



Commercial | Family | Litigation | Property

## INSTRUCTION SHEET FOR TRANSFER OF PROPERTY

Please complete this Information Sheet to the best of your knowledge

<b>Property Address:</b>	
Full name/s to be registered on Title: (including any middle names)	
Full name/s property is being transferred to: (including any middle names)	
Are you transferring the property as Trustee of a Trust/Superfund?  If YES, please advise name of Trust/Superfund Details.	
Postal Address:	
Telephone number/s:	
Email Address:	
Date of Birth for all Parties:	
Are you an Australian Citizen/Resident?  If yes, Please provide your Tax File Number:  If no, do you have Foreign Investment Review Board approval?  Under Australia's foreign investment framework, foreign persons generally need to apply for foreign investment approval before purchasing residential real estate in Australia.	<p>YES   NO   UNSURE</p> <p>TAX FILE NO:</p> <p>YES   NO   UNSURE</p>
Are you acting as an attorney for this transfer?	<p>YES   NO</p> <p>If yes, please provide a copy of your Power of Attorney.</p>

<b>Questions –</b>	<b>Please provide as much information as possible.</b>
1. Who holds the Certificate/s of Title to the land being transferred? Note: If you hold the Title/s, you must provide the same to this office prior to documents being lodged.	
2. If the property is used as security for a loan, please provide:  a. Name, address & contact details of your Lender  b. Home Loan Account number or reference number	
3. Are you in the process of a separation or Family Law proceedings?	YES NO
<b><u>GST and Capital Gains Tax:</u></b>	
4. Are any of the parties registered for GST?	YES NO UNSURE
5. If not, are the parties required to be registered for GST?	YES NO UNSURE
6. Is the property used for Commercial purposes (in whole or in part)?	YES NO UNSURE
7. Have you considered the Capital Gains Tax consequences of the Transfer of Land?	YES NO UNSURE
If you are concerned about the GST and/or Capital Gains Tax, please contact your accountant.	
<b><u>Transfer of Land:</u></b>	
8. Are you purchasing the property as Joint Proprietors or Tenants in Common? <b><u>Joint Proprietors</u></b> means that you have joint ownership and should one of the parties to the transaction pass away, the property will automatically revert to the other/s as Sole Proprietor/s. Most married couples hold property as Joint Proprietors.  <b><u>Tenants in Common</u></b> means that you can own the property in whatever shares preferable (for example, 50/50, 90/10, etc.), and should one of the parties pass away, the deceased's	

share passes to the beneficiaries under their Will. If you are unsure, please contact us to discuss.	
9. Will the Transferees be living in the property?	YES NO UNSURE
10. Are you entitled to any other Stamp Duty Concessions that you are aware of? - Please contact our office discuss if you are unsure.	YES : NO UNSURE

**CHECKLIST OF ITEMS TO BE SENT TO M A LEGAL**

1. Completed Instruction Sheet	
2. Complete Verification of Identities (VOI) process	
3. Fully signed copy of the contract (if applicable)	
4. Lender details (if applicable)	
5. Client Authorisation Form	

**Disclaimer**

**Please note that in the recent times emphasis of the law has changed to give greater rights to a Purchaser. The Vendors' failure to disclose information or to mislead a Purchaser may give the Purchaser the right to terminate a Contract or a right to claim compensation. If you are in doubt in relation to any matters that affect your obligations to/as a Purchaser, please do not hesitate to seek our assistance.**

**I/We confirm that the information provided above is correct to the best of my/our knowledge and authorise M A Legal to sign off the Duties Online form State Revenue Office on my/our behalf/ves.**

**Signed by Transferor/s:** .....

**Date:** .....

**Signed by Transferee/s:** .....

**Date:** .....