



This Help Card will detail the steps for a Transfer Altering Tenancy (Joint Tenants to Tenants in Common and (Tenants in Common to Joint Tenants) in NSW.

Create a new Workspace


Click  and add the following details:

- > Select your Jurisdiction = **NSW**
- > Transaction Type = **Other**

You can click the tick box to 'Make this my default Transaction Type' this is optional.

- > Other Type = **Residual Documents**
- > Role = **Proprietor on Title**
- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **No**



The question defaults to 'No' based on whether the Transaction Type would most likely include Financial Settlement.

- > Request Land Title Data = **Now**
- > Workgroup
- > Click .

Review Land Titles

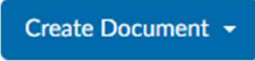

- > Navigate to the **Land Titles** screen
- > Review the land title details returned from the Land Registry.

Represent Party

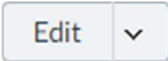

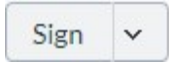
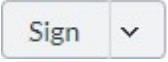
- > Navigate to the **Participants** screen
- > Represent the **Proprietor/s on Title**
- > Click 
- > Complete any outstanding details including date of birth and address
- > Click .

Note: All the registered proprietors must be selected/represented.

Create Document

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

Edit Lodgement Instructions, Sign and Lodge all documents

- > Click  > **Lodgement Instructions**
- > **Edit**, review details and click 
- > Click down arrow  > **Transfer Altering Tenancy > View**
- > Click  > **Transfer Altering Tenancy > Sign**

> Click > **Lodgement**

Instructions > Submit for Lodgement.

For more information visit:

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