

# Lodgement Acceptability Checklist

Lodging Party	
	Name and address incomplete
	Phone number omitted
	Issuing box number incomplete
<b>Document Type</b>	
<b>Reason</b>	

Items received panel (Must be completed by customer)	
	Accompanying evidence inside the document not stated (eg: "CT" not acceptable, vol/fol number required)
	Accompanying evidence stated but not included with document number omitted
	Required evidence not included (eg: Death certificate, issued C/T, consent letter, VOI, Probate and any other supporting evidence)
	Incorrect certification of required evidence
<b>Document Type</b>	
<b>Reason</b>	

Duty (RevenueWA)	
	Duty Certificate not provided
	Issuing box number incomplete
	Documents are not duty noted (RevenueWA stamp omitted)
<b>Document Type</b>	
<b>Reason</b>	

Consideration Panel	
	Consideration stated is not acceptable (eg: "NIL", "\$0.00" or "0" is not acceptable)
	Evidence to support consideration is not included when date on consideration panel does not match date on duty certificate or duty stamp (eg: Deed, Agreement). For <b>Family Court Orders</b> the Transaction date will be the date of the Transfer itself
NOTE: Will or Deed of family arrangement required even if dates match.	
<b>Document Type</b>	
<b>Reason</b>	

Prepared Document	
	Panel(s) within the document are incomplete.
	Tenancy NOT shown in transferee panels of transfer document
	"White out" has been used
	Original document not supplied (photocopy not acceptable)
	Operative clause omitted
	Incorrect form used
<b>Document Type</b>	
<b>Reason</b>	

Verification of Identity	
	Verification of Identity statement not provided, incomplete or incorrect.
NOTE: Documents require VOI – VOI-01	
<b>Document Type</b>	
<b>Reason</b>	

**Execution of documents**

	Documents have not been executed correctly
	Amendments to documents have not been correctly acknowledged
	Non original signing of document
	Witness information omitted (Signature, full name, address & occupation)
	Letters of explanation are not originally signed (letters explaining inconsistency of signatures can be copies)
	Elements of document are not suitable for scanning
Document type	
Reason	

**Statutory Declarations**

	Witnesses to the Statutory Declaration under the Oaths, Affidavits and Statutory Declarations Act 2005 is not qualified
	Required information omitted from Declarant or Execution panel
	Amendments/inclusions to body of declaration not acknowledged by both declarant and witness
	Declaration not signed on all pages by declarant and witness
	Each declarant signature not independently witnessed
Document type	
Reason	

**Fees**

	Production fee has not been accounted for
	Extra fee required
	Incorrect fees presented
Document type	
Reason	