GOVERNMENT OF WESTERN AUSTRALIA

Landgate

Guide to submitting an Electronic Advice of Sale on Property Reporting Online

Last Updated: 17 February 2026

Version: 0.1

Locate Value Secure

Table of Contents

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1 Overview

Welcome to Property Reporting Online (PRO) system.

This guide will walk you through how to submit an Electronic Advice of Sale (EAS) using PRO. Using a simple transfer of land as an example, it explains each section of the transaction and how to complete the required fields.

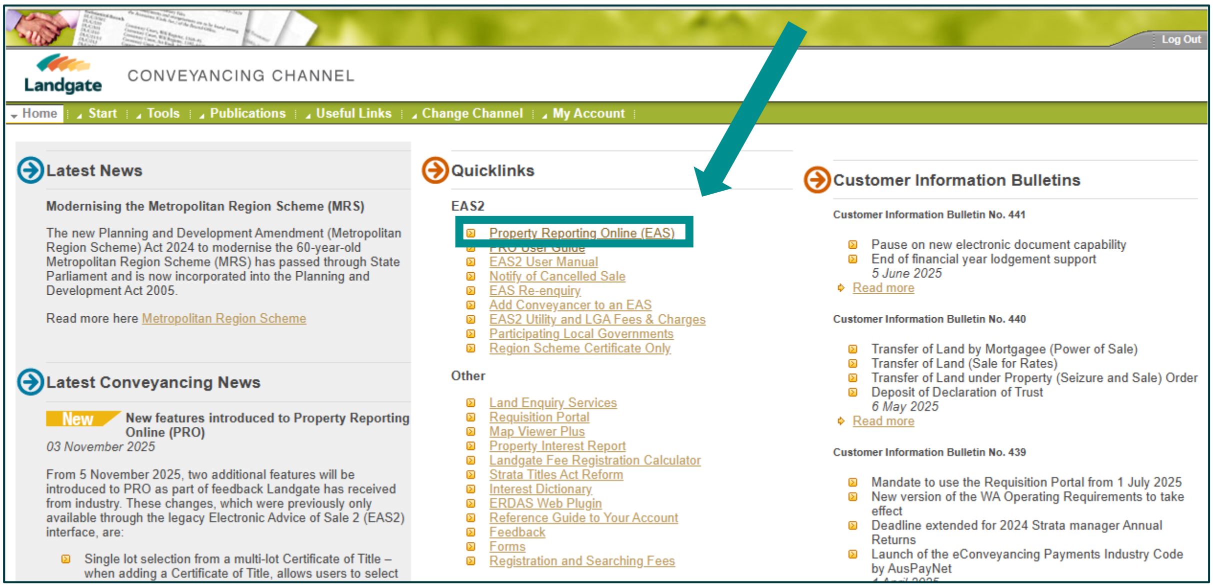
The guide covers the process from accessing PRO in MyLandgate through to submitting the transaction and receiving the Advice of Sale Summary Sheet.

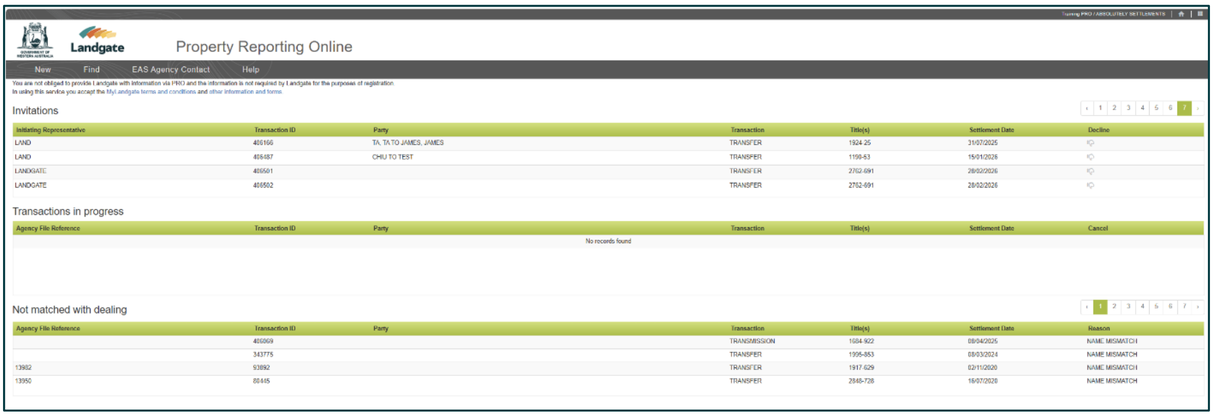
2 Step-by-step instructions

2.1 Accessing PRO

To submit an Electronic Advice of Sale, you will need to be logged into MyLandgate and select 'Property Reporting Online (EAS) on the Conveyancing Channel under 'Quicklinks'.

This will open the PRO dashboard for your agency, where you can create, view, and manage EAS transactions.

