

Guide to Completion for
Form 20 — Lease Declaration



Table of Contents

Introduction	3
Background	3
Paragraph 1	3
Paragraph 2	3
2.1 – Which Fields in Paragraph 2 need to be completed?.....	4
Examples	5
Example 1 - Whole of the Land:.....	5
Example 2 - Part of the Land	5
Example 3 – Whole of a Building – Only building on the Title	5
Example 4 – Whole of a Building - More than one building on the Title	5
Example 5 – Part of a Building – Only Building on Title – Whole level being leased	6
Example 6 – Part of a Building – Only Building on Title – Part of Level being leased	6
Example 7 – Part of a Building – Multiple Buildings on Title – Whole level being leased	6
Example 8 – Part of a Building – Multiple Buildings on Title – Part of a Level being leased.....	6
2.2 Land Description.....	7
2.3 Lease extent	7
2.4 Part of land area description:.....	7
2.5 Building premises designation:.....	7
2.6 Building level:.....	7
2.7 Building identifier:	7
2.8 Building sketch reference:	8
Paragraph 3	8
3.1 Lease Type.....	8
3.2 Area/Volume.....	8
Paragraphs 4 to 7 (Leased Area Conflicts).....	8
Example where a conflict exists (single statement):	8
Example where a conflict exists (multiple statements):	8
Example where no conflict exists:.....	9
Execution of the Declaration	9

Introduction

A Form 20 – Lease Declaration is required to be deposited with all leases lodged on or after 22 April 2025 that are prepared using a Form 7 – Version 6 or earlier.

This guide to completion contains general information to assist lodgers to complete a Form 20 – Lease Declaration. The Form 20 - Lease Declaration is available online at [Forms - Titles Queensland](#)

Background

Changes to lease practice introduced a new version of the Form 7 - Lease/Sublease (Version 7) from 31 March 2025. The updated Form 7 includes additional information to that shown on previous versions of the Form 7.

If a Lease is prepared using Form 7 (version 6 or older), and lodged on or after 22 April 2025, additional information is required so that the lease can be processed. This additional information must be provided by depositing a properly completed and executed Form 20 – Lease Declaration.

General guidance about making a Statutory Declaration is set out in [Part 20-2040] of the [Land Title Practice Manual \(LTPM\)](#).

The headings below contain specific guidance that relates to each paragraph that needs to be completed on the Form 20 – Lease Declaration.

Paragraph 1

The declarant must provide their authority for making the declaration, either as the lessee or on behalf of the lessee. If the declarant is making the declaration on behalf of the lessee, they must state in what capacity they are making the declaration (e.g. legal practitioner, attorney under registered power of attorney).

Paragraph 2

Complete the relevant fields to provide the description of the premises being leased. Both subsection a) and b) must be completed.

The fields which need to be completed in subsection 'a)' will depend upon the type of premises that is being leased e.g. 'whole of the land' or 'part of a building'.

This section is comprised of various sub-headings which correspond with the available fields in Paragraph 2.

Example of Paragraph 2, showing the fields that can be completed:

2. The premises being leased is described as follows:

- a) [Lease extent](#)

- [*Part of land area description](#)

- [*Building premises designation](#)

- [*Building level:](#)

- [*Building identifier](#)

- [*Building sketch reference](#)

- [*delete statements that are not applicable](#)

- b) [Land Description](#)

Hint: click on any field in the example above for more information.

The first step in completing Paragraph 2, is to identify which of the fields need to be completed. Statements in Paragraph 2 that are marked with an '*' and are not applicable to the type of premises being leased, can be deleted or ruled through.

Where only one premises is being leased, complete the relevant fields to provide the description of the premises.

Where there are multiple premises being leased, Paragraph 2 should be repeated in the declaration for each leased premises.

2.1 – Which Fields in Paragraph 2 need to be completed?

