

# Circular



Land and  
Property  
Information

No: 2001/9

October 2001

## Real Property Act Approved Forms – Reminder

LPI Circular No 2001/6, released in June 2001, referred to changes to all approved forms including amendments to attestation requirements under section 117 of the Real Property Act 1900.

While the legislation commenced on 1 July 2001 many clients indicated that they would have difficulty meeting the cut-off date. To accommodate client needs LPI extended acceptance of dealings and caveats in the old format until 31 October 2001.

Clients are now reminded that, after 31 October 2001 no dealing will be accepted for lodgment in the old form unless dated on or before 31 October 2001 or accompanied by sworn evidence to show that settlement took place on or before that date.

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

## Availability of Approved Forms

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

- Through e-RP Forms on the LPI web site [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au);
- 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;
- By applying for a licence to produce approved forms.

## **e-RPforms**

The forms currently available through e-RPforms on the LPI website are:

- Annexure
- 17QS Application to Record a Subsisting Interest on a Qualified Title
- 20EA Cancellation of Recording of Abandoned Easement
- 08X Caveat
- 00PAX Caveat Affecting a Primary Application
- 15CA Change of Address of Owners Corporation
- 10CN Change of Name
- 06C Charge
- 05DM Discharge of Mortgage
- 04FM Foreclosure
- 21CE Instrument of Conversion
- 08LX Lapsing Notice - Application for Preparation of
- 07L Lease
- 20EM Modification of Easement
- 05M Mortgage
- 00NL Notice by Lessor
- 00NM Notice by Mortgagee
- 02ND Notice of Death
- 13PVM Variation or Modification of Positive Covenant -
- 05PM Postponement of Mortgage
- 11R Request
- 00RA Resumption Application Not Affecting RPA
- 07SL Sub Lease
- 07DL Surrender of Lease
- 01T Transfer
- 01TE Transfer Including Easement
- 01TG Transfer Granting Easement
- 01TP Transfer Under Power of Sale
- 03TA Transmission Application
- 05VM Variation of Mortgage
- 08WX Withdrawal of Caveat

Approved forms on the web site are updated as necessary providing clients with access to current versions of LPI 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), see 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**

Inquiries including application for a licence to generate approved forms should be directed to the Project Officer on 02 9228 6623.

## Replacement of Hard Copy (Paper) Forms

LPI will replace existing supplies of old format hard copy (paper) forms that were purchased from LPI (or the former Land Titles Office) with new format hard copy forms.

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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