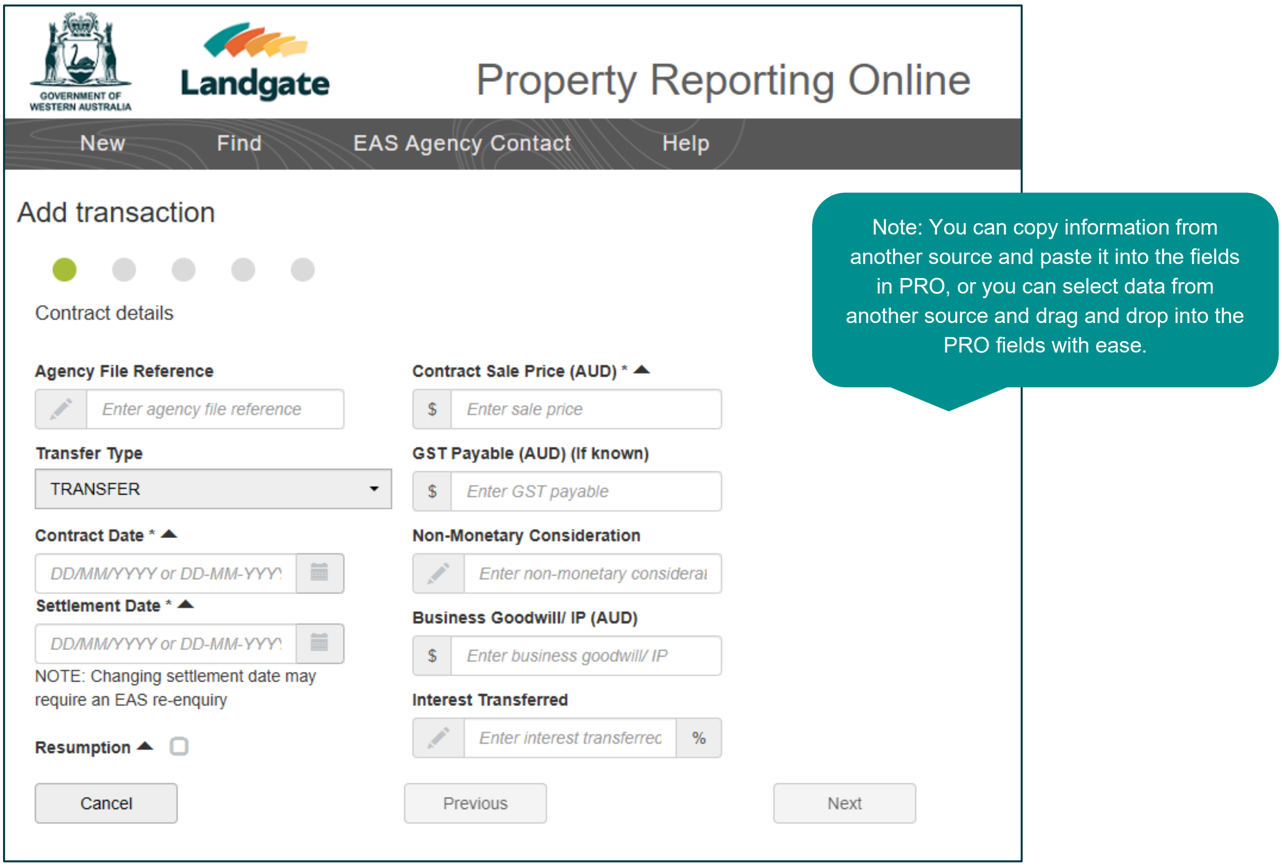




2.2 Adding a new transaction

Select ‘New’ from the dashboard menu. This will create a new transaction.

You must enter the contract details on this page.



Enter the transaction details into the 'Add transaction' form. Fields marked with an asterisk (*) are mandatory and must be completed before you can proceed.

- **Agency File Reference:** Your agency reference information (only if required).
- **Transfer Type:** Choose the type of transfer relevant for this transaction; i.e. transfer, survivorship, and transmission.
- **Contract Date*:** Cannot be a future date.
- **Settlement Date*:** Must be after the contract date. Settlement date must be within 3 months before or after the date of EAS submission.
- **Resumption:** Check this box only if applicable.
- **Contract Sale Price (AUD)*:** Entered as a whole dollar value, with no commas or decimal point. Enter GST if known.
- **GST payable (AUD) (if known):** Only if applicable.
- **Non-Monetary Consideration:** If Contract Sale Price is zero, enter a value. Examples of non-monetary considerations may be gift, love and affection, pursuant to will, etc.
- **Business Goodwill/ Intellectual Property (AUD):** If applicable. Business Goodwill/IP is the residual value after all other asset values have been allocated.
- **Interest Transferred:** Entered as a percentage. This is the percentage of a property being transferred, as distinct from the percentage of the property being transferred to each party.

Select 'Next' to proceed.

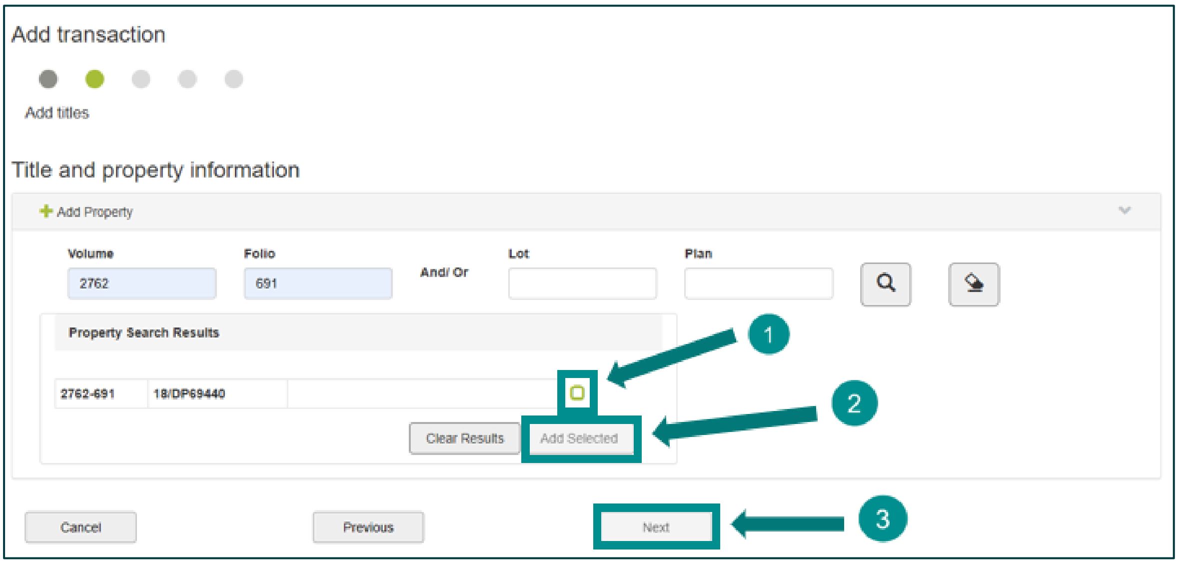
2.3 Title and property details

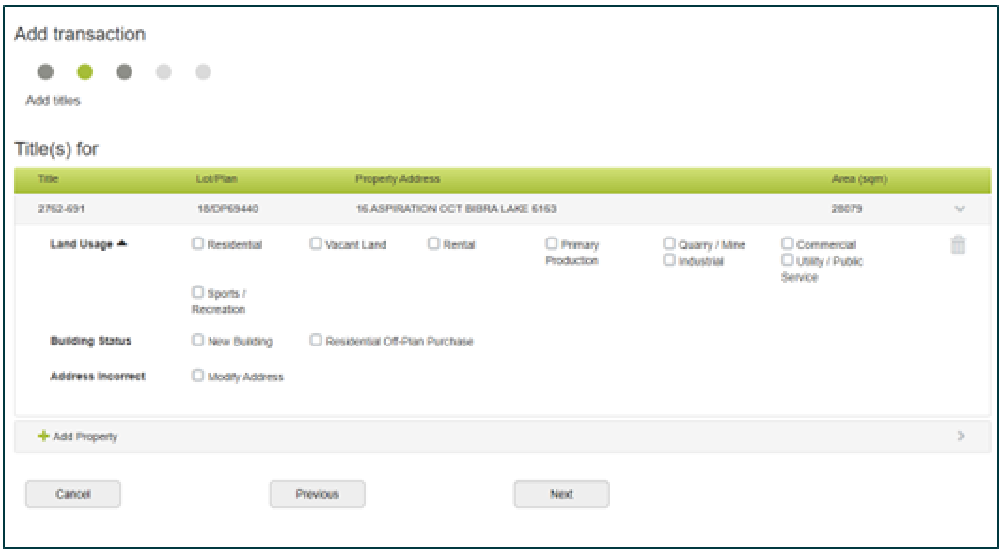
On the **Add Titles** screen, identify the land being transacted.

