

# MEMORANDUM

New South Wales

Section 80A Real Property Act 1900

**PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.**

(A) **LODGED BY**

Document Collection Box	Name, Address, Telephone, and Customer Account Number if any	<b>CODES</b> <b>BM LM</b> <b>CM MM</b> <b>GM</b>
	Email:..... Reference (optional):.....	

(B) **APPLICANT**

(C) The applicant requests the Registrar General to record this memorandum, comprising ..... pages including this page, which contains provisions deemed to be incorporated in any instrument which refers to it.

- (D) i. For option to renew see clause .....
- ii. For option to purchase see clause .....

(E) Signature of applicant or applicant's representative: .....

Name of signatory: .....

Capacity of signatory (if applicable): .....

Date: .....

## INSTRUCTIONS FOR COMPLETION

1. This form and any annexure to it must be completed clearly and legibly in dense black or dark blue characters.
2. Do not use an eraser or correction fluid to make alterations: rule through rejected material and initial the left-hand margin.
3. The following relates to the marginal letters above.
  - (A) This section must be completed by lodging party, i.e. the person or firm lodging the form . If the lodging party has a Customer Account Number, insert it as the first item of the first line in the following format: "CA No.: 123456". If the lodging party does not have a document collection box, leave the relevant panel blank. Provision of a reference is optional.
  - (B) Insert the name of the relevant lending institution, lessor, etc.
  - (C) Insert the total number of pages in this memorandum; the total must include this page.
  - (D) These items must be completed, or if not applicable struck out.
  - (E) To be signed by the applicant or the applicant's representative.
4. The following relate to the pages containing the provisions.
  - i. The paper must be white A4 at least 80 gsm in weight (standard copier paper meets this requirement).
  - ii. One side only is to be used.
  - iii. The margins must be at least 10 millimetres on all sides.
  - iv. The first page must be numbered 2 and must contain an identifying heading.
  - v. All pages must be numbered consecutively.
  - vi. All type must be at least 10 point (this type is 10 point Times New Roman).
  - vii. The style of page numbering must be that used on this form, i.e. "Page ... of [total pages as stated at letter (C) above]".
  - viii. Page numbering must appear at the foot of each page in the centre; the type must be at least 10 point and bolded.
  - ix. The clauses must be numbered consecutively from number 1.
  - x. The first and last pages must be signed by the person signing this form.