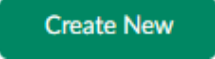


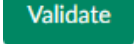
## Create a new Workspace

Click  and add the following key details:


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

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

- > Role = **Proprietor on Title**

- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **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.

## Mark Proprietor as Deceased

- > Navigate to the **Participants** screen
- > Locate the deceased Proprietor/s

- > For each deceased Proprietor, select

 > **Edit Party**

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


> Click .

## Represent Surviving Proprietor

- > On the **Participants** screen locate the surviving Proprietor on Title

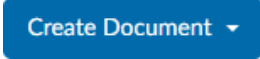
> Click  > **Edit Party**

- > Select **I Represent this Party**

> Complete outstanding details and click .

## Create Survivorship

- > Navigate to the **Documents** screen

> Click  > **Survivorship**




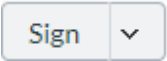

- > Complete Document

- > **Note:** Only 1 Joint Tenant can be marked as deceased per Survivorship

> Click .

**Note:** If there is more than one deceased Proprietor, create a Survivorship for each deceased Proprietor.

## Edit Lodgement Instructions, View, Sign and Lodge

- > Click  > **Lodgement Instructions** > **Edit**  
review order of lodgement and click 
- > Click down arrow  > **Survivorship**  
> **View**
- > Click  > **Lodgement Instructions** >  
**Sign**
- > Click  > **Lodgement**  
**Instructions** > **Submit for Lodgement.**

For more information visit:

[Community Standalone Survivorship SA](#)