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# Notice of acquisition of an interest in land

We would like to make your contact with the State Revenue Office (SRO) of Victoria more effective by helping you to understand and comply with the requirements to lodge a Notice of Acquisition of an Interest in Land.

**This form is used by the SRO and municipal councils.**

The majority of land in Victoria does not attract Land Tax, however, every person who acquires land in Victoria must give notice to the Victorian Registrar of Titles. This *must* be done within *one month* of acquiring the land.

Ensure that all details are accurately recorded. The SRO can then process your notice immediately.

## Part 1 – Transferor (Seller)

### Names

Include all parties that were registered on title. State surname, first name and other given names in full.

If a trust is involved, state the full legal name of the trust and the name(s) of the trustee(s). For example, John Smith as trustee for the John Smith Family 1976 Trust.

If a company is involved, state the full legal name of the company and its Australian Company Number (ACN) or Australian Business Number (ABN)

### Address

Supply the address of the transferor at the time of transfer.

Supply the future address for correspondence of the transferor.

If there is insufficient space for the names and addresses, please attach a list.

## Part 2 – Transferee (Buyer)

### Names

Include all parties to be registered on title. State surname, first name and other given names in full.

If a trust is involved, state the full legal name of the trust and the name(s) of the trustee(s). For example, John Smith as trustee for the John Smith Family 1976 Trust.

If a company is involved, state the full legal name of the company and its Australian Company Number (ACN) or Australian Business Number (ABN).

If more than one transferee is involved and share holdings are not equal, include percentage share against each holding. For example, Brown 30 per cent, Smith 45 per cent, Nguyen 25 per cent.

### Date of birth

Provide date of birth for each buyer who is an individual person, not a company/trust.

### Address at time of transfer

Supply the address of the transferee at the time of transfer. Address at the time of transfer is required to ensure correct matching of data.

### Principal place of residence

If the property you are acquiring will be your principal place of residence, indicate 'Yes', otherwise indicate 'No'.

A principal place of residence exemption is available to natural persons for the land on which their family home is situated. This means that an individual is not required to pay land tax if their principal place of residence is the only land they own in Victoria. Any jointly owned land which is the principal residence of any of the individual joint owners is also exempt from land tax. If you run a business from your principal place of residence you may be excluded from receiving this exemption.

The principal place of residence exemption is available for only one residence regardless of where it is located in Australia. This exemption is not available for companies, organisations, associations or trusts.

### Address for future correspondence

Supply details of the future address. If there is insufficient space for the names and addresses, please attach a list

## Part 3 – Details of title

To complete Part 3 refer to the following:

- certificate of title;
- plan of the property;
- transfer of land documentation; and;
- municipal rates notice.

### Address of property being transferred

Include all property location details, for example, unit, office, suite or factory number if applicable.

### Lot number, Plan number, Volume, Folio

Refer to the plan and transfer of land documentation.

### Municipality name

This is the local government municipality in which the land is located. For example, City of Banyule, City of Hume or Shire of Southern Grampians.

### Municipality property number

This is the number by which your municipality identifies the land. This number may be found on the rates notice or by inquiry to the municipality.

### Area of land

Supply the total area of the land being transferred and the unit of measure used, where relevant. For example, 5000 sq metres or 200 hectares.

### Unit of entitlement

Supply the unit of entitlement of the land of floor space being transferred. For example, 100:800

### Crown allotment, Section or portion, Parish name

Refer to the plan and transfer of land documentation.

## Part 4 – Details of transaction

### Total sale price

This is the total amount that has been paid for the property. If no sale is involved, for example a transfer under a will, write N/A (not applicable).

### Deposit

This is the amount that has been paid as a deposit to secure the property.

### Date of contract

State the date the contract was signed. If no contract, write N/A.

### Date of possession/transfer

State the date legal possession of the property was transferred. In most cases this will be the date of settlement.

### Terms sales

This information will determine when the transferee becomes liable (if at all) for land tax under a vendor terms sale contract.

### Number of bedrooms

This information is used by the Valuer General. If there are no bedrooms, write N/A.

### Description of property

Refer to the land use codes under the 'Description of Property' on page 2 of this notice. This information is used by the Valuer-General.

### Construction of main structure

This information is required by municipal councils.

## Part 5 – Certification

### Solicitor/agent names and telephone numbers

Supply the name(s) of your solicitor/agent. If a solicitor or agent is not involved, write N/A.

### Certification

You (or your solicitor/agent on your behalf), are required to confirm the accuracy of the information provided.

### Please note if you are a related corporation or a joint owner

If you are a related corporation or joint owner (as defined in the *Land Tax Act 2005*) you may be liable for a joint assessment. Only one joint owner will receive the joint assessment on behalf of all owners. You may nominate the person (or corporation) to receive the joint assessment.

