



Conveyancing Enquiry RESIDENTIAL BUILDING

(excluding head lease of multi residential units)

TRIM File Number

Mail to: BEPCON Mitchell Office - GPO Box 1908 Canberra 2601 or fax: (02) 6207 5353.
If you have difficulty completing this form please telephone (02) 6207 6325.

Planning and Land
Management

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

Part A: Applicant to complete

Suburb _____ Block _____ Unit _____

Section _____

Street address _____

Applicant's Name _____

If a Company _____

Name of contact _____

Postal address _____

Street address (if different) _____

Phone (business) _____ Fax _____

Please indicate the turnaround period within which you require the search results:

Please tick the box Standard - \$53 Fasttrack \$159.50

Note: Our aim is to provide a 3 to 4 full working day turnaround period for the standard services. Fasttrack services will only be accepted when BEPCON has the resources available to deliver the service. The turnaround time commences from the receipt of form at Mitchell and does not include delivery time by mail or DX, weekends and public holidays.

Applicant's declaration
I declare that the particulars of this application for search are true and correct and I am the person indicated by an **X** in the relevant box below:

- I am the Lessee/Owner
- I am the Solicitor acting on behalf of the Lessee/Owner
- I have authorisation (attached) from the Lessee/Owner
- I act for a mortgagee in possession
- I have authorisation (attached) from the Solicitor representing the Lessee/Owner
- I have authorisation (attached) from the Trustee of the Deceased Estate
- I have authorisation for Power of Attorney (attached) from the Lessee/Owner

Signature _____

Date / / _____

Please indicate how you want the search documents delivered to you:

- Collected at Mitchell counter (phone when ready)
- Posted DX number _____
- Collected at _____ ACT Government Shopfront
- Collected at Canberra Building Information Centre
- Collected at HIA at Campbell

Part B: BEPCON to complete

No information is provided in respect of electrical, drainage or sewerage matters and as to the location of overhead power lines or underground cables in relation to the building.

- (a) Is this an ex government house?
No Yes

(b) If yes, is there a building file with approvals on it?
No Yes
- Is there any record of unapproved building work on the building file?
No Yes File copies attached
- Are there any records on the building file of current housing indemnity insurance policies for building work?
No Yes File copies attached
- Are there any records on the building file showing building applications still being processed for this application?
No Yes File copies attached

5. Are there any records on the building file of current notices issued over this property?
No Yes File copies attached

If available copies of the following documents are provided:

- Certificates of Occupancy and Use
- Survey Certificates
- Approved Building Plans

Search Officers comments (if any) _____

Search Officers initials _____ Date completed / / _____ Receipt number _____