

Alterations to Real Property Act documents - dealings, instruments and annexures

What is an alteration?

LPI considers that a Real Property Act dealing, instrument or annexure has been altered when:

- it is altered by striking through existing matter,
- it is altered by striking through existing matter and replacing it with new matter, or
- new matter has been inserted.

Documents presented for lodgment at LPI may include a combination of typewriting and hand writing. LPI does not automatically assume this combination means that an alteration has been made.

Alterations before lodgment

If an alteration is made to a document after it has been executed by the parties to the transaction and before lodgment, the parties and their representatives are responsible for ensuring the document complies with the Real Property Regulation 2014. LPI will assume compliance when the document is lodged at LPI for registration.

Certain alterations must also be noted by the Office of State Revenue. Details for each dealing type are set out in the Registrar General's Directions.

Amendments and alterations after lodgment

If a document is amended following lodgment LPI will require parties, and their representatives, to comply with the alteration requirements as set out in the Real Property Regulation:

Alterations to a Real Property Act dealing, instrument and any annexure must be initialled by the parties in the margin opposite. The name of persons initialling and date of alteration must be stated.

Any alteration to a Real Property Act dealing, instrument and any annexure **made by a person who is not a party to the dealing** must include the signature of the person making the alteration, their name and date. They are also required to state that they are 'authorised to make the alteration'.

Alterations to statutory declarations and manual notices of sale

The information in this circular does not apply to alterations to statutory declarations and manual Notices of Sale. These instruments cannot be altered in any way after they have been lodged at LPI. Where an alteration is necessary, a replacement document must be lodged.