1. Enter:
    - Volume and Folio, and/or
    - Lot and Plan details.
2. Select the magnifying glass to search the Land Titles Register.
   You do not need to include prefixes such as "LR".
3. Select the correct result and click **Add Selected**. Repeat as necessary to add more properties.
4. Select **Next**.

For multi-lot titles, all lots contained within the certificate of title will be displayed.

**For the purposes of this guide, the owner details are removed.*





Once added, expand the property row and complete:

- applicable land usage (multiple selections permitted)
- building status
- address modification details (only if the property address has changed)
- Select 'Next'.

2.4 Proprietors on title and incoming proprietors' details

In this guide:

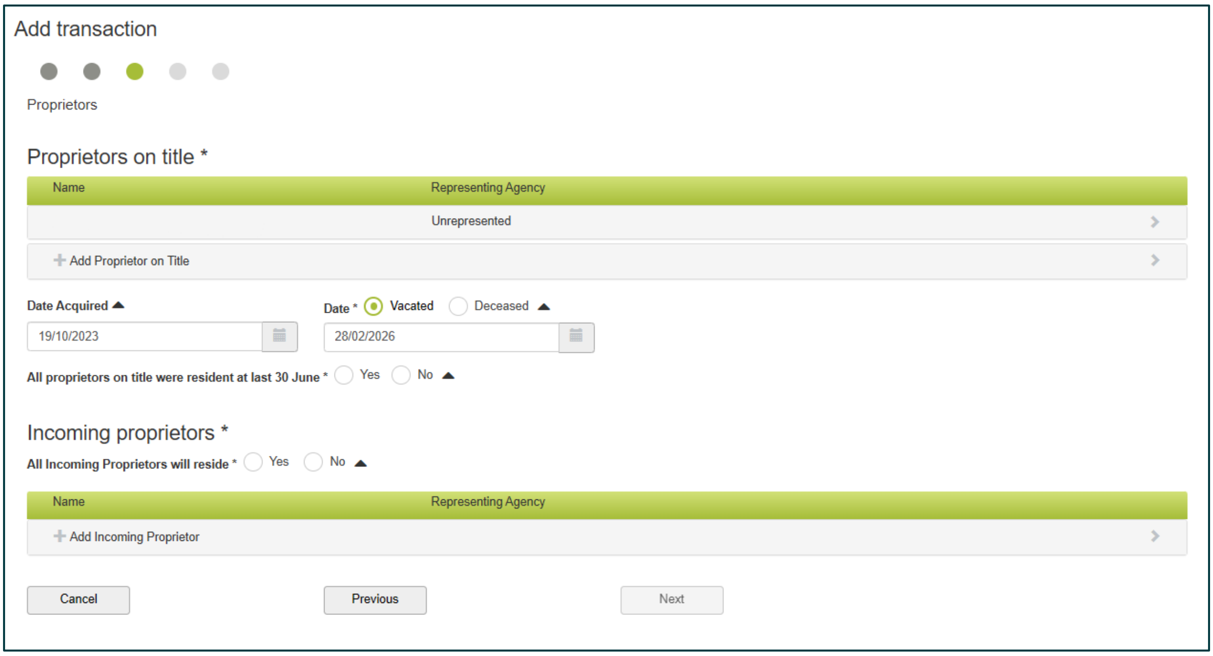
- **Proprietor on Title** refers to the transferor.
- **Incoming Proprietor** and **Transferee** refer to the acquiring party.

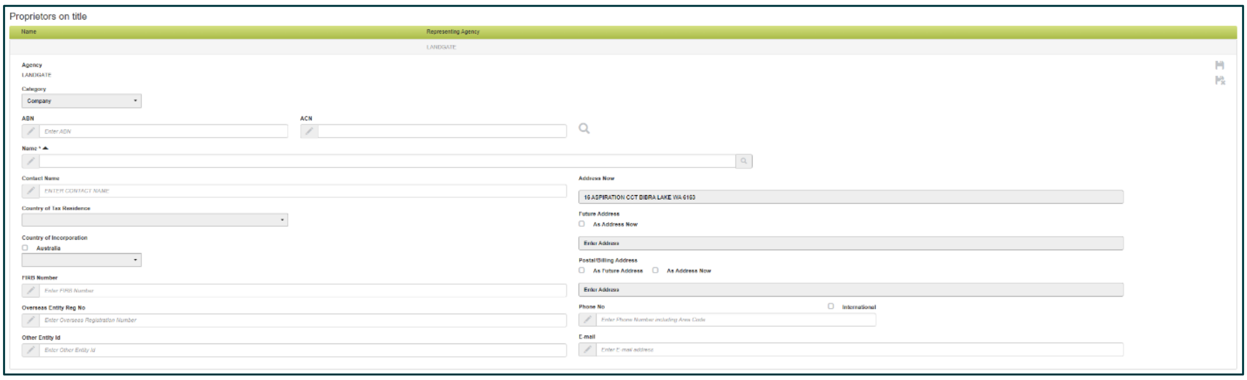
On this screen, you will:

- confirm existing proprietor details
- add or remove proprietors where necessary
- indicate whether the property is vacated or a proprietor is deceased (with date)
- confirm residency status at the last 30 June.

If you do not have all required information, invited representatives can complete missing details once they accept the transaction.

