



# Guide to submitting ATO reporting fields only on Property Reporting Online

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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 Electronic Advice of Sale (EAS) in PRO where Australian Taxation Office (ATO) reporting fields are required. It focuses on completing the ATO reporting information in the Proprietor on Title (Transferor) and Incoming Proprietors (Transferee) sections of the transaction. For guidance on accessing PRO, creating a new transaction, or completing earlier sections, refer to the [Guide to submitting an Electronic Advice of Sale](#).

You can find out more information about ATO Property Reporting on the Landgate corporate website for [Property reporting online](#).

## 2 Completing ‘Section A’ in PRO

In section A, it will provide the steps you will need to follow following from the Proprietors on Title section in the transaction the steps will assist you with adding the transferor details, transferee details, representing agencies, and saving the transaction.

### 2.1 Proprietors on title and incoming proprietors’ details

On the Proprietors on title section, you will be able to confirm the details of the proprietors on the title (Transferor/s) and also add the Incoming Proprietors (Transferee/s).

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

*\*For the purposes of this guide, the owner details are removed.*

**Add transaction**

Proprietors

**Proprietors on title \***

Name	Representing Agency
	Unrepresented
+ Add Proprietor on Title	

Date Acquired ▲

Date \*  Vacated  Deceased ▲

All proprietors on title were resident at last 30 June \*  Yes  No ▲

**Incoming proprietors \***

All Incoming Proprietors will reside \*  Yes  No ▲

Name	Representing Agency
+ Add Incoming Proprietor	

Complete all required information you have for the transferor.

The mandatory fields for this page include:

- If the property is vacated or deceased (include date)
- If all proprietors on title were resident at last 30 June
- Will all incoming proprietors reside?
- Incoming proprietors' information (transferee/s).

Select '+ Add Incoming Proprietor' to add the transferee's details.

You can choose if the transferee is an individual, company, trustee, super fund or government organisation from the dropdown list under 'Category'.

Enter the details of the transferee/s and then select 'Add' when you've completed all the necessary fields.

**Incoming proprietors \***

All Incoming Proprietors will reside \*  Yes  No ▲

Name	Representing Agency
+ Add Incoming Proprietor	

Category: Individual

Single Name Only

Due Diligence Only

Surname \*

First Name

Other Names

Name Suffix:

To represent the Incoming Proprietor/Transferee, you can select anywhere on the row or the arrow, and then select the thumbs up icon on the right-hand side to expand more information.

**Incoming proprietors \***  
 All Incoming Proprietors will reside \*  Yes  No ▲

Name	Representing Agency	
NELSON	Unrepresented	▼
Agency	Unrepresented	👍 🗑️

+ Add Incoming Proprietor >

Cancel Previous Next

More fields will appear. The data on this page is what is provided to the ATO.

**Please note:** 'Address Now', 'Future Address' and 'Postal/Billing Address' fields are required. An error message will appear on the Review and Save Transaction page before submitting.

Name: NELSON  
 Representing Agency: LANDGATE

Agency: LANDGATE - Application Services - Project Listing  
 Category: Individual

Single Name Only  
 Due Diligence Only

Surname: NELSON First Name: GUYER/POST NAME Other Names: GUYER GUYER NAMES Name Suffix: Select

Date of Birth: [Field] Country of Tax Residence: [Field]

Nationality:  Australian  
 Enter Nationality

FRBN Number: [Field] Passport Number: [Field] Visa Number: [Field] Visa Subclass: [Field] Visa Expiry Date: [Field]

Overseas Entity Id: [Field] Other Entity Id: [Field]

Address Now: [Field]  
 Future Address: [Field]  As Address Now  
 AS RESIDATION CCT BBS/ALAE WA 6163  
 Postal/Billing Address:  Managing Agent  
 As Future Address  As Address Now  
 Enter Address: [Field]  
 Phone No: [Field]  International  
 Enter Phone Number including Area Code  
 E-mail: [Field] Enter E-mail address

Select 'Next' when ready to proceed.

## 2.2 Representing agencies information

This page is where you can add and invite all the representing agencies for this transaction. Select the arrow on the right-hand side to view and edit the fields.

