

## Preparation checklist *Form 1—Transfer*

This checklist contains general information to assist practitioners complete a basic transfer. It is not intended to be a complete guide. For further information about the requirements of a Form 1 — Transfer, refer to Part 1 of the Land Title Practice Manual available at [www.business.qld.gov.au/industry/titles-property-construction/titles-property/practice-manual](http://www.business.qld.gov.au/industry/titles-property-construction/titles-property/practice-manual).

### Items

#### Item 1

- Is the interest being transferred shown — for example Fee Simple, State Tenure, Water Allocation, Mortgage No..., Lease No..., ½ share in fee simple?

#### Item 2

- Do the details agree with the title?

#### Item 3

- Do the transferor's name and the title agree?  
 Is the capacity of the transferor shown, if required — for example as trustee?

#### Item 4

- Is the consideration fully expressed?

#### Item 5

- Is the transferee's name shown correctly?  
 Does the transferee's name agree with a prior settlement notice and following dealings — for example the mortgagor in a mortgage?  
 Is the tenancy (and shares if required) shown? **Note:** Tenants in common must show shares in fractions.

#### Item 6

- Is the form signed and dated by all parties?  
 If executed under a power of attorney, is the attorney clause included, showing the principal's name, the attorney's name or the attorney's position and the Queensland registered power of attorney number?  
 If executed under a common seal, is it legible and capable of being copied?  
 If a company has executed without a common seal, are the company name and ACN/ARBN shown?  
 Are the designations of the signatories for a company shown?  
 Is the witness qualified in accordance with Schedule 1 of the *Land Title Act 1994* and their full name shown?  
 If signed by a solicitor, is the full name legibly printed below the signature?

### Form and evidence

- Have the correct form and version been used?  
 Are details of duty noted?  
 Are the lodger's details shown?  
 Is a certificate of title required to be deposited?  
 Is any supporting documentation required to be deposited — for example court order, contract of sale, Minister's approval, statutory declaration, deed of agreement, evidence of incorporation? See part [60-1030] of the Land Title Practice Manual.
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