



Lodgment No:	
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Conveyance Lodgment Form

Complete this form when lodging documents relating to transfers of land, a Crown lease, Land Rent transactions, Residential Surrender & Re-grants, or a land use entitlement in the ACT. Please **PRINT CLEARLY** and complete all unshaded areas

CLIENT NAME:	
CLIENT ACCOUNT NUMBER:	
CONTACT NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	

SECTION 1 – TRANSACTION DETAILS

DATE OF AGREEMENT/TRANSFER (First execution):					
NAME OF TRANSFEROR/SELLER			NAME OF TRANSFEREE/BUYER		
LEASE PURPOSE CLAUSE:			<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial
DUTIABLE VALUE	SUBURB	SECTION	BLOCK	UNIT	
\$					
LAND AND IMPROVEMENTS:		<input type="checkbox"/> Vacant land		<input type="checkbox"/> Completed building	
				<input type="checkbox"/> Incomplete building	
FORM OF TENANCY (Tick one of the following)					
<input type="checkbox"/> Sole proprietor		<input type="checkbox"/> Joint Tenants		<input type="checkbox"/> Tenants in common in equal shares	
<input type="checkbox"/> Tenants in common in the following shares. State proprietors' names and shares in full below:					
DOCUMENTS LODGED AT A LATER DATE – Is this document being lodged for stamping at a later date than the original dutiable transaction document was lodged? (Section 17 of the <i>Duties Act 1999</i>)			<input type="checkbox"/> No	<input type="checkbox"/> Yes - what is the lodgment number for the original dutiable transaction? LODGMET REFERENCE:	
NEW CROWN LEASE – Is this a new Crown lease granted by the territory, the Commonwealth or the Federal Capital Commission?			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
SURRENDER AND RE-GRANTS – Is this a new Crown lease granted on the surrender of a development lease?			<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach a letter from the granting authority	
AGGREGATION – Is the transaction listed above an arrangement which involves two or more separate items of dutiable property, which occurred within 12 months of each other, and the transferee's/buyer's are associated people?			<input type="checkbox"/> No	<input type="checkbox"/> Yes - attach a statement setting out the particulars of the transactions (date, property values, property identifiers)	

SECTION 2 – RESIDENTIAL LAND RENT TRANSACTIONS

Is this transaction a land rent lease payout?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is this a land rent lease transfer with improvements?	<input type="checkbox"/> No	Land Value \$	
	<input type="checkbox"/> Yes - provide the value of the land and improvements		

SECTION 3 – RESIDENTIAL OFF THE PLAN AGREEMENT

Is this transaction an Off the Plan Agreement?	<input type="checkbox"/> No - Go to section 4	<input type="checkbox"/> Yes - Complete ONE of the following 5 statements in this section
1. The agreement was completed on:	Date	
2. All, or any part of the transferees interest under the agreement was assigned:	Date	
3. The period of 12 months, beginning from the date of the agreement expired on:	Date	
4. A Certificate of Occupancy for the building to which the agreement relates was issued under the relevant ACT legislation: (Attach Copy of Certificate of Occupancy)	Date	
5. I wish to lodge the documents on a date prior to any of the above events occurring:	Date	

SECTION 4 – ANSWER ALL OF THE FOLLOWING 5 QUESTIONS

1. Is any Transferor of the property above related to or associated with any Transferee?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach a property valuation report by a certified valuer for stamp duty purposes.
2. Is the property being transferred for less than its dutiable value?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - attach a property valuation report by a certified valuer for stamp duty purposes
3. Is the transferee acquiring an interest in a landholder under chapter 3 of the <i>Duties Act 1999</i> ? (Unlisted Shares, Units and Interests)	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach a completed Landholder Transfer of Unlisted Shares, Units and Interest Lodgment Form.
4. Did the vendor use a Real Estate Agent/Auctioneer to sell this property?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Is the same legal firm acting for both parties?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - attach a property valuation report by a certified valuer for stamp duty purposes

A valuation report is **not required** if the transfer relates to a deceased estate, Family Court Order/Financial Agreement under the *Family Law Act 1975 (Cth)*, Domestic Relationship/Termination Agreements under the *Domestic Relationships Act 1994*, or the transfer of an interest in a principal place of residence to a spouse, **unless requested by this office.**

DECLARATION: I of being the transferee/transferee’s authorised agent [*delete whichever is not applicable*] declare that the above information is, to the best of my knowledge, true and correct and in conformity with the agreement between the parties. I also acknowledge that I have read and understand the Privacy Statement.

SIGNED:

DATE:

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE (Criminal Code 2002)

Privacy Statement - All information collected by the ACT Revenue Office is protected by secrecy provisions in Acts administered by the Office and only used for the purposes of those Acts. In addition, personal information provided to the ACT Revenue Office is protected by the *Information Privacy Act 2014*. Information (including personal information) is not disclosed to any third party unless authorised by law or with the consent of the person involved.