

Documents That Can Be eLodged

Mandated Instruments

The following required (mandated) instruments must be lodged using eConveyancing (as a result of the eConveyancing mandate) unless an exemption applies. Please note that eLodgement is not the same as eConveyancing. Refer to the [eConveyancing Mandate page](#) on the Titles Queensland website to find out more.

FORM	TRANSACTION
1	Transfer – an instrument of a transfer for a lot
NMF	National Mortgage – an instrument of mortgage for a lot
3	Release of Mortgage – an instrument releasing a mortgage of a lot
5	Transmission Application - an application to be registered as a personal representative for a registered owner of a lot who has died
11	Caveat – a caveat for a lot
14	General Request – Withdrawal of Caveat – to withdraw a caveat lodged over a lot
43N	Priority Notice – priority notice for a lot
44N	Extension of Priority Notice – to extend a priority notice over a lot
45N	Withdrawal of Priority Notice – to withdraw a priority notice over a lot

All other instruments

Forms may be lodged over Fee Simple, State Leasehold, Water Allocation and Interests in a dealing where applicable.

Transmission Applications - Where a will of a deceased person is required as supporting evidence (for example with a Form 5A or Form 6 Transmission Application) the original will must be deposited. An original will is unable to be lodged via eLodgement. As such the dealing and the original will must be lodged together via the Brisbane office drop box or by post.

An original will is retained in the Titles Registry (LTPM 60-1030).

FORM	FORM TYPE	FORM DESCRIPTION
1	Transfer (Exemption Request Form should be deposited)	<ul style="list-style-type: none"> • Fee Simple/State Leasehold/Water Allocation • Of Dealing (e.g. Mortgage or Lease) • To Trustee • By Third Party (e.g. Fee Simple or Trustee)
24	Property Transfer Information	<ul style="list-style-type: none"> • Lodged following Form 1 as separate .tiff file
25	Foreign Ownership Information	<ul style="list-style-type: none"> • Lodged included with Form 24 as same .tiff file
NMF	National Mortgage (Exemption Request Form should be deposited)	<ul style="list-style-type: none"> • Fee Simple/State Leasehold/Water Allocation • Of Lease
3	Release of Mortgage (Exemption Request Form should be deposited)	

4	Record Death	<ul style="list-style-type: none"> • Fee Simple/State Leasehold/Water Allocation • Of Dealing • Of a Sole Retirement Village Lessee • Trustee or Personal Rep
5 5A 6	Transmission Application (where supporting evidence is NOT an original will – refer above) (Exemption Request Form should be deposited for Form 5)	<ul style="list-style-type: none"> • Fee Simple/State Leasehold/Water Allocation • Of Dealing (e.g., <i>Mortgage or Lease</i>)
24A	Property Information (Transmission application)	<ul style="list-style-type: none"> • Lodged following Form 6 as separate .tiff file
7	Lease Sub-Lease	<ul style="list-style-type: none"> • Lease of Freehold • Sub-Lease of Freehold • Sub-Lease of Leasehold
8	Surrender of Lease	<ul style="list-style-type: none"> • Full Surrender • Partial Surrender
9	Easement	<ul style="list-style-type: none"> • Two Party • Public Utility
10	Surrender of Easement	
11	Caveat (Exemption Request Form should be deposited)	
12	Writ/Warrant of Execution	
13	Amendment	<ul style="list-style-type: none"> • Of Lease • Except Leases (e.g., <i>Mortgage, Easement, Covenant</i>)
14	General Request <i>NB: Fees may need to be amended</i>	<ul style="list-style-type: none"> • Removal of Administrative Advice • Change of Company Name • Change of Name • Change of Company Name of Dealing • Change of Name of Dealing (e.g., <i>Mortgage or Lease</i>) • Correction of Company Name • Correction of Owner Details • First CMS – lodged before plan • New CMS • Retirement of Trustee • Bankruptcy • Annulment of Bankruptcy • Appointment of Administrator • Statutory Charge • Determination of Dealing • Disclaimer of Lease • Removal/Cancellation of Lease • Merger of Dealing (e.g., Lease) • Withdrawal of a Writ • Withdrawal of a Caveat (Exemption Request Form should be deposited) • Removal of Lapsed Caveat • NOA – Caveators Notice to Registrar • NOT – Caveatees Notice to Caveator • Cancellation of Unregistered Caveat • Cancellation of Writ • Removal Charge/Writ/Caveat • Satisfaction of Writ/Caveat • Discharge of Writ • Change of Body Corporate Address • Change State Title Ownership • Trustee Permit • Reserve Trustees Amendment • Vesting • Vesting of Dealing • Nature Refuge Noting

		<ul style="list-style-type: none"> • Removal Nature Refuge Notice • Heritage Register Site Notice • Environmental Offset Advice • Notice of Intention to Resume • Owner Builder Notice • Land Management Agreement • Road Dedication • Native Title Determination • Resumption • Record Revocation of Resumption • OPT out agreement • Conduct & Compensation Agreement • Request for Indefeasible Title • Application for Title by Adverse Possession • Order of the Court • Local Government Request • Local Government Agreement • Subdivision of Water Allocation • TRS – Notice of Termination Resolution for a Scheme • Reservation of Name • Extension of Reservation of Name • Standard Terms Document
21z	Survey Plan (A4) cover page	<ul style="list-style-type: none"> • Survey Plan (New Title) • Survey Plan (New Lease/Easement – NO Lots) • Survey Plan (Terminating a CTS) • Survey Plan (Leasehold) • Survey Plan (USL)
21	Survey Plan A3 A / B	<ul style="list-style-type: none"> • Survey Plan (PLN)
29	Profit a Prendre	
30	Mortgage Priority	
31	Covenant	
32	Building Management Statement	
33	Release of Covenant/Profit a Prendre	
34	Extinguishment of Building Management Statement	
36	Carbon Abatement Interest	
39	High-Density Development Easement	
43N	Priority Notice (Exemption Request Form should be deposited)	
44N	Extension of Priority Notice (Exemption Request Form should be deposited)	
45N	Withdrawal of Priority Notice (Exemption Request Form should be deposited)	

Continued...

Supporting documentation

A Form 18 or Form 20 cannot be lodged on its own. It must be attached to form part of the instrument or document that it relates to.

Supporting documentation must be placed behind the instrument or document that it relates to, scanned as the one file.

<p>18</p>	<p>18 – General Consent</p> <p>18A – Registered Owners/Lessees Consent to Survey Plan</p> <p>18B – Planning Body Approval of Survey Plan</p> <p>18C – Planning Body Community Management Statement Notation</p>	<ul style="list-style-type: none"> • To be deposited with an instrument (e.g. Form 21z)
<p>20</p>	<p>Schedule/ Enlarged Panel/ Additional Page/ Declaration/ Alteration</p> <p>BCCM Execution</p> <p>Trust Details Form</p> <p>Identity/Witnessing Certification</p> <p>Responsible Entity Details Form</p> <p>Declaration by Beneficiary/Transferee</p>	<ul style="list-style-type: none"> • To be deposited with an instrument (e.g. Form 1)