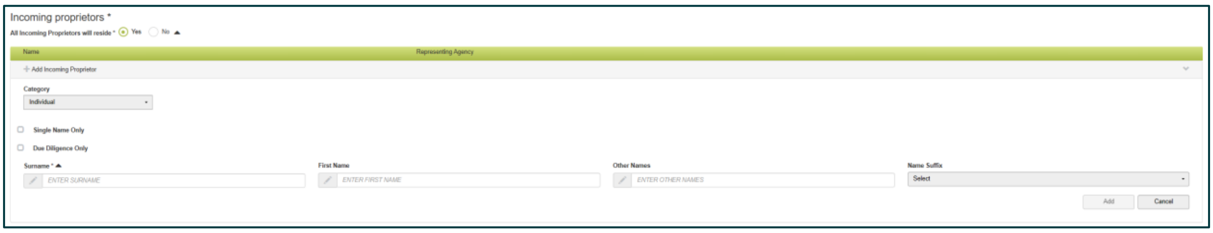
Note: You can choose to add or delete a proprietor on title if/when necessary, using the 'bin' icon.





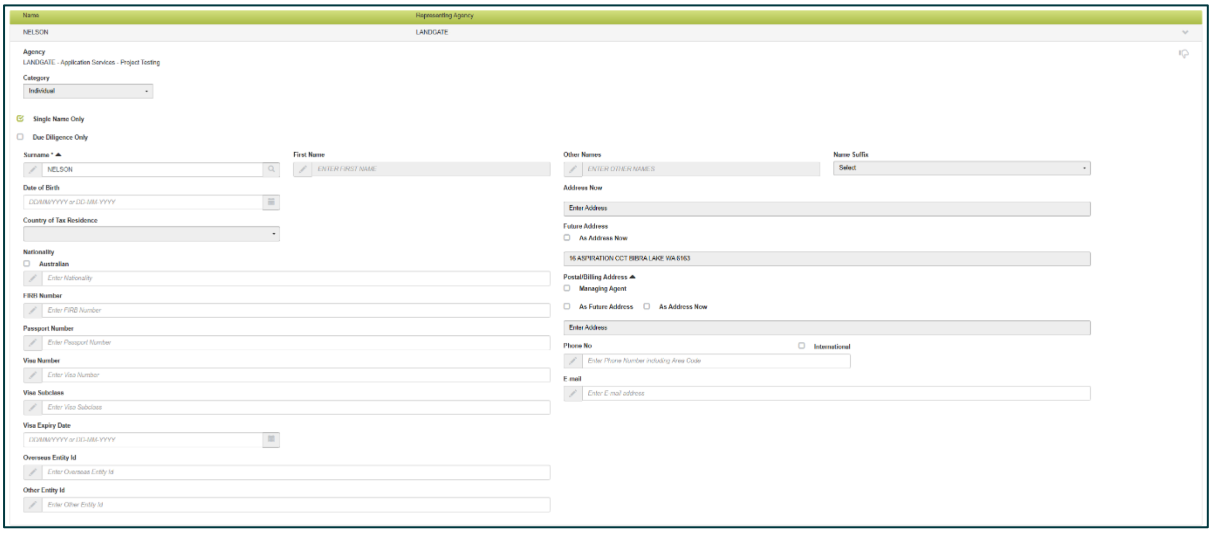
To add a transferee:

1. Select **+ Add Incoming Proprietor**.
2. Choose the appropriate category (individual, company, trustee, super fund, or government organisation).
3. Enter the required name details.



You can expand each incoming proprietor row to complete additional details and to indicate whether you are representing that party.

You can select the thumbs up icon to represent the incoming proprietor. More fields will appear.



For each incoming proprietor, you must complete:

- Address Now
- Future Address
- Postal/Billing Address
- Phone number
- Email address.

You can add additional information if submitting to the Australian Taxation Office (ATO).

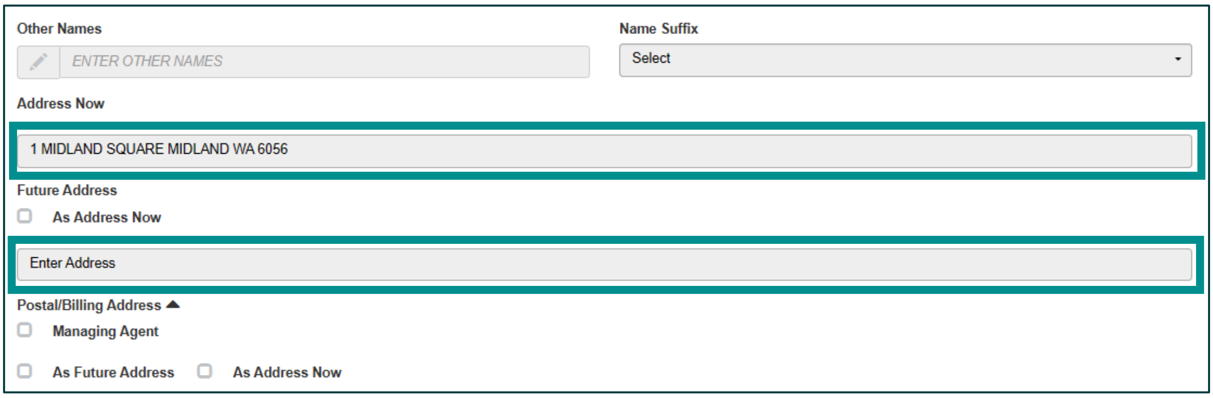
Important
If any mandatory address fields are missing, the system will prevent submission at the review stage.

