GOVERNMENT OF
WESTERN AUSTRALIA

Landgate

Guide to submitting EAS Only

This guide is intended as general information only. If you are uncertain of your rights or interests, please seek professional legal advice. Landgate staff are not able to give legal advice or to draft your documents. Please read our **Disclaimer**.

Contents

1 Overview

Welcome to Property Reporting Online (PRO) system. This system will enable the users to submit an electronic advice of Sale (EAS), a re-enquiry, advice of sale only, as well as collect the government requested information quickly and easily. For the purpose of this example, the initiating agency (you) are representing the Incoming proprietor (purchaser).

This example will assist you in submitting an EAS only for a transfer of land between an Australian sole proprietor and an Australian sole incoming proprietor.

2 Data Entry

In order to submit an EAS only via Property Reporting Online (PRO), log into MyLandgate and select the Property Reporting Online on the 'Conveyancer channel', this takes you to the dashboard of your agency.

Note: Both purchasers' and sellers' representative can initiate a transaction and invite the other. In this example, we assume that the initiating agent is the purchasers' representative.

- To start a new transaction, select 'New' from top left corner of the dashboard.

Note: You can use 'tab' to navigate through the fields on a page and use enter to go to the next page.

- Select 'New' to start a transaction.

2.1 Contract Details

You are required to enter the contract details on the first page.

Note: You can copy information from another source and paste it into the fields in PRO or you can select data from another source and drag and drop into the PRO fields with ease.

- Enter your 'Agency File Reference' if applicable.
- Choose the type of transaction from the dropdown menu. Choose 'Transfer' for this example.
- *Add 'Contract Date' (cannot be a future date).
- *Add 'Settlement Date' (Must be after contract date).

Note: Settlement date must be within 3 months before or after the date of EAS submission.

- Check 'Resumption' (only if applicable).
- *Enter 'Contract Sale Price' as a whole dollar value, with no commas or decimal point. Include GST if any.
- Select Next to go to the 'Add titles' page to add details from the certificate of title.

2.2   Title and Property Details

On the Add titles page, you are required to provide relevant property details.

- Enter the 'Volume and Folio' and/or the 'Lot and Plan' of the property being transacted on. You do not need to add prefixes or suffixes.
- Select the 'magnifying glass' on the right hand side (RHS).
- Check the tick box on the RHS for the correct property and select 'Add Selected'

Note: In case of multi lot properties, the record will bring up all the lots contained within the Certificate of Title.

- Confirm the property details on the next page.
- Select anywhere on the property row to expand the property details.

a.

b.

Note: All properties in the same transaction must have identical Proprietors on title and Incoming Proprietors, and the interest transferred for each property must be identical. if not identical, you will need to submit a separate EAS.

- Select all applicable land usage (more than one may be applicable).
- Select the applicable building status.
- Check 'Landgate please investigate' only if there is a discrepancy in the property address.
- Select 'Next'.

2.3   Proprietor Details

On the next page, you will be able to confirm the details of proprietor/s on title (seller) and also add the incoming proprietor/s (buyers).

a.

Note: You can choose to add or delete a proprietor on title if/when necessary using the 'bin' icon.

- You can edit the 'Date Acquired' and 'Date Vacated' fields and enter the 'Date Deceased' field where necessary.
- Tick the box next to 'All proprietors on title were resident at last 30 June' if applicable. This will pre-populate the 'Address Now' field in the seller's profile.
- Select the 'Will all buyers reside' if appropriate. This will pre-populate the 'Future address' field in the buyer's profile.

b.

- To add an Incoming Proprietor, select 'Add Incoming Proprietor'.
- From the dropdown under 'Category', choose type of entity, for eg., Individual, Company, Trust, etc.
- Enter surname and first name and other names where applicable. Note: Surname and first names are mandatory for individuals in order to submit an EAS.
- Select 'Add' to include the new incoming proprietor to the transaction.

c.

