
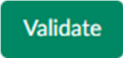



This Help Card will detail the steps for a Notice of Death in NSW. If all proprietors in a joint tenancy are deceased, complete a Transmission to assign the property to the personal representative. Only one Notice of Death document can be completed in a Workspace.

Create a new Workspace

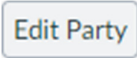

Click  and add the following key details:

- Select your Jurisdiction
- 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 details returned from the Land Registry.

Mark Proprietor as Deceased

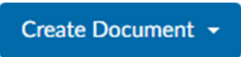

- Navigate to the **Participants** screen
 - For each deceased proprietor, select 
- Select **The Proprietor is Deceased** and enter **Details of Death**.
- Click .

Represent Surviving Proprietor

- On the **Participants** screen locate the surviving Proprietor on Title
- Click 
- Select **I Represent this Party**
- Complete outstanding details and click .

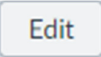

Note: If there are multiple parties in the joint tenancy, only one surviving tenant is required to be represented to complete this document.

Create Notice of Death

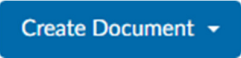

- Navigate to the **Documents** screen
- Click  > **Notice of Death**
- Complete Document
- Enter the **Evidence Details**
- Click .

Note: Only one Notice of Death can be prepared for each deceased Proprietor in a Workspace.

Edit Notice of Sale

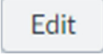




- Click  > **Notice of Sale**
- Complete the details and click .

Create CoRD Consent

- Click  > **Consent**
- Complete the details and click .

Note: If there is a mortgage registered on title, invite the **Consentor** to prepare the **Consent**. This is completed via the **Participants** screen.

Edit Lodgement Instructions, Sign and Lodge all documents

- Click  > **Lodgement Instructions** > and review details
- click 
- Click down arrow  > **Notice of Death** > **View**
- Click  > **Notice of Death** > **Sign**
- Click  > **Lodgement Instructions** > **Submit for Lodgement** once all documents have been signed.

For more information visit:

[Community – Notice of Death NSW](#)