

# Change Guide

## Property Reporting Online Enhancements

Release date 5 November 2025

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## 1. Overview of Changes

From 5 November 2025, two additional features will be introduced by Landgate to PRO as part of feedback Landgate has received from industry. These changes, which were previously only available through the legacy Electronic Advice of Sale 2 (EAS2) interface, are:

- **Single lot selection from a multi-lot Certificate of Title** – when adding a Certificate of Title, allows users to select specific lots from a multi-lot Certificate of Title.
- **Modify address functions** – allows users to update the property street address for electronic advice of sale submissions.

In addition, Water Corporation is updating meter reading selections available in Property Reporting Online (PRO) and Electronic Advice of Sale 2 (EAS2).

From 5 November 2025, the following updates will appear on the Electronic Advice of Sale (EAS) submission screens in both EAS2 and PRO:

- **Removal of specific meter read functionality** - The 'specific meter read' feature will be removed from the application, as it is no longer required.
- **Date selection restrictions** – Weekend dates (Saturday & Sunday) and a date that is within 5 business days from the date of the EAS will be greyed out and not available for selection.
- **Validation for normal meter read date** - If a user manually enters a date that is within 5 business days from the date of the EAS and attempts to submit the EAS, an error message will display under the date picker field stating "Please select a date

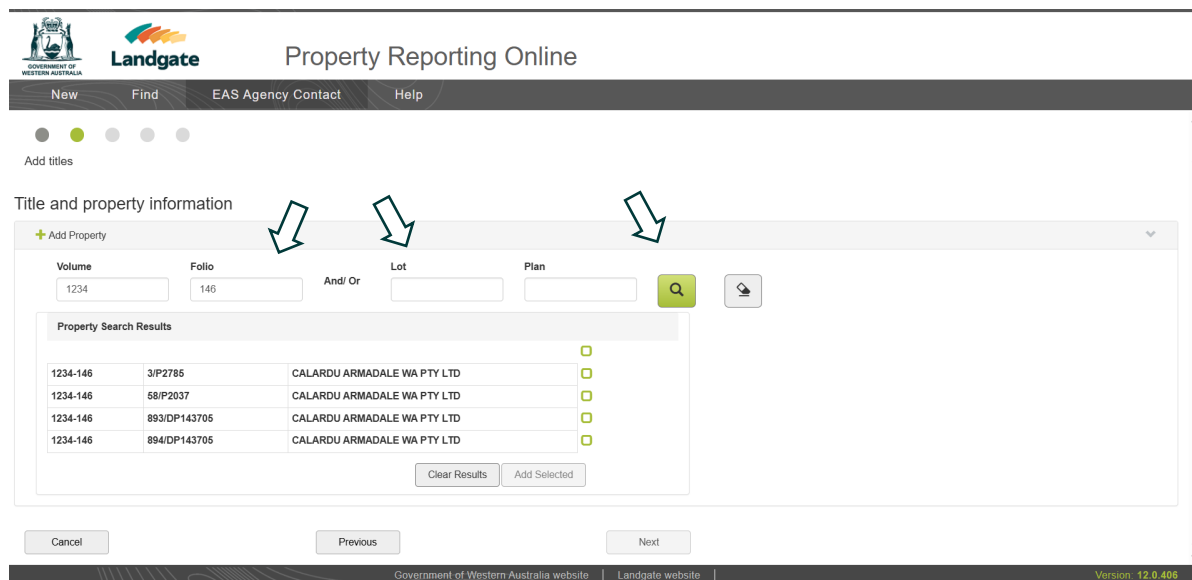
that allows for the required 5 business day lead time or request an 'Urgent' meter read."

This change guide supports using the updated features in Property Reporting Online (PRO). Please submit your feedback and questions using [Landgate's online feedback form](#) or contacting [CustomerExperience@Landgate.wa.gov.au](mailto:CustomerExperience@Landgate.wa.gov.au).

