



# Stamping and Marking Documents Before Lodging at Department of Lands

Guidelines issued by the Department of Lands and the Office of State Revenue (OSR).

Stamped documents should be returned to OSR for further marking if ADDITIONS/ ALTERATIONS have been made to the:

- consideration clause
  - names of the parties to a transfer (transferors/transferees) including the addition of one or more given names, but not where it is only a minor change to spelling that does not alter identity
  - interest/share being dealt with
  - reference(s) to title or land description (not being a mere updating of reference to title)
  - the estate being dealt with, namely a lesser estate to a greater estate (eg leasehold to fee simple)
  - description of the applicant on a transmission application (where duty is payable) ie executor/administrator to devisee/beneficiary
  - term, rent (not for a decrease in rent) or description of premises in a lease instrument
- principal sum expressed in a mortgage, but only where the alteration has the effect of increasing the principal sum
  - nature of tenancy of transferees (eg Joint Tenants to Tenants in Common, or visa versa), but only where the interest of the Tenant in Common is other than equal
  - the number of references to title resulting in a discrepancy between the number of titles affected and those indicated as marked by the Office of State Revenue.

**Note 1:** for brevity's sake, words such as 'Application For', 'Application To Record' etc. have not been included in the Real Property Act form name within this document.

**Note 2:** \* indicates document appears in both lists.



## Documents which MUST be stamped or marked by OSR before lodging at Department of Lands

(in alphabetical order followed by the form number and other details as appropriate)

- Caveat – 08X\*  
*Where the estate or the interest claimed is pursuant to an unregistered mortgage, loan agreement or deed of charge and the caveat is dated on or after 1/1/1987.*
- Charge – 06C\*
- Conversion of Strata Lot to Common Property – 15CD
- Determination of lease or sub-lease (surrender by operation of law) – 11R\*
- Foreclosure of Mortgage – 04FM\*  
*Only the Order for Foreclosure by the Registrar General must be marked.*
- Lease – 07L in respect of which a lump sum payment is made whether 'rent' or 'premium'
- Lease 07L dated before 1/1/2008
- Mortgage of residential investment property;
- Mortgage by a corporation – 05M
- Mortgage of Lease, Mortgage or Charge – 05ML  
*If dated on or after 1/1/1975.*
- Order of Court Changing Ownership – 11R
- Primary Application – 00PA
- Possessory Application – 04YA
- Record New Registered Proprietor by operation of statute (S46C RP Act 1900) – 04RP – does not include vestings in the NSW Crown\*
- Record New Registered Proprietor (S12(4) Trustees Act 1925) – 04RP (not pursuant to a will).\*
- Removal of a lease from a Retirement Village pursuant to S129(2) *Retirement Villages Act 1999* – 11R
- Sub-Lease – 07DL dated prior to 1/1/2008
- Surrender of lease or sub-lease – 07DL

- Termination of Strata Scheme – 15ST\*  
*The dealing must be marked if the applicant requests the issue of a title other than in the names of the proprietors of the former lots as tenants in common in shares proportional to the unit entitlement of their lots.*
- Transfer – 01T\*
- Transfer by the Sheriff of New South Wales or the Registrar of the District or Local Court – 01T
- Transfer including Covenant – 01TCV
- Transfer including Easement – 01TE
- Transfer of Lease – 01TL
- Transfer of Profit à Prendre or Forestry Right – 01TI
- Transfer of Statutory Easement in Gross – 01T
- Transfer by a Local Council (pursuant to section 713 *Local Government Act 1993*) – 01TS
- Transfer Releasing Easement – 01TR
- Transfer Releasing Forestry Rights – 01TR\*
- Transfer Releasing Profit à Prendre – 01TR\*
- Transfer under Power of Sale (by a mortgagee, chargee or covenant chargee) – 01TP
- Transmission Application – 03TA\*  
*Where the applicant is a beneficiary, devisee or next of kin.*
- Variation of Lease – 07DL dated prior to 1/1/2008

## Documents which DO NOT require stamping or marking by OSR

(in alphabetical order followed by the form number and other details as appropriate)

- Action Affecting Crown Land – 19MA
- Amendment of Development Contract (Community Title) – 21CSD
- Amendment of Management Statement (Community Title) – 21CSM
- Amendment of Section 88B Instrument – 11R
- Annulment of Bankruptcy – 04BAN
- Bankruptcy Application – 04BAP
- Cancel Recording of Writ – 09WW