The table below shows which fields in Paragraph 2 may be required for each type of leased premises:

Example Number	Type of Leased Premises	Paragraph 2 Fields					
		Lease Extent	Part of Land Area Description	Building Premises Designation	Building Level	Building Identifier	Building Sketch Reference
<u>1</u>	Whole of the land	✓					
<u>2</u>	Part of the land	✓	✓				
<u>3</u>	Whole of a building <ul style="list-style-type: none"> only building on title 	✓		⊙		✓	⊙
<u>4</u>	Whole of a building: <ul style="list-style-type: none"> more than one building on title 	✓		✓		✓	✓
<u>5</u>	Part of the building: <ul style="list-style-type: none"> only building on title whole level being leased 	✓		⊙	✓	✓	⊙
<u>6</u>	Part of the building: <ul style="list-style-type: none"> only building on title part of level being leased 	✓		✓	✓	✓	✓
<u>7</u>	Part of the building: <ul style="list-style-type: none"> multiple buildings on title whole level being leased 	✓		✓	✓	✓	✓
<u>8</u>	Part of the building: <ul style="list-style-type: none"> multiple buildings on title part of level being leased 	✓		✓	✓	✓	✓

✓ Must Complete

⊙ Complete if a sketch is deposited which includes this information.

Examples

The examples of the various lease types which have been included below show the fields which should be completed for each premises type. In these examples, the inapplicable statements have been deleted entirely.

Example 1 - Whole of the Land:

Where the lease is for the **Whole of the Land** (a lease of the whole of one or more lots) the following fields must be completed:

2. The premises being leased is described as follows:
 - a) Lease extent: Whole of the Land
 - b) Land Description: Lot 1 on SP789101

Example 2 - Part of the Land

Where the lease is for **Part of the Land** (a lease of part of one or more lots), the following fields must be completed:

2. The premises being leased is described as follows:
 - a) Lease extent: Part of the land
*Part of land area description: Lease A on SP123456
 - b) Land Description: Lot 1 on SP789101

Example 3 – Whole of a Building – Only building on the Title

Where the lease is for the **Whole of a Building**, if the lease is the only building on the relevant title the following fields will need to be completed:

2. The premises being leased is described as follows:
 - a) Lease extent: Whole of a Building
*Building identifier: the only building
 - b) Land Description: Lot 1 on SP789101

Example 4 – Whole of a Building - More than one building on the Title

Where the lease is for the **Whole of a Building**, if the lease is not the only building on the relevant title the following fields will need to be completed:

2. The premises being leased is described as follows:
 - a) Lease extent: Whole of a Building
*Building premises designation: Building 3
*Building identifier: Building 3
*Building sketch reference: MPS 1345 v1
 - b) Land Description: Lot 1 on SP789101

Example 5 – Part of a Building – Only Building on Title – Whole level being leased

Where the lease is for **Part of a Building + Only building on the title + Lease of whole level** the following fields will need to be completed:

2. The premises being leased is described as follows:

- a) Lease extent: Part of a Building
 - *Building level: Ground Floor
 - *Building identifier: the only building
- b) Land Description: Lot 1 on SP789101

Example 6 – Part of a Building – Only Building on Title – Part of Level being leased

Where the lease is for **Part of a Building + Only building on the title + Lease of part level** the following fields¹ will need to be completed:

2. The premises being leased is described as follows:

- a) Lease extent: Part of a Building
 - *Building premises designation: Shop 5
 - *Building level: Ground Floor
 - *Building identifier:¹ the only building
 - *Building sketch reference: MPS 1345 v1
- b) Land Description: Lot 1 on SP789101

¹**Note:** Insert a specific Building identifier if one is completed on the sketch (e.g. Building A)

Example 7 – Part of a Building – Multiple Buildings on Title – Whole level being leased

Where the lease is for the **Part of a Building + Multiple buildings on the title + Lease of whole level** the following fields¹ will need to be completed:

2. The premises being leased is described as follows:

- a) Lease extent: Part of a Building
 - *Building level: Ground Floor
 - *Building identifier: Building A
 - *Building sketch reference: MPS 1345 v1
- b) Land Description: Lot 1 on SP789101

Example 8 – Part of a Building – Multiple Buildings on Title – Part of a Level being leased

Where the lease is for the **Part of a Building + Multiple buildings on the title + Lease of part level** the following fields will need to be completed (*indicates an optional field for this example):

2. The premises being leased is described as follows:

- a) Lease extent: Part of a Building
 - *Building Premises Designation: Shop 5
 - *Building level: Ground Floor
 - *Building Identifier: Building A
 - *Building sketch reference: MPS 1345 v1
- b) Land Description: Lot 1 on SP123465

2.2 Land Description

Complete the Land Description for the parcel of land containing the premises being leased in subsection 'b'.

The 'Land Description' must only include the 'Lot on Plan Description' for the land containing the premises being leased.

If there are multiple premises (e.g. part of the land and part of a building), the whole of Paragraph 2 (including subsection 'b')) must be repeated for each of the premises being leased.