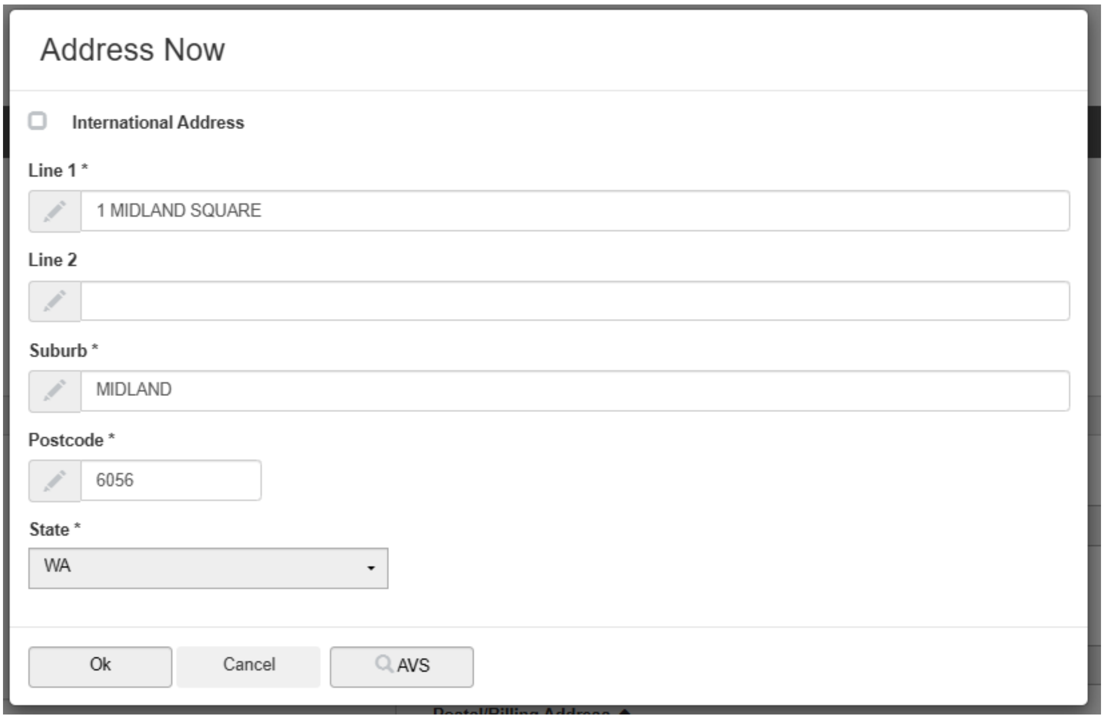
Address Now fields explained

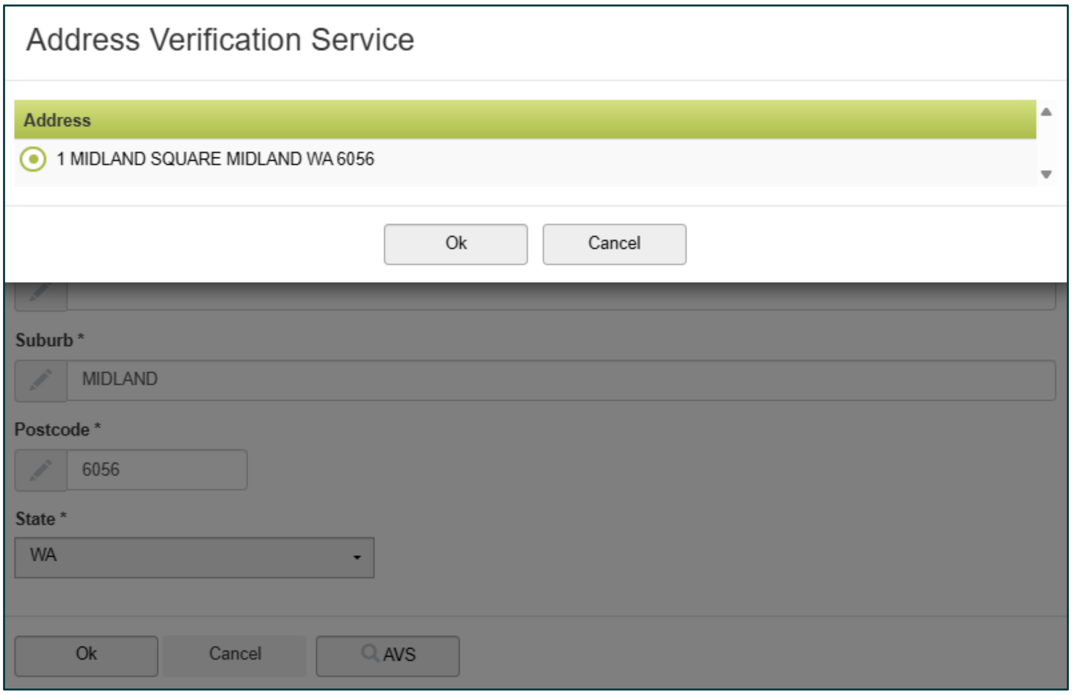
Select the **Address Now** row to enter address details.

- For Australian addresses, complete the required fields and use the **Address Verification Service (AVS)** if necessary.
- For overseas addresses, select the international address option and enter details manually.

Selecting either address field will open an address form that will include verifying Australian addresses.







Select the relevant option and select ‘Ok’ to proceed.

Click ‘Ok’ again to return to the remaining transferee fields.

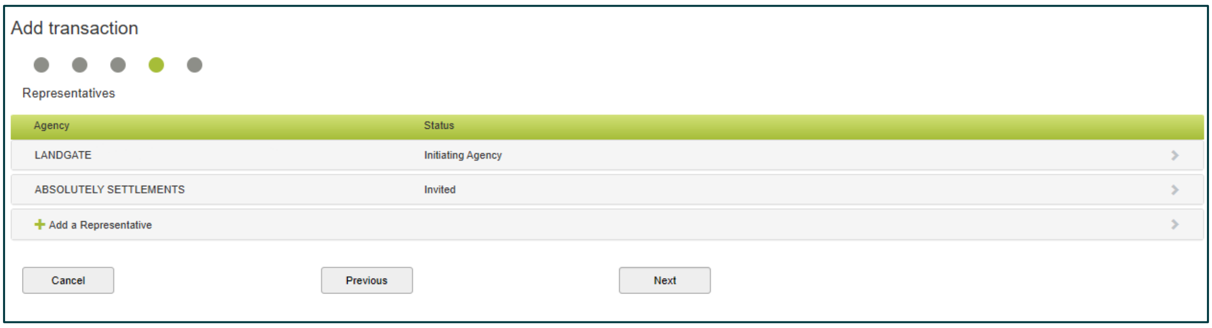
Select ‘Next’ when ready to proceed.

2.5 Representing Agencies Information

This section records all agencies involved in the transaction.

- Expand each agency row to confirm:
    - contact name,
    - phone number,
    - email address.
- Use **+ Add a Representative** to invite additional agencies as required.

