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Filing Instructions

PLEASE FILE IMMEDIATELY!

UPDATE 122

OCTOBER 2024

CONVEYANCING MANUAL QUEENSLAND

ATTENTION: Before filing this update please ensure that Update 121 has been filed – check behind the tabcard Filing Instructions/Summaries at the back of the volume 3.

Material Code 42608684

Print Post Approved PP255003/00461

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Filing Instructions

1. Check the currency of your Service

Ensure Update 121 has been filed.

2. File your updating pages

To file this update, you will need to refer to the following table.

In your binder, navigate to the Tabcard noted in the Find Tabcard column. Remove the pages listed in the Discard old pages column, then replace the discarded pages with the newly issued pages as listed in the Insert new pages column. Ensure that you follow one Filing Instruction row at a time.

Find Tabcard	Discard old pages	Insert new pages
VOLUME 1		
GENERAL CONTRACT LAW	1-2503 – 1-2518	1-2503 – 1-2518
STANDARD CONTRACT	2-315 – 2-394	2-315 – 2-394
	2-1009 – 2-1010	2-1009 – 2-1010
	2-1313 – 2-1314	2-1313 – 2-1314
OBLIGATIONS PRIOR TO CONTRACT	3-101 – 3-102	3-101 – 3-102
	3-513 – 3-516	3-513 – 3-516
	3-901 – 3-902	3-901 – 3-902
	3-1313 – 3-1502	3-1313 – 3-1502
PROPERTY AGENTS	3-5205 – 3-5212	3-5205 – 3-5212
	3-5401 – 3-5404	3-5401 – 3-5404
PREPARATION OF CONTRACT	4-1013 – 4-1058	4-1013 – 4-1058
	4-1427 – 4-1428	4-1427 – 4-1428
	4-1449 – 4-1466	4-1449 – 4-1466
INQUIRIES	7-1205 – 7-1206	7-1205 – 7-1206

Find Tabcard	Discard old pages	Insert new pages
	7-2001 – 7-3008	7-2001 – 7-3008
	7-3801 – 7-5302	7-3801 – 7-5302
DUTY	8-101 – 8-102	8-101 – 8-102
	8-2005 – 8-2034	8-2005 – 8-2022
AFTER COMPLETION	10-301 – 10-508	10-301 – 10-508
VOLUME 2		
MORTGAGES	19-203 – 19-1504	19-203 – 19-1504
FORMS	22-101 – 22-104	22-101 – 22-104
	22-3531 – 22-3534	22-3531 – 22-3536
VOLUME 3		
Building Act	44-201 – 44-202	44-201 – 44-202
	44-10101 – 44-10102	44-10101 – 44-10102
Duties Act	46-105 – 46-302	46-105 – 46-302
	46-4001 – 46-4004	46-4001 – 46-4004
	46-10601 – 46-10604	46-10601 – 46-10604
	46-19301 – 46-21002	46-19301 – 46-21002
Land Tax Act	50-201 – 50-202	50-201 – 50-202
	50-3001 – 50-3502	50-3001 – 50-3502
Residential Tenancies and Rooming Accommodation Act	64-301 – 64-302	64-301 – 64-302
	64-12001 – 64-12002	64-12001 – 64-12002

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