

Transfer Guideline

V3 – June 2021



Transfer guidelines

The transfer guidelines have been developed to assist Subscribers with what they should be doing, and when, in order to ensure the timely and successful completion of a PEXA settlement. They have been developed through industry-wide collaboration with the intention to meet the needs of all PEXA Subscribers.

The guidelines are:

- › not intended to override existing obligations between parties to a transaction, such as those contained in the Contract of Sale.
- › to be read sequentially therefore start at step 1 and work through the stages that are relevant to your role
- › not intended to cover sub divisions

For any escalations relating to the transaction process please contact the PEXA Support Centre on [1300 084 515](tel:1300084515).

Colour Key

■ Incoming Mortgagee	■ Incoming Proprietor	■ Mortgagee on Title	■ Proprietor on Title
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1. Workspace Preparation and Invitations

Stage	Guideline	Timing
1. – Proprietor on Title or Incoming Proprietor or Incoming Mortgagee	<p>Creates the workspace with the settlement date and time, creates/edits the party (or parties) details, and invites the other Parties as applicable.</p> <p>Minimum recommended timeframes to ensure the Mortgagee has sufficient time to complete the transaction:</p> <ul style="list-style-type: none"> • Invitation to be sent to Mortgagee on Title at least 10 days prior to Settlement. • Invitation to be sent to Incoming Mortgagee at least 10 days prior to Settlement. <p><i>Note: Contract of Sale may specify which Party is to initiate the workspace.</i></p> <p><i>If a Workspace with the same Title already exists a message will alert the Party attempting to create the duplicate workspace. Please avoid creating duplicate workspaces.</i></p> <p><i>Invitations should be sent as soon as possible once the Workspace is opened to reduce possibility of duplicates.</i></p>	Send invitation when contract/s have been received

2. Accept / Decline Invitations

Stage	Guideline	Timing
2 – All Roles	<p>All roles should respond to invitations and create/edit the party (or parties) details as soon as possible.</p> <p>If accepting, Parties should note any conditions such as “subject to receipt of instructions from Client”.</p> <p>If declining, Parties should include a reason code and additional text to fully explain why the invitation has been declined.</p> <p><i>Note: Invitations should be sent as soon as possible to reduce possibility of duplicates.</i></p>	All invitation responses should be completed within 2 business days of receiving the invitation.

3. Withdrawing From PEXA

Stage	Guideline	Timing
3 – Withdrawing From PEXA	<p>If a party cannot progress in PEXA, inform the other parties and advise reason for withdrawal (using the PEXA Conversation tool). Un-sign all documents, withdraw from and abandon the workspace.</p> <p><i>Note: If withdrawal occurs within 5 days of settlement, delays may be experienced when booking a paper settlement with the Mortgagee on Title or Incoming Mortgagee.</i></p> <p><i>Any contractual obligations concerning changes to the format of settlement should also be observed.</i></p> <p><i>Please refer to state based contractual requirements as to timeframes that the matter can revert to paper.</i></p>	As soon as possible once the party knows they cannot proceed in PEXA.

4. Conversations In PEXA

Stage	Guideline	Timing
4 – Conversations In PEXA	<p>A comprehensive understanding of, and rigorous adherence to, the Guidelines should reduce the need for Conversations (using the PEXA Conversation tool) such that Conversations will be used to communicate information that is not already in the workspace or to escalate an issue.</p> <p>It is important that all participants:</p> <ul style="list-style-type: none"> › Respond to conversations in a timely manner. › Send a conversation only if changes are made after either the Financial Settlement Schedule and/or a document have been signed, detailing the changes. <p>To minimise the number of messages each party receives:</p> <ul style="list-style-type: none"> › Avoid conversations to all workspace participants, only send to your client’s lender or practitioner (or practitioner to practitioner) <ul style="list-style-type: none"> - the Incoming Proprietor to the Incoming Mortgagee and vice versa, - Proprietor on Title to Mortgagee on Title and vice versa. › There is no need to respond to a conversation requesting completion of a task if the task is completed and visible in the Workspace. 	<p>Within 8 business hours after receiving the notification.</p> <p>OR</p> <p>Within 4 business hours after receiving notification, if settlement is in 2 business days or less.</p>

5. Document Creation

Stage	Guideline	Timing
5 – Incoming Proprietor	Complete Transfer document.	When the workspace has been created or an invitation has been accepted.