## 2. Single lot selection from a multi-lot Certificate of Title

When adding a Certificate of Title, allows users to select specific lots from a multi-lot Certificate of Title.

1. To complete an Electronic Advice of Sale (EAS) submission for specific lots in a multi-lot Title log in to PRO and proceed to the 'Add Titles' screen as shown below.
2. Enter either the Volume and Folio number or the Lot on Plan numbers, selecting the magnifying icon to show results.



Property Reporting Online

New Find EAS Agency Contact Help

Add titles

Title and property information

+ Add Property

Volume 1234 Folio 146 And/ Or Lot Plan

Property Search Results

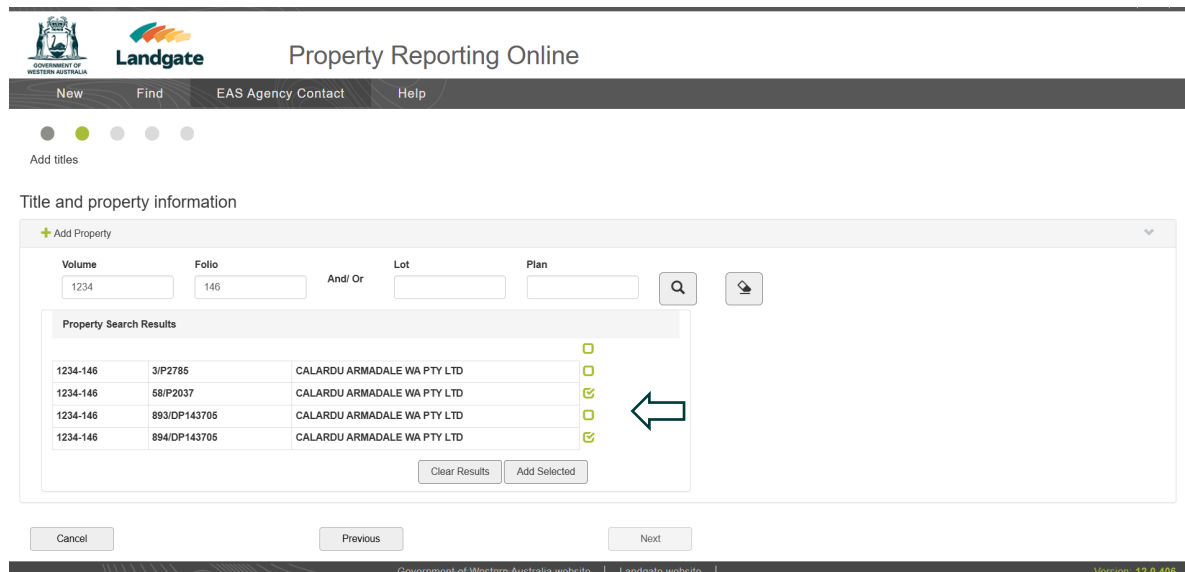
|          |              |                             |                          |
|----------|--------------|-----------------------------|--------------------------|
| 1234-146 | 3/P2785      | CALARDU ARMADALE WA PTY LTD | <input type="checkbox"/> |
| 1234-146 | 58/P2037     | CALARDU ARMADALE WA PTY LTD | <input type="checkbox"/> |
| 1234-146 | 893/DP143705 | CALARDU ARMADALE WA PTY LTD | <input type="checkbox"/> |
| 1234-146 | 894/DP143705 | CALARDU ARMADALE WA PTY LTD | <input type="checkbox"/> |

Clear Results Add Selected

Cancel Previous Next

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3. Following search results returning the required individual lot or lots can be selected using the green tick boxes that appear next to each search result.