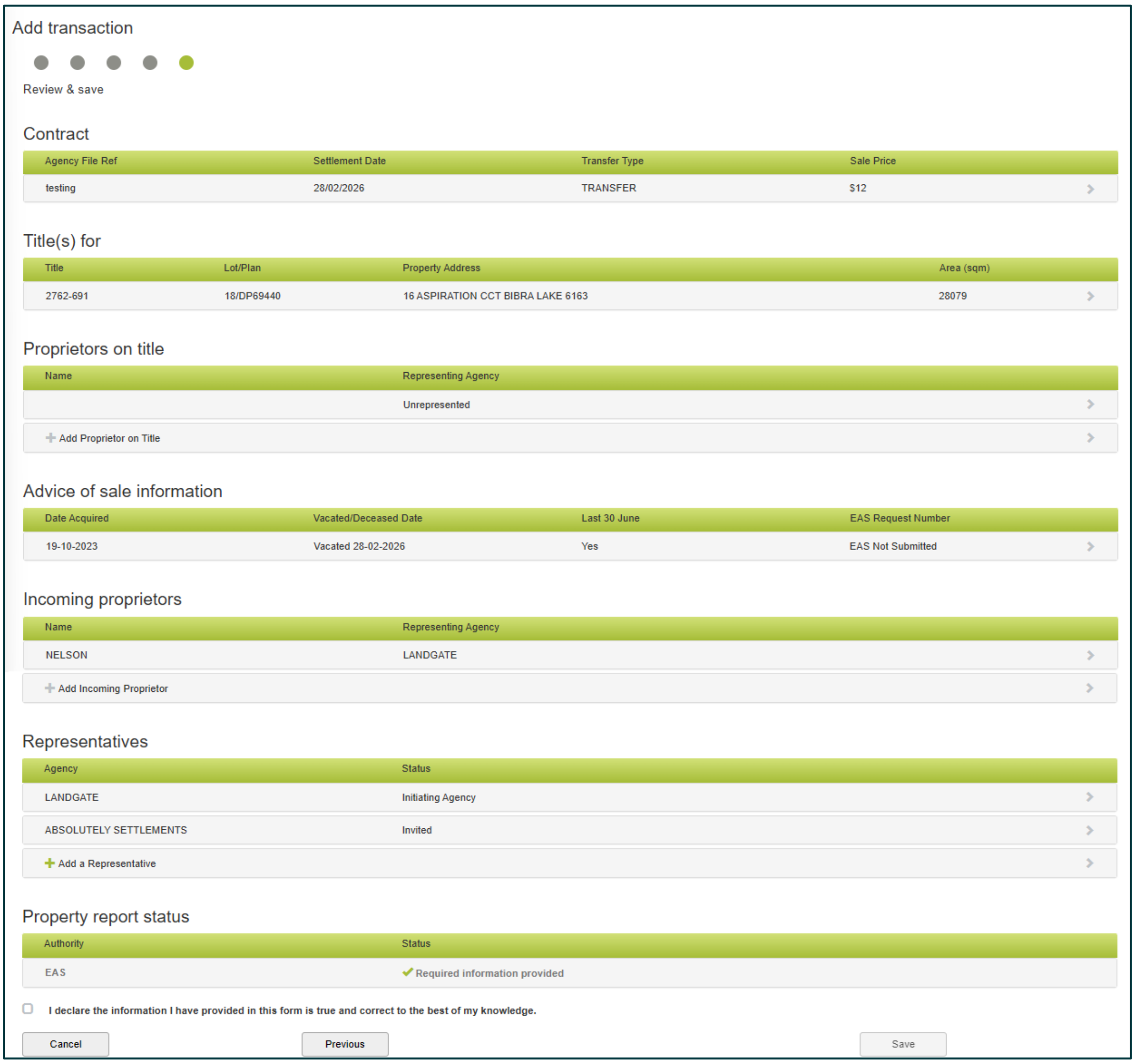
The EAS cannot be submitted until all agencies’ contact details are complete.



Select ‘Next’ when all the relevant fields are completed.

2.6 Review and save transaction

The review and save transaction screen provides a full summary of the information entered. This is the final opportunity to identify missing or incorrect information before submission.


Add transaction

Review & save

Contract

Agency File Ref	Settlement Date	Transfer Type	Sale Price
testing	28/02/2026	TRANSFER	$12

Title(s) for

Title	Lot/Plan	Property Address	Area (sqm)
2762-691	18/DP69440	16 ASPIRATION CCT BIBRA LAKE 6163	28079

Proprietors on title

Name	Representing Agency
	Unrepresented
+ Add Proprietor on Title	

Advice of sale information

Date Acquired	Vacated/Deceased Date	Last 30 June	EAS Request Number
19-10-2023	Vacated 28-02-2026	Yes	EAS Not Submitted

Incoming proprietors

Name	Representing Agency
NELSON	LANDGATE
+ Add Incoming Proprietor	

Representatives

Agency	Status
LANDGATE	Initiating Agency
ABSOLUTELY SETTLEMENTS	Invited
+ Add a Representative	

Property report status

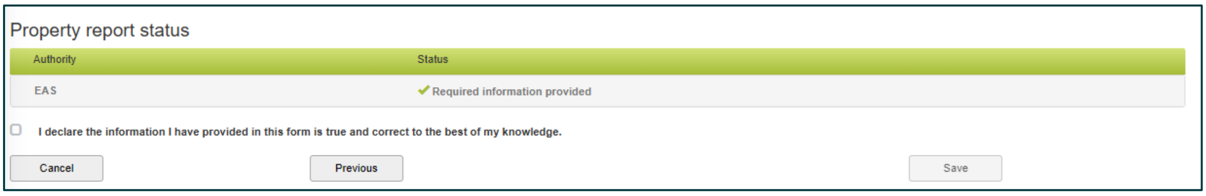
Authority	Status
EAS	✔ Required information provided

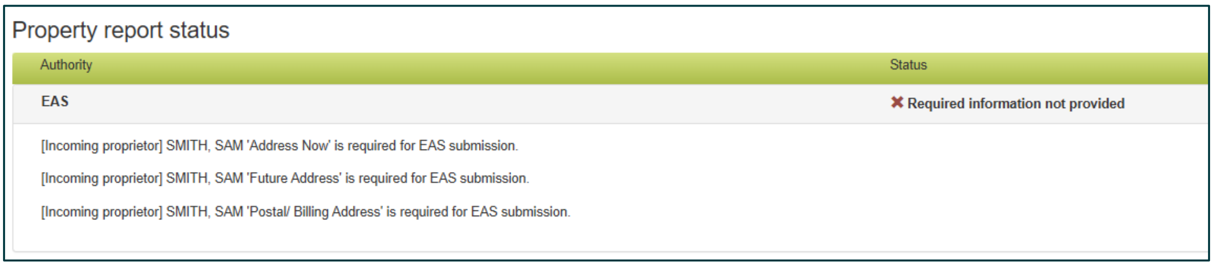
I declare the information I have provided in this form is true and correct to the best of my knowledge.

