

Guide to submitting EAS and Government requested data

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1 Overview

Welcome to Property Reporting Online (PRO) system. This system will enable the users to submit an Electronic Advice of Sale (EAS), a re-enquiry, an advice of sale only, as well as collect the government requested information quickly and easily. For the purpose of this example, the initiating agency (you) are representing the Incoming proprietor (purchaser). In section B, we assume that you are representing the Proprietor on title (seller).

Section A will assist you in submitting an EAS and providing Government requested information for an overseas sole incoming proprietor. Section B will assist you in accepting an invitation and providing Government requested information for an Australian sole proprietor.

2 Section A: Data Entry

In order to submit and EAS and provide the Government requested information via Property Reporting Online (PRO), log into MyLandgate and select the Property Reporting Online on the 'Conveyancer channel', This takes you to the dashboard of your agency.

Note: Both purchasers' and sellers' representative can initiate a transaction and invite the other. In this example, we assume that the initiating agent is the purchasers' representative.

- To start a new transaction, select 'New' from top left corner of the dashboard.

The screenshot shows the 'Property Reporting Online' dashboard. At the top, there are 'New' and 'Find' buttons. Below is a section for 'Invitations' with a table that currently has 'No records found'. Underneath is a section for 'Transactions in progress' with a table listing several transactions. At the bottom is a section for 'Not matched with dealing' with another table.

Inviting Representative	Party	Transaction	Title(s)	Settlement Date	Decline
No records found					

Agency File Reference	Party	Transaction	Title(s)	Settlement Date	Cancel
123456	JACKSON, GRAHAM TO JACKSON, SMITH	TRANSFER	2004-006	19/10/2017	X
TRAINING	JESSE CAVES & BATES PTY LTD TO HUMMING BIRD INTERNATIONAL	TRANSFER	2104-036	25/09/2017	X
	DOANES TO CAVES FOR YOU	TRANSFER	1-9A	10/09/2017	X
Ma	WALFF TO JAK	TRANSFER	1437-186	10/09/2017	X

Agency File Reference	Party	Transaction	Title(s)	Settlement Date
Leah McDonough - Test	SMITH TO SMITH	TRANSFER	1814-036	26/09/2017
Vipin Jan	SMITH TO NOLAN	TRANSFER	1814-036	26/09/2017
123456789	WALLIS WALLIS TO SMITH, SMITH	TRANSFER	2004-001	26/09/2017
	SMITH TO SMITH	TRANSFER	1814-036	03/09/2017

Note: You can use 'tab' to navigate through the fields on a page and use enter to go to the next page.

2.1 Contract Details

- Enter the contract details on the first page.

The screenshot shows the 'Add transaction' form. It has a progress indicator with five dots, the first of which is filled. The form is divided into two columns of input fields. The left column contains 'Agency File Reference' (text input with 'TRAINING'), 'Transfer Type' (dropdown menu with 'TRANSFER'), 'Contract Date *' (date input with '31/07/2017'), 'Settlement Date *' (date input with '06/09/2017'), and 'Resumption' (checkbox). The right column contains 'Contract Sale Price (AUD) *' (text input with '\$ 500,000'), 'GST Payable (AUD) (If known)' (text input with '\$ 24,000'), 'Non-Monetary Consideration' (text input with 'Enter non-monetary consideration'), 'Business Goodwill/ IP (AUD)' (text input with 'Enter business goodwill/ IP'), and 'Interest Transferred' (text input with '100.0 %'). There are 'Cancel', 'Previous', and 'Next' buttons at the bottom.

Note: You can copy information from another source and paste it into the fields in PRO or you can select data from another source and drag and drop into the PRO fields with ease.

- Enter your 'Agency File Reference'.
- Choose 'Transfer type' from drop down; 'Transfer' for this example.
- *Add Contract Date (cannot be a future date).
- *Add Settlement Date (Must be after contract date).

Note: Settlement date must be within 3 months before or after the date of EAS submission.

