



Guidelines on completing CIT documents associated with - PROPERTY TRANSFERS

CIT can provide Certificates to assist with Property Transfers. Requests for Certificate with the Title Volume & Folio, Owner/s Name and a copy of the Property Search should be emailed to leonie.haigh@cit.org.au. Certificates can take up to 5 working days.

Certificate of Water Rights & Service Details (cost per title)	\$57.00
Certificate of Charges and Outstanding Rates	\$62.00
Certificate of Special Meter Readings (early requests required to book in reads)	\$62.00

Please check you have addressed the following before forwarding completed CIT forms and associated documentation to leonie.haigh@cit.org.au prior to settlement.

- All sections on CIT forms are completed
- Documents requiring a Witness are Witnessed (unless electronic signature)
- For documents signed electronically, attach electronic signature trail
- Copy of ASIC Company Search required for property transferred involving a Company
- Deed required if property is transferred to (As Trustee For or Trading As)

Payment of Arrears, Special Meter Reads and balancing of Irrigation Water Usage (customer to contact CIT directly to settle Water Usage) is required before the property can be transferred to the new owners. Please note that CIT require customers to Order Water before taking water from our system for Irrigation Meters. To assist the Purchasers with their watering needs, forms before settlement and payments made as soon as possible to settlement can assist with the property transfer in a timely manner.

Please find below CIT application forms. These forms should be completed taking into account any Sale Agreement/Contracts made between the parties:

CIT Forms required when a Non-Drinking Water METER (domestic) is included in the property transfer - No CIT fee

- Form G1 – Water Supplies from CIT Pipemains *(to be completed by purchaser only)*
- Form T2 – Application for Permanent trade of Irrigation Rights *(to be completed by the Vendor if 1.000ml is required to be surrendered to the Trust as stated on Certificate of Water Rights & Service Details)*

CIT Forms required when Delivery Rights ONLY are included in the property transfer - No CIT fee

- Form G1 – Water Supplies from CIT Pipemains *(to be completed by purchaser only)*
- Form D1 – Application to Transfer Ownership of Delivery Right *(signed by both parties)*
- Form D2 – Provision of Security for Delivery Rights *(to be completed by purchaser only)*

CIT Forms required when Delivery Rights AND Irrigation Rights are included in the property transfer - CIT \$420.00

- Form G1 – Water Supplies from CIT Pipemains *(to be completed by purchaser only)*
- Form D1 – Application to Transfer Ownership of Delivery Right *(signed by both parties)*
- Form D2 – Provision of Security for Delivery Rights *(to be completed by purchaser only)*
- Form T2 – Application for Permanent Trade of Irrigation Rights *(signed by both parties)*
- Form T3 – Statutory Declaration, completed for all permanent water right transferred to the Purchaser, not required for 1.000ml transfer to Trust for NDW supply *(signed by vendor only)*
- Form T4 – Notice of Consent - only required if Form T3 is ticked "YES - The following parties have prescribed interest in the above land and/or Irrigation Rights" *(signed by vendor and interested parties)*
- Form T1 – Application for Temporary Trade of Water Allocation *(signed by both parties)*

CIT Form G1 - Water Supplies form CIT Pipemains

- To be completed and signed by the purchaser and witnessed.

CIT Form D1 - Application to Transfer Ownership of Delivery Rights

- All Delivery Rights associated with the land parcel being sold **must** be addressed prior to settlement.
- A “Certificate of Water Rights & Service Details” from CIT will assist by providing the Delivery Rights associated with individual land parcels.
- This form advises CIT of your decisions regarding the transfer of Delivery Rights. It also enables CIT to provide advice on matters such as termination charges, security requirements and ongoing costs associated with the service charge. To discuss any termination charges, your ability to provide security over Delivery Rights and enquiries regarding transfers between different land parcels, please contact CIT (08) 8580 7100 prior to signing the forms.
- The owners who sign must be the same as the Land Parcel owners.
- Please be aware that any Delivery Rights that are not nominated in the transfer may be subject to further transactions and costs which is the Vendor’s responsibility to resolve.

CIT Form D2 - Provisions of Security for Delivery Rights

- To be completed and signed by the purchaser and witnessed.
- This form is to advise CIT of the appropriate security from the purchaser for the Termination Fees associated with the Delivery Rights provided to the Irrigation Trust. The Trust will ask for security to protect its interest for the payment of fees and charges for the Delivery Rights.
- The Vendor’s security for Delivery Rights remains in place until the Purchaser lodges an alternative form of Security.
- Security can be arranged through a Conveyance/Solicitor. e.g. Encumbrance. The purchaser is responsible for the lodgment and expense of the Encumbrance.
- Example copies of an Encumbrance and Deed of Covenant are on CIT website: [CIT.org.au/Forms/Property Transfer Information/...](http://CIT.org.au/Forms/PropertyTransferInformation/...)

CIT Form T2 - Application for Permanent Trade of Irrigation Rights

- This form advises CIT of the volume (ML) and CIT account you wish to trade from/to as well as your authority for this to occur. CIT fee \$420.00.
- All parties/owners of the Irrigation Rights being traded must sign this form. A “Certificate of Water Rights & Service Details” from CIT will assist you at a cost of \$57.00.

CIT Form T3 - Statutory Declaration

- To be completed and signed by the seller and witnessed when Irrigation Rights are transferred to the Purchaser.

CIT Form T4 - Notice of Consent

- Only required if Form T3 is ticked “YES - The following parties have prescribed interest in the above land and/or Irrigation Rights”.
- To be completed and signed by the seller and interested parties of Irrigation Rights.

CIT Form T1 - Application for Temporary Trade of Water Allocation

- This form advises CIT of the volume (ML) and CIT account you wish to trade from/to as well as your authority for this to occur.
- All owners of the Temporary (useable) Water to be traded must sign this form. Please ensure the volume being traded is completed on the form. To assist with this, you can request a “Certificate of Special Meter Reading” at a cost of \$62.00 from CIT. For this trade to take place, all consumption must be accounted for prior to settlement.