



Bundle ID

Receiving officer
(affix date stamp)

Duties Document Lodgment and Assessment Form

Important Information

You can lodge your documents online 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](#)

Part A – Lodging party details

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

Part B – Document details

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
Complete the party and transaction details for the document described above			
Full name of taxpayer (e.g. transferee or buyer)			Date of birth or ACN
Full name of other party (e.g. transferor or seller)			Date of birth or ACN
Are the parties <i>related</i> ? (see Part C for the definition)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the transaction involve land that is <i>residential land</i> ? (see Part C for the definition)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Property code (see Part D for the relevant property code)			
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 arm's 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
BUS2	Business assets: including land
COM1	Commercial property (e.g. office building)
FAR1	Farm, rural or other primary production land
IND1	Industrial property (e.g. factory or warehouse)
MIN1	Mining tenements

RES1	Residence: first home purchase
RES2	Residence: other than first home
VAC1	Vacant land: zoned residential
VAC2	Vacant land: zoned commercial or industrial
OTHER	Other (please describe below):

Contact RevenueWA

Lodge your documents online at www.wa.gov.au/organisation/department-of-finance/duties-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	RevenueWA 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		

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Office Use Only

Work item:

Location	Date	Comments	Location	Date	Comments

Annexure A – Additional Document Details

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		
2	Full name of taxpayer (e.g. transferee or buyer)	Date of birth or ACN
	Full name of other party (e.g. transferor or seller)	Date of birth or ACN
Are the parties <i>related</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the transaction involve land that is <i>residential land</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Property code (see Part D for the relevant property code)		

3	Full name of taxpayer (e.g. transferee or buyer)	Date of birth or ACN
	Full name of other party (e.g. transferor or seller)	Date of birth or ACN
Are the parties <i>related</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the transaction involve land that is <i>residential land</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Property code (see Part D for the relevant property code)		

4	Full name of taxpayer (e.g. transferee or buyer)	Date of birth or ACN
	Full name of other party (e.g. transferor or seller)	Date of birth or ACN
Are the parties <i>related</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the transaction involve land that is <i>residential land</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Property code (see Part D for the relevant property code)		

5	Full name of taxpayer (e.g. transferee or buyer)	Date of birth or ACN
	Full name of other party (e.g. transferor or seller)	Date of birth or ACN
Are the parties <i>related</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the transaction involve land that is <i>residential land</i> ? (see Part C for the definition)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Property code (see Part D for the relevant property code)		