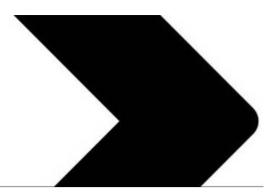


A message from Access Canberra



Hi,

We understand that having a front-facing service delivery remains important for members of our community. As our city re-opens after the lockdown period aligned to the <u>ACT Pathway Forward</u>, we are working to re-open our Service Centres in a way that best supports the safety of our community and staff.

From 1 November, there will be a few changes to the way we operate for Land Titles transactions.

Drop off location

The Land Titles drop off point for all conveyancing transactions will be relocated to the Dickson Office Building (DOB), 480 Northbourne Avenue, Dickson. All organisations with a lodgement account can drop documents in the allocated drop box behind the concierge desk between the hours of 9:00am to 12:00pm, Monday to Friday.

All documents which have been rejected or requisitioned, can be collected from a Land Titles Officer between the hours of 9:00am to 12:00pm Tuesday and Thursday.

All lodgements must be allocated to a lodgement account. If you do not have a lodgement account and require one, please email actlandtitles@act.gov.au for more information.

Signature requirements

The Land Titles Office require all instruments to be signed in permanent, dense, rapid drying black or blue ink for all lodgements. All instruments that are signed electronically, or that are of a clear and legible copy of an original, with prior approval from the Land Titles Manager or Assistant Manager, must be lodged before 1 February 2022.

If you wish to seek approval on an instrument for lodgement, please email <u>actlandtitles@act.gov.au</u> and attention to the Land Titles Manager or Assistant Manager.

Note; Copies of instruments will continue to be accepted for documents that require consent signed by a mortgagee or a delegate of the planning and land authority and removal of statutory charge signed by a delegate of the commissioner.

Appointments for Self-Represented Parties and those that need extra assistance

The Land Titles Office has introduced appointments for self-represented parties and those that need extra assistance to assist the lodgement process. Booking can be made by calling the office on (02) 6207 0491. All appointments will be at the Dickson Service Centre.