



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

Last Updated: 17 February 2026

Version: 0.1



Locate



Value



Secure

Landgate Version: 0.1 2025

Table of Contents

1 Overview.....	1
2 Step-by-step instructions.....	1
2.1 Accessing PRO	1
2.2 Adding a new transaction	2
2.3 Title and property details	4
2.4 Proprietors on title and incoming proprietors' details.....	5
Address Now fields explained	7
2.5 Representing Agencies Information.....	9
2.6 Review and save transaction	10
Property report status.....	10
Saving the transaction.....	11
2.7 Submit EAS fees	12
Water Corporation.....	13
2.8 Submit EAS	13
2.9 After submission	15

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](#).

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.

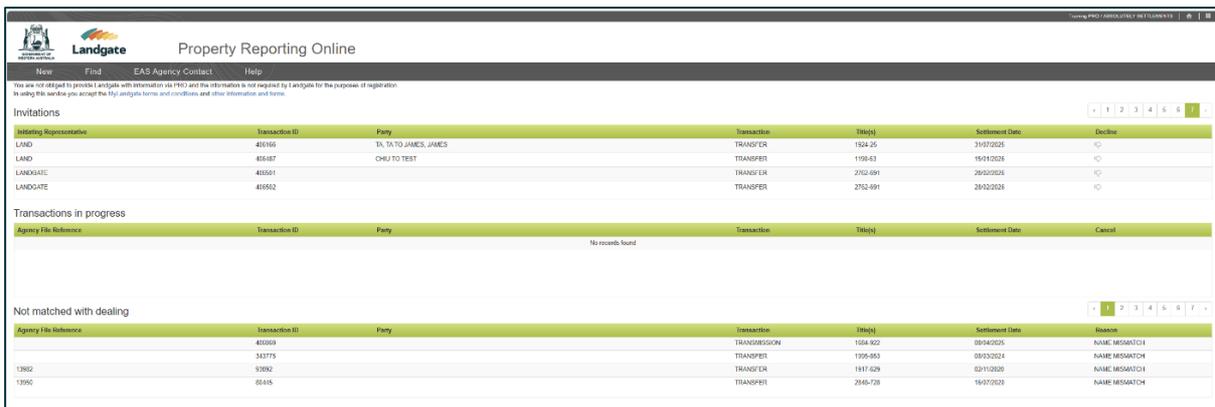
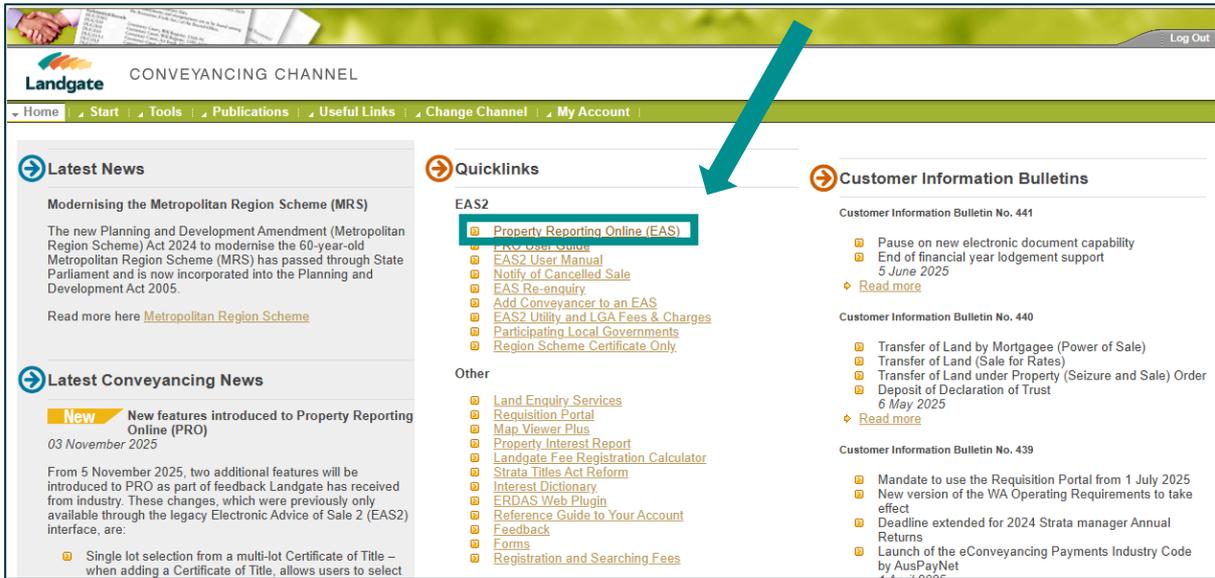
The guide covers the process from accessing PRO in MyLandgate through to submitting the transaction and receiving the Advice of Sale Summary Sheet.

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.