6. Discharge Authority Sent and Received

Stage	Guideline	Timing
6a – Proprietor on Title	Checks the “Discharge Authority Sent” checkbox on the Workspace Summary. <i>Note: Refer to Banks’ Transfer Checklist on Community to find the latest Discharge Authority form and where to send.</i>	When the Discharge Authority has been sent to the Mortgagee on Title.
6b – Mortgagee on Title	Checks the “Discharge Authority Received” checkbox on the Workspace Summary. <i>Note: Once received, the Discharge Authority still need to be verified. Refer to Banks’ Transfer Checklist for timeframes for verification. If a new Discharge Authority is required, this checkbox will be unchecked.</i>	When the Discharge Authority has been received.

7. Loan Documents Sent and Received

Stage	Guideline	Timing
7 – Incoming Mortgagee	Checks the “Loan Documents Sent” and “Loan Documents Received” checkboxes on the Workspace Summary.	When the documents have been sent to the Customer and received from the Customer.

8. Settlement Date & Time

Stage	Guideline	Timing
8a – Mortgagee on Title	Accepts the proposed settlement date and time. If they are not yet able to, a conversation should be sent to the Proprietor on Title to advise of the reason for the delay. If the Discharge Authority has not been received 5 business days before settlement, or security packet is not available, the Mortgagee on Title should send a conversation to Proprietor on Title to advise of delay in acceptance.	Once Discharge Authority and security packet have been received.

8. Settlement Date & Time

Stage	Guideline	Timing
8b – Incoming Mortgagee	Accepts the proposed settlement date and time.	Once the mortgage document has been signed by the customer.
8c – Incoming Proprietor	Accepts the proposed settlement date and time or proposes an alternative settlement date and time.	At the same time as accepting invitation.
8d – Proprietor on Title	Proprietor on Title accepts the proposed settlement date and time (where the Incoming Proprietor has opened the workspace) or proposes an alternative settlement date and time.	At the same time as accepting invitation.

9. Stamp Duty Assessment

Stage	Guideline	Timing
9 – Incoming Proprietor	<p>Outside of PEXA, login to online revenue office system, and provide relevant transaction details for duty assessment.</p> <p>If NSW:</p> <ul style="list-style-type: none"> › EDR requires the Lodgement Case ID not the transfer doc id. › Once record is completed user enters transaction ID into PEXA. <p>If QLD:</p> <ul style="list-style-type: none"> › OSR Online does not require any input as the record is automatically created against the Subscribers profile after they have Entered Duty Information in PEXA. › Once record is completed in OSR Online the user just needs to come into PEXA and click verify duty. <p>If VIC:</p> <ul style="list-style-type: none"> › Duties Online requires the user to claim the PEXA transaction by entering the Transfer Document ID and SRO Transaction ID together with the Form ID into Duties Online. › Once record is completed in DOL user just needs to come into PEXA and click verify duty. <p>If WA:</p> <ul style="list-style-type: none"> › Print duty certificate in Revenue Online. › Enter Certificate number into PEXA workspace stamp duty tab. <p>If SA:</p> <ul style="list-style-type: none"> › Log into Revnet for duty assessment and select 'e-conveyancing batch'. › Enter reference number into the PEXA workspace Stamp. 	<p>In accordance with jurisdictional requirements.</p> <p>NSW/QLD:</p> <ul style="list-style-type: none"> › at least 2 weeks prior to settlement. <p>SA:</p> <ul style="list-style-type: none"> › no more than 9 calendar days before settlement. <p>VIC:</p> <ul style="list-style-type: none"> › at least 1 week before settlement. <p>WA:</p> <ul style="list-style-type: none"> › at least 2 days before settlement.