Property Reporting Online

New Find EAS Agency Contact Help

Add titles

Title and property information

+ Add Property

Volume 1234 Folio 146 And/ Or Lot Plan

Property Search Results

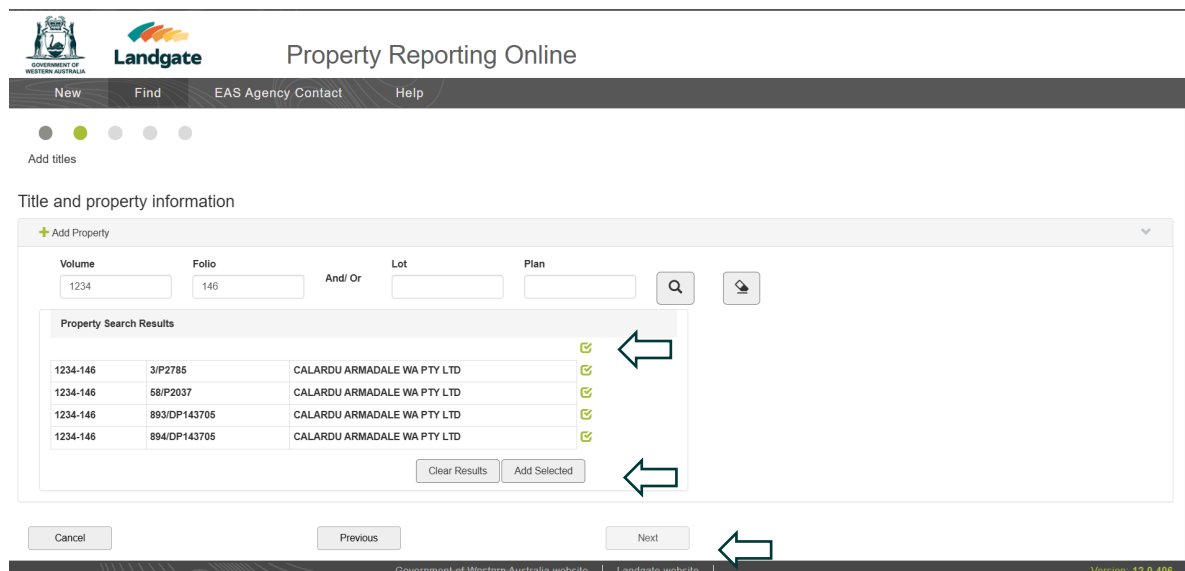
| Volume   | Folio        | And/ Or | Lot | Plan |                                     |
|----------|--------------|---------|-----|------|-------------------------------------|
| 1234-146 | 3/P2785      |         |     |      | <input type="checkbox"/>            |
| 1234-146 | 58/P2037     |         |     |      | <input checked="" type="checkbox"/> |
| 1234-146 | 893/DP143705 |         |     |      | <input type="checkbox"/>            |
| 1234-146 | 894/DP143705 |         |     |      | <input checked="" type="checkbox"/> |

Clear Results Add Selected

Cancel Previous Next

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- If all lots are required a tick all box is available at the top of the search results.
- Select the 'Add Selected' button at the bottom of the search results to enable the 'Next' button and proceed to the next screen in PRO.



Property Reporting Online

New Find EAS Agency Contact Help

Add titles

Title and property information

+ Add Property

Volume 1234 Folio 146 And/ Or Lot Plan

Property Search Results

| Volume   | Folio        | And/ Or | Lot | Plan |                                     |
|----------|--------------|---------|-----|------|-------------------------------------|
| 1234-146 | 3/P2785      |         |     |      | <input checked="" type="checkbox"/> |
| 1234-146 | 58/P2037     |         |     |      | <input checked="" type="checkbox"/> |
| 1234-146 | 893/DP143705 |         |     |      | <input checked="" type="checkbox"/> |
| 1234-146 | 894/DP143705 |         |     |      | <input checked="" type="checkbox"/> |