Property Reporting Online

New Find EAS Agency Contact Help

Add transaction

Contract details

Agency File Reference

Contract Sale Price (AUD) * ▲

Transfer Type
 TRANSFER ▼

GST Payable (AUD) (if known)

Contract Date * ▲

Non-Monetary Consideration

Settlement Date * ▲

Business Goodwill/ IP (AUD)

NOTE: Changing settlement date may require an EAS re-enquiry

Resumption ▲

Interest Transferred
 %

Cancel Previous Next

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 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.*

The screenshot shows the 'Add transaction' interface. At the top, there are five progress indicators, with the second one highlighted in green. Below this is the 'Add titles' section. The main section is 'Title and property information', which contains a search form. The form has fields for 'Volume' (2762), 'Folio' (691), 'And/ Or', 'Lot', and 'Plan'. A search button (magnifying glass) is highlighted with a red box and arrow labeled '1'. Below the search fields is a 'Property Search Results' table with one entry: 2762-691 | 18/DP69440. A magnifying glass icon is highlighted with a red box and arrow labeled '2'. Below the table are 'Clear Results' and 'Add Selected' buttons. The 'Add Selected' button is highlighted with a red box and arrow labeled '2'. At the bottom of the screen are 'Cancel', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red box and arrow labeled '3'.

Add transaction

Add titles

Title(s) for

Title	Lot/Plan	Property Address	Area (sqm)
2762-091	18/DP69440	16 ASPIRATION CCT BIBRA LAKE 6163	28079

Land Usage

Residential
 Vacant Land
 Rental
 Primary Production
 Quarry / Mine
 Commercial
 Sports / Recreation
 Industrial
 Utility / Public Service

Building Status

New Building
 Residential Off-Plan Purchase

Address Incorrect

Modify Address

+ Add Property

Cancel Previous Next

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.

Add transaction

Proprietors

Proprietors on title *

Name	Representing Agency
	Unrepresented
+ Add Proprietor on Title	

Date Acquired ▲

Date * Vacated Deceased ▲

All proprietors on title were resident at last 30 June * Yes No ▲

Incoming proprietors *

All Incoming Proprietors will reside * Yes No ▲

Name	Representing Agency
+ Add Incoming Proprietor	

Cancel Previous Next

Proprietors on title

Name	Representing Agency
	LANDGATE

Agency LANDGATE

Category

Company

ABN ACN

Name * ▲

Contact Name

Country of Inc Residence

Country of Incorporation

FISD Number

Overseas Entity Reg No

Other Entity ID

Address Row

Future Address

Enter Address

Postal/Billing Address

Phone No

C-Email

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.

Incoming proprietors *

All Incoming Proprietors will reside * Yes No ▲

Name	Representing Agency
+ Add Incoming Proprietor	

Category Individual

Single Name Only

Due Diligence Only

Surname * ▲ First Name Other Names Name Suffix

ENTER SURNAME ENTER FIRST NAME ENTER OTHER NAMES

Add Cancel

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.

Other Names <input type="text" value="ENTER OTHER NAMES"/>	Name Suffix <input type="text" value="Select"/>
Address Now <input type="text" value="1 MIDLAND SQUARE MIDLAND WA 6056"/>	
Future Address <input type="checkbox"/> As Address Now <input type="text" value="Enter Address"/>	
Postal/Billing Address ▲ <input type="checkbox"/> Managing Agent <input type="checkbox"/> As Future Address <input type="checkbox"/> As Address Now	

Address Now

International Address

Line 1 *

Line 2

Suburb *

Postcode *

State *

Address Verification Service

Address

1 MIDLAND SQUARE MIDLAND WA 6056

Suburb *

MIDLAND

Postcode *

6056

State *

WA

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.

Add transaction

● ● ● ● ●

Representatives

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

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/DP68440	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).

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.

Property report status

Authority	Status
EAS	✗ Required information not provided

[Incoming proprietor] SMITH, SAM 'Address Now' is required for EAS submission.

[Incoming proprietor] SMITH, SAM 'Future Address' is required for EAS submission.

[Incoming proprietor] SMITH, SAM 'Postal/ Billing Address' is required for EAS submission.

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.

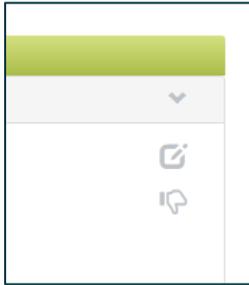
The screenshot shows the Landgate dashboard with a success message overlay. The message reads: "Success! Transaction saved successfully. Transaction id: 406501". Below the message is an "Ok" button. The dashboard background shows the Landgate logo, the text "Property", and navigation buttons for "New", "Find", and "EAS Agency Contact". A "Review Transaction - 406501" link is visible at the bottom.

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.

