

Preparation checklist *Form 3—Release*

This checklist contains general information to assist practitioners complete a basic release. It is not intended to be a complete guide. For further information about the requirements of Form 3 — Release, refer to Part 3 of the Land Title Practice Manual available at [Land Title Practice Manual \(LTPM\) - Titles Queensland](#)

Items

Item 1

- ☐ Do the dealing number of the mortgage being released and the mortgage recorded on title agree?

Item 2

- ☐ Do the details agree with the title?

Item 3

- ☐ If not releasing the debt of all mortgagors, do the mortgagor's name and the title agree?

Item 4

- ☐ Do the mortgagee's name and the title agree?

Item 5

- ☐ Is the form signed and dated by all mortgagees?
- ☐ 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?

Form and evidence

- ☐ Have the correct form and version been used?
- ☐ Are the lodger's details shown?