

**READ THIS BEFORE SIGNING A TITLES REGISTRY
FORM 1—TRANSFER OR FORM 2—MORTGAGE**

**IF YOU FAIL TO PROVIDE TO THE WITNESSING OFFICER ADEQUATE EVIDENCE OF YOUR ENTITLEMENT TO
SIGN THE FORM, THE WITNESSING OFFICER MAY DECLINE TO WITNESS YOUR SIGNATURE**

Note – This page is NOT part of the form and should NOT be lodged in the titles registry

Signing and witnessing of titles registry transfer or mortgage forms

A person who witnesses the signature of an individual on a titles registry form is required by law to take reasonable steps to ensure the person signing the form is entitled to do so.

If you take your transfer or mortgage form/s to a Justice of the Peace or Commissioner for Declarations (or other person qualified under Schedule 1 of the *Land Title Act 1994* to witness a titles registry form, such as a lawyer) to have your signature witnessed, you must provide to the satisfaction of the witness, the following—

1. proof of identity showing your photo and signature; **and**
2. supporting documentation that shows your name and property details, and helps to confirm you are entitled to sign the form/s.

1. Proof of identity documents

Proof of identity documents may include—

- driver licence; or
- passport.

2. Supporting documentation that helps to confirm you are entitled to sign the form/s

If you are **selling property** or are **only refinancing**, supporting documentation may include either—

- a local government current rates notice for the property, or
- a recently issued current title search statement for the property, or
- a recently issued registration confirmation statement for the property, or
- a current certificate of title (if one exists) for the property.

If you are a **purchaser** and/or **financing the purchase**, supporting documentation may include either—

- a copy of the contract of sale for the property; or
- official loan documentation from your lender; or
- a letter from a solicitor confirming you are entitled to sign the form.



Dealing Number

OFFICE USE ONLY

Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

Print one-sided only

1. Interest being transferred (if shares show as a fraction) Lodger (Name, address, E-mail & phone number) Lodger Code

Note: A Form 24 - Property Information (Transfer) must be attached to this Form where interest being transferred is "fee simple" (Land Title Act 1994), "State leasehold" (Land Act 1994) or "Water Allocation" (Water Act 2000)

2. Lot on Plan Description Title Reference

3. Transferor

4. Consideration

5. Transferee Given names Surname/Company name and number (include tenancy if more than one)

6. Transfer/Execution The Transferor transfers to the Transferee the estate and interest described in item 1 for the consideration and in the case of monetary consideration acknowledges receipt thereof. The Transferor declares that the information contained in items 3 to 6 on the attached Form 24 is true and correct. The Transferee states the information contained in items 1, 2, 4 to 6(h) on the attached Form 24 is true and correct. Where a solicitor signs on behalf of the Transferee the information in items 1, 2, 4 to 6(h) on the Form 24 is based on information supplied by the Transferee.

NOTE: Witnessing officer must be aware of their obligations under section 162 of the Land Title Act 1994.

Separate executions are required for each transferor and transferee. Signatories are to provide to the witness, evidence that they are the person entitled to sign the instrument (including proof of identity).

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.....
Witnessing Officer (signature, full name & qualification) Execution Date Transferor's Signature

.....
.....
Witnessing Officer (signature, full name & qualification) Execution Date Transferor's Signature

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Witnessing Officer (signature, full name & qualification) Execution Date *Transferee's or Solicitor's Signature

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.....
Witnessing Officer (signature, full name & qualification) Execution Date *Transferee's or Solicitor's Signature

(Witnessing officer must be in accordance with Schedule 1 of the Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

*Note: A Solicitor is required to print full name if signing on behalf of the Transferee and no witness is required in this instance

(This form must accompany **Titles Registry Form 1 – Transfer** when lodged in the Titles Registry)

Foreign Ownership of Land Register Act 1988, Duties Act 2001, Land Valuation Act 2010, Land Tax Act 2010, Local Government Act 2009, Water Act 2000, Electrical Safety Act 2002, Fire and Emergency Services Act 1990, South-East Queensland Water (Distribution and Retail Restructuring) Act 2009, Taxation Administration Act 2001

PART A – Transferee to complete

Title reference [] Page 1 of 2

Electronic version – for completion before printing one-sided only.

Where insufficient space in an item, use Form 20
(Enlarged Panel).

Mark appropriate [] with 'X'

Refer to guide for completion for further information and details about
the purpose of the collection of information.

