


1. Create a new Workspace



Click  and the following details:

- Select your Jurisdiction
- Role = Proprietor on Title
- Land Title(s) and Validate
- Subscriber Workspace Reference
- Financial Settlement? = No
- Request Land Title Data = Now
- Workgroup
- Click .



2. Review Land Titles

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

3. Confirm Deceased Proprietor



- Navigate to the Participants Screen
- Locate the Deceased party in the Proprietor on Title role
- Use the action cog  to select Edit Party to display the Party screen
- Select The Party is Deceased
- Click .

4. Represent Surviving Proprietor

- On the Participants screen locate the surviving Proprietor on Title
- Use the action cog  to select Edit Party to display the Party screen
- Select I Represent this Party
- Complete outstanding details
- Click .

Note: If there is a mortgage registered on title, you will need to invite in them in as CT Controller.

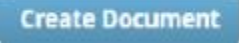
5. Create Survivorship Document

- Navigate to the Documents screen
- Click 
- Complete Survivorship Document
- **Note:** If there is more than one Joint Tenancy, select the relevant option from the drop down box
- Click .

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6. Create Nomination






If you hold a paper certificate of title, you will need to complete a Nomination.

- Click  and create the **Nomination**
 - Where are you authorising this title to be used? = **this PEXA Workspace**
 - Is the title currently paper? **Yes/No**
 - Do you wish to retain eCT control of the title after the transaction?
 - Select **Yes** if you wish to receive an electronic title
 - Select **No** if you would like the option of requesting a paper title
- **View, Sign** the Nomination

The Nomination will automatically be lodged once signed

Note: If there is a mortgage registered on title, you will need to invite in the CT Controller to complete the Nomination. This is completed via the **Participants** screen

7. Edit Lodgement Instructions, Sign and Lodge all documents

- Click  **Lodgement Instructions > Edit**
- Review and complete any outstanding details and click 
- Click  **Survivorship > View**
- Click  **Survivorship > Sign documents**
- Click  **Lodgement Instructions > Submit for Lodgement.**

For more information visit: [Community - Standalone Survivorship VIC](#)