



This Help Card will detail the steps for a Transmission Application (also known as Application by Personal Representative).

Create a new Workspace

Click  and add the following key details:


- Select your Jurisdiction
- Role = **Incoming Proprietor**
- Land Title(s) and **Validate**
- Subscriber Workspace Reference
- Financial Settlement? = **No**
- 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



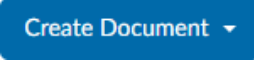

- Select **The Proprietor is Deceased** and enter **Details of Death**.
- Click .

Create Executor/Administrator



On the **Participants** screen click **Create Part**

Complete details and click .

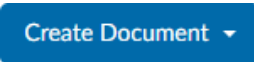

Create Transmission

- Navigate to the **Documents** screen
- Click  > **Transmission**
- Complete Document
- Enter the **Evidence Details**
- Click .

Edit Notice of Sale

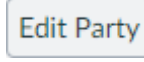




- Click  > **Edit** > **Notice of Sale**
- Complete the details and click .

Create CoRD Consent

- Click  > **Consent**
- Complete the details and click .

Note: If there is a mortgage registered on title, invite the **Consentor** to complete the **Consent**. This is completed via the **Participants** screen.

Edit Lodgement Instructions, Sign and Lodge all documents

- Click  > **Lodgement Instructions** > **Edit**
review details and click .
- Click down arrow  > **Transmission** > **View**
- Click  > **Transmission** > **Sign**
- Click  > **Lodgement Instructions** > **Submit for Lodgement**.

For more information visit:

community.pexa.com.au/transmission