# Titles Registry Drop Box Lodgement Instructions

## How to complete the Drop Box Lodgement Agreement

* Enter the lodger name and code
* Acknowledge establishment of priority by printing your name and signing/dating the form
* Enter in your documents in the order they are to be lodged, noting the type of document (i.e. Form and any supporting documentation – ‘Form 1 Transfer and Trust Details Form’), number of pages, document lodgement fee and number of cheques (if paying by cheque).
	+ Documents will be lodged in the order shown on the form
	+ Please see example of completed Drop Box Lodgement Agreement
* Place the Drop Box Lodgement Agreement at the front of your lodgement with the associated cheques or Credit Card Payment Request
	+ Please see example of completed Credit Card Payment Request
* Enclose all of the above documentation in a sealed envelope and write your lodger name and code on the front of the envelope
* Place the sealed envelope in the Drop Box at Level 11, 53 Albert Street, Brisbane QLD 4000.

## Lodger Details are required to be on every document

* This includes:
	+ Name/Firm Name
	+ Email Address
	+ Contact number
	+ Lodger Code (if applicable)

## Correct Lodgement amount is required

Go to <https://www.business.qld.gov.au/> and search “Titles Fee Calculator” to find the lodgement fees.

* + Correct monies should be submitted as refunds may not be available at this time.
	+ Credit Card forms must be completed in full for lodgement to proceed.

## Documents must be complete

Go to <https://www.business.qld.gov.au/> and search “Completing the Forms” for Guides on some forms.

* If Duty Notation is required, contact the Office of State Revenue before Depositing Documents.

## Checklist

Please ensure that you have completed the following prior to submitting your lodgement via drop box:

* Completed the Drop Box Lodgement Agreement – entering type of document in order of lodgement
* Lodger details are noted on each form (Name, Email Address, Contact number and Lodger code)
* Duty notation (if required)
* Correct payment – please refer to the online fee calculator
* Payment by cheque or Credit Card Payment Form – no cash accepted
* Documentation to be placed into a sealed envelope with the lodger name and code noted on the face of the envelope

DROP BOX LODGEMENT AGREEMENT

Lodger’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodger Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(If applicable)*

I acknowledge and accept that lodgement priority for these dealings will be established only when they are entered into the Automated Titles System (ATS).

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Order of Documents | Type of Document | Number of Pages | Document Lodgement Fee | Number of Cheques |
| 1 |  |  |   |  |
| 2 |  |  |   |  |
| 3 |  |  |   |  |
| 4 |  |  |   |  |
| 5 |  |  |   |  |
| 6 |  |  |   |  |
| 7 |  |  |   |  |
| 8 |  |  |   |  |
| 9 |  |  |   |  |
| 10 |  |  |   |  |
|  |  | **TOTAL AMOUNT** | **$**  |  |