## Key Risk Checklist



## Conveyancing resources

This document contains a list of resources useful to conveyancers.

Certain items are hyperlinked so by clicking on the item you will be taken to a website for more information. Please notify us if a hyperlink is not working.

LPLC resources	Comments
<ul> <li>Checklists:</li> <li><u>Sale of land – questions for the vendor</u></li> <li><u>Purchase of land – questions for the purchaser</u></li> <li><u>Property websites and comments</u></li> <li><u>Tax issues</u></li> <li><u>GST</u></li> <li><u>LPLC Face to face verification of identity checklist</u></li> <li>Practice risk guide:</li> <li><u>Claim free conveyancing</u></li> <li>News &amp; Alerts:</li> <li>CGT</li> </ul>	<ul> <li>LPLC has posted numerous <u>blogs</u> about property law issues. Our blogs can be searched by area of law.</li> <li>Subscribe to the blog <u>here</u>.</li> <li>LPLC recommends that practitioners take reasonable steps to identify all clients.</li> <li>You can sign up <u>here</u> to receive LPLC information.</li> </ul>
LIV resources	Comments
LIV property law resources Verification of identity: LIV verification of authority and right to deal checklist LIV VOI checklist Texts available from the LIV bookshop: Conveyancing Victoria – Simon Libbis Sale of Land – William Rimmer and David Lloyd LIV practice support: E: practicesupport@liv.asn.au   T: 03 9607 9378	On the LIV website you will find vendor and purchaser checklists, information about eConveyancing, LIJ articles and blogs about property law.
LIV trust account enquiries Visit LIV <u>Trust Accounting Online</u> E: <u>tahelp@liv.asn.au</u> T: 03 9607 9463	The concerning the othing millings for relations
LIV ethics E: ethics@liv.asn.au T: 03 9607 9336	Try searching the <u>ethics rulings</u> for relevant issues. Also refer to the other <u>ethics</u> resources.

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Land Use Victoria	Comments
Land Use Victoria forms You will find guides for using the new forms <u>here</u> .	<ul> <li>Land Use Victoria has published new versions of approved forms containing new options for signing by practitioners on behalf of clients.</li> </ul>
	• See LUV Customer Information Bulletin 166 June 2017 for more details about the new forms and client authorisations and certifications. You can subscribe to receive the bulletins <u>here</u> .
ARNECC	Comments
The client authorisation form is available from <u>ARNECC.</u>	<ul> <li>A client authorisation form authorises a practitioner to act and to sign documents on their client's behalf.</li> <li>Use of the client authorisations is</li> </ul>
	prescribed with effect from 26 May 2017.
Providers of conveyancing services	Comments
Lawsoft LEAP (owns Lawperfect) Thomson Reuters SAI Global Infotrack Reliable Legal Precedents GlobalX PEXA	<ul> <li>There are numerous products available to assist conveyancing practitioners. For example, information provides can provide relevant certificates and searches. Some organisations provide conveyancing precedents.</li> <li>You can find a list of ASIC approved information brokers <u>here</u>.</li> </ul>

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State Revenue Office	Comments
<u>Duties Online</u>	<ul> <li>Remember to select 'Duties form' when logged on as the administrator in Duties Online to be able to access the SRO all-in-one duties form.</li> </ul>
Consumer Affairs Victoria resources	Comments
<ul> <li>For example brochures on:</li> <li>sale of land</li> <li>owners corporations</li> <li>retirement villages.</li> </ul>	<ul> <li>Practitioners may wish to refer clients to the <u>publications</u> issued by Consumer Affairs Victoria (CAV).</li> </ul>
Barristers	Comments
Most practitioners who need to initiate a court proceeding in a conveyancing matter, such as an application pursuant to <u>s.49</u> of the <i>Property Law Act</i> 1958 (Vic), will brief a barrister.	<ul> <li>Contact the barrister's clerks for a referral to a barrister who specialises in property law.</li> </ul>
Legal Research	Comments
Legal Research Austlii	<ul> <li>Try doing 'noteup' on Austlii to find other resources relevant to the legislation or case being considered.</li> </ul>
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Austlii	<ul> <li>Try doing 'noteup' on Austlii to find other resources relevant to the legislation or case being considered.</li> <li>Explore the products and publications</li> </ul>
<u>Austlii</u> LexusNexis	<ul> <li>Try doing 'noteup' on Austlii to find other resources relevant to the legislation or case being considered.</li> <li>Explore the products and publications available by searching 'real property'.</li> <li>Sign up to receive an email with latest</li> </ul>