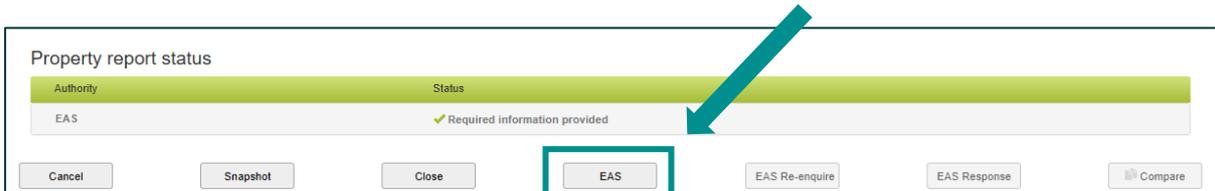


Select the 'edit' icon (the pencil) on the right to edit any information.
By selecting the thumbs down icon, you are no longer representing the party.

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.

Submit EAS

Advice of Sale Only

Title and property information	Title	Lot/Plan	Property Address	Area (sqm)
	7903 001	100700010	10 ALDRIDGE RD COTT BERRILL CRT 0103	70079

EAS Agency Requirements

Agency	Item	Fee	GST	Total Fee
WESTERN AUSTRALIAN LAND INFORMATION AUTH	EAS LANDGATE FEE	\$19.71	\$1.97	\$21.68
	CONTRIBUTION TO LAND TAXES	\$90.36	\$9.04	\$99.40
BIRLA CONSULTING	Changes, Survey Plan and Normal Meter	\$10.75	\$0.00	\$10.75
	Changes, Survey Plan and (subject Meter) (Minimum 7 day lead time required)	\$16.56	\$0.00	\$16.56
COCKBURN CITY OF	Rates, Orders and Disputes	\$193.00	\$0.00	\$193.00
SWAN VALLEY	Water Rates	\$0.00	\$0.00	\$0.00
SWAN VALLEY	Water Rates	\$13.00	\$0.00	\$13.00
WA PLANNING COMMISSION	Region Scheme Certificate	\$0.00	\$0.00	\$0.00
Total for this request				\$218.76

Comment: DATA CATEGORIES CORRECT TO THE BEST OF MY KNOWLEDGE. If you submit this enquiry, Landgate will send the details to the respective and charge \$218.76 to your EBS account at the end of the month. CDS is used to verify the enquiry. This is not a tax invoice. Landgate will send your tax invoice to your EBS account at the end of the month.

Buttons: Cancel, Submit EAS

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.

	Fee Item
<input type="checkbox"/>	WESTERN AUSTRALIAN LAND INFORMATION AUTH
<input checked="" type="checkbox"/>	EAS LANDGATE FEE
<input checked="" type="checkbox"/>	REVENUEWA
<input checked="" type="checkbox"/>	Certificate of Liability for Land Taxes
<input checked="" type="checkbox"/>	WATER CORPORATION
<input checked="" type="checkbox"/>	Charges, Sewer Plan and Normal Meter
<input type="checkbox"/>	Charges, Sewer Plan and Urgent Meter (Minimum 2 day lead time required)
<input checked="" type="checkbox"/>	COCKBURN, CITY OF
<input checked="" type="checkbox"/>	Rates, Orders and Requisitions
<input type="checkbox"/>	Rates Only
<input type="checkbox"/>	Orders & Requisitions
<input type="checkbox"/>	WA PLANNING COMMISSION
<input type="checkbox"/>	Region Scheme Certificate

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.

23/02/2026
☰

Please select a date that allows for the required 5 business day lead time, or request an 'Urgent' meter read.

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

<input checked="" type="checkbox"/>	WATER CORPORATION
<input type="checkbox"/>	Charges, Sewer Plan and Normal Meter
<input checked="" type="checkbox"/>	Charges, Sewer Plan and Urgent Meter (Minimum 2 day lead time required)

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.

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 \$233.35 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.

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.

Warning!

An EAS request has already been submitted by LANDGATE on 18/02/2026.

The request number is

If you do continue you will be charged the relevant fees.
Landgate will not refund fees for duplicated EAS requests.

Do you wish to continue?

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.

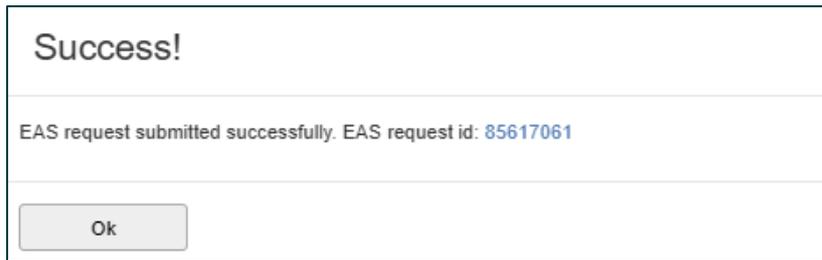
Select settlement agent(s) to receive emailed EAS responses

Only two settlement agents can receive emails (other settlement agents can view responses online).

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.