

ACT GOVERNMENT
Land Titles Act 1925
Duties Act 1999
 Registrar-General's Office

Duty Only



Lodging Party (Insert Name)

SL

Form 072

SUBLEASE

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF

The Lessor as set out in Item 2 as registered proprietor of the land set out in item 1 leases to the Lessee/tenant as set out in Item 3 the area as set out in Item 5, on the terms set out herein. The lease is subject to the mortgages, encumbrances and other instruments affecting the land, including any created by dealings lodged prior to this lease.

1. LAND

Vol:Fol	Edition	District/Division	Section	Block	Unit

2. LESSOR

Given Name/s (Company Name)	Surname (ACN)	Full Postal Address

3. LESSEE / TENANT

Given Name/s (Company Name)	Surname (ACN)	Full Postal Address

4. TENANCY OF LESSEES (only complete if more than one lessee)

<input type="checkbox"/> Joint Tenants	<input type="checkbox"/> Tenants in Common in Equal shares	<input type="checkbox"/> Tenants in Common in the following shares
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5. AREA BEING LEASED

<input type="checkbox"/> Whole of the Land	OR	Area/Shop/Tenancy	on SL Plan/s
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6. COMMENCEMENT DATE

This lease commences on

7. TERMINATION DATE

This lease terminates on

8. YEARLY RENT

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9. CONDITIONS (Tick whichever is applicable)

The covenants implied at sections 119 and 120 of the Land Titles Act 1925 are hereby negated.	<input type="checkbox"/>	The covenants and conditions set out in the annexure attached are deemed to be incorporated	<input type="checkbox"/>
The provisions set forth in the Memorandum of Provisions (MOP) or Common Provisions (CP) filed in the office of the Registrar-General are deemed to be incorporated herein / as modified by annexure as attached.	<input type="checkbox"/>	Provide MOP / CP number	<input type="checkbox"/>

10. CONSENTING PARTIES

Signed by the consenting party/s
Signature of consenting party/s

11. EXECUTION

Signature of lessor (s)	Signature of witness
Name in full of the lessor (s)	Full name of witness
Signature of lessee (s)	Signature of witness
Name in full of the lessee (s)	Full name of witness

12. DATE

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13. LAND TITLES OFFICE USE ONLY

Examined by		Vol: Fol: Ed/Production No	
Data Entered by		Certificates Lodged (Compliance/Occupancy)	
		Annexures/Attachments	
Registered by		Registration Date	

PRIVACY STATEMENT

S.43 of the *Land Titles Act 1925 (LTA)* authorises the Registrar-General to collect the information required by this form for the establishment and maintenance of the Land Titles Register. S.65-67 LTA requires that the Register be made available to any person for search, upon payment of a fee. The information is regularly provided to various ACT Government agencies, including the ACT Department of Urban Services, ACT Planning and Land Authority (the Authority), ACT Treasury, Canberra Connect and ActewAGL for conveyancing, municipal account, administrative, statistical and valuation purposes. The Authority and agencies within the ACT Department of Urban Services may also use the information supplied to prepare and sell property sales reports to commercial organisations concerned with the development, sale or marketing of land.

SCHEDULE OF NOTES

- This form is to be used only for the registration of a sublease.
- A sublease is required to be marked by ACT Revenue.
- Documents must be typed or completed in black ink or biro.
- Alterations to information entered on the form should be made by crossing out (not erasing or obliterating by painting over) and should be initialled by the parties.
- If there is insufficient space in any panel use an annexure sheet.
- Volume, Folio and Edition references must be given.
- Provide full names of the lessor/s including the postal address.
- Provide full names of the lessee/s including the postal address.
- Provide details of the sublet area.
- Provide details of the lessee's tenancy if applicable.
- Provide details of the commencement date.
- Provide details of the termination date.
- Provide details of the yearly rent.
- Execution should be in accordance with the *Land Titles Act 1925*.



LCL

SUBLEASE CHECKLIST

This checklist should be completed and lodged with each sublease otherwise the sublease will be refused for lodgement (tick all boxes, where applicable and provide a contact name, e-mail address and telephone number). Requisitions may be raised upon further investigation.

- CT lodged or produced (if produced, please provide a current production search with lodgement).
- Stamp Duty marked.
- Lessor's and Lessee's description must include address.
- Lessee's tenancy (if more than one Lessee) – Joint tenants / tenants in common (state shares)
- Land description must be completed (current Vol, Fol and Edition to be used).
- Area to be leased must be accurate – Sublease Plan to be registered, if the area to be let is less than the whole of the Crown Lease.
- Term to include commencement and termination dates.
- Date of Execution must be completed.
- Execution (Refer Chapter 6 Land Titles Office Practice manual) - <http://www.rgo.act.gov.au/manuals/landtitles.pdf>
- Any unexpired prior registered sublease over the same area must be determined (unless the new lease is an underlease).
- Consent – all mortgagees in the Crown Lease must consent to any sublease to be effective against the mortgagee. If the mortgagee does not wish to consent they should say so in writing. Production of the title by the mortgagee will be accepted as consent.
- If the Crown Lease is subject to Regulation 19 of the Leases Regulations or s.167(5) of the *Land Act 1991*, the consent of the Minister responsible for the ACT Planning and Land Authority will be necessary prior to the registration of the lease.
- Annexures (refer to Land Titles Office Practice manual)
- Annexure pages to be numbered.
- All panels to be completed or ruled up if blank.

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Name, e-mail address and phone number
(Please print clearly)

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Signature