- Represent the incoming proprietor, select anywhere on the row, and then select the thumbs up icon on the RHS.

It takes you to a page with the Incoming Proprietor's details.

While you are encouraged to enter as much information possible, you only require to complete the 'Address Now', 'Future Address' and 'Postal/Billing Address' on this page to submit an EAS.

- In order to enter the 'Address Now', select the row with 'Enter Address'. A window pops up where you can enter the address.

- Enter the current street address including the postcode.
- In case of an International address, select the 'International Address' check box on the top of the window.
- If the 'future address' is different from the pre-filled address, you can select the 'Future address' row and enter the correct address following the same steps as above.

Note: the 'Address Now' and the 'Future Address' must be a street address.

Note: in case of multiple entities in the buying or selling parties, you can use the 'copy contact details' button to copy contact details including the addresses and phone number from another Incoming proprietor where applicable. Please note that the contact details can only be copied from and to within the same parties, eg. You can't copy address from a proprietor on title to an incoming proprietor or vice versa.

- Under 'postal and billing address', if you choose 'Managing Agent', you must provide a contact name and their address.
- Tick 'As above' if the 'postal and billing address' is the same as the 'Future address, alternatively enter the correct address. Note: this may be a PO box address.

2.4 Invitations for Representatives

- Select 'Next' to go to the Invitations for Representatives page. This is where you can add and invite all the representing agencies to the transaction.

- Confirm the 'Contact name', 'Phone', and the 'Contact email address' and edit them if necessary. Note: these fields are required.

- To add another representing agency, select the row with 'Add a representative' and select the agency from the dropdown menu and then 'Add'. You can remove it if required by selecting the 'bin' icon.
- Follow the steps to add multiple representatives where applicable.

Note: you will not be able to submit an EAS until all agency contact information is provided.

2.5   Review and Save

Select 'Next' to go to the 'Review and Save' page where you can review and edit them if required before saving the transaction. This page gives you an overview of all the fields that you have completed.

If all the information required for EAS submission has been provided, there will be a green tick in the 'Property report Status' at the bottom of the page. Expanding the status row will reveal details of any missing information.

- Check the declaration at the bottom of the page and select 'Save' to save the transaction. This will not submit your EAS, it saves your transaction and generates a transaction ID.
- Keep a note of the transaction ID as you can use it to search for transactions on the dashboard page.

Once the transaction is saved, you will see a page with different options.

On this page, you can use the snapshot button to save a copy of the information as evidence of completion.

Selecting 'Cancel' will erase the entire transaction from your dashboard.

You can select 'Close', to go back to the dashboard. You can use the transaction id and/or other identifiers on the find page to retrieve the transaction.

By selecting 'EAS response', you can enquire about the status of any EAS submitted.

You can submit an EAS Re-enquiry to notify the Water Corporation, Department of planning and the Office of State Revenue of any change to the Settlement date.

Also, you can re-confirm the details before submitting an EAS by expanding each row. Select the edit button on the right to edit any information. Then save the information by selecting the 'save' icon. If you choose not to save, choose the 'Don't Save 'icon on the right. See examples below.
Once changes have been made, you will not be able to proceed without saving/not saving the data.

<u>Editing</u>

<u>Saving/ Not saving</u>

2.6   Submit EAS

- To submit an EAS, click the EAS button, which takes you to the 'Submit EAS' page showing the agency fee.

Check the relevant fees for this transaction, you'll find the total fees at the bottom of the page. Once submitted, Landgate will send details to the agencies and it will charge the submitting agency's E-BIS account at the end of the month.

- Select 'submit EAS' to submit an EAS

This generates an EAS request ID for your records.

If you want to submit an Advice of Sale only, please check the box next to 'Advice of Sale only' at the top of the 'Submit EAS' page. Please note that Ticking this box allows you to advise agencies of the change of ownership only, you will not receive rating enquiries.

You can now close the transaction by selecting 'Close' which will take to back to the dashboard.