Cancel Previous Save

Property report status

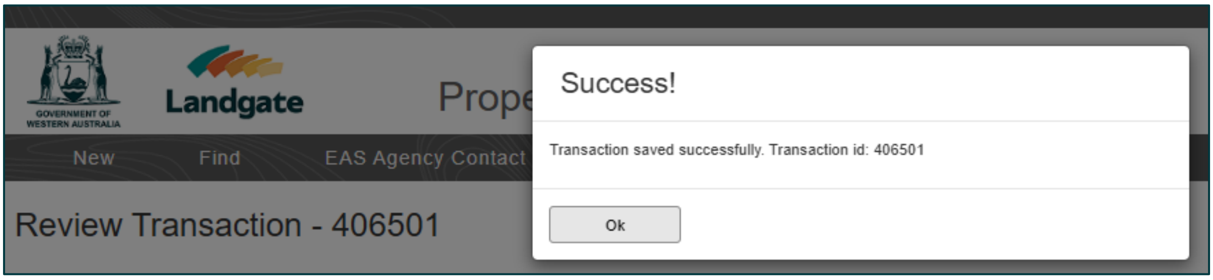
- A **green tick** indicates all required information has been provided.
- If a red cross appears, expand the row to view details of missing information (commonly address fields).





Saving the transaction

- Tick the declaration.
- Select **Save** to store the transaction (this does not submit the EAS).
- A **Transaction ID** will be generated. Retain this number for future reference and troubleshooting.

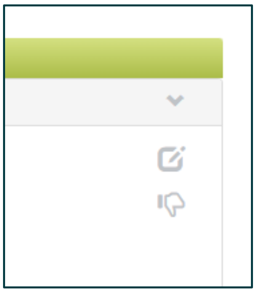


Click 'Ok' when ready to proceed.

Let's explain what each of the buttons at the bottom of the page mean before finalising your transaction.

- 'Cancel' will erase the entire transaction from your dashboard.
- 'Close' will return you back to the PRO dashboard.
- 'Snapshot' will save a copy of the information as evidence of completion.
- 'EAS' will take you through to the next screen to submit your transaction either as an Advice of Sale Only or to submit your data to the participating government authorities.
- 'EAS Re-enquire' will notify the participating government authorities of any changes to the Settlement date.
- 'EAS Response' will enquire about the status of any EAS submitted.
- 'Compare' will allow you to compare with another transaction. You can also see Title Register Accepted Dealings for the selected search.

Before submitting, you can make changes to any section of the EAS by expanding each row.



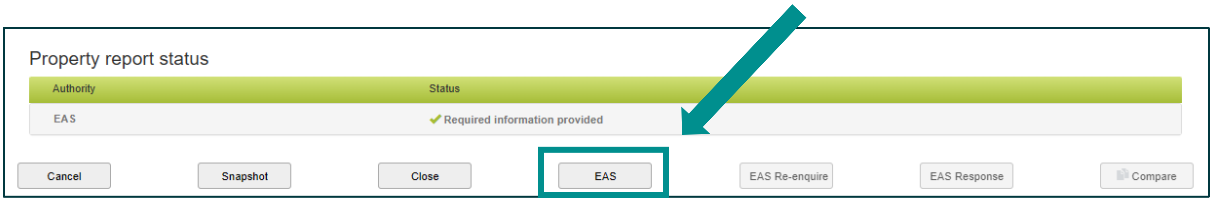
Select the ‘edit’ icon (the pencil) on the right to edit any information.

By selecting the thumbs down icon, you are no longer representing the party.

Once any changes have been made, you can save the information by selecting the ‘save’ (disk) icon.

If you choose not to save, choose the ‘Don’t save’ (disk with a cross) icon on the right. Once changes have been made, you will not be able to proceed without saving/not saving the data.

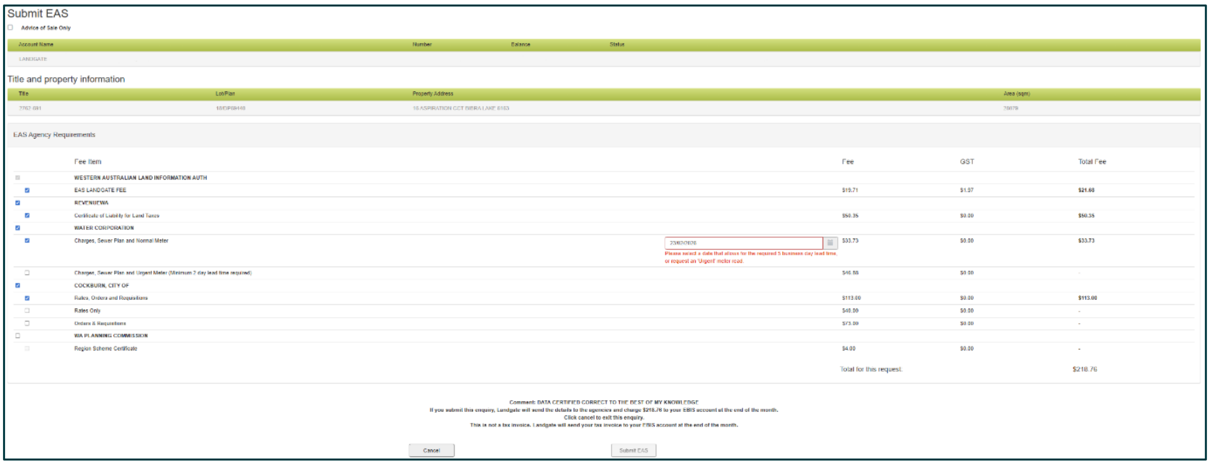
If you’re ready to submit your transaction, scroll down to the bottom of the page, and select ‘EAS’ button.



Once you select ‘EAS’ button, please do not refresh your browser or close out of it. You will need to wait for this to load before proceeding.

2.7 Submit EAS fees

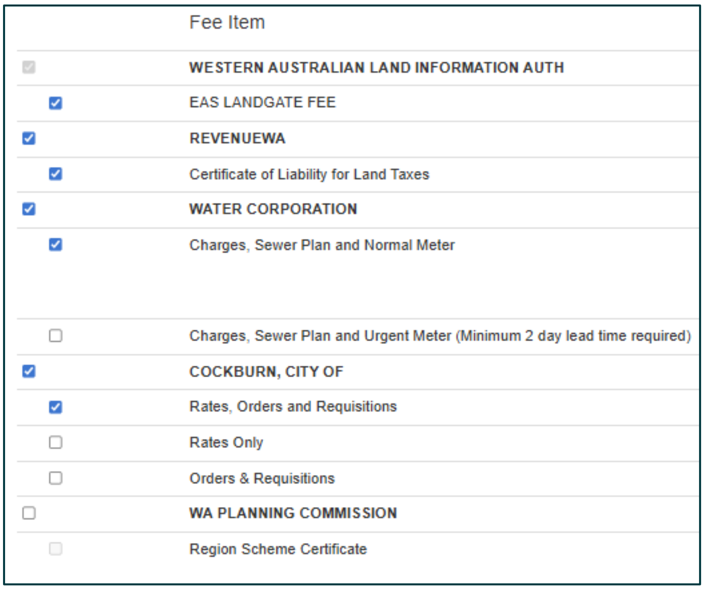
Once the page loads, you will see a fee summary table.



