Application to Alter a Units Plan 027-ASP – Application to register a sublease plan 078-SUE – Schedule of unit entitlements	\$309 + \$10 per unit in excess of 30 units

For a complete list of instruments and their complexity, see [Pre-Lodgement Check Service and Requisition Fees](#).

Notice – Requisition Fees

From 11 June 2024, the ACT Land Titles Office will introduce an administration fee for requisitions.

In the lead up to 11 June, the Land Titles Office will undertake a 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.

The fee applied will depend on the complexity of the instrument being requisitioned:

Description	Fee (inc. GST)
Requisition of non-complex instruments such as transfers, transmissions, caveats etc.	\$120 per instrument
Requisition of complex dealings such as community title schemes, alterations to unit plans etc.	\$240 per instrument
Requisition of applications to register a units plan and sublease plans: 019-UP – Application to register a units plan 055-ALUP – Application to alter a units plan 027-ASP – Application to register a sublease plan 078-SUE – Schedule of unit entitlements	\$455 + \$15 per unit in excess of 30 units

For a complete list of instruments and associated fees, please see the [Access Canberra Website](#).

To avoid lodging instruments that are not in registerable form, you can take advantage of our [Pre-Lodgement Check Service](#).

Updates to the Model Operating Requirements and the Model Participation Rules

On 31 January 2024, the Australian Registrars' National Electronic Conveyancing Council (ARNECC) published Version 7 of the Model Operating Requirements (MORs) and the Model Participation Rules - ARNECC (MPRs).

The Electronic Conveyancing National Law (ACT) Operating Requirements (ACT Operating Requirements) and Electronic Conveyancing National Law (ACT) Participation Rules (ACT Participation Rules) (adopting the Model versions) will take effect beginning 28 March 2024:

[ACT Operating Requirements](#)

[ACT Participation Rules](#)

National Mortgage Form

As mentioned in the 23 November 2023 bulletin, the ACT Land Titles Office has now updated the online [National Mortgage Form](#) and the National Mortgage Form Addendum has been published on the [ARNECC website](#). Mortgages lodged on the previous form will now be accepted until 31 December 2024.

Receive notifications if there has been activity on a title

Title watch is a service you can subscribe to receive email notifications if there has been activity on your title.

Activity includes when:

- someone lodges an instrument
- a new title is issued (new volume and folio)
- a title is cancelled
- a search is conducted

A 12-month subscription costs \$33.00

For more information on how to subscribe, please read the [Subscriber Title Watch Guide](#).

Registration Timeframes

The Land Titles Office is currently registering dealings lodged 12 March 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.