


Transfer of Interest can be used to transfer a Charge or Mortgagee

> Click .

Create a new Workspace

(if your role is to Deal with an Interest)

Click  and add the following details:


- > Jurisdiction = **NSW**
- > Transaction Type = **Other Transfer**

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

- > Transfer Type = **Transfer of Interest**

Role :

- > Use the role of **Mortgagee on Title** if you are transferring a Mortgage
- > Use the role of **To Deal with an Interest** if you are transferring a Charge interest **OR** if you represent the party receiving an Interest


- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **Yes/No**

The question defaults to 'Yes' based on whether the Transaction Type would most likely include Financial Settlement.

- > Transfer? = **No**
- > Request Land Title Data = **Now**
- > Workgroup

Or accept an invitation into the Workspace

Review the Invitation

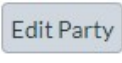
- > Select **Accept**
- > Enter your Subscriber Workspace Reference
- > Transfer? = **No**
- > Commercial? (MOT only) = **Yes/No**
- > Workgroup
- > Click .


Review Land Titles

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


Confirm Representation of Party

(Representative Subscribers only)

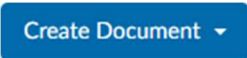

- > Navigate to the **Participants Screen**
- > Locate the **Mortgagee on Title/Charge Holder**
- > Select  > **Edit Party**
- > Select **I Represent this Party**

- > Complete outstanding details
- > Click .

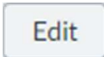
Invite other Participants

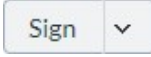
- > Select 
- > If not already in the Workspace, invite the Participant receiving the Mortgage/Charge in the role of **To Deal with an Interest**
- > Complete the details and **Send Invitation**.


Create Transfer of Interest

- > Navigate to the **Documents** screen
- > Click  > **Transfer of Interest**
- > Select the **Interest Affected**
- > Select Consideration Type: **Monetary/Non-Monetary**
- > Click .


Edit Lodgement Instructions, Sign all documents

- > If you are the Responsible Subscriber click  > **Lodgement Instructions**

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

- > Click  > **Transfer of Interest**.




If there is NO Financial Settlement

- > If you are Responsible Subscriber click  > **Lodgement Instructions > Submit for Lodgement** once all documents have been signed.

If there is a Financial Settlement

- > Navigate to the **Settlement screen**
- > **Add Destination** and **Source** line items as applicable

For Source Funds:

- > Click  > **Verify Funds**
- > Click  > **Authorise** to authorise the Trust Account payment (if applicable)
- > Click  > **Sign > Financial Settlement Schedule**.

Check that:

- > All documents are signed and Successful
- > Financial settlement is balanced and signed

> The Workspace is in a **READY** status

For more information visit:

[Community – Transfer of Interest NSW](#)