Top tips for completing forms

Customers present documents to Land Victoria for registration and recording that vary significantly in the way information is expressed or displayed.

This bulletin contains suggestions for customers completing Land Victoria forms. The tips will help reduce the time taken for registration and recording of dealings, minimise the prospect of dealings being refused and improve the operational efficiency and clarity of searched information.

These suggestions relate to information most commonly required on the forms.

General comments

• Use an easily read, common business font of adequate size, e.g. Arial or Times New Roman, font size 10 to 12.

• Always use a Register Search Statement as the reference document for completing a form. Never rely on the Certificate of Title.

• Allow a sufficient margin at the top of each page to permit the dealing number to be inserted without obscuring any relevant text.

• When completing Approved forms, start at the left margin, below each panel heading.

• Use uniform single spacing between words.

• Do not include full stops, commas or other punctuation (unless otherwise suggested).

‘Land’ panel

When completing the Land panel use the words ‘Volume’ and ‘Folio’, with each word followed by a space then the relevant number. These words can be abbreviated to ‘Vol’ and ‘Fol’ respectively. There is no need to include the words ‘Certificate of Title’.

On a Register Search Statement, the ‘Volume’ number appears as a five digit number. The first digit is sometimes a ‘0’, e.g. ‘01234’. The leading ‘0’ is not required to be included in the document prepared by the customer. The number should simply be expressed as ‘1234’.

Conversely, the ‘Folio’ number appears on a Register Search Statement as a three digit number, with, commonly, a leading ‘0’, or even two leading ‘0’s, e.g. ‘001’. All three digits of the folio number need to be included in the document prepared by the customer, even if the leading digits are ‘0’s.

In a completed ‘Land’ panel, the information should appear as ‘Vol 1234 Fol 001’. If the land being dealt with is the whole of the land in a folio, no other information is required in this panel.
If the land being dealt with is part of
the land in a multi-parcel folio that
can be dealt with separately, then the
part description needs to precede the
‘Vol/Fol’ reference, e.g. ‘Lot 5 on LP
6789 contained in Vol 1234 Fol 001’ is
sufficient. Additional words commonly
included by customers, such as ‘… being
part of the land …’ are unnecessary.

The following examples may assist in
completing the Land panel.
The whole of the land in folio Volume
1234 Folio 001 is being dealt with.
Land panel to show
Volume 1234 Folio 001
The whole of the land in two folios
Volume 1234 Folio 001 and Volume
2345 Folio 568 is being dealt with.
Land panel to show
Volume 1234 Folio 001 and Volume
2345 Folio 568
Volume 1234 Folio 568 contains several
lots on plan of subdivision PS123456
and one of these lots, lot 22 is being
dealt with.
Land panel to show
Lot 22 on PS123456 contained in
Volume 1234 Folio 568
Volume 1234 Folio 571 contains a parcel
of land and only the part of the land
identified on a plan is to be dealt with.
Land panel to show
All that piece of land marked ‘A’ on
the attached plan contained in Volume
1234 Folio 571

Instrument references
In some forms an instrument reference
is required, e.g. in a Withdrawal of
Caveat form there is a panel headed
‘Caveat number’, which requires
the caveat being withdrawn to be
identified. In such cases, customers
should complete only the Land Victoria
dealing number, in upper case, for the
instrument affected, e.g. ‘AB123456T’.
The following examples may assist in
completing instrument references.
Caveat number AB123456T is to be
drawn.
Caveat number panel to show
AB123456T

Mortgage number AB123457Q is to be
discharged.
Mortgage or Charge number panel to
show AB123457Q

Party names
Transacting party names should be in
capital letters, with the surname or
family name last, e.g. ‘IAN ROBERT
JONES’. Multiple parties should be
separated by the word ‘and’ or the
symbol ‘&’.

Where a party is dealing in a name
different from that on the folio, such
as a name change due to marriage,
the party’s current name should be
followed by a reference linking the
party to the folio, e.g. ‘ANNE LOUISE
JONES formerly ANNE LOUISE SMITH’.

Where two or more parties are to hold
a property, joint proprietorship will be
presumed if the document is silent as
to Manner of Holding. Customers may
wish to be specific, in which case, words
like ‘as joint proprietors’ are sufficient.

Where two or more parties are to hold
a property as tenants in common, this
must be specified, using words like
‘as tenants in common’. Equality of
shareholding will be presumed unless
specified otherwise. For examples of
how to express unequal shareholding,
see the Land Victoria Lodging Book,
Version 4.1, Section 1, Page 1.15.

