



Completing Your First Transfer Representing the Vendor in VIC

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

Proprietor on Title

(Vendor)

1. Either: Create a New Workspace

Create New Workspace

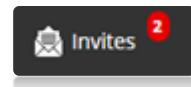
with the following key details:

- ✓ **VIC** Jurisdiction
- ✓ Role = **Proprietor on Title**
- ✓ Land title(s)
- ✓ Subscriber Workspace reference
- ✓ Workgroup
- ✓ Financial Settlement date and time



Start as soon as possible

or, Accept an Invitation



- Review the Invitation sent from the **Incoming Proprietor**
- 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. Confirm Representation of Party

- Navigate to the Participants screen
- Locate the **Proprietor on Title** parties

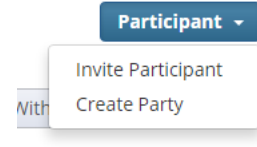
This step confirms your representation and ensures the party details are correct

- Click  > **Edit Party** to display the Party screen
- Select **I Represent this Party**
- Enter client details, including date of birth and address details

- Click 

4. Invite Participants

- Select Participant > Invite Participant
- Invite **Incoming Proprietor**: Invite the PEXA Subscriber who is representing the Incoming Proprietor (if not already in the Workspace)
- If the title is encumbered, invite **Mortgagee on Title**



5. Monitor the Incoming Proprietor's Completion of Tasks



- The **Incoming Proprietor** should:
 - Accept your invitation
 - Create Party
 - Invite Incoming Mortgagee
 - Create Transfer
 - Edit Notice of Acquisition
 - Verify Stamp Duty

*Please refer to:
Completing Your First Transfer
Representing the Purchaser*

6. If the Title is Encumbered, Monitor Mortgagee on Title's Completion of Tasks

- The **Mortgagee on Title** should:
 - Accept your invitation
 - Create Discharge document
 - Create Nomination document
 - Sign and Lodge Nomination document
 - Sign Discharge

*The financial institution who is the
Mortgagee on Title was
invited to the workspace in step 4*

7. If the Title is Unencumbered, Create Nomination Document

- Navigate to the **Documents** screen
- Ensure the Transfer and associated documents have been created

- Click  > **Nomination**

- Complete the nomination details:
 - Nominate eCT to Lodgement Case
 - Return eCT to Nominating Subscriber: NO
 - Convert Paper CT to eCT: YES

- Click 

*The Nomination document exists in a unique lodgement case and must be **lodged** before settlement and lodgement of the other transfer documents*

8. Confirm Document Details


- Navigate to the **Documents** screen

- Click  **Edit > Transfer**

- Click  **Edit > Notice of Acquisition**

*Select **View** if no changes are required. Select **Edit** to update any of the details in a document*

9. View Lodgement Instructions

- Click  **View > Lodgement Instructions**
- If the title is unencumbered: **Edit, Sign and Lodge** the **Nomination Lodgement Instructions**

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

*Lodgement verification is initiated on **Save***

10. Sign Lodgement Instructions

- Click  **Sign > Lodgement Instructions**



At least 5 business days before settlement

11. Receiving funds: Complete Destination Line Items

- Navigate to the **Financial Settlement** screen
- Select the **Destination** tab
- **Add Destination** fund line items for the transaction (e.g. Vendor's funds, conveyancing fees)



2 business days prior to settlement

12. Sign Financial Settlement Schedule

- Click  **Sign > Sign Settlement Schedule**



At least 1 hour prior to settlement

13. 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

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

14. Successful Settlement

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



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