



Guide to submitting Advice of Sale Only for Property Reporting Online

Last Updated: 19 March 2026

Version: 0.1



Locate



Value



Secure

Landgate Version: 0.1 2026

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1 Overview

Welcome to Property Reporting Online (PRO) system.

This guide explains how to submit an Advice of Sale Only transaction in PRO for a simple transfer of land. Advice of Sale Only transactions notify participating agencies of a change of ownership and do not generate rating or taxing enquiries.

The example used in this guide is based on a straightforward land transfer submitted as an **Advice of Sale Only** transaction. It focuses on the point in the transaction where you specify that the submission is an Advice of Sale Only.

For assistance with accessing PRO, creating a new transaction, or completing earlier sections of the transaction, refer to the **Guide to Submitting an Electronic Advice of Sale**.

2 Review and save transaction

The Review and Save page provides an overview of the transaction you have entered. This page allows you to edit any fields and add additional information if missing.

**For the purposes of this guide, the owner details have been removed.*

Add transaction

● ● ● ● ●

Review & save

Contract

Agency File Ref	Settlement Date	Transfer Type	Sale Price
testing	28/02/2026	TRANSFER	\$12

Title(s) for

Title	Lot/Plan	Property Address	Area (sqm)
2762-691	18/DP69440	16 ASPIRATION CCT BIBRA LAKE 6163	28079

Proprietors on title

Name	Representing Agency
	Unrepresented

+ Add Proprietor on Title

Advice of sale information

Date Acquired	Vacated/Deceased Date	Last 30 June	EAS Request Number
19-10-2023	Vacated 28-02-2026	Yes	EAS Not Submitted

Incoming proprietors

Name	Representing Agency
NELSON	LANDGATE

+ Add Incoming Proprietor

Representatives

Agency	Status
LANDGATE	Initiating Agency
ABSOLUTELY SETTLEMENTS	Invited

+ Add a Representative

Property report status

Authority	Status
EAS	✓ Required information provided

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

Cancel Previous Save

If all the information required for an EAS submission has been provided, there will be a green tick in the 'Property report status' section.

Property report status

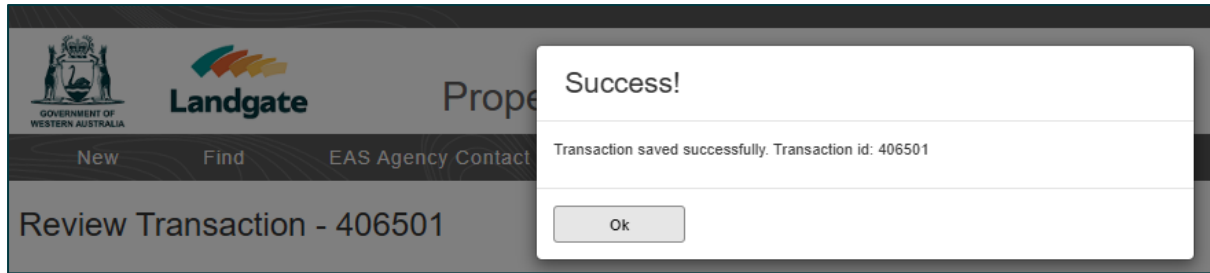
Authority	Status
EAS	✓ Required information provided

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

Cancel Previous Save

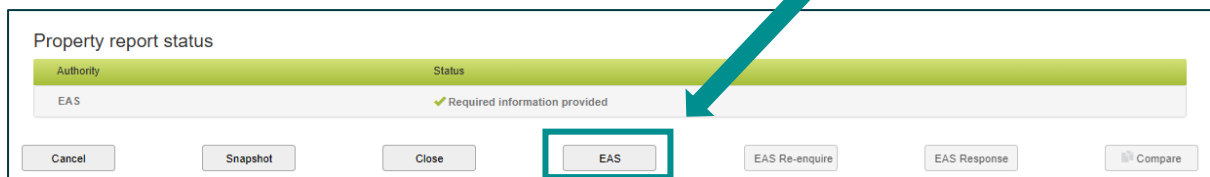
When you're ready, select the tick box next to 'I declare...' and select 'Save'.

The page will change to grey, and a small pop-up will appear at the very top of the page advising the transaction has been saved successfully. A Transaction ID number will generate; this will be your unique identifier to search for this transaction in PRO.



Click 'Ok' when ready to proceed.

If you're ready to submit your transaction, scroll down to the bottom of the page, and select 'EAS' button.



