



Building Conveyancing Enquiry

NON – RESIDENTIAL

(including Head Lease of Multi Residential Units)

Please note that the information provided is limited to the material contained on the building file at the time of completing the conveyancing enquiry.

Note: Our aim is to provide a **4 to 5 full working day** turnaround period for the standard services. Fast track services will only be accepted when Access Canberra has the resources available to deliver the service. The turnaround time commences from the receipt of the form at the Building Services Shopfront and does not include delivery time by mail or DX, weekends and public holidays.

Mail to Access Canberra Building Services Shopfront – GPO Box 1908 Canberra ACT 2601 or email to buildingconveyance@act.gov.au or in person to: 8 Darling Street Mitchell 2911. If you have difficulties completing this form please telephone (02) 6207 1923

Part 1: Site Details

Block: _____ Section: _____ *Unit (if applicable): _____

Suburb: _____

Street Number: _____ Postcode: _____

Street Address: _____

***Additional Information/Location Description (required If a Unit)**

Part 2: Applicant to complete

Name of Applicant: _____

Postal Address: _____

Phone (Business Hours): _____

Lessee: _____

Email Address: _____

Office Use Only

Trim: _____

Fees: _____

Officer: _____

Date Completed: _____

Part 3: Description of Service

Standard **\$189.00** Fast track **\$613.00*** (GST incl.)

Other Additional Information Requests:

Part 4: Delivery Methods

Emailed (Applicant) or Other: _____

Collect at Mitchell Counter (Phone when ready)

ACCESSAUTHORISATION

I declare that the particulars of this application for search and/or copies of plans/documents are true and correct in every detail and I am the person indicated by a tick in the relevant box below.

- I am the owner
- I have authorisation (attached) from the owner
- I have authorisation for Power of Attorney (attached from the owner)
- I have authorisation (attached) from the Mortgagee in possession
- I have authorisation (attached) from the Trustee of the Deceased Estate
- I am the solicitor acting on behalf of the owner
- I have authority (attached) from the solicitor acting on behalf of the owner

Applicant's Signature

Date _____/_____/_____