Clear Results Add Selected

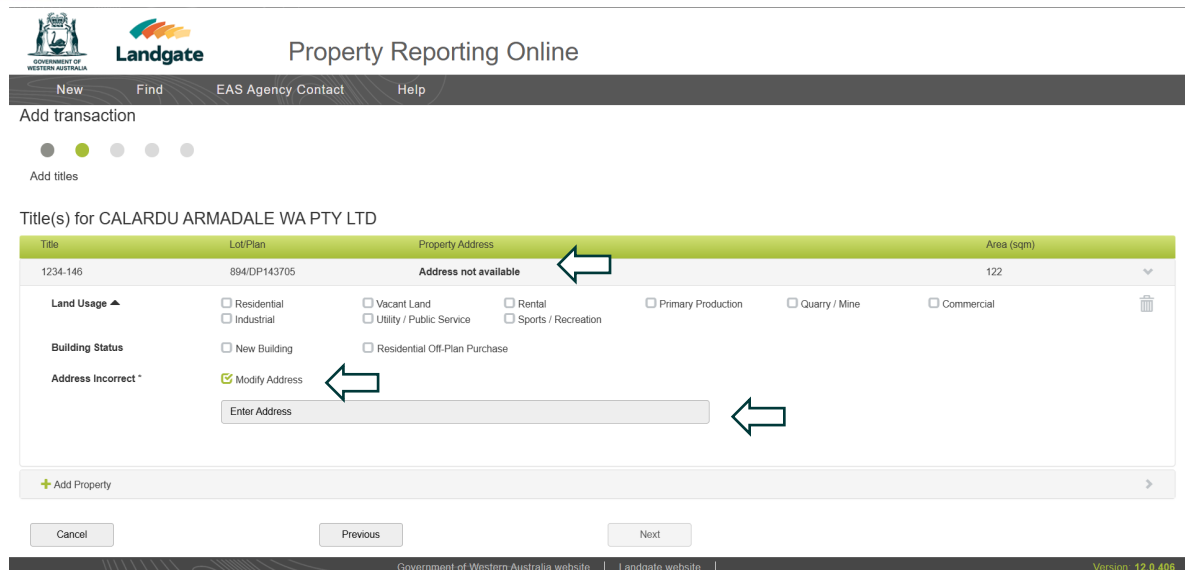
Cancel Previous Next

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### 3. Modify address functions

Allows users to update the property street address for electronic advice of sale submissions. This enhancement is designed to be used when no address is available on the Certificate of Title.

- To complete an Electronic Advice of Sale (EAS) that requires an address to be entered to proceed log in to PRO and proceed to the 'Add Transaction' screen as shown below.
- Under Property Address '**Address not available**' will appear in bold. Select the 'Modify Address' tick box.
- Select the 'Enter Address' button.



Property Reporting Online

New Find EAS Agency Contact Help

Add transaction

Add titles

Title(s) for CALARDU ARMADALE WA PTY LTD

| Title    | Lot/Plan     | Property Address      | Area (sqm) |
|----------|--------------|-----------------------|------------|
| 1234-146 | 894/DP143705 | Address not available | 122        |