- Check Resumption (only if applicable)
- Enter 'Contract Sale Price' as a whole dollar value, without commas or decimal point. Include GST if any.
- Enter 'GST payable', if applicable.
- Enter 'Non-Monetary Consideration', if 'Contract Sale Price' is zero.

Note: Examples of Non-monetary considerations may be gift, love and affection, pursuant to will, etc.

- Enter 'Business Goodwill/ Intellectual Property' (AUD), if applicable.

Note: Business Goodwill/IP is the residual value after all other asset values have been allocated.

- Enter 'Interest Transferred' as a percentage.

Note: Interest transferred is the percentage of a property being transferred, as distinct from the percentage of the property being transferred to (each) party.

- Select 'Next' to go to the next page

2.2 Title and Property Details

On the Add titles page, you are required to provide relevant property details.

New Find

Add transaction

● ● ● ● ●

Add titles

Title(s)

+ Add Property

Volume Folio And/ Or Lot Plan

1814 536 [Search] [Add]

Property Search Results

1814-536	752/D61765	SMITH	<input checked="" type="checkbox"/>
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Clear Results Add Selected

Cancel Previous Next

- Enter the 'Volume and Folio' and/or the 'Lot and Plan' of the property being transacted on. You do not need to add prefixes or suffixes.
- Select the 'magnifying glass' on the right hand side (RHS).
- Check the tick box on the RHS for the correct property and select 'Add Selected'

Note: In case of multi lot properties, the record will bring up all the lots contained within the Certificate of Title.

- Confirm the property details on the next page.

a. Select anywhere on the property row to expand the property details.

New Find

Add transaction

● ● ● ● ●

Add titles

Title(s) for SMITH

Title	Lot/Plan	Property Address	Area (sqm)
1814-536	752/D61765	241 BEECHBORO RD N EMBLETON 6062	1801

+ Add Property

Cancel Previous Next

b. Select all applicable land usage (more than one may be applicable).

Note: All properties in the same transaction must have identical Proprietors on title and Incoming Proprietors, and the interest transferred for each property must be identical. If not identical, you will need to submit a separate EAS.

- Select all applicable land usage (more than one may be applicable).
- Select the applicable building status.
- Check 'Landgate please investigate' only if there is a discrepancy in the property address.
- Select 'Next'.

2.3 Proprietor Details

On the next page, you will be able to confirm the details of proprietor/s on title (seller) and also add the incoming proprietor/s (buyers).

a.

Note: You can choose to add or delete a proprietor on title if/when necessary using the 'bin' icon.

- You can edit the 'Date Acquired' and 'Date Vacated' fields and enter the 'Date Deceased' field where necessary.
- Tick the box next to 'All proprietors on title were resident at last 30 June' if applicable. This will pre-populate the 'Address Now' field in the seller's profile.

- Select the 'Will all buyers reside' if appropriate. This will pre-populate the 'Future address' field in the buyer's profile.

b.

The screenshot shows the 'Property Reporting Online' interface. At the top, there are navigation links for 'New' and 'Find'. Below this, the 'Proprietors' section is divided into two parts: 'Proprietors on Title' and 'Incoming Proprietors'. The 'Proprietors on Title' section has a table with columns for 'Name' and 'Representing Agency', showing 'SMITH, LAURA TRISH' as 'Unrepresented'. Below this is a date field for 'Date Acquired' (07/08/2017) and a radio button for 'Will all buyers reside' (checked). The 'Incoming Proprietors' section has a table with columns for 'Name' and 'Representing Agency', showing 'TRAINING PTY LTD' as 'Unrepresented'. Below this is a 'Category' dropdown menu, an 'AEN' field (12345678912), an 'ACN' field, and a 'Name' field.

- To add an Incoming Proprietor, select 'Add Incoming Proprietor'.
- From the dropdown under 'Category', choose type of entity, for eg., Individual, Company, Trust, etc. Choose 'Individual' for this example.
- Enter surname and first name and other names where applicable. Note: Surname and first names are mandatory for individuals in order to submit an EAS.
- Select 'Add' to include the new incoming proprietor to the transaction.

c.

