

DISCHARGE

e-dealing workflow check list

Primary Contact (PC)
Conveyancing Professional (CP)
Checklist Author (A)

e-dealing No.
Client
File reference
Settlement date
Prior Manual Dealing No.

1. Dealing details

Registered Proprietor.....

Title Reference.....

Discharge No.1..... Mortgagee.....

Discharge No. 2..... Mortgagee.....

Withdrawal No. 1..... Caveator.....

A/CP signature.....

Date.....

2. Sign e-dealing

PC	A/CP	
<input type="checkbox"/>	<input type="checkbox"/>	Title references, Discharge Mortgage numbers and Mortgagee names have all been confirmed against the documentation and search records
<input type="checkbox"/>	<input type="checkbox"/>	Institutional discharge held or A&I forms completed - alternate Conveyancing Professional specified if required
<input type="checkbox"/>	<input type="checkbox"/>	e-dealing details eg Reservation of Personal Covenants are correctly entered
<input type="checkbox"/>	<input type="checkbox"/>	Instruments have been Pre-Validated (<input type="checkbox"/> <input type="checkbox"/> Failure due to prior manual dealing)

PC Checklist of attached documentation for CP - where appropriate:

- Print of the draft Discharge(s) Non revocation completed by Attorney
 Original DM from Institution Institutions letter relating to personal covenants

PC signature.....

Date.....

The e-dealing is signed and ready to Release - CP signature.....

Date.....

3. Release documents

A/CP

- The e-dealing has been Pre-Validated - (Failure due to prior manual dealing)
 The e-dealing should be submitted regardless of any prior manual dealing

The e-dealing is ready for Release and Submit - A/CP signature.....

Date.....

4. Completion of e-dealing

PC

- All documents have been released PC signature..... Date.....
 The e-dealing has been submitted
 Notice of registration and all supporting documentation are held on file

The e-dealing has registered - PC signature.....

Date.....