

**DOCUMENT & INFORMATION REQUIREMENTS
FOR TRUSTEE CHANGE TRANSFERS**

REQUIRED DOCUMENTS:

- Copy signed & dated SMSF/Trust Deeds and all amendments/appointments Enclosed:
Note: See information contained under 'Missing Documents' if not all SMSF deeds can be provided
 - Copy of relevant minutes of meeting regarding trustee changes Enclosed:
 - Company report(s) (If either old or new Trustee is a company) Enclosed: Not applicable:
 - Copy of Trust Financial Statement showing when property first became trust asset. Enclosed: Already Provided:
 - Copy of Trust Financial Statement prepared **prior** to transfer showing property still as trust asset. Enclosed: Already Provided:
- If the retiring Trustee is a company and the property is **not** shown as trust asset in Financial Statements, please provide:
- Copy of Company Financial Statements for year company **first** registered on title. Enclosed: Already Provided:
 - Copy of Company Financial Statement for year prior to transfer Enclosed: Already Provided:
 - Original Certificate(s) of Title Enclosed:
 - Original mortgage discharge or caveat withdrawal forms Enclosed:
 - Copy current Council Rates (not an instalment notice) Enclosed:
 - Copy current Water Rates Enclosed:
 - Copy current Land Tax Certificate Enclosed: Not applicable:
 - Copy current Owners Corporation Levy Notice Enclosed: Not applicable:
 - 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:

THE PROPERTY:

1. Address of property:
2. Title Particulars (Volume & Folio details):
3. Brief description of the property and improvements:
(age, property condition, nature of building & improvements, made from timber/brick/brick veneer etc):
4. Since the Trustee became owner has the property been subdivided/consolidated? No: Yes:

TRUST/FUND DETAILS:

5. Name of Trust or Fund:
6. Provide details of New Trustee(s) including name(s) and address(es). If Trustees are individuals, provide dates of birth

PROPERTY TRANSFER INFORMATION:

7. What proportion of property is being transferred – whole or only part of it? If part only, what proportion?

This might be applicable where Retired/Retiring Trustee only holds part of the property in a Trustee capacity

8. Name and address of property manager (if applicable) Not applicable:

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

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

Date: / / Address:

This past or future date will be the date of the transfer.

11. Has any person paid any amount to the Retired/Retiring Trustee or to any other person in respect of the transfer?

No: Yes: If yes, provide details.

12. 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.

MORTGAGES, CHARGES AND CAVEATS:

13. If the Trustee is a company, is there a registered company charge affecting the company? No: Yes:

If Yes, has the bank/lender agreed to release the property from the charge? No: Yes:

14. Is there a mortgage (whether registered or unregistered) affecting the property? No: Yes:

If Yes, has the bank/lender agreed to the change of Trustee? No: Yes:

15. Is there a caveat affecting the property? No: Yes:

If Yes, has the caveator agreed to the change of Trustee? No: Yes:

Provide name, address and contact details for bank/lender or caveator

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 the retired Trustee to a new Trustee is eligible for duty exemption, the State Revenue Office needs to sight copies of signed and dated Deeds of Establishment, Deeds of Amendment 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