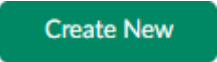
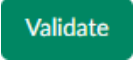


Create a new Workspace

Click  and add the following key details:

- > Select your Jurisdiction = **SA**
- > Transaction Type = **Other**

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

- > Other Type = **Discharge of Encumbrance**
- > Role = **Encumbrancee on Title**
- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **Yes/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 the land title details returned from the Land Registry.

Represent your Party

- > Navigate to the **Participants** screen
- > Locate the unrepresented **Encumbrancee/s on Title**

- > For each relevant Encumbrancee, select

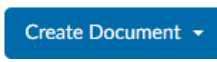
 > **Edit Party**

- > Select **I Represent this Party** and complete outstanding details.

> Click .

Create Discharge of Encumbrance

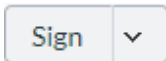
- > Navigate to the **Documents** screen

> Click  > **Discharge of Encumbrance**


- > Complete document.

> Click .

View, Sign and Lodge documents

> Click  > **Discharge of Encumbrance > View**


> Click  > **Lodgement Instructions > Sign**

> Click  > **Lodgement Instructions > Submit for Lodgement.**

For more information visit:

[Community - Discharge an Encumbrance](#)

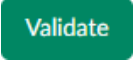
Create a new Workspace

Click  and add the following key details:

- > Select your Jurisdiction = **SA**
- > Transaction Type = **Other**

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

- > Other Type = **Encumbrance**
- > Role = **Incoming Encumbrancee**

- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **Yes/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 the land title details returned from the Land Registry.


Create Party

- > Navigate to the **Participants** screen
- > Select  to create the **Incoming Encumbrancee**

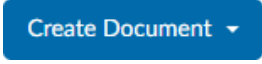

- > Complete the outstanding details

- > Click .




Invite Proprietor on Title

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

Create Encumbrance

- > Navigate to the **Documents** screen
- > Click 
- > **Ensure to complete:**
 - Details of Rent Charge
 - Terms and Conditions
 - Additional Terms – you can either upload an attachment or enter in additional terms (maximum of 4000 characters).
 - Click .

Upload Covenants (if applicable)

- > Navigate to **Files** screen
- > Select 
- > Browse and select the File to upload
- > Select the appropriate **File Description**
- > Select 
- > Click  > **Attach**.

View, Sign and Lodge documents

> Click down arrow  > **Encumbrance**

> **View**

> Click  > **Lodgement Instructions** >

Sign

Note –the Proprietor on Title is also required to sign the Encumbrance.

> Click  > **Lodgement**

Instructions > **Submit for Lodgement.**

This Help Card will step you through how to complete a lift and replace Encumbrance within a **Transfer Workspace**.

Accept an Invitation

Select **Invitations** from the Dashboard

- > Your role should be **Encumbrancee on Title**

Review the Invitation

Select **Accept**

Enter your Subscriber Workspace Reference

Workgroup

- > .


Review Land Titles

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

Represent your Party

- > Navigate to the **Participants** screen
- > Locate the unrepresented **Encumbrancee/s on Title**

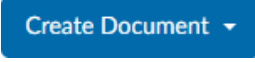
- > For each **Encumbrancee**, select

 > **Edit Party**

- > Select **I Represent this Party** and complete outstanding details.

- > Click .

Create Discharge of Encumbrance

- > Navigate to the **Documents** screen
- > Click  > **Discharge of Encumbrance**

- > Complete document.

- > Click .

Create Encumbrance

- > Remaining on the **Documents** screen

- > Click .

- > **Ensure to complete:**

- Details of Rent Charge
- Terms and Conditions
- Additional Terms – you can either upload an attachment or enter in additional terms (maximum of 4000 characters).

- Click .

Upload Covenants (if applicable)

- > Navigate to **Files** screen

- > Select .


- > Browse and select the File to upload

- > Select an appropriate **File Description**

- > Select .

> Click  > **Attach.**

View and Sign Documents

> Click down arrow  >

Encumbrance > View

> Click down arrow  > **Discharge of**

Encumbrance > View

> Click down arrow  >

Encumbrance > Sign

- Sign both the **Encumbrance** and

Discharge of Encumbrance

Note –the Proprietor on Title is also required to sign the Encumbrance.

Financial Settlement

> Navigate to **Settlement screen**

> Add **Destination** line items as applicable

> Click  > **Sign > Financial**

Settlement Schedule.

Monitor the Workspace

Check that:

> All documents are signed, and Lodgement Verification is Successful

> Financial settlement is correct, balanced and signed.

> 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:

[Community - Encumbrance SA](#)

[Community - Discharge an Encumbrance](#)