



Bundle ID

Receiving officer
(affix date stamp)

Duties Document Lodgment and Assessment Form

Important Information

You can lodge your documents online at www.osr.wa.gov.au > [Online Services](#) without having to complete this form.

If you are lodging in person or by post you must:

- 1) complete this form
- 2) sign and date the form at **Part A**
- 3) attach a copy of all documents listed in **Part B** and any supporting evidence outlined in the **Duties Information Requirements** accessible from www.osr.wa.gov.au > [Duties](#)

Part A – Lodging Party Details

Assessment type	Lodgment <input type="checkbox"/>	Immediate <input type="checkbox"/>	
Full name (of person completing this form)	<input type="text"/>		Your reference (if applicable) <input type="text"/>
Lodging party name (if applicable)	<input type="text"/>		
Postal address	<input type="text"/>		Client/Agent ID <input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>
Email address	<input type="text"/>		Phone <input type="text"/>
Signature	<input type="text"/>		Date <input type="text"/>

Part B – Document Details

1) Describe the document being lodged with this application form

Execution date (e.g. document signing date)	Document type (e.g. contract for sale, acquisition statement)	Dutiable value (e.g. purchase price or unencumbered value)	Estimated duty payable
1)			

2) Complete the party and transaction details for the document described above

Full names of each of the parties listed in document 1		Date of birth or ACN (land transactions only)
Taxpayer (e.g. transferee or buyer)	<input type="text"/>	<input type="text"/>
Other party (e.g. transferor or seller)	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none"> • Are the parties <i>related</i>? (see Part C for the definition) • Does the transaction involve land that is <i>residential land</i>? (see Part C for the definition) • Property code (see Part D for the relevant property code) 		Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> <input type="text"/>

3) Complete Annexure A if you are lodging additional documents

Part C – Definitions

Related parties include, but are not limited to —

- (a) parties who are related by blood, marriage, co-ownership or prior business relationship;
- (b) related corporations, as defined in the *Corporations Act 2001*;
- (c) partners in a partnership;
- (d) participants in the same joint venture;
- (e) trustees of trusts which have common beneficiaries;
- (f) joint owners of property; and
- (g) parties who are not otherwise dealing at arms length.

Land is *residential land* within the meaning of section 147D of the *Duties Act 2008* if —

- (a) there is a residence on the land; or
- (b) the taxpayer has begun construction of a residence on the land; or
- (c) the taxpayer has entered into a contract for the construction of a residence on the land; or
- (d) the taxpayer has entered into a contract to purchase a movable building that will be affixed to the land and be a residence, and it does not matter if the land is also used for another purpose.

Part D – Property Codes (does not apply for landholder duty)

BUS1:	Business assets: excluding land	RES1:	Residence: first home purchase
BUS2:	Business assets: including land	RES2:	Residence: other than first home
COM1:	Commercial property (e.g. office building)	VAC1:	Vacant land: zoned residential
FAR1:	Farm, rural or other primary production land	VAC2:	Vacant land: zoned commercial or industrial
IND1:	Industrial property (e.g. factory or warehouse)	OTHER:	Other (please describe below):
MIN1:	Mining tenements		

Contact the Office of State Revenue

Lodge your documents online at www.osr.wa.gov.au > **Online Services** without having to complete this form

8:30am – 4:30pm weekdays (Monday to Friday). Payments made in person must be made using CASH OR CHEQUE ONLY

Cheques made payable to: COMMISSIONER OF STATE REVENUE

Website	www.osr.wa.gov.au	Postal Address	Office of State Revenue GPO Box T1600 PERTH WA 6845
Web Enquiry	www.osr.wa.gov.au/DutiesEnquiry	Office	Level 3, QBE House 200 St Georges Terrace PERTH WA 6000
Telephone	(08) 9262 1100		

Office Use Only

Work item:

Location	Date	Comments	Location	Date	Comments

Bundle ID

Office Use Only

Describe the additional documents being lodged with this application form

Execution date (e.g. document signing date)	Document type (e.g. contract for sale, acquisition statement)	Dutiable value (e.g. purchase price or unencumbered value)	Estimated duty payable
2)			
3)			
4)			
5)			

Complete the party and transaction details for each of the documents described above

Full names of each of the parties listed in document 2		Date of birth or ACN (land transactions only)
Taxpayer (e.g. transferee or buyer)		
Other party (e.g. transferor or seller)		
<ul style="list-style-type: none"> Are the parties <i>related</i>? (see Part C for the definition) Does the transaction involve land that is <i>residential land</i>? (see Part C for the definition) Property code (see Part D for the relevant property code) 		Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> <input type="text"/>

Full names of each of the parties listed in document 3		Date of birth or ACN (land transactions only)
Taxpayer (e.g. transferee or buyer)		
Other party (e.g. transferor or seller)		
<ul style="list-style-type: none"> Are the parties <i>related</i>? (see Part C for the definition) Does the transaction involve land that is <i>residential land</i>? (see Part C for the definition) Property code (see Part D for the relevant property code) 		Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> <input type="text"/>

Full names of each of the parties listed in document 4		Date of birth or ACN (land transactions only)
Taxpayer (e.g. transferee or buyer)		
Other party (e.g. transferor or seller)		
<ul style="list-style-type: none"> Are the parties <i>related</i>? (see Part C for the definition) Does the transaction involve land that is <i>residential land</i>? (see Part C for the definition) Property code (see Part D for the relevant property code) 		Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> <input type="text"/>

Full names of each of the parties listed in document 5		Date of birth or ACN (land transactions only)
Taxpayer (e.g. transferee or buyer)		
Other party (e.g. transferor or seller)		
<ul style="list-style-type: none"> Are the parties <i>related</i>? (see Part C for the definition) Does the transaction involve land that is <i>residential land</i>? (see Part C for the definition) Property code (see Part D for the relevant property code) 		Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> <input type="text"/>