

PEXA Training Webinar

Caveats and Withdrawal of Caveat

28 November 2018

Trainer: Nichola Baker and Nancy Madafferi

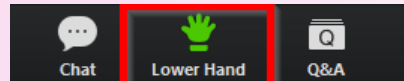
The webinar will commence shortly.



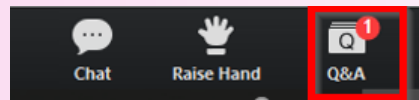
Welcome to our WA Caveat Zoom Webinar

Due to the number of attendees in this webinar
you will remain on mute for the duration of this
session

Raise your hand if you can hear me



Use the Q & A if you have a question



Please input your question...

Send Anonymously Send

What's on the program today?

- Complete a Caveat
- Complete a Withdrawal of Caveat
- PEXA Community – Videos, Interactive Demos, Articles
- Landgate Eligibility.

Important note!

- This webinar assumes you have basic understanding of PEXA, Workspaces and the PEXA Dashboard.
- The webinar focuses on the steps applicable to **Incoming Caveator** and **Caveator on Title** roles.
- Due to the large number of registrants, it is important we stick to this topic.

PEXA Caveats

Scenario: Create and Lodge a Caveat

- We are **Kakadu Property Law**.
- We represent **Derek Jones** who has loaned money to his friends, Archie and Mia Thomas.
- No mortgage has been registered so Derek has instructed you to lodge a caveat to secure his interest as unregistered mortgagee.

WA Land Title: 1650/391

Steps to Create a Caveat



Scenario: Withdraw a Caveat

- We are **Kakadu Property Law**.
- We represent **Derek Jones** who previously lodged a caveat to protect his interest as an unregistered mortgagee.
- The loan has been repaid and he has instructed you to withdraw the caveat.

Note: There will be no financial settlement in the Workspace.

Land Title: 1650/394

Steps to Withdraw a Caveat



Where can you get help?

community.pexa.com.au

Go to Community > Help Centre > Downloadable Help Cards

Withdraw a Caveat

Quick Reference Guide

1. Create a new Workspace

Click **Create New Workspace** and add the following key details:

- Select your jurisdiction
- Role = **Caveator on Title**
- Land Title(s) and Validate
- Subscriber Workspace Reference
- Financial Settlement? = No
- Request Land Title Data = Now
- Workgroup
- Click **Save**.

2. Review Land Titles

- Navigate to Land Titles screen
- Review the Land Title details returned from the Land Registry.

3. Represent Party (Representative Subscribers only)

- Navigate to the Participants screen
- Locate the party in the Caveator on Title role
- Click **⚙️** > **Edit Party** to display the Party screen
- Select **I Represent this Party**
- Complete outstanding details
- Click **Save**.

4. Create Withdrawal of Caveat

- Navigate to the Documents screen
- Click **Create Document**
- Complete Document
- **Save**

Please note: information may vary between jurisdictions.

5. View, Sign and Lodge

- If in WA, **⚙️** > **Edit** > **Lodgement Instructions** and click **Save**
- Click **⚙️** > **View** > **Withdrawal of Caveat and Lodgement Instructions**
- Click **⚙️** > **Sign** > **Caveat and Lodgement Instructions**
- Click **⚙️** > **Submit for Lodgement**.

For more information visit: community.pexa.com.au/caveats

Create a Caveat

Quick Reference Guide

1. Create a new Workspace

Click **Create New Workspace** and add the following key details:

- Select your jurisdiction
- Role = **Incoming Caveator**
- Land Title(s) and Validate
- Subscriber Workspace Reference
- Financial Settlement? = No
- Request Land Title Data = Now
- Workgroup
- Click **Save**

2. Review Land Titles

- Navigate to Land Titles screen
- Review the Land Title details returned from the Land Registry.

3. Create a Party (Representative Subscribers only)

- Navigate to the Participants screen
- Select **Create Party**
- Select **I Represent this Party**
- Role = **Incoming Caveator**
- Select **Individual or Organisation**
- Enter Party details
- Click **Save**.

4. Create Caveat

- Navigate to the Documents screen
- Click **Create Document**
- Complete Document
- **Save**

Please note: information may vary between jurisdictions.

5. View, Sign and Lodge

- If in WA, **⚙️** > **Edit** > **Lodgement Instructions** and click **Save**.
- Click **⚙️** > **View** > **Caveat and Lodgement Instructions**
- Click **⚙️** > **Sign** > **Caveat and Lodgement Instructions**
- Click **⚙️** > **Submit for Lodgement**.

For more information visit: community.pexa.com.au/caveats

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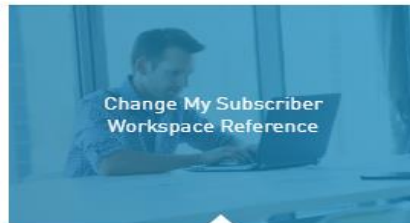
Search by title



What is PEXA?

NATIONAL

This video provides an overview of PEXA and highlights the benefits of e-Conveyancing in property development.



Change My Subscriber Workspace Reference

NATIONAL

This 30 sec video demonstrates how to change your Subscriber workspace reference number.



Refinances in PEXA

NATIONAL

This short video provides a guide to processing refinance transactions electronically.



e-Conveyancing vs. Traditional Processes - Representing the Vendor

NATIONAL

This short video compares e-Conveyancing with the traditional process for the vendor.



Withdrawing a Caveat in PEXA

NATIONAL

This short video demonstrates how to withdraw a Caveat in PEXA.



Processing a Caveat in PEXA

NATIONAL

This short video demonstrates how to process a Caveat in PEXA.



Change Settlement Date and Time

NATIONAL

Quickly learn how to update the settlement date and time in this short video.



Representing Multiple Parties in PEXA

NATIONAL

This short video demonstrates how to represent multiple parties in PEXA.

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List of Interactive PEXA Demos (Tutorials)

Training

- ▶ How to create a Caveat - All States
 - ▶ [Interactive demo](#)
 - ▶ [Help article](#)
- ▶ Withdraw a Caveat - All States
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Landgate

Eligible documents for paperless conveyancing

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community.pexa.com.au

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