




This Help Card will detail the steps for a Transfer Severing Joint Tenancy (pursuant to s97 Real Property Act, 1900) in NSW.

Create Workspace



- > Click  and add the following details:
- > Select your Jurisdiction = **NSW**
- > Role = **Proprietor on Title**
- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **No**
- > Request Land Title Data = **Now**
- > Workgroup
- > Click .

Review Land Titles

- > Navigate to the **Land Titles** screen
- > Review the land title details returned from the Land Registry.

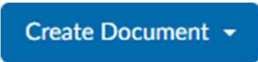

Represent Party

- > Navigate to the **Participants** screen
- > Locate the **Proprietor on Title** you represent who wishes to sever the joint tenancy

- > Click 
- > Complete any outstanding details including date of birth
- > Click .




Note: Less than all the registered proprietors must be selected/represented

Create Document

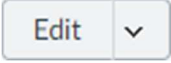



- > Navigate to the **Documents** screen
- > Click  > **Other Documents**
- > Search for **Transfer Severing Joint Tenancy**
- > Complete outstanding details
- > Click .

Attach File

Refer to NSW Land Registry Services – Registrar General’s Guidelines website, with regards to any supporting documents that may be required. [Click here.](#)

- > Navigate to **Files** screen
- > Select 
- > Browse and select the File to upload
- > Select the appropriate **File Description** > **Statutory Declaration – statement for notice of severance**
- > Select 
- > Click  > Attach.

View, Sign and Lodge

- > Navigate back to the **Documents** screen
- > Click  > **Lodgement Instructions**
> **Edit**
- > Click  > **Transfer Severing Joint Tenancy** > **View**
- > Click  > **Transfer Severing Joint Tenancy** > **Sign**
- > Click  > **Lodgement Instructions** > **Submit for Lodgement.**

For more information visit:

<https://rg-guidelines.nswlrs.com.au/e-dealings/elodgment/Residual-Documents/Transfer-Severing-Joint-Tenancy>