

Guide to lodging an improper dealings caveat on your title



Guide to lodging an improper dealings caveat on your title in Victoria:

These are the steps for individuals to lodge their own 'caveats' to protect their property via Landata and SERV, this will allow you to protect yourself from fraudulent dealings of mortgage lenders, and or interference from other parties that think they can sell your house from under you. This can in conjunction with other documents prevent 'fraud on title

If your property is not in Vic - Aus , use this guide to locate the similar process, some states in Aus are easier and do not require appointments, explanations and no need to jump through hoops, we were advised that this can hinder the sale of your property, so in that situation speak with realtor to sell property and once buyer is confirmed you can lift the caveat just in time for sale transfer

Obtain Land Title Identity Verification Form

Land Title Identity Verification Form to be verified at an Australia Post location (Aussie Post staff will ask if you potentially need a Client Authorisation form as they need to be done at the same time - for self lodging at Landvic you do not need this form or step)

<https://www.land.vic.gov.au/land-registration/for-professionals/verification-of-identity>

https://auspost.com.au/content/dam/auspost_corp/media/documents/how-to-verify-your-identity-with-australia-post.pdf

Under this heading "People not using a conveyancer or lawyer" you will find

Detailed information about completing the form and locating Australia Post Land Title ID Check express service post offices is in the guide.



Guide to verification of identity for people not using a conveyancer or lawyer

DOCX | 1.9 MB



Australia Post form: Non-represented party (Victoria only) Land Title verification of identity form (Land Title ID Check express service post offices only)

PDF | 2.0 MB

download form and have it prepared prior to attending Post Office with all ID originals, then keep receipt and verified form, ready to hand over to "SERV" for Landvic appointment

Download caveat form here:

<https://servictoria.com.au/land-registry-services/forms-guides/>

Please make sure your form meets the following specifications:

- You must complete all the fields and sign the form to lodge it successfully.
- Most forms are interactive and will automatically generate a section for your signature.
- For individuals lodging without professional representation, select the 'Leave blank' option in the form when it asks for your representation's details.

The website suggests having latest version of Acrobat reader to use it “interactively”, it did initially block out access, so for it to fully function “interactively” Adobe Business was downloaded as a trial 7 day period to do so and print as required, or get a friend to download and pre fill in data required. Sample form at end of this instruction sheet. Note if filled in as suggested the 'gatekeeper' within SERV acting as manager will not interfere with your lodgement, they have been known to hinder and even block you from lodging.

Book an appointment here: this will enable you to personally lodge caveat on your property, they only allow for 15 minute appointments and have minimal available daily, so you may be waiting for 2 weeks to get in, so make appointment as early as possible once you have your VOI forms ready to process

Electronic lodgement through PEXA is only available to a registered PEXA user, usually being a solicitor, lawyer or conveyancer and they can prevent you filing what you need, so you have to go for “paper lodgement” in person via an appointment booking

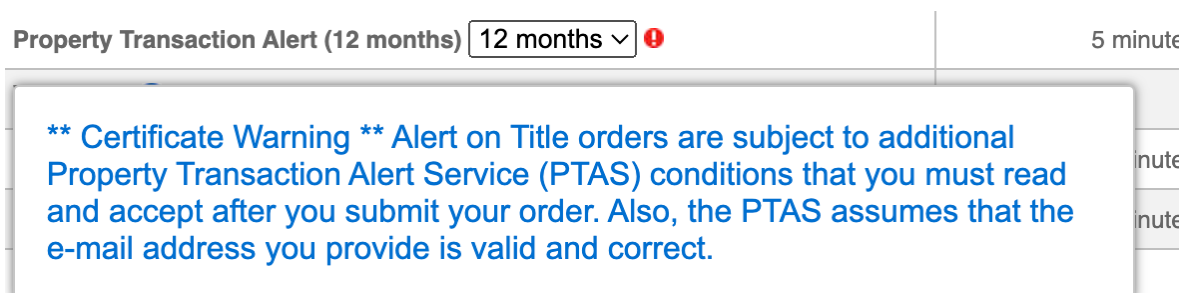
<https://servictoria.com.au/land-registry-services/bookings/>

Additional hints: serve all caveats at the same time, if dealing with several properties, as VOI is retained for proof of verification and if you are able, by doing the following step you will be 'alerted of any online or in office dealings or searches in regard to your title information, and no changes can be made, you can opt for 3 months, 6 months or 12 months.

Go to Landata online

https://www.landata.vic.gov.au/tpc_from_landataonline.aspx

and you can request certain extracts from your property details, some are sent instantly to your email, some require days to be processed, if you choose the following



as you will get a notification like this on your email, before SERV or Landata advise you of acceptance or denial of caveat lodgement.

From Email:

Property Transaction Alert Service
Registration Activity Alert

Subscription item: Title 9021054321/3000

Notification Id: 550055176

Notification TimeStamp: 21/09/2025 12:30

Registration Activity: Title 9021054321/3000

Number Date and Time	Description	Registration Status	Processing Status
AZ2025120054321X 21/09/2025 12:00	Caveat	Unregistered	Accepted

Step 3 of 5: Select Certificates

The following certificates are available for the specified property.

Select the certificates required.

Certificates will only be issued for the property identified. All fees are in Australian dollars (AUD).

Select	Certificates	Delivery option
Title Certificates		
☐	Register Search Statement (Copy of Title) ⓘ	
☐	Commemorative Title Certificate ⓘ	
☐	Instrument Search ⓘ Inst A/##### (TRANSFER)	
☐	Property Transaction Alert (12 months) 12 months ▼ ⓘ	
☐	Verify Title ⓘ	
☐	Dealings on Title ⓘ	
☐	Title History Search Statement ⓘ	
☐	Land Index Search ⓘ Land Registry	
☐	Copy of Plan ⓘ Plan P#####	
Property Certificate(s)		
☐	Property Clearance Certificate (Land Tax) ⓘ State Revenue Office	
☐	Wyndham Certificate ⓘ YQROA#####	
☐	Heritage Certificate (Sec 58) ⓘ Heritage Victoria	
☐	Land Information Certificate ⓘ *****	
☐	Building Approval 51 (10) ⓘ *****	
☐	Building Approval 51 (10) ⓘ *****	
☐	Stormwater Legal Point of Discharge ⓘ *****	
☐	Planning Certificate Expense ⓘ Department of Environment, Land, Water & Planning	
☐	Designated Bushfire Prone Area(s) and Planning Report ⓘ Department of Environment, Land, Water & Planning	
☐	Mine Subsidence ⓘ Department of Environment, Land, Water & Planning	
☐	Catchment & Land Protection ⓘ Department of Environment, Land, Water & Planning	
☐	Sale History Report ⓘ Department of Environment, Land, Water & Planning	
☐	Valuation Report ⓘ Department of Environment, Land, Water & Planning	
☐	Rates Objection (Property sales data) ⓘ Department of Environment, Land, Water & Planning	
☐	Water Share Record ⓘ Documents to be provided	

