

Transaction Information Form

State Revenue Office
Department of Treasury and Finance

Purpose of this form

This form is used to collect information about land transfers.

If you are lodging a 'paper' transfer to be assessed by the State Revenue Office, you must provide this completed form to enable the transfer instrument to be assessed and stamped.

If you are lodging electronically using Tasmanian Revenue Online the information collected through this form can be used to complete the online data fields.

The land transfer instrument cannot be stamped or endorsed for duty if the required transaction information is not provided.

What you will need to complete this form

A. Signed and dated Transfer Instrument.

A transfer instrument is a Land Titles Office document which is signed by the transferor/s which has the effect of transferring land or an interest in land.

B. Signed agreement for sale (if there was an agreement).

- i) If the transaction was agreed in a contract, a copy of the agreement is required to be included for this form to be completed.
- ii) A copy of the agreement is required to be included if you are lodging the transaction to be assessed by the State Revenue Office.

C. Valuation of the property.

- i) If you have a valuation of the property transferring, a copy of the valuation is required to be included for this form to be completed.
- ii) A copy of the valuation is required to be provided if you are lodging the transaction to be assessed by the State Revenue Office.

D. Transaction being aggregated with a prior transaction.

You will require details about the prior transaction and any duty which has previously been paid if the transaction is being aggregated with a prior transaction (because they are both part of the same arrangement).

E. Claiming an exemption or concession.

If you are claiming an exemption or concession, you will need to know:

- i) the relevant section of the *Duties Act 2001* to which the exemption or concession relates; and
- ii) lodge any relevant evidence or application forms if the transaction is being assessed by the State Revenue Office.

Visit sro.tas.gov.au/duty for more details about dutiable transactions, evidence of value, aggregation, exemptions and concessions.

1. Transfer dealing number

LTO dealing number

The Land Titles Office dealing number can usually be found on the top right hand corner of the transfer instrument.
Leave blank if a number has not yet been allocated.

2. Property information

Is the property (or any of the properties if more than one) a part PID transfer?

A part PID (Property Identification number) transfer occurs when only part of the land is transferring (for example if 300 m² is transferring of the total PID area of 700 m²), or where only one title of a multiple title PID is transferring.

- **No** - please continue to question 3.
- **Yes** - please provide the Volume/Folio of the property/ies and the area transferring below.

Volume/Folio	<input type="text"/>
Volume/Folio	<input type="text"/>

Area (m ²)	<input type="text"/>
Area (m ²)	<input type="text"/>

3. Subdivisions

Is this the first time the property (or properties if more than one) has transferred since a subdivision?

- **No** - please continue to question 4.
- **Yes** - please provide the current and former Volume/Folio number/s for the relevant property/ies.

Current Volume/Folio	<input type="text"/>	Former Volume/Folio	<input type="text"/>
Current Volume/Folio	<input type="text"/>		

4. Consolidations

Is this the first time the property (or properties if more than one) has transferred since being consolidated with another property or part of another property?

A consolidation occurs when a new property is created due to the amalgamation of two or more prior titles.

- **No** - please continue to question 5.
- **Yes** - please provide the current and former Volume/Folio number/s for the relevant property/ies.

Former Volume/Folio	<input type="text"/>	Current Volume/Folio	<input type="text"/>
Former Volume/Folio	<input type="text"/>		

5. Nominated contact

This must be a transferee (purchaser) who is liable or jointly liable for any duty payable on the transaction. The contact information will be used for any duty assessment relating to this transaction, and as the nominated contact for land tax purposes in relation to the property/ies.

Account contact name			
Contact number <i>(please tick your preferred contact number)</i>	<input type="checkbox"/>	Mobile	
	<input type="checkbox"/>	Business	
	<input type="checkbox"/>	Home	
Email			
Address line 1			
Address line 2			
Suburb			
State		Postcode	
Country			
Please select your preferred method of contact	<input type="checkbox"/> Email	<input type="checkbox"/> Post	<input type="checkbox"/> Phone

6. Transaction details

Contract date		The date the contract or agreement was signed. Mark this field as 'N/A' if there was no contract signed.
Settlement date		This is the date that the contract settled and payment for the property was made. Mark this field as 'N/A' if there was no settlement date.
Transfer date		This is the date that the transfer occurred, and will be the date noted on the transfer instrument.
Date of possession/occupation		This is only required if possession of the property took place prior to the transfer date. Mark as 'N/A' if not relevant to the transaction.