The screenshot shows the 'Incoming Proprietors' section. At the top, there is a checkbox for 'Will all buyers reside' (checked). Below this is a table with columns for 'Name' and 'Representing Agency', showing 'TAN, TIAN' as 'Unrepresented'. Below the table is an 'Agency' field (Unrepresented) and a thumbs up icon highlighted with a red box. Below this is an 'Add Incoming Proprietor' button. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

- Represent the incoming proprietor, select anywhere on the row, and then select the thumbs up icon on the RHS.

It takes you to a page with the Incoming Proprietor's details.

- Enter 'Date of Birth' of the individual.
- From the dropdown menu, choose 'Country of Tax Residence'
- Under 'Nationality', select 'Australian' only if the entity is an Australian citizen.

In this instance, we have chosen a purchaser who is an overseas individual.

- Choose the 'Nationality' of the individual from the dropdown menu.
- Enter the 'FIRB Number' as shown on the FIRB application.
- Enter the 'Passport Number', 'Visa Number', 'Visa Subclass' and the 'Visa Expiry Date' as on the passport.
- Enter the 'Overseas Entity Id'
- Enter any 'Other Entity Id' if known.
- Select 'Address Now' to enter the individual's current street address.
- Select 'International' to input international address where applicable and enter the address, and select 'Ok'.

If the 'future address' is different from the pre-filled address, you can select the 'Future address' row and enter the correct address following the same steps as above.

Note: the 'Address Now' and the 'Future Address' must be a street address.

Note: in case of multiple entities in the buying or selling parties, you can use the 'copy contact details' button to copy contact details including the addresses and phone number from another Incoming proprietor where applicable. Please note that the contact details can only be copied from and to within the same parties, eg. You can't copy address from a proprietor on title to an incoming proprietor or vice versa.

Postal/Billing Address *

Managing Agent

Managing Agent Name *

As above

- Under 'postal and billing address', if you choose 'Managing Agent', you must provide a contact name and their address.
- Tick 'As above' if the 'postal and billing address' is the same as the 'Future address', alternatively enter the correct address. Note: this may be a PO box address.
- Select 'International' to input international phone numbers and include the country code followed by the area code and the phone number.
- Enter the email address.

2.4 Invitations for Representatives

- Select 'Next' to go to the Invitations for Representatives page. This is where you can add and invite all the representing agencies to the transaction.

New Find

Add transaction

● ● ● ● ●

Invitation for Representatives

Agency	Status
ABSOLUTELY SETTLEMENTS	Initiating Agency

Agency
ABSOLUTELY SETTLEMENTS

Contact name *

Address
PO BOX 303 BAYSWATER WA AU 6933

Phone *

Contact email address *

Status
Initiating Agency

- Confirm the 'Contact name', 'Phone', and the 'Contact email address' and edit them if necessary. Note: these fields are required.

New Find

Add transaction

● ● ● ● ●

Invitation for Representatives

Agency	Status
ABSOLUTELY SETTLEMENTS	Initiating Agency
+ Add a Representative	

Agency *
L J HOOKER SETTLEMENTS

Contact Name
EAS2 CONTACT

Address
P O Box Z5291 ST GEORGE'S TCE PERTH WA AU 6831

Phone
08 9426 6088

Contact E-mail Address
DeliveryCoordination@landgate.wa.gov.au

Cancel Previous Next Add Cancel

- To add another representing agency, select the row with 'Add a representative' and select the agency from the dropdown menu and then 'Add'. You can remove it if required by selecting the 'bin' icon.
- Follow the steps to add multiple representatives where applicable.

Note: you will not be able to submit an EAS until all agency contact information is provided.

2.5 Review and Save

Select 'Next' to go to the 'Review and Save' page where you can review and edit them if required before saving the transaction. This page gives you an overview of all the fields that you have completed.

