

Electronic Duties Returns – OSR Approved Settlement Rooms

NSW Home Builders Bonus (HBB)

Checklist for processing an off the plan purchase of a new home where construction has commenced
(S87V – 25 per cent duty reduction)

Documentation required

- Unstamped original agreement for sale of land
- Unstamped original transfer (duty of \$10.00 is payable)
- Original OSR Duties Notice of Assessment

Procedures

- Confirm the transfer is in conformity (s18(2)) or not in conformity (s18(3)) with the agreement for sale of land
- Confirm the 'Doc Type' on the Duties Notice of Assessment is 'Transfer Off Plan' and the purchasers are the same as on the agreement for sale of land
- Process the transfer in conformity or not transfer in conformity as applicable
- Stamp the transfer in accordance with the details on the EDR confirmation statement
- Write the transaction number in the space provided

Do not stamp the agreement for sale of land

Send the following documents to the Office of State Revenue:

- this form
- a copy of the front page of the unstamped agreement for sale of land
- a copy of the stamped transfer
- a copy of the Duties Notice of Assessment
- a copy of the EDR confirmation statement

Post: EDR Unit, GPO Box 4042 Parramatta 2150

Fax: (02) 9689 6305

Email: edr@osr.nsw.gov.au

Please contact us on 1300 308 863 if you require assistance.



**Office of
State Revenue**