10. Document Completion and Signing

Stage	Guideline	Timing
10a – Incoming Mortgagee	Prepares and signs Mortgage document.	<p>Prepare Mortgage: When accepting settlement date and time, and mortgage documents have been verified by the Incoming Mortgagee (and are deemed ready to settle).</p> <p>Signing Mortgage: When required information in Transfer Document is viewable.</p>
10b – Mortgagee on Title or Proprietor on Title	<p>The Mortgagee on Title creates and signs the Discharge of Mortgage document.</p> <p>If NSW:</p> <ul style="list-style-type: none"> › Where there is a Mortgage on the Title, the Mortgagee on Title also creates and signs the Consent document for both an electronic and paper Certificate of Title. › Where there is no Mortgage on the Title, the Proprietor on Title creates and signs the Consent document. <p>If VIC:</p> <ul style="list-style-type: none"> › Where there is a Mortgage on the Title and the Certificate of Title is paper, the Mortgagee on Title creates, signs and lodges the Nomination document. › Where there is no Mortgage on the Title, and the Certificate of Title is paper, the Proprietor on Title creates, signs and lodges the Nomination document. › Where the Certificate of Title is electronic and the transacting party (Mortgagee on Title or Proprietor on Title) is also the CT Controller, no Nomination is not required. › Where the Certificate of Title is electronic and the CT Controller is not a party in the Workspace, the CT Controller needs to be invited into the Workspace to create, sign and lodge the Nomination document. 	Once the Discharge Authority has been received.
10c – Incoming Proprietor	<p>Signs the Transfer document, Lodgment Instructions and:</p> <p>If QLD:</p> <ul style="list-style-type: none"> › Form 24 Part A&B <p>If NSW:</p> <ul style="list-style-type: none"> › NOS <p>If VIC:</p> <ul style="list-style-type: none"> › NoA 	Once all documents in the Workspace have been created and lodgment verification has occurred.
10d – Proprietor on Title	<p>Signs all documents and:</p> <p>If QLD:</p> <ul style="list-style-type: none"> › Form 24 Part A&B <p>If VIC:</p> <ul style="list-style-type: none"> › NoA 	Once all documents in the Workspace have been created and lodgment verification has occurred.

11. Balance due to Vendor

Stage	Guideline	Timing
11 – Incoming Proprietor Proprietor on Title	<p>The Incoming Proprietor and Proprietor on Title calculate the amount required to settle and either party can enter this amount into “Balance due to Vendor”*. The party who has not entered the amount needs to select “confirm”, if agreed, or amend it.</p> <p><i>*Note: “Balance due to Vendor” varies in each jurisdiction</i></p> <p>NSW—Amount due on Settlement ACT—Amount due to Seller VIC—Balance due to Vendor QLD—Balance due to Vendor SA—Balance due to Vendor by Purchaser WA—Balance due to effect Settlement</p> <p>The “Balance due to Vendor” includes the purchase price minus the deposit paid, plus/minus the net adjustments as per the Statement of Adjustments.</p> <p>This figure is used to calculate “Purchaser funds required to settle”.</p>	At least 3 business days before settlement

12. Payment Directions

Stage	Guideline	Timing
12 – Incoming Proprietor and Proprietor on Title	The Incoming Proprietor and Proprietor on Title enter payment destination line items into the Financial Settlement Schedule.	At least 8 business hours before settlement.

13. Indicative Payout Figure

Stage	Guideline	Timing
13 – Mortgagee on Title	Enters indicative payout figure into the Financial Settlement Schedule.	At least 2 business days before settlement.

