

# Guide to submitting EAS Only

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## 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.

The screenshot shows the 'Invitations' section with a table of transactions. Below it, the 'Transactions in progress' section shows a table with columns: Agency File Reference, Party, Transaction, Title(s), Settlement Date, and Cancel. The 'Not matched with dealing' section also shows a similar table.

Agency File Reference	Party	Transaction	Title(s)	Settlement Date	Cancel
123456	JACKSON, GRAHAM TO JACKSON, SMITH	TRANSFER	2000-656	19/10/2017	X
TRAINING	JESSIE CAKES & BAKES PTY LTD TO HUMMING BIRD INTERNATIONAL	TRANSFER	2184-936	25/09/2017	X
	DOWNES TO CAKES FOR YOU	TRANSFER	1-9A	10/09/2017	X
Mia	WULFF TO JAIN	TRANSFER	1437-185	10/09/2017	X

Agency File Reference	Party	Transaction	Title(s)	Settlement Date
1	MCKENZIE TO T	TRANSFER	1-7A	06/09/2017
1234	SMITH TO MCALPINE	TRANSFER	1814-536	06/09/2017
123	MCKENZIE TO TAN	TRANSFER	1-7A	06/09/2017
Lewis McDonough - Test	SMITH TO SMITH	TRANSFER	1814-536	26/09/2017

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.

The screenshot shows the 'Add transaction' form with the following fields:

- Agency File Reference: TRAINING
- Transfer Type: TRANSFER
- Contract Date: 31/07/2017
- Settlement Date: 06/09/2017
- NOTE: Changing Settlement Date may require an EAS Re-enquiry
- Resumption:
- Contract Sale Price (AUD): \$ 500,000
- GST Payable (AUD) (if known): \$ Enter GST payable
- Non-Monetary Consideration: Enter non-monetary consideration
- Business Goodwill/ IP (AUD): \$ Enter business goodwill/ IP
- Interest Transferred: Enter interest transferred %

- 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.

The screenshot shows a web interface for adding a transaction. At the top, there are tabs for 'New' and 'Find'. Below this is a progress indicator with five dots, the second of which is highlighted in green. The main heading is 'Add transaction'. Underneath, there is a section for 'Add titles'. The 'Title(s)' section contains a search form with fields for 'Volume' (1814), 'Folio' (536), 'And/Or', 'Lot', and 'Plan'. A search icon is visible to the right of the 'Plan' field. Below the search form is a 'Property Search Results' table with one row containing '1814-536', '752/D61765', and 'SMITH'. A checkmark is present in the rightmost column of this row. Below the table are 'Clear Results' and 'Add Selected' buttons. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons.

- 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.

The screenshot shows the same web interface as above, but now displaying search results for 'SMITH'. The 'Title(s) for SMITH' section contains a table with the following data:

Title	Lot/Plan	Property Address	Area (sqm)
1814-536	752/D61765	241 BEECHBORO RD N EMBLETON 6062	1801

Below the table is an 'Add Property' button. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons.

b.

New Find

Add transaction

Add titles

Title(s) for SMITH

Title	Lot/Plan	Property Address	Area (sqm)
1514-536	752/D61765	241 BEECHBORO RD N EMBLETON 6062	1801

Land Usage:  Residential,  Industrial,  Vacant Land,  Utility / PS,  Rental,  Sports / Recreation,  Primary Production,  Quarry / Mine,  Commercial

Building Status:  New Building,  Landgate please investigate

Address Incorrect:  Landgate please investigate

Add Property

Cancel Previous Next

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.

New Find

Add transaction

Proprietors

Proprietors on Title

Name	Representing Agency
SMITH, LAURA TRISH	Unrepresented

Add Proprietor on Title

Date Acquired:  Vacated  Deceased

All Owners resident at last 30 June

Incoming Proprietors

Will all buyers reside

Name	Representing Agency
------	---------------------

Add Incoming Proprietor

Cancel Previous Next

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.

The screenshot shows the 'Landgate Property Reporting Online' interface. It features a search bar at the top and two main sections: 'Proprietors on Title' and 'Incoming Proprietors'. The 'Proprietors on Title' section includes a table with columns for 'Name' and 'Representing Agency', and a 'Date Acquired' field. The 'Incoming Proprietors' section includes a table with columns for 'Name' and 'Representing Agency', and a 'Will all buyers reside' checkbox. There are 'Add' and 'Cancel' buttons at the bottom right of the interface.

- 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.

The screenshot shows the 'Incoming Proprietors' section of the interface. It includes a 'Will all buyers reside' checkbox and a table with columns for 'Name' and 'Representing Agency'. The table contains one entry: 'TAN, TIAN' with 'Unrepresented' as the agency. A thumbs up icon is highlighted with a red box on the right side of the row. Below the table is an 'Add Incoming Proprietor' button and a 'Cancel' button. At the bottom, there are 'Previous' and 'Next' navigation buttons.

- 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.

**Postal/Billing Address \***

**Managing Agent**

**Managing Agent Name \***

**As above**

- 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.

New Find

Invitation for Representatives

Agency	Status
ABSOLUTELY SETTLEMENTS	Initiating Agency

Agency  
ABSOLUTELY SETTLEMENTS

Contact name \*

Address  
PO BOX 303 BAYSWATER WA AU 6933

Phone \*

Contact email address \*

Status  
Initiating Agency

+ Add a Representative

Cancel Previous Next

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

Invitations for Representatives

Agency	Status
SELFREP PARTY	Initiating Agency

+ Add a Representative

Agency \*  
LANDGATE UAT CHARGING

Contact Name  
Serguei Goukassian Ajjon

Address  
\*\*\* 1 Midland Square Midland WA AU 6056

Phone

Contact E-mail Address  
Serguei.Goukassian@landgate.wa.gov.au

Add Cancel

- 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.

