

Document Release Form

Solicitors / Conveyancers

This is to request information or apply for release of documentation on behalf of a client.

Please:

1. Complete this form or provide us with your letterhead identifying your firm, for whom you act and what you are seeking on behalf of your client; and
2. Provide separate written authority from your client confirming documents requested and any further documentation stated in the **Note** below to be forwarded to your firm:

Your Details:

Firm/Company Name: _____

Address: _____

Signature: _____ Date: _____

AND

Client's Full Name: _____

Address: _____

Signature: _____ Date: _____

Date of Birth: _____

Declaration: I declare that this information is true and correct.

Information Required

I request from Rennick & Gaynor the following (please tick):

Original	Copy	Certified Copy	Information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* Will _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power of Attorney _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	** Title for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease/s for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust Deed/s for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Probate for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify) _____

Note: Whilst you may request the above information, there is no certainty that we are able to comply with your request.

You confirm your firm has taken reasonable steps to verify the identity of your client/s.

(a) It is recommended requested documents are collected or provide us with your prepaid express post/registered mail envelope.

(b) * If requesting the Will of a deceased person, we require a certified copy of the death certificate.

(c) **If requesting a Title: (i) if the Title is in more than one name, provide written authority from all parties together with, if applicable, a certified copy of the Grant of Probate/Letters of Administration if a proprietor is deceased or certified copy of Enduring Power of Attorney for the registered proprietor/s; (ii) if the Title is in a company name, use the Company document release form; (iii) paper Titles are recommended to be collected; and (iv) includes release of control of electronic Certificates of Title

(d) Any request for release of deeds via Enduring Power of Attorney must be accompanied by either the contact details of the Principal/Donor or certified copy medical evidence of the Principal/Donor's loss of capacity.