New Find

Add transaction

● ● ● ● ●

Review & Save

Contract

Agency File Ref	Settlement Date	Transfer Type	Sale Price
123	06/06/2017	TRANSFER	\$500,000

Title(s) for SMITH

Title	Lot/Plan	Property Address	Area (sqm)
1814-836	752/061785	241 BEECHBORO RD N EMBLETON 6002	1801

Proprietors on Title

Name	Representing Agency
SMITH, LAURA TRISH	Unrepresented

Advice of Sale Information

Date Acquired	Vacated/Declassified Date	Last 30 June	EAS Request Number
24-08-2017	Vacated 05-09-2017	Non-resident	EAS Not Submitted

Incoming Proprietors

Name	Representing Agency
TIAN, TIAN	Landgate TEST - Charging

Invitations for Representatives

Agency	Status
Landgate TEST - Charging	Initiating Agency
A1 PROPERTY SETTLEMENTS	Invited
+ Add a Representative	

Compliance Status

Authority	Status
EAS	✔ Complete

I declare the information I have provided in this form is true and correct to the best of my knowledge.

Cancel Previous Submit

If all the information required for EAS submission has been provided, there will be a green tick in the 'Property report Status' at the bottom of the page. Expanding the status row will reveal details of any missing information.

- Check the declaration at the bottom of the page and select 'Save' to save the transaction. This will not submit your EAS, it saves your transaction and generates a transaction ID.
- Keep a note of the transaction ID as you can use it to search for transactions on the dashboard page.

Once the transaction is saved, you will see a page with different options.

On this page, you can use the snapshot button to save a copy of the information as evidence of completion.

Selecting 'Cancel' will erase the entire transaction from your dashboard.

You can select 'Close', to go back to the dashboard. You can use the transaction id and/or other identifiers on the find page to retrieve the transaction.

By selecting 'EAS response', you can enquire about the status of any EAS submitted.

You can submit an EAS Re-enquiry to notify the Water Corporation, Department of planning and the Office of State Revenue of any change to the Settlement date.

Also, you can re-confirm the details before submitting an EAS by expanding each row. Select the 'edit' icon on the right to edit any information. Then save the information by selecting the 'save' icon. If you choose not to save, choose the 'Don't Save' icon on the right. See examples below. Once changes have been made, you will not be able to proceed without saving/not saving the data.

Editing

Saving/ Not saving

Invitations for Representatives

Agency	Status
ABSOLUTELY SETTLEMENTS	Initiating Agency

Agency
ABSOLUTELY SETTLEMENTS

Contact name *

Address
PO BOX 303 BAYSWATER WA AU 6933

Phone *

Contact email address *

Status
Initiating Agency



2.6 Submit EAS

- To submit an EAS, click the EAS button, which takes you to the 'Submit EAS' page showing the agency fee.

Landgate Property Reporting Online

Submit EAS

Address of Sale Only

Account Name	Number	Balance	Status
MDS LEGAL PTY LTD_A M D S LEGAL	10022126	\$945.33	#3 Payment is overdue - Unable to transact

Title(s)

Volume/Title	Lot/Plan	Property Address	Area (sqm)
1604-037	751/DK1765	243 BEECHBORD RD N EMBLETON 6962	2362

EAS Agency Requirements

Fee Item	Fee	GST	Total Fee
<input checked="" type="checkbox"/> WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY			
<input checked="" type="checkbox"/> EAS LANDGATE FEE	\$10.49	\$1.09	\$11.58
<input checked="" type="checkbox"/> OFFICE OF STATE REVENUE			
<input checked="" type="checkbox"/> Certificate of Liability for Land Taxes	\$35.00	\$0.00	\$35.00
<input checked="" type="checkbox"/> WATER CORPORATION			
<input checked="" type="checkbox"/> Charges, Sewer Plan and Normal Water	\$43.30	\$0.00	\$43.30
<input type="checkbox"/> Charges, Sewer Plan and Special Water	\$81.67	\$0.00	\$81.67
<input type="checkbox"/> Charges, Sewer Plan and Urgent Water	\$81.67	\$0.00	\$81.67
<input checked="" type="checkbox"/> WA PLANNING COMMISSION			
<input checked="" type="checkbox"/> Region Scheme Certificate	\$23.00	\$0.00	\$23.00
Total for this request:			\$114.00