If you want to submit an Advice of Sale Only, please refer to the [Guide to submitting Advice of Sale Only for Property Reporting Online](#).

You want to ensure you have the correct Account details selected for your Landgate Billing Account and there are available funds to transact.

You also want to check the correct land/property details are selected.



Check the relevant fees for this transaction by looking down the table list.

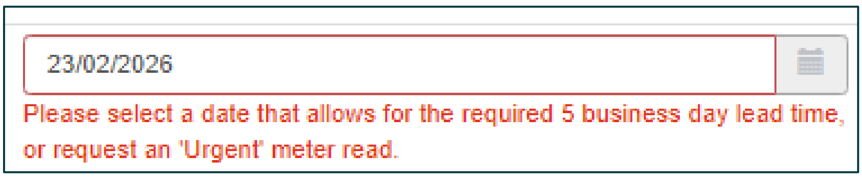
Click the tick boxes on the left-hand side if you want to add or remove any participating agencies.

You'll find the total fees at the bottom of the page.

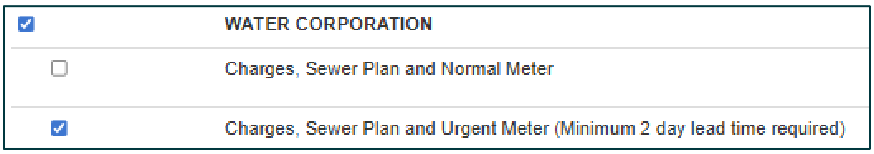
Water Corporation

There is a field under Water Corporation – Charges, Sewer Plan and Normal Meter to select a date. You need to ensure you select a date that allows for the required 5 business day lead time, or request an urgent meter read.

Click the calendar button to see what dates are available.

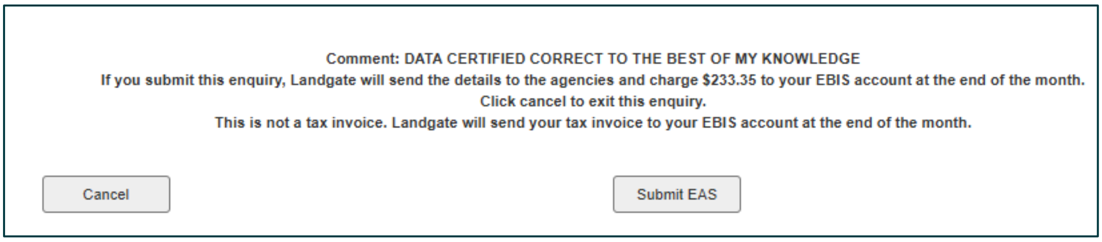


You can request an urgent meter read by selecting the tick box on the left-hand side.



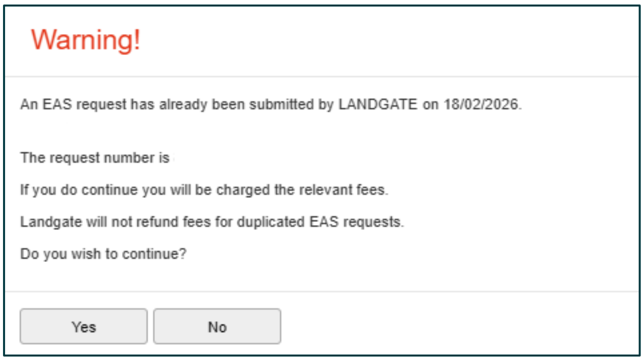
2.8 Submit EAS

Once you have selected all the required information on this page, the 'Submit EAS' button will be available to be selected.

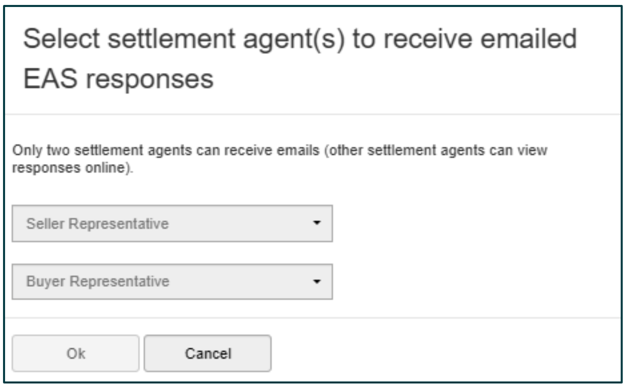


Once you hit submit, you will need to wait while the system processes your request.

If there is an existing transaction in the system which relates to the data you have entered, a warning window will appear. You can either continue or decline.



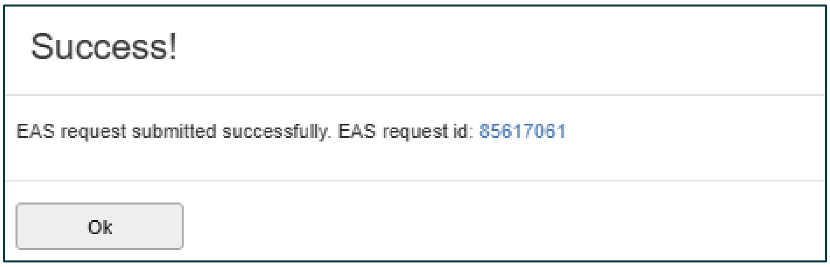
If the warning window does not appear or you selected yes to continue, a pop-up will appear for you to confirm the settlement agents who will receive emailed EAS responses.



Select the relevant agents from the dropdown and select ‘Ok’ to proceed.

Please wait while the system is processing your request. Do not exit out of the page.

Another pop-up window will appear. Success! Your transaction has been submitted successfully.



2.9 After submission

- Fees are charged to the submitting agency's Landgate Billing Account at month end.
- The Advice of Sale Summary Sheet remains available for later access via MyLandgate.
- The transaction can be searched using the Transaction ID on the PRO dashboard.

Great work! You have now submitted an Electronic Advice of Sale for a simple transfer of land.