Completing Your First Transfer in Representing the Purchaser in NSW

Use the following steps as a guide to completing your first transfer with financial settlement in PEXA

Incoming Proprietor (Purchaser)

1. Either: Create a New Workspace

Create New Workspace with the following key details:

Start as soon as possible

- ✓ **NSW** Jurisdiction
- ✓ Role = **Incoming Proprietor**
- ✓ Land Title(s)
- ✓ Subscriber Workspace reference (matter number)
- ✓ Workgroup
- ✓ Financial Settlement date and time

or, Accept an Invitation

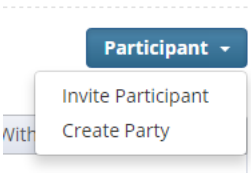
- Review the Invitation sent from the **Proprietor on Title**
- Select **Accept**
- Enter your Subscriber Workspace reference (your unique identifier for the workspace, e.g., matter number)

Accept within 5 business days

2. Review Land Titles

- Navigate to the **Land Titles** screen
- Review the land title details returned from the Land Registry (including proprietors on title, any existing caveat or mortgage details)

3. Create Party



- Navigate to the **Participants** screen
- Select Participant > **Create Party**
- Select **I Represent this Party**
- Role = **Incoming Proprietor**
- Enter client details, including date of birth and address details
- **Save**

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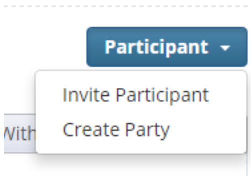
4. Invite Participant



- Select Participant > **Invite Participant**
- Invite Vendor as **Proprietor on Title**
- If a Mortgage is to be lodged, invite the financial institution who is the **Incoming Mortgagee**

5. Create Transfer

- Navigate to the **Documents** screen
- Click  > **Transfer**
- Complete the Transfer details
- 

6. Edit Notice of Sale

- Click  > **Edit** Notice of Sale
- Complete the Notice of Sale details
- 

7. Verify Stamp Duty

You must complete Stamp Duty online outside PEXA before this step
http://www.osr.nsw.gov.au/

- Navigate to the **Stamp Duty** screen
- Click 
- Enter your **OSR Transaction ID**. This code was provided when you completed your Stamp Duty online outside PEXA
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8. Monitor the Proprietor on Title's Completion of Tasks

- Via the **Documents** screen, review that the Proprietor on Title actions the Transfer and Notice of Sale documents
- If unencumbered land, Proprietor on Title creates a **Consent** document

Proprietor on Title reviews and then signs documents

9. Monitor that Incoming Mortgagee Creates and Signs Mortgage Document

10. Monitor Documents

- Review the **Documents** screen and monitor completion of tasks by other participants
- Click **> View** to view a rendered version of the document

STOP

11. View Lodgement Instructions

- Click **View** > Lodgement Instructions.
- Review Order of lodgment
- Confirm Responsible Subscriber
- **Save**

*Editing lodgement instructions unsigns documents in the lodgement case. Select **View** if no changes are required.*

12. Sign Lodgement Instructions

- Click **Sign** > Lodgement Instructions

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13. Providing funds: Complete and Verify Source line items

2 business days prior to settlement

- Navigate to the **Financial Settlement** screen
- Select **Source** tab
- **Add Source** funds where necessary (e.g. Purchasers equity)
- Click **> Verify Funds** to verify the line item
- Click **> Authorise** to authorise any Trust source accounts
- Select **Destination** tab
- **Add Destination** funds where necessary (e.g. Water authority, local council, conveyancing fees)

14. Sign Financial Settlement Schedule

At least 1 hour prior to settlement

- Click **Sign** > Sign Settlement Schedule

15. Monitor Workspace

- Review your workspace and monitor any changes to the workspace right up to settlement via the **Workspace Summary** screen
- You also receive email notifications informing you of changes to the workspace

*Any changes to the title 1 hour prior to settlement triggers a **Positive TAC** notification. This must be acknowledged by **Incoming parties** for settlement to proceed*

16. Successful Settlement

- Check that :
  - Financial settlement is correct and **balanced**
  - All documents are signed and lodgement verification is successful

*The workspace must be in status of **Ready** for settlement to be successful*

Useful links

Office of State Revenue

http://www.osr.nsw.gov.au/

Land & Property Information

http://www.lpi.nsw.gov.au/

PEXA Guidance Notes http://rgdirections.lpi.nsw.gov.au/e-dealings/pexa_guidance_notes

CoRD Holder Consent http://rgdirections.lpi.nsw.gov.au/e-dealings/cord_holder_consent_requirements

FAQs http://rgdirections.lpi.nsw.gov.au/e-dealings/faqs

PEXA Support Centre
support@pexa.com.au
1300 084 515

PEXA System www.pexa.net.au

PEXA website www.pexa.com.au

Digital Certificates www.pexa.com.au/test-your-digital-certificate

PEXA FAQs www.pexa.com.au/faqs