

COMBINED FORM

INSTRUCTIONS AND EXPLANATION

This form combines the information contained in the (T1) Transfer form and the Notice of Acquisition of an Interest in Land. The combined form has been introduced as a pilot from 14th May 2001 and will meet requirements for most property transactions. You can continue using the separate (T1) Transfer and Notice of Acquisition forms following the introduction of the combined form if you wish.

LODGEMENT OF FORM

Mail or deliver the combined form together with the appropriate lodging fee* to:

Registrar of Titles

Land Registry

283 Queen Street

Melbourne VIC 3000

*An additional \$4 fee is required for each application, instrument or document lodged by correspondence.

Payment of all lodging fees can be made by either cash, cheque or credit/debit card (excluding Diners Club). For further information relating to lodgement fees, refer to *Your Guide to Commonly Requested Fees at Land Registry* at www.land.vic.gov.au/titles or contact Land Registry (ph) 9603 5444 to obtain a brochure.

DO NOT USE THIS FORM IF*:

- there is more than one property, title or land description (except where there is an accessory unit to a flat/apartment);
- there are more than two transferors or transferees;
- the transferee is acting as a trustee;
- only part of the land is being transferred.

*Use the separate (T1) Transfer and Notice of Acquisition forms.

The combined form may **not** be used for transfers of land:

- containing a restrictive covenant or a covenant created by statute (use T2 form);
- creating or reserving easements (use T2 form);
- transfers by direction (use separate T1 form);
- by mortgagee under power of sale (use T3 form);
- under the *Local Government Act*.

COPIES OF FORM AND INSTRUCTIONS

To download a copy of the form or instructions, go to www.land.vic.gov.au/titles or www.sro.vic.gov.au

PART 1 LODGING PARTY DETAILS

Provide details of party lodging this dealing at Land Registry.

PART 2 TITLE REFERENCE/S (*Volume and Folio*)

Volume and Folio

Refer to your title search. If there is more than one certificate of title, or only part of the land is being transferred, do **not** use this form – use the separate (T1) Transfer form and Notice of Acquisition. Use this combined form only if the whole of the land is being transferred.

PART 3 DETAILS OF PROPERTY

To complete PART 3, refer to the following:

- certificate of title;
- plan of subdivision and/or title search (eg. consolidation, title plan, title diagram);
- municipal rate notice;
- codes used for description of property.

Flat/Unit No, Street No.

Include all property location details (e.g. flat/unit, office, suite or factory number - if applicable). Refer to municipal rate notice.

Lot No, Plan No. / Lot No. for Accessory Unit (if applicable)

Refer to plan of subdivision and/or title search or the municipal rate notice.

Parish Name, Crown Allotment, Section or Portion

Refer to plan of subdivision and/or title search or certificate of title.

No. of Bedrooms

If there are no bedrooms, write 'nil'.

Area of Land or Unit Entitlement

- Area of Land - Supply the total area of the land being transferred and the unit of measure used, where relevant (e.g. 500 sq metres or 200 hectares). Refer to plan of subdivision and/or title search.
- Unit Entitlement - For property in a multi-unit development, supply the unit entitlement of the land or floor space being transferred (e.g. 100:800). Refer to plan of subdivision for unit entitlement.

Land Use Code

Refer to codes used for description of property (refer page 4 of these instructions).

If you are using the electronic version of the form, double click where indicated on the form for land use codes and enter appropriate code.

Municipality Name

This is the local government municipality in which the land is located (e.g. City of Hume or Shire of Southern Grampians). Refer to the municipal rate notice.

Municipality Property Number

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

PART 4 DETAILS OF TRANSACTION

Estate and Interest

You need to explain the estate and interest being transferred (e.g. 'all my estate in fee simple').

If less than the full interest, specify the interest.

Total Consideration

This is the total amount that has been paid for the property, **including any goods and services tax (GST) paid**. Show any amount paid in figures. 'Nil' is not acceptable. A consideration must be shown. If no sale is involved, (e.g. a transfer under a will or a Family Court Order), provide the non-monetary consideration.

Date of possession

State the date possession of the property was transferred. In most cases this will be the date of settlement. Possession of land means to own and occupy the property, which includes a right to income and profits derived from the land. In a land sale, if a minimum payment of 15 per cent of the purchase price is paid and possession (as defined above) has been given, the purchaser is liable for land tax.