Land Usage

Building Status

Address Incorrect \*

Modify Address

Enter Address

+ Add Property

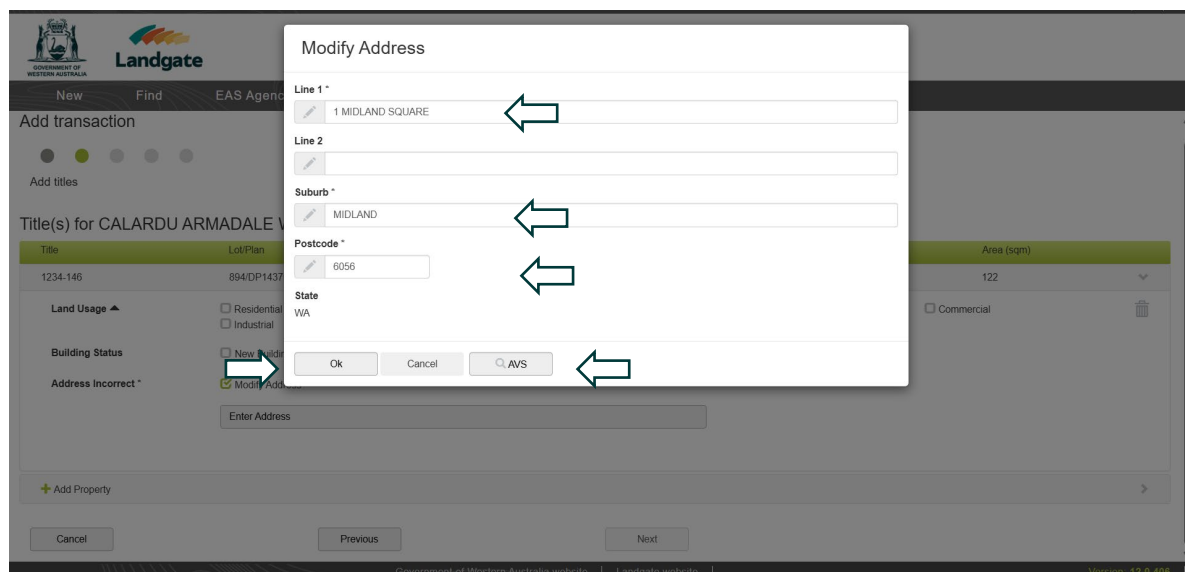
Cancel Previous Next

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4. A modify address box will appear and allow you to enter an address using free text.

*Note: The Address Verification (AVS) option is available if you would like to check if the property street address is registered in Western Australia.*

5. Fill in Line 1, Suburb and postcode then select the 'ok' button to proceed.



Modify Address

Line 1 \*

Line 2 \*

Suburb \*

Postcode \*

State

WA

Ok Cancel AVS

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6. The entered address will now display under Property Address.

*Note: The address is only used to enable the EAS submission, this address does not effect changes to the registry.*

7. Select the 'Next' button to proceed with the EAS submission.

New Find EAS Agency Contact Help

Add transaction

Add titles

Title(s) for CALARDU ARMADALE WA PTY LTD

| Title    | Lot/Plan     | Property Address              | Area (sqm) |
|----------|--------------|-------------------------------|------------|
| 1234-146 | 894/DP143705 | 1 MIDLAND SQUARE MIDLAND 6056 | 122        |

Land Usage

Building Status

Address Incorrect

Modify Address

1 MIDLAND SQUARE MIDLAND WA 6056

Add Property

Cancel Previous Next

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## 4. Updates to Water Corporation meter reading

Water Corporation updates to meter reading in Property Reporting online (PRO) and Electronic Advice of Sale 2 (EAS2).

From 5 November 2025, the following updates will appear on the Electronic Advice of Sale (EAS) submission screens in both EAS2 and PRO.

### Removal of specific meter read functionality

The 'specific meter read' option will no longer be available on the EAS fees screen. The options available for Water Corporation charges are Charges, Sewer Plan and Normal Meter and Charges, Sewer Plan and Urgent Meter (Minimum 2-day lead time required).

These options will appear on the EAS fees screen as below:

|                                     |                                                                         |
|-------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <b>WATER CORPORATION</b>                                                |
| <input checked="" type="checkbox"/> | Charges, Sewer Plan and Normal Meter                                    |
| <input type="checkbox"/>            | Charges, Sewer Plan and Urgent Meter (Minimum 2 day lead time required) |

### Date selection restrictions

Weekend dates (Saturday & Sunday) and a date that is within 5 business days from the date of the EAS will be greyed out and not available for selection.

