



### Can I self-endorse a part PID transfer?

Yes, if you have evidence to support the dutiable value you can self-endorse a part PID transfer. As a part PID does not have an Adjusted Government Valuation (AGV), TRO will automatically determine the dutiable value if the transaction was an open market transaction or has a market valuation. If neither of those situations apply, you will need to submit the transaction to SRO for assessment.

When entering a part PID transaction, TRO may determine the dutiable value of the transaction based on the following:

- if the transaction was an **open market transaction**, the dutiable value will equal the consideration paid (see further information below on open market transaction); or
- if the transaction was **not an open market transaction** and a valuation has been provided, the dutiable value will equal the consideration paid or the valuation, whichever is the greater.

In the scenarios above, TRO will allow you to self-endorse the transaction because the dutiable value can be determined. In all other cases the transaction will be required to be submitted to the SRO for assessment.

### What is the dutiable value of dutiable property?

The dutiable value of dutiable property is the greater of the consideration paid for the dutiable property and the unencumbered value. For example, duty is charged on the unencumbered value if the consideration paid for dutiable property is less than the property's unencumbered value.

### What is the unencumbered value of dutiable property?

The unencumbered value of dutiable property is the amount for which the property might reasonably have been sold on the open market (that is, the 'market value' of the property). Where a transaction does not occur on the open market the unencumbered value can be determined from either the market value of the property as declared by a competent valuer or the AGV as advised by the Valuer-General.

If you have uncertainty about determining the dutiable value, please read the *Evidence of Value Ruling*.

### What supporting documents do I need to retain (self-endorsement) / submit (SRO assessment) with a part PID transaction?

Supporting documentation includes:

- a) transfer instrument;
- b) contract of sale; and
- c) plan outlining the area (and its size) being transferred.

If you are uncertain about supporting documents, read the *Documentary Evidence Requirements Guideline*.

### What is an open market transaction?

These are transactions where proper marketing arrangements have been used for the sale:

- a) the sale is made through a real estate agent; or
- b) the sale is made through a brokerage firm that deals with those types of assets; or
- c) vendors advertise to the open market through 'for sale by owner' transactions or using online classified ads platforms (such as Gumtree).

**REMINDER:** If the sale relates to an open market transaction not involving a real estate agent, please provide a completed *Purchaser's Statutory Declaration of Dutiable Value*.

### For more information

1. [Purchaser's Statutory Declaration of Dutiable Value](#)
2. [Evidence of Value Ruling](#)
3. [Documentary Evidence Requirements Guideline](#)

## Entering a part PID transaction in TRO



The example screens shown on this page are a summary only of the headline information specific to part PID transactions

Select Yes from the drop-down menu. TRO will populate the *Total area of PID* field.

Enter the *Area of part PID* and select hectares (*Ha*) or metres squared (*M Sq*).

For the type of property, select either *No*, *Subdivision* or *Consolidation*. Enter the title reference in the subsequent data field.

Select one of the following options from the drop-down menu about open market:

Yes - *real estate agent sale*

Yes - *other open market process*

No

If you select Yes, you can self-endorse the transaction.

If you select No, to enable self-endorsement you will require a valuation.

If you have a valuation, enter it in the 'Market value as per valuation' field. Press a space in the Name of valuer field and select from the pre-populated list of valuers.

Simon owns piece of land (title 654321/3) which is 137 200 M Sq. He is subdividing the land into smaller lots, each lot will be 1 000 M Sq.

A plan of the subdivision has been lodged with Recorder of Titles for approval. Lot 3 on plan 145987 is to be transferred and will be entered into TRO as shown.

Sarah owns Property A (PID 987564 title reference 12345/1 Size 17 777 M Sq) and Bill owns property B (title reference 45678/1).

Sarah transfers 2 000 M Sq to Bill to be consolidated with his property, creating a new title reference 123465/1.

### Property Information Screen

Is the transaction relating to part of the PID?	Yes	*
Total area of PID		
Area of part PID		M Sq
Does the transaction relate to a subdivision or is it consolidated with another title?		*

### Transaction Information Screen

Was the transaction undertaken on the open market?		*
Monetary consideration (GST inclusive)	\$ 0.00	*
Was there any non-monetary consideration for the transaction?	Select...	*
Do you have a valuation?		*
Market value as per valuation	\$ 0.00	
Name of valuer		
Was the transaction for a new building or off-the-plan residential?	Select...	*

Enter the market value of the property (or interest in the property) as stated in the valuation.  
For details about acceptable valuations, refer to the [Evidence of Value](#) ruling on the SRO website.

### Subdivision

Is the transaction relating to part of the PID?	Yes	*
Total area of PID	137200	
Area of part PID	1000	M Sq
Does the transaction relate to a subdivision or is it consolidated with another title?	Subdivision	*
Volume	145987	*
Folio	3	*

Is this the first time the property (or properties if more than one) has transferred since being subdivided from another property or part of another property? A subdivision occurs when a new property is created due to the division of one or more properties.

### Consolidation

Is the transaction relating to part of the PID?	Yes	*
Total area of PID	17777	
Area of part PID	2000	M Sq
Does the transaction relate to a subdivision or is it consolidated with another title?	Consolidation	*
Volume	123465	*
Folio	1	*

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.

## Frequently Asked Questions

**Q. What is the difference between an arm's length transaction and an open market transaction?**

A. *Arm's length*: Independent parties acting for their respective self-interest.

*Open market*: Proper marketing has been undertaken - see more details at the bottom of page 1.

### Example

Bob wants to sell his home for the highest price possible; he is **not** advertising the sale. Sam wishes to buy Bob's property for the lowest price.

If both parties negotiate a sale, it becomes an arm's length transaction because Bob and Sam are acting for their respective self-interest. Secondly, it is not an open market transaction because Bob did not advertise the sale.

**Q. Fifty per cent of a property's whole PID is being transferred. I do have a market valuation for the whole PID. Can I simply halve the whole PID valuation figure and assign it as the market valuation for the part of the property transferring?**

A. No, you must have a market valuation specific to the part of the property transferring. The reason here is that the value of the land for transfer could be more, or less, than 50 per cent of the whole PID's value because of the use of the land, easements, access or similar. When self-endorsing the transaction, you have to have a separate valuation for the area of land being transferred.

### Example

Mary owns a 10 000 M Sq vacant block of land. The front half of the property is beachfront with views, and the remainder is sloping, unusable bush land. If both halves were to be valued separately, in reality, the front would be valued higher than half the whole PID market valuation or AGV.

**Q. Can I wait until a value and PID have been assigned to the property before I enter the transaction in TRO?**

A. You can wait, however duty must be paid by the due date (within three (3) months of the dutiable transaction occurring). If the transaction is assessed and paid after this period expires, a tax default will occur and interest will be payable.

**Q. I have a part PID transfer that requires duty to be paid. The subdivision cannot be completed until after the transfer has been assessed. Can the transaction be escalated?**

A. In these circumstances you should obtain a market valuation for the property. This will enable you to self-endorse the part PID transfer and control the processing times.

Where you choose to submit the transaction to the SRO the standard processing period is 21 days from the receipt of all required documentation. A request for escalation will **not** be considered within the 21-day period.

**Q. I have a new title reference but TRO does not recognise it. How can I enter the transaction?**

A. If TRO does not recognise a new title reference, this means that the SRO is yet to receive details from the Recorder of Titles. To resolve the issue:

- a) enter the parent PID in TRO including the previous title reference; and
- b) process the transaction as if it were a part PID.