



**ACT**  
Government

Commerce and Works

Lodgment No:

## Conveyance Lodgment Form

Complete this form when lodging documents relating to conveyances of land, a Crown lease or a land use entitlement in the ACT

**NOTE** Complete all unshaded areas in block letters

Client Name	Address	Contact Name	Client Account No

Contact details	
	Email

Date of first execution	Name of transferor/seller	Name of transferee/buyer

Lease purpose clause (circle one)	Residential	Commercial

Dutiable value <sup>1</sup>	Suburb	Section	Block	Unit

Form of Tenancy <sup>2</sup> (circle one)	Joint Tenants	Tenants in Common in Equal Shares	Tenants in Common (in the following shares) (please state proprietors' names and shares out in full)

Residential land rent lease (circle one)	No	Yes If yes provide the value of the land and improvements	Land Value \$
			Improvements Value \$

Land and Improvements (circle one)	Vacant land	Completed building	Incomplete building

### 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 *Privacy Act 1988* (Cth). Information (including personal information) is not disclosed to any third party unless authorised by law or with the consent of the person involved.

<sup>1</sup> Dutiable value is the greater of the consideration or the unencumbered value – see section 20-22 of the *Duties Act 1999*

<sup>2</sup> Not required for 022- Variation of Sublease or Underlease or a single transferee/buyer

**DECLARATION FOR ACQUISITION OF DUTIABLE PROPERTY LISTED ON PAGE ONE**

To your knowledge:		
1. Is any Transferor of the property above related <sup>3</sup> to or associated <sup>4</sup> with any Transferee?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If YES attach an independent property valuation report <sup>5</sup>
2. Is the property being transferred for less than its dutiable value? <sup>1</sup>	<input type="checkbox"/> No	<input type="checkbox"/> Yes If YES attach an independent property valuation report <sup>5</sup>
3. Are there any other instruments or arrangements under which dutiable property including shares and units will be acquired as part of this transaction?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If YES attach details of other dutiable transactions (and completed lodgment form required for each type of transaction)
4. If the transaction is vacant land has a building contract been entered into?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If YES provide a copy of the building contract
5. Is the transaction listed above a residential 'off the plan' purchase?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If YES attach a completed Declaration for Residential 'Off the Plan' Purchase Agreement Form
6. Is the transaction listed above an affordable house and land package?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If YES attach a completed Affordable House and Land Package Declaration Form
7. Is the transaction listed above part of an arrangement, which occurred within the last 12 months, that involve separate items of dutiable property, between the same transferor/seller and transferee/buyer (or associated persons <sup>4</sup> )? <sup>6</sup>	<input type="checkbox"/> No	<input type="checkbox"/> Yes If YES attach a statement setting out the particulars of the transactions (date, property values, property identifiers)
8. Did the vendor use a Real Estate Agent/Auctioneer to sell this property?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
I ..... of ..... being the transferee/transferee's authorised agent [ <i>delete whichever is not applicable</i> ] 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.		
<b>SIGNED:</b>		<b>DATE:</b>
<b>GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE (section 338 Criminal Code 2002)</b>		

<sup>3</sup> "Related person" is defined in the Dictionary of the *Duties Act 1999*.

<sup>4</sup> "Associated person" includes a "related person" and is defined in the Dictionary of the *Duties Act 1999*.

<sup>5</sup> For details of the evidence of value required, see revenue circular DAA010 at [www.revenue.act.gov.au](http://www.revenue.act.gov.au). However, a valuation report is not required if the transfer relates to a deceased estate, court order, financial agreement under the *Family Law Act 1975 (Cth)*, domestic relationship agreement or termination agreement, or the transfer is to a partner of an interest in the principal place of residence.

<sup>6</sup> Section 24 of the *Duties Act 1999* requires that these transactions be aggregated unless written notification meeting section 24(2) of the *Duties Act 1999* is provided.