



# Documents to be supplied

*Pre approval = submit with application*

*Post approval = send when you receive notification that application has been approved*

Supplied by	Document	Pre Approval	Post Approval
Seller	Application to Sell	√	
Seller	Acknowledgement of payment received		√
Seller (if company)	Recent company extract from Australian Securities Commission	√	
Seller (if company)	Company seal (must be placed on documents signed on behalf of a company)	√	

Buyer	Application to Buy	√	
Buyer	Transfer Fee \$174.95		√
Buyer	Proof of Stamp Duty Paid	√	
Buyer	National Police Certificate <b>OR</b> 'T' Extension for applicant	√	
Buyer (if company)	Memorandum & Articles of association or certified copy	√	
Buyer (if company)	Recent company extract from Australian Securities Commission	√	
Buyer (if company)	'T' Extension <b>OR</b> National Police Certificate for all company directors	√	
Buyer (if company)	Company seal (must be placed on documents signed on behalf of a company)	√	
Buyer (if trust)	Trust Deed or certified copy	√	
Buyer (if trust)	'T' Extension <b>OR</b> National Police Certificate for all trustees.	√	

## In the case of a Deceased Estate

Executor of Estate	Original Probate documents or certified copies	√	
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### National Police Clearance

Applications can be made at any Australia Post outlet for a fee of \$51.00

Most applicants will receive their certificate within 5 working days.

### Stamp Duty *(must be assessed and paid before lodging the application with PSBU)*

Can be lodged for assessment by sending the completed transfer application to the Office of State Revenue or taking the application to your local courthouse (not all courthouses offer this service).

**Enquiries:** 9262 1100

**Country Callers:** 1300 368 364

**Postal:** Office of State Revenue

GPO Box T1600

Perth WA 6845