2.3 Lease extent

Where the whole of every lot or the whole of every water allocation in the title(s) described in Item 2 in the Form 7 that the Lease Declaration relates to, is being leased, insert 'Whole of the land', or 'Whole of the lot(s)' or 'Whole of the water allocation(s)'.

Where only part of the land is being leased, insert 'Part of the land'.

If the whole of a building is being leased, insert 'Whole of a building'.

If only part of a building is being leased, insert 'Part of a building'.

2.4 Part of land area description:

For use only for leases of part of the land (and not leases of part of a building).

If only part of the land described in Item 2 on the Form 7 that the Lease Declaration relates to, insert in Paragraph 2 'Lease [identifier] on SP [number] (must be a survey plan that has been registered or lodged)'.

2.5 Building premises designation:

For use only for leases of buildings (and not for leases of land).

Describes the part of the building being leased – e.g. 'Shop 5'.

Optional for leases of the whole of a level unless there is a building premises designation specified in the lease sketch.

When completing the field insert the description of the leased premises as shown in the description on the lease sketch (e.g. 'Shop 5').

The 'Building premises designation' in Paragraph 2 and that identified in the lease sketch must be identical.

2.6 Building level:

For use only for leases of part buildings (and not for leases of land or of whole buildings).

Describes the level of a building being leased e.g. 'Level 3'. The Building level in Paragraph 2 and that identified in the lease sketch must be identical.

2.7 Building identifier:

For use only for leases of buildings (and not for leases of land).

Describes the building being leased – e.g. 'Building A'.

Complete with 'the only building' for leases of the only building on a lot, unless a building identifier is included in the lease sketch.

Where there are multiple separate buildings on the land and each building has been given an identifier, insert the identifier that corresponds to the premises being described.

In either case, the 'Building identifier' in Paragraph 2 must be consistent with the lease sketch.

2.8 Building sketch reference:

For use only for leases of buildings (and not for leases of land) where a lease sketch is attached.

This refers to the Building sketch reference allocated to the lease sketch e.g. 'MPS 1345 v1'

The Building sketch reference must be identical to that allocated to the lease sketch.

Paragraph 3

Complete the relevant fields to provide the details of the Lease Type and Area/Volume, as set out below.

3.1 Lease Type

Select the appropriate Lease Type in the dropdown provided. No other lease types will be permitted. Note that 'Commercial' includes industrial, office, and retail tenancies.

3.2 Area/Volume

Include the Area/Volume in numerals of the total area being leased in the space provided. The available Area options are – Square Metres and Hectares. The available Volume options are Cubic Metres and Megalitres (for leases of Water Allocations). If the lease combines different options show each option.

Paragraphs 4 to 7 (Leased Area Conflicts)

All paragraphs in 4-7 must either be completed or deleted. The purpose of paragraphs 4-7 is to confirm that there is no conflict in the leased area in the lease being registered and any lease that is currently registered on title (including unregistered dealings).

If there is a conflict between an existing leased area and the leased area in the lease being lodged, one or more of the statements in paragraphs 4-6 must be completed. In these circumstances complete each of the statements which is relevant.

If there is no conflict in the leased area between the lease being registered and a lease that is currently registered on title, only the final statement in paragraph 7 will apply, and the first 3 (in paragraphs 4-6) should be deleted.

Note on Subleases: If the lease is a sublease, there will be no conflict in the leased area with the head lease. You should only complete paragraphs 4-6 if there is a conflict of the leased area with another lease or sublease.

Example where a conflict exists (single statement):

4. *The time for the exercise of the option in a registered Lease has ended and the option has not been exercised for Lease no. 712365410

Example where a conflict exists (multiple statements):

4. *The time for the exercise of the option in a registered Lease has ended and the option has not been exercised for Lease no. 712365410
6. *This lease of the premises described in Paragraph 2 will be concurrent with another registered Lease(s). Registered Lease no. 723219860

Example where no conflict exists:

7. *The premises described in Paragraph 2 are not, either wholly or partly, the subject of any other lease currently lodged or registered.

Execution of the Declaration

The requirements for the execution of the declaration are the same as for any other declaration, refer to Part [20-2040] of the [Land Title Practice Manual](#) for more information.

Note: If there is more than one Lessor, only one Lessor (or their representative) is required to give a declaration on the Form 20 – Lease Declaration.