If a transacting party is a corporate
body, customers should use the
abbreviations ‘LTD’, ‘PTY LTD’ or
‘INC’, as appropriate. ACN should be
included, if appropriate. If stops form
part of the entity’s name, they should
be included, e.g. A.B.C. Pty Ltd.
The following examples may assist in
completing party names.
Ian Robert Jones is purchasing a
property as a sole proprietor.
Transferee panel to show
IAN ROBERT JONES
of 15 Smith Street Collingwood Vic
3066

Ian Robert Jones and Anne Louise
Jones are purchasing a property as joint
proprietors.
Transferee panel to show
IAN ROBERT JONES and ANNE LOUISE
JONES both of 15 Smith Street Collingwood
Vic 3066

Anne Louise Jones is selling a property.
She is shown on the Register as Anne
Louise Smith.
Transferor panel to show
ANNE LOUISE JONES formerly ANNE
LOUISE SMITH
Acme Proprietary Limited is selling a
property.
Transferor panel to show
ACME PTY LTD
XYZ Proprietary Limited is buying a
property.
Transferee panel to show
XYZ PTY LTD ACN 456 789 123
of 15 Smith Street Collingwood Vic
3066

Ian Robert Jones and Anne Louise Jones
are purchasing a property as tenants in
common in equal shares.
Transferee panel to show
IAN ROBERT JONES and ANNE LOUISE
JONES as tenants in common
both of 15 Smith Street Collingwood
Vic 3066

Ian Robert Jones and Anne Louise Jones
are purchasing a property as tenants in
common in unequal shares. Ian will
have 25% and Anne 75%.
Transferee panel to show
IAN ROBERT JONES as to one equal
undivided fourth part or share and
ANNE LOUISE JONES as to three equal
undivided fourth parts or shares, as
tenants in common
both of 15 Smith Street Collingwood
Vic 3066

Ian Robert Jones and Anne Louise Jones
are purchasing a property as tenants in
common in unequal shares. Ian will
have 25% and Anne 75%.
Transferee panel to show
IAN ROBERT JONES as to one equal
undivided fourth part or share and
ANNE LOUISE JONES as to three equal
undivided fourth parts or shares, as
tenants in common
both of 15 Smith Street Collingwood
Vic 3066
‘Consideration’ panel
A number of forms require a ‘consideration’ or ‘principal sum’ amount to be entered, most commonly the Transfer of Land forms. This should be expressed in numerals only, not in words. A decimal point and decimal places are not necessary, but a comma should follow the thousands (or millions, as the case may be), e.g. ‘$250,000’, ‘$2,250,000’.

If the Contract of Sale includes cents in the price, they should not be included in the consideration shown in the Transfer. Thus, a contract price of $987,654.32 should appear in a Transfer as ‘$987,654’.

The following examples may assist in completing the ‘Consideration’ panel.
Property is being purchased for a consideration of five hundred thousand dollars.

Consideration panel to show $500,000

Property is being purchased for a consideration of $987,654.32.

Consideration panel to show $987,654

Address references
Many forms require both a party name and an address for the service of notice. The address should appear on a separate line to the party name(s) and be separated from the party name(s) by the word ‘of’. The address should be completed without any full stops or commas. The state should be included in the address and may be abbreviated, e.g. ‘Vic’. Postcode should be included.

Customers should be aware that a ‘care of’ or ‘Post Office box number’ are not acceptable as an address for service of notice. In rural areas, an address should conform to the Rural Road Number standard, i.e. an address identifying the street number, street name, locality and postcode. A locality name alone is not acceptable.

Therefore, a typical panel such as the ‘Transferee’ panel on a Transfer of Land form should be completed as in the following example.
IAN ROBERT JONES
of 15 Smith Street Collingwood Vic 3066

If an address will become obsolete after registration, the address that will be current after the transfer is registered is the address that should be used in preference to the one current at the time the document is prepared, e.g. if a property being purchased is to be the residence of the transferee after settlement, the address of the property being purchased should be used in the ‘Transferee’ panel.

The following examples may assist in completing address references.
Ian Robert Jones is purchasing a property as a sole proprietor.
Transferee panel to show IAN ROBERT JONES
of 15 Smith Street Collingwood Vic 3066

Ian Robert Jones and Anne Louise Jones are purchasing a property as joint proprietors.
Transferee panel to show IAN ROBERT JONES and ANNE LOUISE JONES
both of 15 Smith Street Collingwood Vic 3066

Ian Robert Jones and Anne Louise Jones are purchasing an investment property as tenants in common in equal shares. Ian and Anne live at different addresses.
Transferee panel to show IAN ROBERT JONES
of 29 Brown Street Melbourne Vic 3000

and ANNE LOUISE JONES
of 15 Smith Street Collingwood Vic 3066

as tenants in common

More information
Detailed information about completing Land Victoria forms can be found in the Land Victoria Lodging Book, Version 4.1 at:
Alternatively, type ‘lodging book’ in the search box on the DSE homepage.
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For several years, Land Victoria has published Customer Information Bulletins on its website and distributed printed copies to regular customers.

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