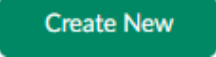


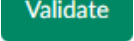
Create a new Workspace

Click  and add the following key details:

- > Select your Jurisdiction
- > Select Transaction Type = **Caveat**

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

- > Role = **Incoming Caveator**

- > Land Title(s) and 
- > Subscriber Workspace Reference


- > Financial Settlement? = **No**
- > 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.

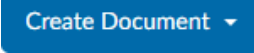
Create Party (Representative Subscribers only)

- > Navigate to the **Participants** screen
- > Select  to create the **Incoming Caveator**
- > Complete the outstanding details

- > Click .

Create Caveat

- > Navigate to the **Documents** screen


- > Click .


- > Complete Document


- > Click .

Note: Information may vary between jurisdictions.


View, Sign and Lodge all documents


- > If in WA, click  > **Lodgement Instructions** > **Edit**. Complete and click



- > Click down arrow  > **Caveat** >

View

- > Click  **Caveat** > **Sign**


- > Click  **Lodgement**

Instructions > **Submit for Lodgement**.

For more information visit:

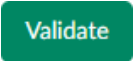

community.pexa.com.au/caveats

Create a new Workspace

Click  and add the following key details:

- > Select your Jurisdiction
- > Select Transaction Type = **Withdrawal of Caveat**

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


- > Role = **Caveator on Title**
- > Land Title(s) and 
- > Subscriber Workspace Reference
- > Financial Settlement? = **No**
- > 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.

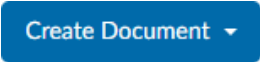

Represent your Party (Representative Subscribers only)

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

- > For each relevant proprietor, select  > **Edit Party**






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

Create Withdrawal of Caveat

- > Navigate to the **Documents** screen
- > Click 
- > Complete Document
- > Click .

Note: Information may vary between jurisdictions.

View, Sign and Lodge all documents

- > If in WA, click  > **Lodgement Instructions** > Complete and click 
- > Click down arrow  > **Withdrawal of Caveat > View**
- > Click  > **Withdrawal of Caveat > Sign**
- > Click  > **Lodgement Instructions > Submit for Lodgement.**

For more information visit:

community.pexa.com.au/caveats