If you wish to do this, please attach a separate notification signed by all the related corporations or joint owners. If you do not make a nomination the first party named as the transferee on this Notice of Acquisition of an Interest in Land will receive the joint assessment.

Where do you send the Notice of Acquisition of an Interest in Land?

### Mail or deliver with the Transfer of Land document to

Land Registry  
Marland House Level 9  
570 Bourke Street  
Melbourne, Vic 3000

### and the relevant municipal council

### Further information

If you have any questions on how to complete the Notice of Acquisition, contact the State Revenue Office on 13 2161 and you will be guided to a customer service officer.

**DESCRIPTION OF PROPERTY** – The following land use code numbers are to be used when completing ‘Description of Property’ field.

**Note:** Where the property combines more than one of the descriptions, please show all code numbers.

**Vacant land**

01	House block
02	Farm land (without buildings)
03	Fast food site
04	Hobby farm (rural residential <20 ha)
05	Industrial land
06	Commercial land
07	Subdivisional land
08	Former road/laneway
09	Other

**Rural property**

30	Hobby farm (<20 ha with dwelling)
31	Cereal
32	Dairy
33	Beef
34	Sheep
35	Piggery
36	Poultry
37	Vineyard
38	Orchard
39	Market garden/horticulture
41	Other

**Residential property**

10	House (new – detached)
11	House (previously occupied) – detached
12	Terrace – attached house
13	Dual occupancy house
14	Flat/unit/apartment (multi storey)
15	Townhouse (unit)
16	Flat/unit/apartment (retirement)
17	Flat/unit (whole block)
18	Other

**Commercial property**

50	Bank
51	Caravan park
52	Car/boat/truck yard
53	Car park
54	Childcare centre/kindergarten
55	Church/hall
56	Hospital
57	Hotel
58	Licensed grocer
59	Motel
60	Office (strata)
61	Office (whole building – multi storey)
62	Petrol service station
63	Reception/function room
64	Restaurant/cafe
65	Retail store/showroom
66	School
67	Shop
68	Shop and dwelling
69	Shopping centre
70	Sport and recreation facility
71	Surgery/clinic
72	Theatre/cinema
73	Other

**Industrial property**

20	Abattoir
21	Cool store
22	Factory
23	Warehouse
24	Warehouse/showroom
25	Oil depot
26	Quarry/extraction

**Where do you send the Notice of Acquisition of an Interest in Land?**

Mail or deliver with the *Transfer of Land* document to  
 Land Registry, Marland House Level 9, 570 Bourke Street, Melbourne, Vic 3000  
 and  
 to the relevant municipal council

**Internet** [www.sro.vic.gov.au](http://www.sro.vic.gov.au)  
**E-mail** [sro@sro.vic.gov.au](mailto:sro@sro.vic.gov.au) (ATT Land Tax Branch)  
**Telephone** 13 2161  
**Facsimile** 03 9628 6222

# Notice of acquisition of an interest in land

## PART 1 – TRANSFEROR (SELLER)

Company name or trust/trustee

ACN/ABN

Surname

First and given names in full

Address at time of transfer

State

Postcode

Address for future correspondence

State

Postcode

## PART 2 – TRANSFEREE (BUYER)

Company name or trust/trustee

ACN/ABN

Surname

First and given names in full

Date of birth

DD MM YY

Date of birth

DD MM YY

Address at time of transfer

State

Postcode

Address for future correspondence

State

Postcode

Will the property being acquired be your principal place of residence? No  Yes

## PART 3 – DETAILS OF TITLE

Address of property being transferred

Flat/Unit no.

Street no.

Street/road/etc. name

Town or suburb

State

Postcode

Plan number

Lot number

Municipality name

Municipality property number

Area of land (in sq m or ha) or unit of entitlement (as applicable)

Volume

Folio

Section or portion

Crown allotment

Parish name

## PART 4 – DETAILS OF TRANSACTION

Total sale price

Deposit

Date of contract

Date of possession/transfer

\$

\$

DD MM YYYY

DD MM YYYY

Is this purchase a terms sale? No  Yes  If a residential property, state number of bedrooms  Description of property (see overleaf for land use codes)

Construction of main structure (if applicable) Brick  Brick veneer  Timber  Fibro cement  Other

## PART 5 – CERTIFICATION

Name of transferee or transferee's solicitor/agent

Solicitor/agent/transferee telephone number

Solicitor/agent client reference

PH

I state that, to the best of my knowledge, the particulars supplied in this form are accurate.

Signature

Date

DD MM YYYY