Agency File Ref	Settlement Date	Transfer Type	Sale Price
123	06/06/2017	TRANSFER	\$600,000

Title	Lot/Plan	Property Address	Area (sqm)
1914-000	7520911765	241 BEECHBROOK RD N EMBLETON 6002	1801

Name	Representing Agency
SMITH, LAURA TRESH	Unrepresented

Date Acquired	Vacated/Discontinued Date	Last 30 Days	EAS Required Number
24/06/2017	Vacated 06/06/2017	Non-resident	EAS Not Submitted

Name	Representing Agency
TAN, TAN	Landgate TEST - Charging

Agency	Status
Landgate TEST - Charging	Initiating Agency
A1 PROPERTY SETTLEMENTS	Included

Authority	Status
EAS	✓ Complete
ATO	✗ Incomplete

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.

Agency File Ref	Settlement Date	Transfer Type	Sale Price
TRAINING	25/06/2017	TRANSFER	\$600,000

Title	Lot/Plan	Property Address	Area (sqm)
2194-006	12 CO667D	4 FONTS PL EMBLETON 6002	1118

Name	Representing Agency
JESSIE CAHES & BAYES PTY LTD	Unrepresented

Date Acquired	Vacated/Discontinued Date	Last 30 Days	EAS Required Number
07/06/2017	Vacated 25/04/2017	Resident	

Name	Representing Agency
MUHAMMAD BINH INTERNATIONAL	SELFREP PARTY

Agency	Status
SELFREP PARTY	Initiating Agency

Authority	Status
EAS	✓ Complete
ATO	✗ Incomplete

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.

### Editing

The screenshot shows a form titled "Invitations for Representatives". At the top, there are two tabs: "Agency" and "Status". The "Agency" tab is selected, showing "ABSOLUTELY SETTLEMENTS" and "Initiating Agency". Below this, the form displays the following details:

Agency	ABSOLUTELY SETTLEMENTS
Contact name	Training Training
Address	PO BOX 303 BAYSWATER WA AU 6933
Phone	08 92737373
Contact email address	training.training@training.wa.gov.au
Status	Initiating Agency

At the bottom left, there is a button labeled "+ Add a Representative". At the bottom right, there is a "Close" icon circled in red.

### Saving/ Not saving


The screenshot shows the same form as above, but in an edit view. The fields are now input boxes with the following values:

Agency	ABSOLUTELY SETTLEMENTS
Contact name *	Training Training
Address	PO BOX 303 BAYSWATER WA AU 6933
Phone *	0892737373
Contact email address *	training.training@training.wa.gov.au
Status	Initiating Agency

At the bottom right, there are two icons circled in red: a "Save" icon and a "Don't Save" icon.

## 2.6 Submit EAS

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


**Landgate** Property Reporting Online

New Find

**Submit EAS**

Advice of Sale Only

Account Name	Number	Balance	Status
MDS LEGAL PTY LTD T_A M D S LEGAL	10032126	\$945.33	#3 Payment is overdue - Unable to transact

**Title(s)**

Volume-Folio	Lot/Plan	Property Address	Area (sqm)
1604-937	751/D61785	243 BEECHBORO RD N EMBLETON 6062	2062

**EAS Agency Requirements**

Fee Item	Fee	GST	Total Fee
<input type="checkbox"/> WESTERN AUSTRALIAN LAND INFORMATION AUTH			
<input checked="" type="checkbox"/> EAS LANDGATE FEE	\$10.45	\$1.05	\$11.50
<input type="checkbox"/> OFFICE OF STATE REVENUE			
<input checked="" type="checkbox"/> Certificate of Liability for Land Taxes	\$25.00	\$0.00	\$25.00
<input type="checkbox"/> WATER CORPORATION			
<input checked="" type="checkbox"/> Charges, Sewer Plan and Normal Meter	18/09/2017 \$43.30	\$0.00	\$43.30
<input type="checkbox"/> Charges, Sewer Plan and Specific Meter	18/09/2017 \$81.67	\$0.00	\$81.67
<input type="checkbox"/> Charges, Sewer Plan and Urgent Meter	\$81.67	\$0.00	\$81.67
<input type="checkbox"/> WA PLANNING COMMISSION			
<input checked="" type="checkbox"/> Region Scheme Certificate	\$25.00	\$0.00	\$25.00
Total for this request:			\$114.90

Comment: DATA CERTIFIED CORRECT TO THE BEST OF MY KNOWLEDGE  
 If you submit this enquiry, Landgate will send the details to the agencies and charge \$114.90 to your EBIS account at the end of the month.  
 Click cancel to exit this enquiry.  
 This is not a tax invoice. Landgate will send your tax invoice to your EBIS account at the end of the month.

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

**Success!**

EAS request submitted successfully. EAS request id: 70059124

Ok

This generates an EAS request ID for your records.


**Landgate** Property Reporting Online

New Find

**Submit EAS**

Advice of Sale Only

Account Name	Number	Balance	Status
MDS LEGAL PTY LTD T_A M D S LEGAL	10032126	\$945.33	#3 Payment is overdue - Unable to transact

**Title(s)**

Volume-Folio	Lot/Plan	Property Address	Area (sqm)
1604-937	751/D61785	243 BEECHBORO RD N EMBLETON 6062	2062

Comment: DATA CERTIFIED CORRECT TO THE BEST OF MY KNOWLEDGE  
 If you submit this enquiry, Landgate will send the details to the agencies but will not charge your EBIS account.  
 Click cancel to exit this enquiry.  
 This is not a tax invoice. Landgate will send your tax invoice to your EBIS account at the end of the month.

Cancel Submit EAS

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 you back to the dashboard.