- Cancellation of Caution – 17CC
- Cancellation of Caution by Official Search on Qualified Title – 11R
- Cancellation of Charge – 11R
- Cancellation of Easement (merger of tenements) – 20 ECE
- Cancellation of Easement by Abandonment – 20EA
- Caveat – 08X\*  
*Where the estate or interest claimed is other than arising from an unregistered mortgage, loan agreement or deed of charge.*
- Certificate of Title: issue of computer, consolidated or separate – 11R
- Certificate of Title: request for production pursuant to section 12(1)(a) Real Property Act 1900 – 11R
- Change of Address of Association (Community Title) – 11R
- Change of Address of Owners Corporation (Strata Scheme) – 15CA
- Change of By-laws – 15CB
- Change of Name – 10CN
- Charge pursuant to:\*
  - *Bankruptcy Act 1966* – 11R
  - *Contaminated Land Management Act 1997*
  - *Criminal Assets Recovery Act 1990*
  - *Fines Act 1996*
  - *Proceeds of Crime Act 1987* – 11R
  - *Protection of the Environment Act 1997*
  - *Social Security Act 1991*
  - *Victims Compensation Act 1996*
- Conservation Agreement – 11R
- Covenant Charge – 13CVC
- Cross-easements – 11R
- Determination of Lease or Sub-lease (by expiry, re-entry) – 11R\*
- Determination of Title Boundary – 14TB
- Discharge of Mortgage – 05DM
- Expiry of Initial Period (Strata Schemes) – 11R
- Extinguishment of Easement – 20ECE
- Extinguishment of Obsolete Restrictive Covenant – 13RCE
- Extinguishment of Positive Covenant – 13PRE
- Extinguishment of Restriction on the Use of Land – 13RRE
- Foreclosure of Mortgage – 04FM\*  
*Only the order for foreclosure by the Registrar General must be marked.*
- Injunction – 11R
- Instrument of Conversion (Community Title) – 21CE
- Instrument of Severance (Community Title) – 20CIS
- Lease 07L dated on or after 1/1/2008 except for a lease in respect of which a lump sum payment is made whether 'rent' or 'premium'
- Memorandum – 16LM
- Merger of Mortgage, Lease or Charge – 11R
- Modification of Restriction on the Use of Land – 13RVM
- Modification of an Easement – 20EM
- Modification of a Positive Covenant – 13PVM
- Modification of Restriction on the Use of Land – 13RVM
- Mortgage by a Natural Person – 05M (for owner occupied housing)
- Native Vegetation Property Agreement – 11R
- New Certificate of Title – 12PV
- Notice of Change of Address for Service of Notices or Change of Name of Caveator – 08CX
- Notice of Death – 02ND
- Order of Court (extending a caveat) – 11R
- Order of Strata Schemes Board – 15SO
- Particulars relating to a Lease of Crown Land – 19MB
- Positive Covenant – 13PC
- Positive Covenant affecting land vested in a Prescribed Authority – 13PVP
- Positive Covenant for maintenance/repair of Easement site – 11R
- Postponement of Mortgage – 05PM
- Proposed Acquisition – 11R
- Preparation of Lapsing Notice – 08LX
- Record a Caveat on the Certificate of Title – 11R
- Record a Registered Deed on a Qualified Title – 17QD
- Record a Subsisting Interest on a Qualified Title – 17QS

## MORE INFORMATION



[www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)

### OSR directory

#### Duties (Conveyances, mortgages, contracts)

Phone: 1300 139 814\*

Fax: (02) 9689 8280

Email: [duties@osr.nsw.gov.au](mailto:duties@osr.nsw.gov.au)

#### Duties returns and gaming

(Hire of goods, parking space levy, insurance protection tax, gaming and racing)

Phone: 1300 139 817\*

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Post and payments:

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#### OSR offices:

**Parramatta** (Head Office)  
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Parramatta

#### Sydney

Level 3, 55 Hunter Street,  
(counter services only)

#### Newcastle

Level 2, 97 Scott Street,  
(counter services only)

#### Wollongong

Level 6, 90 Crown Street,  
(counter services only)

Phone enquiries

8.30 am – 5.00 pm, Mon. to Fri.

Counter services

8.30 am – 4.30 pm, Mon. to Fri.

\*Interstate clients please call (02) 9689 6200.

Help in community languages is available.

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## Documents which DO NOT require stamping or marking by OSR (cont.)

- Record New Registered Proprietor by way of a vesting by statute in the NSW Crown (S46C RP Act 1900) – 04RP\*

- Record a New Registered Proprietor under S12(4) *Trustee Act 1925* – 04RP \*

*Where pursuant to provisions of a will.*

- Release of Restriction on the Use of Land – 13RRE
- Release of Positive Covenant – 13PRE
- Removal of Notification (various Housing Acts) – 17BD
- Removal of Notification (Darling Harbour Authority Act 1984) – 11R
- Removal of Notification (S39B RP Act 1900) – 11R
- Removal of Restrictions (Crown Land) – 13KR
- Removal of Recording (S32(6) RP Act 1900) – 11R
- Rescission of Resumption – 11R
- Restriction on the Use of Land – 13RU
- Restriction on the Use of Land vested in a Prescribed Authority – 13RVP
- Restriction on the Use of Land by a Prescribed Authority – 13RPA
- Resumption Application – 11R
- Sublease 07SL dated on or after 1/1/2008
- Termination of Strata Scheme – 15ST\*

*Where the new folio of the Register will be created in the names of the proprietors of the former lots as tenants in common in shares proportional to the unit entitlement of their lots.*

- Transfer – 01T\*  
*Effecting a change in tenancy only, Joint Tenants to Tenants in Common in equal shares or Tenants in Common in equal shares to Joint Tenants.*
- Transfer – 01T (Severance of tenancy) Where more than one tenant severs a joint tenancy\*
- Transfer by way of Discharge of Mortgage – 01T

- Transfer creating Profit à Prendre or Forestry Right – 01TH
- Transfer Granting Easement – 01TG

- Transfer Releasing Forestry Rights – 01TR\*

*Where the Forestry Commission of NSW is the proprietor of the rights.*

- Transfer Releasing Profit à Prendre – 01TR\*

*Where the Forestry Commission of NSW is the proprietor of the Profit à Prendre.*

- Transfer of Charge or Mortgage – 01TL
- Transfer Unilaterally Severing a Joint Tenancy – 01TJ

- Transmission Application – 03TA\*  
*Where the applicant is an executor, administrator, trustee.*

- Variation of Easement – 20EV
- Variation of Lease 07VL dated on or after 1/1/2008

- Variation of Mortgage – 05VM
- Variation of Positive Covenant – 13PVM

- Variation of Restriction on the Use of Land – 13RVM

- Withdrawal of Caveat – 08WX

- Writ – 09W