Once you select 'EAS' button, please do not refresh your browser or close out of it. You will need to wait for this to load before proceeding to submit.

3 Submit EAS fees page

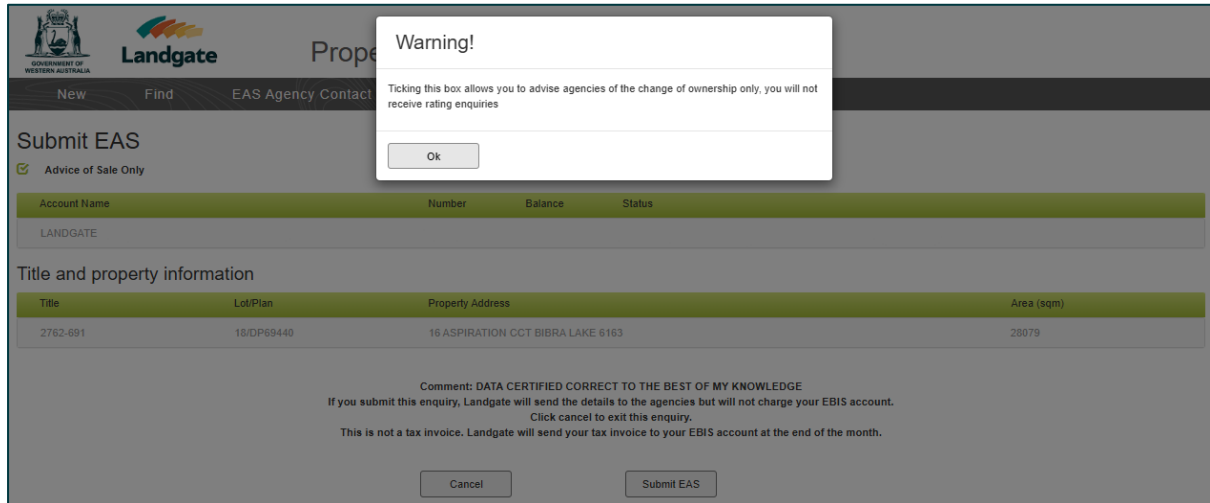
Once submitting the EAS, it will take you through to the EAS fees summary page. This will provide you a breakdown of the EAS Agency Requirements and relevant fees associated.

As you are submitting an Advice of Sale Only, you can disregard all the fees recorded below and select the box next to 'Advice of Sale Only' at the top of the page.

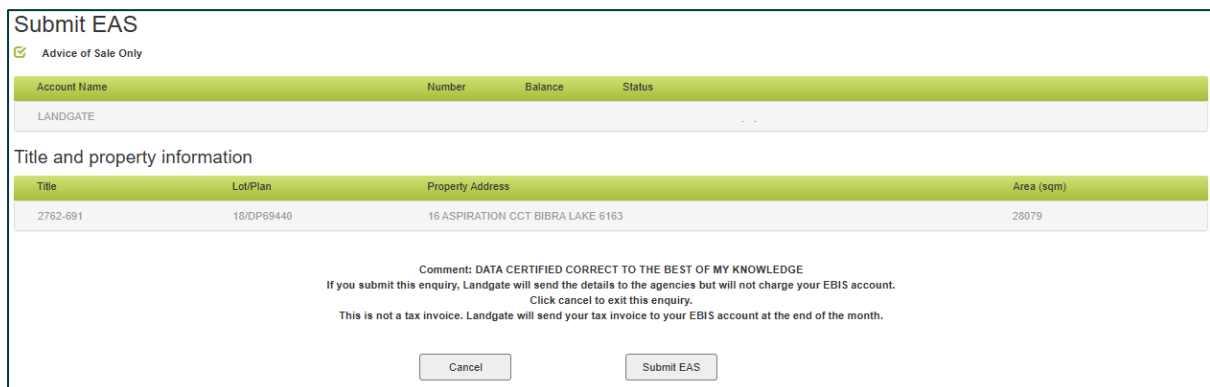


A warning pop-up will appear advising the following:

Ticking this box allows you to advise agencies of the change of ownership only. You will not receive rating enquiries.



Click 'Ok' to proceed and acknowledge.



Now you can submit the EAS transaction.

Please wait while the page is processing. Do not refresh your browser or close the window.

Upon a successful transaction, you will return to the review and save summary page with a pop-up window advising your request is successful.

