Transfer of Lease (NSW)

Help Card

Create a new Workspace

Click **Create New** 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 **Validate**

> 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 **Save**.

Or, accept an Invitation

> Review the Invitation

> Select **Accept**

> Enter your Subscriber Workspace reference

> Workgroup

> Click **Save**.

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 **Edit Party** > **I Represent this Party**

> Complete outstanding details

> Click **Save**.

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 **Invite Participant**

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

Create Document

> Navigate to the **Documents** screen

> Click **Create Document** > **Other Documents**

> Search for **Transfer of Lease**

PEXA

> Complete outstanding details

> Click Save.

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 Upload File

> Browse and select the File to upload

> Select the appropriate **File Description**

> Select Upload

> 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 Save.

Edit Lodgement Instructions, View and Sign all documents

> Navigate to the **Documents** screen

> Click Edit > **Lodgement Instructions**

> Review and complete any outstanding details and click Save.

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

> Click Sign > **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.

PEXA

- 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

