

LODGMNT NO:

**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.

<b>CLIENT NAME:</b>	
<b>CLIENT ACCOUNT NUMBER:</b>	
<b>CONTACT NAME:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>EMAIL:</b>	

Please indicate using the tick boxes below if this transaction is connected with any of the following schemes:

<b>Deferred Duty</b> <input type="checkbox"/>	<b>Home Buyers Concession</b> <input type="checkbox"/>	<b>Pensioner Duty Concession</b> <input type="checkbox"/>	<b>Over 60's Home Bonus</b> <input type="checkbox"/>
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**SECTION 1 – TRANSACTION DETAILS**

<b>DATE OF AGREEMENT/TRANSFER (First execution):</b>				
<b>NAME OF TRANSFEROR/SELLER</b>		<b>NAME OF TRANSFEREE/BUYER</b>		
<b>DUTIABLE VALUE</b>	<b>SUBURB</b>	<b>SECTION</b>	<b>BLOCK</b>	<b>UNIT</b>
\$				
<b>LAND AND IMPROVEMENTS:</b>	<input type="checkbox"/> Vacant land	<input type="checkbox"/> Completed building	<input type="checkbox"/> Incomplete building	
<b>FORM OF TENANCY (Tick one of the following)</b>				
<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:				
<b>LAND USE TYPE – Will this property be used for:</b>		<input type="checkbox"/> Other (wholly residential, or wholly rural e.g. primary production)	<input type="checkbox"/> Commercial (industrial, business, retail, mixed-use e.g. part commercial / part residential)	
(a) a commercial purpose i.e. industrial, business, retail, or mixed-use (e.g. part commercial / part residential), <u>or</u> (b) other purpose i.e. wholly residential, wholly rural (e.g. primary production)? <b>Note:</b> The Commercial Transfer rate applies if the property is used for a commercial purpose. For non-commercial, the general Transfer rate applies.				
<b>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, Duties Act 1999)</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes - what is the lodgment number for the original dutiable transaction? <b>LODGMNT REFERENCE NUMBER:</b>	
<b>NEW CROWN LEASE – Is this a new Crown lease granted by the Territory, the Commonwealth or the Federal Capital Commission?</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>SURRENDER AND RE-GRANTS – Is this a new Crown lease granted on the surrender of a development lease?</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach a letter from the granting authority	
<b>TRUSTS – Does the document lodged involve a declaration of trust over dutiable property, change of trustee or variation of trust?</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach the declaration of trust or other relevant trust documents.	
<b>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?</b>		<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 a Land Rent lease?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes - provide the value of the land and improvements	Land Value \$	
		Improvements Value \$	

**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 <b>ONE</b> 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: <b>(Attach Copy of Certificate of Occupancy)</b>	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. <b>Note:</b> The Commercial Transfer rate applies to landholder acquisitions.
4. Did the vendor act without the use of 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

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.**

**SECTION 5 – DECLARATION**

**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.