## Preparation checklist *Form 3—Release*


### Items

**Item 1**
- Do the dealing number of the mortgage being released and the mortgage recorded on title agree?

**Item 2**
- Do the details agree with the title?

**Item 3**
- If not releasing the debt of all mortgagors, do the mortgagor’s name and the title agree?

**Item 4**
- Do the mortgagee’s name and the title agree?

**Item 5**
- Is the form signed and dated by all mortgagees?
  - If executed under a power of attorney, is the attorney clause included, showing the principal’s name, the attorney’s name or the attorney’s position and the Queensland registered power of attorney number?
  - If executed under a common seal, is it legible and capable of being copied?
  - If a company has executed without a common seal, are the company name and ACN/ARBN shown?
  - Are the designations of the signatories for a company shown?
  - Is the witness qualified in accordance with Schedule 1 of the *Land Title Act 1994* and their full name shown?

### Form and evidence

- Have the correct form and version been used?
- Are the lodger’s details shown?
- Is a certificate of title required to be deposited?