7. Open market details

<p>Was the transaction undertaken on the open market?</p>	<input type="checkbox"/> Yes Real Estate Agent <input type="checkbox"/> Yes Other (e.g. Privately advertised) <input type="checkbox"/> No	<p>If 'Yes', continue to question 8.</p> <p>Evidence that the transaction was open market may need to be provided. See the 'Documentary Evidence Requirements' guideline for more information. The guideline is available at sro.tas.gov.au.</p>
<p>Do you have a valuation?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<p>If 'Yes', complete the below valuation questions.</p> <p>The valuation should be undertaken by a registered valuer and be within 3 months of the date of the contract for sale or transfer of land.</p> <p>A copy of the valuation will need to be attached with your lodgement with the SRO or retained on file if endorsed on TRO.</p>
<p>Market Value per Valuation</p>	<p>\$</p>	
<p>Valuer's name</p>	<div style="border: 1px solid black; height: 40px;"></div>	

8. Consideration details

<p>Contract date</p>	<div style="border: 1px solid black; height: 30px;"></div>	<p>The date the contract or agreement was signed. Mark this field as 'N/A' if there was no signed contract.</p>
<p>Contract consideration (sale price)</p>	<p>\$</p>	<p>This is the sale price listed in the contract or agreement for sale. If GST is payable, the value entered here should include the value of GST.</p>
<p>Non-monetary consideration</p>	<p>\$</p>	<p>This is the value (or money's worth) of consideration not being paid in money. For example, the value of any goods or services being exchanged instead of paying money.</p>
<p>Total consideration (including GST)</p>	<p>\$</p>	<p>This is the total of all monetary (money) and non-monetary consideration being paid for the transfer, including any GST (if GST is applicable).</p>
<p>GST payable</p>	<p>\$</p>	<p>If GST is payable, enter the value of the GST payable. If GST is not payable mark this field as 'Nil'. If the amount of GST is unknown (or under the margin scheme) mark as 'Unknown'.</p>
<p>Does the GST margin scheme apply?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<p>If you are unsure whether the GST margin scheme applies to the transaction, answer 'No' to this question.</p>

If non-monetary consideration was paid, please provide a brief description of the non-monetary consideration:

9. Apportionment of purchase price (business transactions only)

This section is for business purchases only.

Please continue to question 10 if the transaction is not business related.

Land, buildings and fixtures	\$	
Plant and equipment	\$	
Other dutiable goods/chattels	\$	
Registered motor vehicles	\$	
Stock in trade and materials held for use in (excluding livestock)	\$	
Livestock	\$	
Water allocations/licenses	\$	
Business goodwill and intellectual property	\$	
Other non-dutiable goods	\$	
Total	\$	

The total of the apportioned purchase price should be equal to the Total consideration (including GST) identified in question 8.

10. New buildings

Does the property (or properties if more than one) have a new house or building constructed on it?

A new house or building means a building that has not been occupied at any stage prior to the transfer.

- No** - please continue to question 11.
 Yes - please provide the Volume/Folio number/s of the relevant property/ies below.

Volume/Folio	<input type="text"/>
Volume/Folio	<input type="text"/>

11. Off-the-plan purchases

Does the property (or properties if more than one) relate to an off-the-plan purchase?

- No** - please continue to question 12.
 Yes - please provide the Volume/Folio number/s of the relevant property/ies below.

Volume/Folio	<input type="text"/>
Volume/Folio	<input type="text"/>

12. Aggregated transactions

Is this transaction aggregated with an earlier transaction on the basis that both transactions substantially form part of the same arrangement?

- No** - please continue to question 13.
 Yes - please provide the Volume/Folio number/s of the relevant property/ies below.

Prior transaction reference number	<input type="text"/>	This is the State Revenue Office reference number, endorsement number, or the Land Titles Office dealing number applied to the previous transaction.
Duty paid on aggregated prior transaction	<input type="text"/> \$	This is the amount of duty that was paid (if any) on the prior transaction.

13. Exemption and concessions

Are you claiming an exemption or concession for this transaction?

- No** - please continue to question 14.
- Yes** - please provide details of the exemption/concession being applied for below.

What concession or exemption is being claimed?

