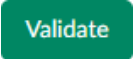



## Create a new Workspace

Click  and add the following details:


- > Select Jurisdiction = **NSW**
  - > Select Transaction Type = **Other**
- You can click the tick box to 'Make this my default Transaction Type'. This is **optional**.
- > Select Other Type = **Residual Document**
  - > Role = **To Deal with an Interest (Lessee)** or **Incoming Proprietor (Incoming Lessee)**

- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **Yes**

The question defaults to 'No' based on whether the Transaction Type would most likely include Financial Settlement. Please ensure you change to 'Yes'.

- > Financial Settlement date and time
- > Request Land Title Data = **Now**
- > Workgroup
- > Click .


## Or, accept an Invitation


- > Review the Invitation
- > Select **Accept**
- > Enter your Subscriber Workspace reference
- > Workgroup
- > Click .

## Review Land Titles

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


## Confirm Representation or Create Party

- > Navigate to the **Participants** screen
- > Select:
  - **Create Party** for the Incoming Lessee party (role – Incoming Proprietor)
  - Locate the Lessee party, Click  > **I Represent this Party**

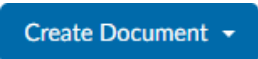
- > Complete outstanding details
- > Click .

**Note:** Both the Transferor (Lessee) and the Transferee (new Lessee) must be represented in the Workspace.

## Invite other Participants (if not already in the Workspace)

- > Select 
- > Complete the details and **Send Invitation**.

## Create Document

- > Navigate to the **Documents** screen
- > Click  > **Other Documents**
- > Search for **Transfer of Lease**

- > Complete outstanding details

- > Click .

**Note:** If the instrument requires files to be attached for lodgement, the banner at the top of the document will state the **File Description** that is required for any applicable file attachments.

## Attach File

- > Navigate to **Files** screen

- > Select .

- > Browse and select the File to upload

- > Select the appropriate **File Description**

- > Select .

- > Click  > **Attach.**

**Note: Attachments may be required for this instrument.** Refer to NSW Land Registry Services – Registrar General’s Guidelines – Residual Documents website, with regards to any supporting documents required.

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

## Complete Stamp Duty Assessment

- > Once duty is assessed, navigate to the **Stamp Duty** screen and select **Enter Duty Information** > enter the **DAN** and


- click .


## Edit Lodgement Instructions, View and Sign all documents

- > Navigate to the **Documents** screen

- > Click  > **Lodgement Instructions**

- > Review and complete any outstanding

- details and click .

- > Click down arrow  > **Transfer of Lease > View**

- > Click  > **Transfer of Lease.**


## Financial Settlement


- > Navigate to the **Settlement** screen

- > Add Destination and Source line items as applicable

- > For Source Funds:

- > Click  > **Verify Funds**

- > Click  > **Authorise Funds** to authorise the Trust Account payment

- > Click  > **Sign > Financial Settlement Schedule.**

## Monitor the Workspace

### Check that:

- > All documents are signed, and lodgement verification is successful
- > Financial settlement is correct and balanced and signed.

- > Review your Workspace and monitor any changes to the Workspace via the Workspace Summary screen.

**Note:** The Workspace must be in a Ready status for settlement to commence

For more information visit:

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