Date of contract

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

Will the property acquired be used as the transferee's principal place of residence?

If the property is being acquired as the transferee's principal place of residence, indicate 'Yes', otherwise indicate 'No'.

The principal place of residence exemption from land tax is available for only one residence regardless of where it is located in Australia. This exemption is not available for companies, organisations, associations or most trusts. If you run a business from your principal place of residence you may be excluded from receiving this exemption.

Was this purchase a terms sale?

This information will determine when the transferee becomes liable (if at all) for land tax under a vendor terms sale contract. Do **not** indicate 'Yes' if this is a standard contract transaction requiring a deposit and then balance to be paid within a specified period.

Signature of transferor (seller)

Signature of transferee (buyer)

Each party to sign in the space provided. Signatures on the first page of the Combined Form do not need to be witnessed.

TITLE REFERENCE/S (Volume and Folio)

Enter the same Title Reference/s on the top of page 2 of the combined form in the assigned space as per PART 2 on page 1. If you are using the electronic version of the form, the Title Reference/s will update automatically from PART 2 on page 1 of the form.

PART 5 TRANSFEROR (Seller)

Surname/Company Name

First and given names in full / ACN or ARBN

Insert the full name of the person transferring the land. Include all transferors that are registered on the title (do **not** use this form if there are more than two transferors). State surname, first name and other given names in full. If a company is involved, state the full name of the company and its Australian Company Number (ACN) or Australian Registered Business Number (ARBN). Do **not** provide an Australian Business Number (ABN). **No** form that provides details of any trust arrangements relating to the land being transferred will be accepted for lodgement.

Address at time of transfer

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

Address for future correspondence

Supply the address for future correspondence of the transferor.

PART 6 TRANSFEREE (Buyer)

Surname/Company Name

First and given names in full / ACN or ARBN

Include all transferees to be registered on title. State surname, first name and other given names in full. If a company is involved, state the full name of the company and its Australian Company Number (ACN) or Australian Registered Business Number (ARBN). Do **not** provide an Australian Business Number (ABN). **No** form that provides details of any trust arrangements relating to the land being transferred will be accepted for lodgement.

Address at time of transfer

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

Address for future correspondence

Supply the address for future correspondence of the transferee. Future notices relating to this property will be sent to this address. A 'Care of' or 'Post Office Box number' is **not** an acceptable address.

PART 7 MANNER OF HOLDING

If there is only one transferee, enter 'sole proprietor'.

For two transferees – if no manner of holding is shown the transferees will be registered as JOINT TENANTS. If the transferees are to hold as TENANTS IN COMMON this must be stated and the quantum of shares set out in fractions against each holding. Do not express shares as percentages – you must express shares as fractions.

EXAMPLE OF EXPRESSING A MANNER OF HOLDING AS TENANTS IN COMMON WHERE SHARE HOLDINGS ARE NOT EQUAL

A=25% B=75%

Should be expressed as:

A as to one equal undivided fourth part or share and B as to three equal undivided fourth parts or shares as tenants in common.

PART 8 TRANSFER CLAUSE

The Transfer Clause is a statement that explains the intent of the form, the intention of the parties and the effect of the form. It reads as follows: 'The transferor at the direction of the directing party (if any) transfers to the transferee the estate and interest specified in the land described for the consideration expressed and subject to the encumbrances affecting the land including any created by dealings lodged for registration before the lodging of this transfer'.

PART 9 EXECUTION AND ATTESTATION (Dated)

The signature of each party must be witnessed by an adult person who is **not** a party to the transfer.

LAND USE CODES

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 <20ha)
- 05 Industrial land
- 06 Commercial land
- 07 Subdivisional land
- 08 Former road/laneway
- 09 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

Industrial Property

- 20 Abattoir
- 21 Cool Store
- 22 Factory
- 23 Warehouse
- 24 Warehouse/showroom
- 25 Oil depot
- 26 Quarry/extraction
- 27 Other

Rural Property

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

FURTHER INFORMATION

If you have any questions on how to complete this form, contact Land Registry (ph) 9603 5444 and a customer service officer will assist you.

Privacy Statement

All information collected by the SRO is protected by secrecy provisions in Acts administered by the SRO and in addition, personal information you provide to the SRO is protected by the *Information Privacy Act 2000*. Any information collected from you is only used for the purposes of the Acts administered by the SRO. Information (including personal information) is not disclosed to third parties unless authorised by law, or with your consent.