

How to lodge a property transaction with the State Revenue Office

If you are acquiring or disposing of property, the State Revenue Office (SRO) recommends that you engage a qualified conveyancer or solicitor. The legislation that governs property transactions can be complex and mistakes may be costly.

How to lodge documents with the SRO - electronically or by paper

Important

Whether lodging electronically or using paper forms, the original *Land Titles Transfer Instrument* document must be mailed to the State Revenue Office.

Electronic lodgement

1. Go to Tasmanian Revenue Online (tro.tas.gov.au).
2. Register as a [new user](#).
3. Register for [duty transactions and/or land tax searches](#).
4. Complete the requested mandatory fields.
Upload the relevant supporting evidence on the Duty Calculation Screen. If claiming a concession or exemption, additional evidence may be required. Types of evidence are shown through the on-screen link to the Documentary Evidence Requirements Guideline.
5. Choose one of the following options 'a' or 'b':
 - a. Submit for SRO approval.**
Once you have selected the Submit for SRO approval button in TRO, manually submit your original dutiable documents to the SRO (including the SRO Reference number provided by TRO). Do **NOT** include your 'Original Title' document.
 - b. Create a Transferee Transaction certificate in TRO**
Once you have created a Transferee Transaction Certificate in TRO, manually submit your original dutiable documents to the SRO (including the Transferee Transaction Certificate number provided by TRO).
6. Mail the original Land Titles Transfer Instrument form together with the relevant information to:
Commissioner of State Revenue
GPO Box 1374
HOBART TAS 7000
Do **not** include your 'Original Title' document.

Paper lodgement

1. The following forms are required to be lodged, if you are not lodging electronically.
 - [Duty lodgement cover sheet](https://www.sro.tas.gov.au/Documents/Duty-Lodgement-Sheet.pdf) (<https://www.sro.tas.gov.au/Documents/Duty-Lodgement-Sheet.pdf>);
 - [Transferor Information form](https://www.sro.tas.gov.au/Documents/Duty-Transferor-Information-Form.pdf) (<https://www.sro.tas.gov.au/Documents/Duty-Transferor-Information-Form.pdf>);
 - [Transferee Information form](https://www.sro.tas.gov.au/Documents/Duty-Transferee-Information-Form.pdf) (<https://www.sro.tas.gov.au/Documents/Duty-Transferee-Information-Form.pdf>);
 - [Transaction Information form](https://www.sro.tas.gov.au/Documents/Duty-Transaction-Information-Form.pdf) (<https://www.sro.tas.gov.au/Documents/Duty-Transaction-Information-Form.pdf>).You also need to provide the relevant supporting evidence shown in the [Documentary Evidence Guideline](https://www.sro.tas.gov.au/Documents/DUT_0048.pdf) (https://www.sro.tas.gov.au/Documents/DUT_0048.pdf).
2. Mail the original Land Titles Transfer Instrument form together with the relevant information to:
Commissioner of State Revenue
GPO Box 1374
HOBART TAS 7000
Do **not** include your 'Original Title' document.

How to lodge a property transaction with the State Revenue Office

Frequently Asked Questions

How soon will the State Revenue Office contact me, and what will I receive?

The SRO aims to complete 90 per cent of transaction assessments within 15 working days from receiving all completed documentation from you. Once the transaction has been assessed, the SRO will forward to you an Assessment Notice. When the Notice has been fully paid, the SRO will stamp and return your original Land Titles Transfer Instrument form.

How do I create the electronic transaction certificate in TRO?

Refer to the [TRO User Factsheet Series No 15 - Transaction Certificates](#) for how to complete the certificate for either a Transferor (Vendor) or Transferee (Purchaser).

What evidence is required if I am claiming a concession or exemption?

Include with your lodgement the relevant supporting documentation shown in the [Documentary Evidence Requirements Guideline](#), which is also available at 'sro.tas.gov.au/resources/guidelines' (and select the property transfer duty section).

Does the SRO require different documents for different transaction types?

Yes. A list of the documents that must be lodged with the SRO for common transaction types are at [Frequently Asked Questions - Assessing dutiable property](#), or go to sro.tas.gov.au/property-transfer-duties.

How do I pay the duty?

Once your transaction is submitted and assessed by the State Revenue Office, you will receive an Notice of Assessment for payment.

What is land tax?

For details, refer to these Land Tax [Frequently Asked Questions](#) or go to sro.tas.gov.au/land-tax.