

# Application for a land tax clearance certificate

*Land Tax Act 2010 ss. 59 & 60*

Complete all parts of this form and return it (with payment of \$33.15) to the Office of State Revenue (cheques made payable to Commissioner of State Revenue). See reverse for address details.

<b>Purpose of application</b>	<input type="checkbox"/> Purchase <input type="checkbox"/> Mortgagee enquiry <input type="checkbox"/> Owner enquiry				
<b>Date of possession/settlement</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
<b>Land details</b>	Property description (if more than two, attach a separate sheet)	Lot	Plan type (e.g. RP, SP) and number	Parish	Area
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Contact</b>	Capacity in which application is lodged (e.g. Purchaser/Agent/Owner): <input type="text"/>				
	Your reference	<input type="text"/>			
	Lodger's name	<input type="text"/>			
	Lodger's address	<input type="text"/>			
		<input type="text"/>			Postcode <input type="text"/>
	Contact name (if agent)	<input type="text"/>			
	Telephone	<input type="text"/>	Facsimile	<input type="text"/>	
<b>Parties</b>	Vendor's name <input type="text"/>				
	Owner's name (if different from Vendor) <input type="text"/>				
	Purchaser's name <input type="text"/>				
	Lender's name (only if refinancing) <input type="text"/>				

# Lodging your clearance certificate application

**Electronically:** Users can lodge applications directly through CITEC CONFIRM and be billed online. To take advantage of this service, please call the CITEC CONFIRM Hotline on (07) 3222 2700 or 1800 773 773 (from outside the Brisbane metropolitan area) or visit their website: [www.confirm.com.au](http://www.confirm.com.au)

Where clearance applications can be processed automatically, the certificate will be issued immediately. Where the application has to be referred to the Office of State Revenue for processing, the same service standard applies as to other methods of lodgement. See below.

**By mail:** Office of State Revenue  
GPO Box 2476  
Brisbane Qld 4001

**In person:** **Queensland Government Service Centres (QGSC)**

**Brisbane** Upper Plaza, 33 Charlotte Street

**Cairns** 5B Sheridan Street

**Maroochydore** 12 First Avenue

QGSC Cashiers 8.30 am to 4.30 pm

**Office of State Revenue (OSR)**

**Rockhampton** Level 3, 209 Bolsover Street

**Townsville** Level 7, 61–73 Sturt Street

OSR Cashiers 8.30 am to 4.00 pm

For all land tax clearance enquiries, please call: **1300 300 734**

Visit our website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au) to obtain public rulings, information and approved forms relating to this and other State taxation subjects.

## **Service standard for delivery:**

The anticipated turn-around time for providing a certificate is 10 days; however, in some instances, such as where plans of subdivision have been recently lodged, or relevant information is not available, this time may extend.

Please ensure that your application is lodged with sufficient time to ensure that there are no delays in settlement.