

**DOCUMENT & INFORMATION REQUIREMENTS  
FOR UNIT TRUST TRANSFERS**

**A. ADVISOR/PERSON ORDERING DEED:**

Enquiries, documents, invoices will be directed to this person, unless otherwise stated

Person Ordering:

Firm Name:

Street Address:

Suburb/Postcode:

Telephone:  Fax:

Email:  Signature:

Correspondence to be sent:    Direct to client:                            Via advisor/accountant:  
*(copy will be sent to accountant/advisor)*

**B. REQUIRED DOCUMENTS:**

- Copy signed & stamped Unit Trust Deed and all amendments/appointments    Enclosed:
- Note: See information contained under 'Missing Documents' if not all Trust deeds can be provided*
- Company report (If Trustee is a company)    Enclosed:                            Not applicable:
- Original Certificate(s) of Title    Enclosed:
- Original mortgage discharge or caveat withdrawal forms    Enclosed:                            Not applicable:
- Copy current Council Rates (not an instalment notice)    Enclosed:
- Copy current Water Rates    Enclosed:                            Not applicable:
- Copy current Land Tax Assessment Notice    Enclosed:                            Not applicable:
- Copy current Owners Corporation Levy Notice    Enclosed:                            Not applicable:
- Copy Market appraisal/valuation. *(Should not be more than 2 months old)*    Enclosed:
- Copy current Lease documents    Enclosed:                            Not applicable:
- If documents are to be signed by an attorney, provide original Power of Attorney or certified copy    Enclosed:                            Not applicable:

**C. THE PROPERTY:**

Address of property:

Title Particulars (Volume & Folio details):

Brief description of the property and improvements:  
(age, property condition, nature of building & improvements, made from timber/brick/brick veneer etc):

Since the Trustee became owner has the property been subdivided/consolidated?                            Yes                            No

**D. THE TRUST:**

Trust Name:

Trust ABN:

Provide details of current Trustee(s) of the Trust including name(s) and address(es). If Trustees are individuals, provide dates of birth. If Trustee is a company, provide names of all directors

Has the current trustee always been trustee of the Trust?

No

Yes

If Yes, provide details of prior changes, names & dates.

Has the Trustee held the property in any other capacity either before or after the property first became an asset of the Trust?

No

Yes

If Yes, provide details of the loan:

Has the Trust made previous distributions of property to unit holders?

No

Yes

If Yes, provide details of the assets transferred and to whom.

When did each unit holder receiving the property become a unit holder of the Trust?

Is the Trust registered for GST?

No

Yes

See accompanying Information Notes - Transfers of Land from DFTs

**E. PROPERTY TRANSFER INFORMATION:**

Effective date of transfer:

DD/MM/YYYY

*The transfer date may have CGT and other implications. It is from this date that the unit holder as new owner is entitled to receive the rent. To avoid rental apportionment, it would be convenient to make the transfer date on which rental is paid.*

What proportion of the property is being transferred – whole or only part of it?

If part only, what proportion?

Name(s), address(es) and date(s) of birth of unit holder receiving the property:

If there is more than one unit holder/transferee, the proportion and value each beneficiary is receiving:

Name and address of property manager (if applicable)

Not applicable

Address to which all future notices concerning the property are to be sent (you, your property manager or some other person if so desirable):

For Minutes of Meeting purposes, the date and address where and when the parties resolved to transfer the property

Date  (leave blank if not yet known)

DD/MM/YYYY

Address:

If there is more than one unit holder, what is the relationship between each of the unit holders:

Has any unit holder paid any amount to the Trust or to any other person in respect of the transfer?

No

Yes

If Yes, provide details:

Is the transfer part of a sale or other arrangement under which there exists consideration or value given for the transfer?

No

Yes

If Yes, provide details:

Did any beneficiary/transferee have a loan account which the Trust under which the Trust owed money to the transferee?

No

Yes

If Yes, Did the transfer relate to forgiveness of the whole or any part of the loan account?

No:

Yes

If Yes, provide loan statements before and after loan forgiveness.

#### F. MORTGAGES, CHARGES AND CAVEATS:

Is there a registered charge on the Personal Property Securities Register?

No:

Yes

If Yes, has the bank/lender agreed to release the property from the charge?

No:

Yes

Is/was there a mortgage (whether registered or unregistered) immediately before the transfers to the unit holder?

No

Yes

If Yes,

If Yes, provide evidence of the amount owing with that mortgage immediately before and after the transfer (account statement, letter from bank/lender)

If Yes, was the mortgage liability assumed by the unit holder?

No:

Yes

If Yes, provide evidence of the new mortgage amount

If Yes, how were the funds obtained and new mortgage used?

If No, how was the mortgage liability reduced or discharged?

If No, provide evidence of the source of funds (eg. bank/financial statements)

**G. ADDITIONAL INFORMATION:**

If no lease but property is rented, provide details of leasing arrangements including details about tenant, rental amount, when rent adjusted and how, lease term and any special provisions

In relation to the rental information of the property, is/will the unit holder(s)/transferee be registered for GST as at the effective date the property is transferred? No:            Yes

Have the parties sought advice from their accountant/financial advisers regarding the CGT consequences, if any, associated with the property transfer? No:            Yes

If No, no steps should be taken by the parties to transfer the property until that advice has been sought and provided

**H. DOCUMENT DELIVERY:**

Prepared documents are to be sent by:            email:            mail:            express post:  
Additional Fee of \$13.00 applies

**I. COMPLETED INSTRUCTIONS:**

Please forward completed instructions to MJHC Legal:

**email:** [mjhc@mjhclegal.com](mailto:mjhc@mjhclegal.com)

**fax:** 03 9543 5133

**mail:** PO Box 412, Mount Waverley VIC 3149

Print and review your instructions before submitting and retain printed copy for your file. Adobe Reader will not allow you to save the data in this form.

The Email button will forward your completed Instruction Form to MJHC Legal, Solicitor.

The Reset button will clear all data in the form.

In submitting the completed Instruction Form, the person described in Part A authorises MJHC Legal to prepare the transfer documents and agrees to pay the Fees payable for those packages. You understand that typing/spelling errors or incorrect information given are your responsibility.

**J. MISSING DOCUMENTS:**

If you have checked a box that documents are 'not enclosed', you will need to provide copies in order for the property transfer documentation to be completed by MJHC Legal.

In assessing whether a transfer of property from a unit to beneficiaries is eligible for duty exemption, the State Revenue Office needs to sight copies of signed and dated Trust Deeds including Deeds of Variation and any Deeds of Trustee Appointment. If there are any missing documents, it will be necessary for MJHC Legal to prepare additional supporting material and an additional fee will apply.

Liability limited by a scheme approved under Professional Standards Legislation