

Titles Drop Box Lodgement Instructions

Please follow these instructions when using our Brisbane-based, contact free, drop box facility – otherwise your documents will be returned to you without being lodged.

Complete the Drop Box Lodgement Agreement ([example](#))

- Enter your lodger name and lodger code (if applicable)
- Acknowledge establishment of priority by printing your name and signing/dating the form
- List your documents in the order they are to be lodged, stating the type of document: i.e Form number and any supporting documentation – e.g. '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
- Place the Drop Box Lodgement Agreement at the front of your documents to be lodged along with the associated cheques or credit card details
- Enclose all of the above documentation in a sealed envelope and write your lodger name and code (if applicable) on the front of the envelope
- Place the sealed envelope in the Drop Box at Level 7, 259 Queen Street, Brisbane City. Please note the site is contact free.

Lodger Details are required on every form

Include – Name/Firm Name; Email Address; Contact number; Lodger Code (if applicable)

Fees & payment

Cheques (made out to **Queensland Titles Registry Pty Ltd**) or credit card details ([form](#)) is required to accompany the documents being lodged. Documents placed in the Drop Box without the correct required fee/s will be returned to the lodger without being lodged. **Cash is not accepted.**

Click [here](#) for information on lodgement fees.

Documents must be complete

Click [here](#) for guides on completing common forms. Note: 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 the 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 (if applicable) noted on the face of the envelope

Office

Level 7, 259 Queen St.
Brisbane City QLD 4000

Postal

GPO Box 1401
Brisbane QLD 4001

Contact

07 3497 3479
info@titlesqld.com.au
www.titlesqld.com.au

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	\$	