


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
- > Transaction Type = **Notice of Death**

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

- > 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

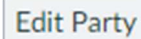
- > Click .

## Review Land Titles

- > Navigate to the **Land Titles** screen
- > Review 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

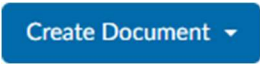
- > Click 

- > 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

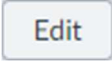

- > Navigate to the **Documents** screen
- > Click  > **Notice of Death**

- > Complete Document
- > Enter the **Evidence Details**

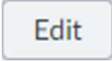

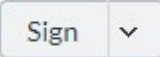
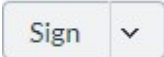

- > Click .

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 .

## 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](#)