


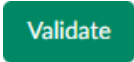
Create a new Workspace

Click  and add the following key details:


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

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

- > Role = **Incoming Proprietor**

- > 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 details returned from the Land Registry.

Mark Proprietor as Deceased

- > Navigate to the **Participants** screen
- > Locate the Deceased Proprietors

- > For each Deceased Proprietor, select


 > **Edit Party**

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

- > Click .

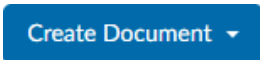

Create Executor/Administrator

On the **Participants** screen click **Create Party**

- > Select **I Represent this Party**
- > Complete details including **Party Capacity** and click .

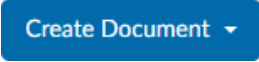

Note: If this is part of a Transfer Workspace, invite in any relevant parties. E.g. Mortgagee on Title, Incoming Proprietor.

Create Survivorship

- > Navigate to the **Documents** screen
- > Click  > **Survivorship**
- > Complete for the first deceased Proprietor
- > **Note:** Only 1 Joint Tenant can be marked as deceased per Survivorship
- > Click .



Note: Ensure to create a Survivorship document for all deceased Proprietors in the Joint Tenancy, SAVE FOR for the last deceased Proprietor, where a Transmission will be created.

Create Transmission

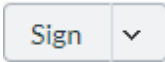

- > Click 
- > Complete **Transmission** document (for the last deceased Proprietor)
- > Enter the **Evidence Details** and **Date**
- > Click .

Upload evidence

You are required to upload supporting evidence (e.g. Probate/Letters of Administration)

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


Edit Lodgement Instructions, Sign and Lodge

- > Navigate to the Documents screen
- > Click down arrow  > **Lodgement Instructions > Edit**
- > Check the order of lodgement is correct
- > Click down arrow  > **Survivorship > View**

- > Click down arrow  > **Transmission > View**

- > Click down arrow  > **Lodgement Instructions > Sign**

- > If this is a standalone Workspace, click

 > **Lodgement**

Instructions > Submit for Lodgement.

Note: If this part of a Transfer Workspace, complete all remaining steps as required for a Transfer (e.g. view and sign transfer, complete Financial Settlement Schedule).

To learn how to complete a Standalone Survivorship where a surviving Proprietor remains on title, please see **Help Card > Standalone Survivorship (SA)**

For more information visit:
[Community Survivorship followed by Transmission \(SA\)](#)