1. To select a date for a normal meter read select the calendar icon next to the date box.

|                                     |                                                                         |                          |
|-------------------------------------|-------------------------------------------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <b>WATER CORPORATION</b>                                                |                          |
| <input checked="" type="checkbox"/> | Charges, Sewer Plan and Normal Meter                                    | DD/MM/YYYY or DD-MM-YYYY |
| <input type="checkbox"/>            | Charges, Sewer Plan and Urgent Meter (Minimum 2 day lead time required) |                          |

2. A calendar will display with dates to select a normal meter read, weekend dates (Saturday & Sunday) and a date that is within 5 business days from the date of the EAS will be greyed out and not available for selection as displayed below.

DD/MM/YYYY or DD-MM-YYYY

NOVEMBER 2025

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |

ST OF MY KNOWLEDGE

## Validation for normal meter read date

If a user manually enters a date that is within 5 business days from the date of the EAS and attempts to submit the EAS, an error message will display under the date picker field stating “Please select a date that allows for the required 5 business day lead time or request an ‘Urgent’ meter read.”

30/10/2025

Please select a date that allows for the required 5 business day lead time, or request an 'Urgent' meter read.

\$4

Full EAS fees screen displayed below:

*Note: fees displayed are user acceptance testing environment fees as at 31/10/25 and may not accurately reflect charges at this time.*



Property Reporting Online

[New](#)
[Find](#)
[EAS Agency Contact](#)
[Help](#)

LANDGATE - Application Services - Project Testing
30/10/2025
\$22,562.57
4% insufficient credit and payment to overdraw - Unable to transact

Title and property information

| Title    | Lot/Plan     | Property Address              | Area (sqm) |
|----------|--------------|-------------------------------|------------|
| 1234-145 | 894CDP143705 | 1 MIDLAND SQUARE MIDLAND 6055 | 122        |

EAS Agency Requirements

| Fee Item                                                                                                                                                                                                                       | Fee      | GST     | Total Fee |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|-----------|
| <input type="checkbox"/> WESTERN AUSTRALIAN LAND INFORMATION AUTH                                                                                                                                                              |          |         |           |
| <input checked="" type="checkbox"/> EAS LANDGATE FEE                                                                                                                                                                           | \$22.36  | \$2.24  | \$24.60   |
| <input checked="" type="checkbox"/> REVENUEWA                                                                                                                                                                                  |          |         |           |
| <input checked="" type="checkbox"/> Certificate of Liability for Land Taxes                                                                                                                                                    | \$50.35  | \$0.00  | \$50.35   |
| <input checked="" type="checkbox"/> WATER CORPORATION                                                                                                                                                                          |          |         |           |
| <input checked="" type="checkbox"/> Charges, Sewer Plan and Normal Meter                                                                                                                                                       | \$33.73  | \$0.00  | \$33.73   |
| <input type="checkbox"/> Charges, Sewer Plan and Urgent Meter (Minimum 2 day lead time required)                                                                                                                               | \$48.08  | \$0.00  | -         |
| <input checked="" type="checkbox"/> ARMADALE, CITY OF                                                                                                                                                                          |          |         |           |
| <input checked="" type="checkbox"/> Rates, Orders and Requisitions (Includes Building Licences from Computer Information from 1988)                                                                                            | \$139.58 | \$0.00  | \$139.58  |
| <input type="checkbox"/> Rates only                                                                                                                                                                                            | \$32.00  | \$0.00  | -         |
| <input type="checkbox"/> Only Available if the Rates, Orders and Requisitions option has been selected - Manual search of Councils records to verify approved developments on the property, does not include rates or order... | \$205.00 | \$20.50 | -         |
| <input type="checkbox"/> WA PLANNING COMMISSION                                                                                                                                                                                |          |         |           |
| <input type="checkbox"/> Region Scheme Certificate                                                                                                                                                                             | \$4.00   | \$0.00  | -         |
| Total for this request:                                                                                                                                                                                                        |          |         | \$248.18  |

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 \$48.18 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.

[Cancel](#)
[Submit EAS](#)

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