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Please provide the section number of the Duties Act or a brief description below of the exemption or concession being applied for.

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Have you attached the required evidence or application form?

No **Yes**

Many exemptions/concessions require an application form or supporting evidence. Please see the '[Documentary Evidence Requirements](#)' guideline for more information. The guideline is available at www.sro.tas.gov.au.

14. Land tax

Please provide information in the table below about the percentage of property transferring and intended future use of the property.

Percentage of property transferring

This is the total percentage interest in the property transferring.

For example, if there are two purchasers, and each purchaser is receiving a 25 per cent interest, then the percentage of property transferring would be 50 per cent.

Future land use

This is the intended use of the land at the following 1 July. Options are:

- Principal Residence Land (PRL) - land used as the principal residence of an owner (50% or more).*
- Primary Production Land (PPL) - land used for the business of primary production.*
- General (Gen) - land which is not principal residence land or primary production land.

	Volume/Folio	Percentage of property transferring	Future land use	
			Land use code (Gen/PRL/PPL)	Land use effective date
Property 1				
Property 2				
Property 3				

*PRL may be applied in additional circumstances. PPL requires several conditions to be met. For more information about PRL and PPL, see the [Land Tax Guideline](http://www.sro.tas.gov.au/resources) available at www.sro.tas.gov.au/resources.

Do all of the properties listed in the table above have an intended land use code of General (Gen)?

- No** – please continue to question 15.
 Yes – No further information required.

15. Land tax - Primary Production Land (PPL)

Do any of the properties listed in the table in question 14 have an intended land use code of Primary Production Land (PPL)?

- No** – please continue to question 16.
 Yes – A [Primary Production Land Classification Application](http://www.sro.tas.gov.au/resources) (at [sro.tas.gov.au/resources](http://www.sro.tas.gov.au/resources)) must be completed and lodged with the State Revenue Office for the PPL classification to be assessed.

16. Land tax - Principal Residence Land (PRL)

Do any of the properties listed in the table in question 14 have an intended land use code of Principal Residence Land (PRL)?

- No** – No further information required.
 Yes – Please continue to question 17.

17. Land tax - Principal Residence Land (PRL)

Will an owner/s of the land with at least a 50% interest in the property be residing at the property as their principal residence as at the next 1 July?

For more information about what constitutes 'principal residence' see the "[Land Tax Guideline](http://www.sro.tas.gov.au)" available from www.sro.tas.gov.au.

- No** – No further information required.
- Yes** – Please complete the table below with the details of owners intending to reside at the relevant property/ies as at the next 1 July.

Once you have complete the necessary information. Please continue to question 19.

	Volume/Folio	Name of owners intending to reside at the property as at the next 1 July	
		Surname	First Name
Property 1			
Property 2			

18. Land Tax - Principal Residence Land (PRL)

Will the property/ies be used for principal residence purposes and other purposes (for example renting part of the property or using part of the property for a home business)?

- No** – No further information required.
- Yes** – Please contact the State Revenue Office on (03) 6166 4400.

19. Land Tax - Foreign Investor Land Tax Surcharge (FILTS)

Important: Please read the [Foreign Investor Land Tax Surcharge Guideline](#) and the [Foreign Investor Land Tax Surcharge Factsheet](#) available at sro.tas.gov.au/land-tax before answering this question.

Does the land have two or more titles?

- No** - go to question 20
- Yes** - please refer to the [Foreign Investor Land Tax Surcharge Multiple Title Factsheet](#) for instructions on how to calculate the total land area for multi-title properties before responding to Question 20.

20. What is the percentage of the total land area of the PID which may be, or is capable of being, used for residential purposes?

%

To contact the State Revenue Office

Email

dutyhelp@treasury.tas.gov.au

Phone

(03) 6166 4400 (week days 9:00am to 5:00pm)

(option 4 then 3)

1800 001 388

Mail

The Commissioner of State Revenue

GPO Box 1374

Hobart TAS 7001

Personal Information Protection Statement

Personal information is collected by the Commissioner of State Revenue and used for the purpose of administering the Taxation Administration Act 1997. You are required to provide this information under the relevant provisions of that Act.

Your personal information may only be disclosed in accordance with the provision of the Taxation Act, and will be managed in accordance with the Personal Information Protection Act 2004. You may access your personal information on request to the Commissioner of State Revenue. A fee may be charged for this service.