14. Loan Proceeds

Stage	Guideline	Timing
14 – Incoming Mortgagee	<p>Enters the Loan Proceeds into the Sources Tab of the Financial Settlement Schedule, once Loan Documents have been received and verified.</p> <p><i>NB: This timeframe may be impacted by Customer’s unsecured debts.</i></p>	At least 5 business days before settlement.

15. Authority to Debit & Draw Down Amount

Stage	Guideline	Timing
15a – Incoming Mortgagee	Where the Incoming Mortgagee holds an authority to debit the Customer's account for the shortfall amount required to settle, they answer "Yes" in the field on the Financial Settlement Schedule under the heading "Transfer Indicators" and enter the last four digits of the authorised account in the relevant fields. If the Incoming Mortgagee is not providing shortfall, they enter "No" under the heading "Transfer Indicator".	At least 2 business days before settlement.
15b – Incoming Proprietor	If the Incoming Mortgagee is providing shortfall, the Incoming Proprietor is to enter their final adjustments into the workspace and select "Ready for Shortfall Funds". This indicates to the Incoming Mortgagee that they may now enter shortfall amount.	At least 8 business hours before settlement.
15c – Incoming Mortgagee	If the Incoming Mortgagee is providing shortfall, they select "Add a Shortfall" or "Update a Shortfall"; and enters the shortfall funds or confirms the amount which has been auto-calculated.	Once ready for shortfall button has been indicated, ideally at least 8 business hours before settlement.

16. Purchaser's Equity (no authority to debit)

Stage	Guideline	Timing
16 – Incoming Proprietor	If the Incoming Proprietor is providing shortfall, they must create a source line item in the Financial Settlement Schedule and ensure funds are deposited into the relevant account (either their own trust account or the PEXA Source Account).	No later than 10am day of settlement (in jurisdiction of the land where the property is situated). <i>NB: When using the PEXA Source Account, enter source line item at least 5 business days before settlement to generate account deposit details.</i>

17. Final Payout Figure

Stage	Guideline	Timing
17 – Mortgagee on Title	Enters final payout figure.	No later than 10am day of settlement (in jurisdiction of the land where the property is situated).

18. Collecting Vendor Surplus

Stage	Guideline	Timing
18a – Mortgagee on Title	If the Mortgagee on Title has authority to collect Vendor Surplus funds, they select “Assign to me”.	At least 2 business days before settlement.
18b – Proprietor on Title	If the Proprietor on Title is collecting Vendor Surplus funds, they should select “Assign to me” and select “Add Vendor Surplus” or “Update Vendor Surplus” and enter the Vendor Surplus amount.	At least 2 business days before settlement.
18c – Proprietor on Title	If the Mortgagee on Title is collecting surplus funds, the Proprietor on Title to enter their final adjustments into the workspace and select “Ready for Surplus”. This notifies the Mortgagee on Title that they can now enter the Vendor Surplus amount.	At least 8 business hours before settlement.
18d – Mortgagee on Title	If the Mortgagee on Title is collecting surplus funds, they select “Add Vendor Surplus” or “Update Vendor Surplus” and enter the amount for Vendor Surplus or confirm the amount if it is auto-generated.	Once the Ready for Surplus button has been indicated, ideally at least 8 business hours before settlement.

19. Settlement Preparation

Stage	Guideline	Timing
19a – Proprietor on Title	Signs the Financial Settlement Schedule.	At least 2 hours prior to settlement or once balanced.
19b – Incoming Proprietor	Completes and signs the Financial Settlement Schedule.	Sign once the IP is satisfied that the Financial Schedule is balanced.
19c – Mortgagee on Title	Signs the Financial Settlement Schedule.	No later than 10am on the day of settlement (in jurisdiction of the land where the property is situated).
19d – Incoming Mortgagee	Signs the Financial Settlement Schedule and Lodgement Instructions.	Once the Financial Settlement Schedule is balanced.