Comment: DATA CERTIFIED CORRECT TO THE BEST OF MY KNOWLEDGE
If you submit this enquiry, Landgate will send the details to the agencies and charge \$114.00 to your EBS account at the end of the month.
Click cancel to exit this enquiry.
This is not a tax invoice. Landgate will send your tax invoice to your EBS account at the end of the month.

Check the relevant fees for this transaction, you'll find the total fees at the bottom of the page. Once submitted, Landgate will send details to the agencies and it will charge the submitting agency's E-BIS account at the end of the month.

- Select 'submit EAS'

Success!

EAS request submitted successfully. EAS request id: 70059124

Ok

This generates an EAS request ID for your records.

To submit an Advice of Sale only, tick the 'Advice of Sale only' box at the top of the page. By ticking this box, you are advising agencies of the change of ownership only, and you won't receive rating enquiries.

You can now close the transaction by selecting 'Close' which will take to back to the dashboard.

3 Section B: Accepting an invitation and providing Government requested data

In section B, assuming that you are representing an Australian Proprietor on title (seller), the following steps will assist you in accepting a transaction you have been invited to and in entering the seller's data in PRO.

- Select the applicable transaction within the 'Invitations' section on your agency dashboard. Note: Using the 'thumbs down' icon on the right hand side, you can decline an invitation on your dashboard followed by a reason for declining. A notification will be sent to the initiating agency.
- You land on the Review transaction page with the options of 'Snapshot', 'Close', 'Accept' or 'Decline' at the bottom of the page.
- Select 'Accept' to accept the invitation to the transaction. The initiating agency will be notified once you have accepted the invitation.

Review Transaction - 212

Contract			
Agency File Ref	Settlement Date	Transfer Type	Sale Price
	09/10/2017	TRANSFER	00

Title and property information			
Title	Lot/Plan	Property Address	Area (sqm)
1822-04	43P11142	LN #1 BEATTY AV EAST VICTORIA PARK #101	1003

Proprietors on title	
Name	Representing Agency
TOML, JAMES RUE	Unrepresented

Advice of sale information			
Date Received	Validated/Declined Date	Last 30 Day	EAS Request Number
25-08-1999	Validated 05-10-2017	Resident	8502324

Incoming proprietors	
Name	Representing Agency
TEST, TEST	ABSOLUTELY SETTLEMENTS

Representatives	
Agency	Status
L J HOOPER SETTLEMENTS	Initiated
ABSOLUTELY SETTLEMENTS	Initiating Agency

Property report status	
Agency	Status
EAS	✓ Required information provided

- Select the proprietor on title you wish to represent and select the 'thumbs up' icon.
- Repeat the same steps to represent multiple proprietors on title.
- Enter the details of the entity as provided to you.
- Enter the 'Date of birth'.
- Enter the 'Country of Tax Residence'.
- Select tick box next to 'Australian' under 'Nationality'.
- Enter a new address in 'Address Now' if it is different from the prefilled address.
- Enter the 'Future Address'; select anywhere on the line and enter your address.
- Under 'postal and billing address', if you choose 'Managing Agent', you must provide a contact name and their address.
- Tick 'As above' if the 'postal and billing address' is the same as the 'Future address, alternatively enter the correct address. *Note: this may be a PO box address.*
- Enter a phone number including an area code. Select 'International' to input an international phone number and include the country code.
- Enter the email address.
- Select the save icon on the right.

You have now provided the Government requested information relevant to your party.

- Select close, which takes you back to the dashboard.