

## Purpose

Use this procedure to enter a **Surrender of Land Interest—Easement** into *OSRconnect*.

## Trigger

Perform this procedure when your client lodges a Form 10 Surrender of Easement relating to the surrender of an easement over land in Queensland.

## Definition of easements

An easement is a right that a party has to access some or all of the (usually adjoining) property of another. Examples of easements include:

- a right of way (this is a right to pass over another person's land, such as a driveway)
- a right to lay pipes for water or sewage
- a right of access to infrastructure (e.g. power/phone lines).

## Helpful hints

- Have all transaction details to hand before starting the data entry process.
- Note that any deed or other instrument that accompanies the Form 10 Surrender (and details the identical transaction) should be stamped with the same endorsement as for the Form 10.

## Procedure

1. In this scenario an easement right is being surrendered. This would typically occur when (for example) an access right for a right of way is being surrendered.  
Start the process in the **Task Overview**.
2. Click the **Forms** tab.
3. Select **Lodge a New Form**.
4. Click **Next**.
5. The **Transaction Statement Form OSR – D12.6** is displayed.
6. Scroll to maximise the form view.
7. Enter **Your reference** for this transaction.
8. Select the **Transaction class** from the drop-down list—e.g. **Transfer of Residential Land**.
9. Select the **Type of dutiable transaction** as **Surrender of Land in Qld/Site area**.
10. Select the **Type of dutiable property** as **Land in Queensland**.
11. Enter or select the **Transaction/Document date**.
12. Answer the question: **Is there an agreement in writing?** Select **No** if the Form 10 Surrender of Easement is not accompanied by a deed.
13. Record the details of the **Servient Tenement** in the **Lot and plan** section.
14. Enter the lot number in the **Lot from** field.
15. Select the **Plan type** from the list.
16. Enter the **Plan number**.
17. Select the **Transferor** type and enter the name details—the transferor is the party surrendering the easement (the grantee).
18. Select the **Transferee** type and enter the name details—the transferee for a surrender of easement is noted on the Form 10 as the grantor.
19. For individuals, the **Date of birth** must be entered.
20. Enter the **Interest acquired** by this transferee as a percentage.
21. Enter the grantor address details in the **Transferee address** fields.  
Use capitals to note the **Suburb/Town**.  
Click the **Add Transferee** button to note additional grantors (if applicable).

22. Answer the question: **Are the transferor and transferee related?** **Note:** evidence of value is generally not required for a surrender of easement.
23. Note if **the consideration is less than the unencumbered value...** This is generally **No** for a surrender of easement.
24. Answer the question: **Is an exemption being claimed?** This is generally **No** for a surrender of easement.
25. Enter the consideration paid for the surrender in the **Consideration / Unencumbered value of ENTIRE property** field.
26. Select **No** to the question asking if this transaction **is part of an arrangement involving other dutiable transactions** (to note it is not part of a **section 30** aggregation).
27. Enter your full name in the **Name** field.
28. Enter your **Contact phone** number in the field.
29. Check the box to complete your acknowledgement.
30. Scroll to the top of the screen.
31. Click **Check Form Data** to verify the data entered.
32. The status message advises of any errors in the form.
33. **Note:** the **Duty payable** will be **\$0.00** where the consideration is \$5,000.00 or less.
34. Click **Next** to start the lodgement process or **Save Draft** to save this transaction in **Filing** in the **Task Overview**.
35. End of process.  
Refer to the tutorial **Submitting a Transaction** for instruction on the lodgement process.