Official use only**1. Transferee**

- (a) Given names & surname
or Company & ACN/ABN
- (b) Date of birth
(dd/mm/yyyy)
- (c) Residential or business address
after possession
- (d) Contact details after possession
- (i) Phone number -
- (ii) Postal address (include only one address even if multiple owners) - As above [] OR complete address below

(iii) Email address -

(e) Name of trust - **N/A** [] OR complete -

(f) Is transferee a foreign person / corporation?

N/A [] **NO** [] **YES** [] ➤ Attach completed Form 25
(Foreign Ownership Information)

**(N/A if only for a
Water Allocation)**

Note: The definition of a foreign person or corporation is
defined in the *Foreign Ownership of Land Register Act 1988*.
Refer to Guide to Completion for more information.

(g) Does transferee ordinarily reside in Australia?

N/A [] **NO** [] **YES** []

**(N/A if only for a
Water Allocation)**

2. Transaction

- (a) Date of possession (dd/mm/yyyy) – / / ➤ The date of possession is the actual date the transferee has legal control
or ownership of the property. Usually, this is the date of settlement, or the
date as agreed to by both parties.
- (b) Date of settlement (dd/mm/yyyy) – / / ➤ The date of settlement must be completed even where it is the same as
the date of possession.

This form is comprised of two Parts -

- Part A – Transferee to complete
- Part B – Transferor to complete

**BOTH parts must be submitted
with the Form 1 Transfer.**

(This form must accompany **Titles Registry Form 1 – Transfer** when lodged in the Titles Registry)

PART B – Transferor to complete

Title reference [] Page 2 of 2

Electronic version – for completion before printing one-sided only.

Mark appropriate [] with 'X'

Where insufficient space in an item, use Form 20 (Enlarged Panel).

Refer to guide for completion for further information and details about the purpose of the collection of information.

3. Transferor's residential or business address after settlement

4. Details of sale price (Sale price must include GST if applicable)

(a) Property excluding water allocation		(b) Water allocation - N/A [] OR complete below	
Cash	\$	Cash	\$
Vendor terms	\$	Vendor terms	\$
Assumption of liabilities	\$	Assumption of liabilities	\$
	\$		\$
Other (specify above)		Other (specify above)	
Total	\$	Total	\$

5. Property details

(a) Land / Water allocation description		(b) Property address			
Lot	Plan type & no.	Street no.	Street name	Suburb/Town/Locality	Postcode

(c) Property transferred Includes	(d) Current land use	(e) Water allocation - N/A [] OR complete below
Plant & machinery []	Vacant land []	(i) Is water allocation unsupplemented?
Livestock []	Dwelling []	NO [] YES [] > complete (ii) below
Crops []	Multi-unit []	(ii) Reference number of the water allocation
Existing right []	Flats []	dealing certificate - unsupplemented
Movable chattels []	Guest house / Private hotel []	
Water licence []	Farming []	
Interim water allocation []	Industrial []	
	Commercial []	
Other (specify above)	Other []	

(f) Safety switch			
(i) Is an electrical safety switch installed?	N/A []	NO []	YES []
(ii) Has transferee been informed in writing about its existence?	N/A []	NO []	YES []
(g) Smoke alarm			
(i) Is a compliant smoke alarm/s installed?	N/A []	NO []	YES []
(ii) Has transferee been informed in writing about its existence?	N/A []	NO []	YES []

6. Transaction information

- (a) Is there an agreement in writing for the transfer of dutiable property? **NO [] YES []** > If Yes, complete (b) below
- (b) If Yes, provide the date of the written agreement (dd/mm/yyyy) - / / (leave blank if No above)
- (c) Were any transferees related to or associated with any transferors at the date of the dutiable transaction? **NO [] YES []** > If Yes, complete (d) below
- (d) If Yes above, state the degree of relationship / association and supply evidence of value to Office of State Revenue - > See guide for completion
- (e) Is the consideration less than the unencumbered value of the property included in this transaction? **NO [] YES []** > See guide for completion
- (f) Is this transaction part of an arrangement that includes other dutiable transactions? **NO [] YES []** > See guide for completion
- (g) Is GST payable on this transaction? See guide for completion **NO [] YES []** > If Yes, complete (h) below
- (h) If GST is payable, is the transaction under the margin scheme? **NO [] YES []**
- (i) Is any transferor a non-Australian entity? **NO [] YES []** > See guide for completion