If you wish to add a representative, select the '+ Add a Representative' option.

Add transaction

● ● ● ● ●

Representatives

Agency	Status
LANDGATE	Initiating Agency
ABSOLUTELY SETTLEMENTS	Invited
+ Add a Representative	

Cancel Previous Next

**Please note:** You will not be able to submit an EAS until all the agencies' contact information is provided.

Select 'Next' when all the relevant fields are completed.

## 2.3 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

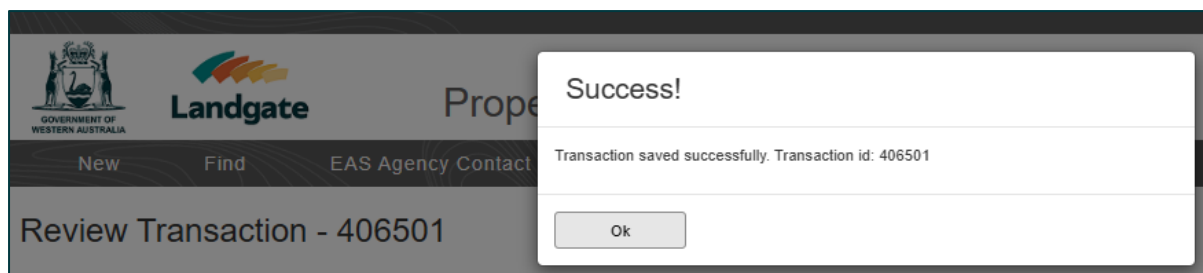
I declare the information I have provided in this form is true and correct to the best of my knowledge.

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.

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 Completing 'Section B' in PRO

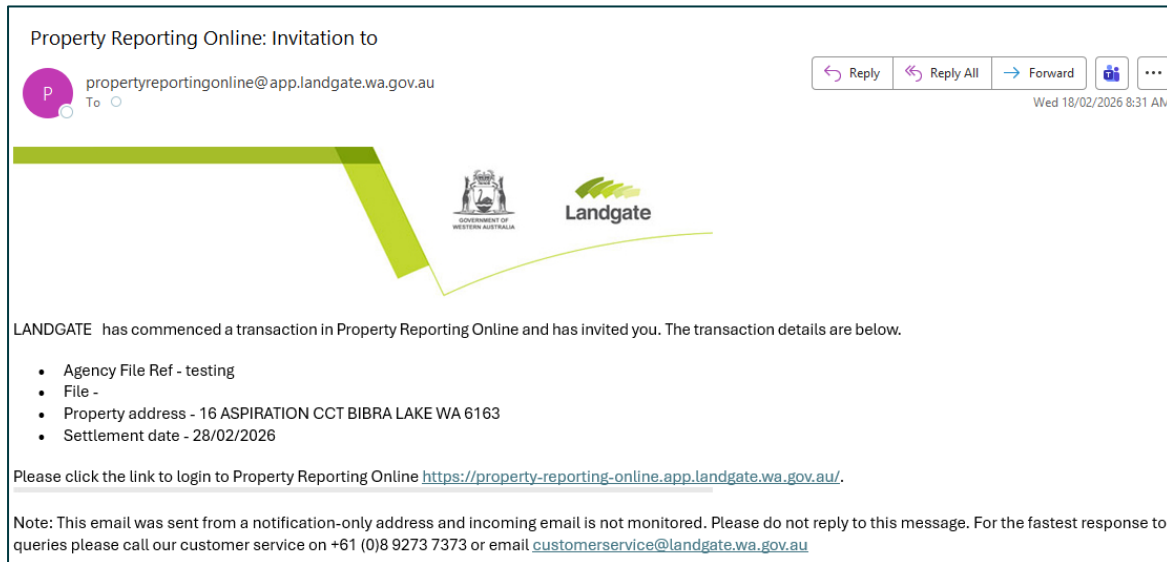
In section B, the instructions below will cover the steps if you are the agency presenting the Proprietor on the Title (Transferor). The following steps will assist you in accepting a transaction you have been invited to and how to enter the transferor's data in PRO.

*Note: Both transferor's and transferee's representative can initiate a transaction and invite the other.*

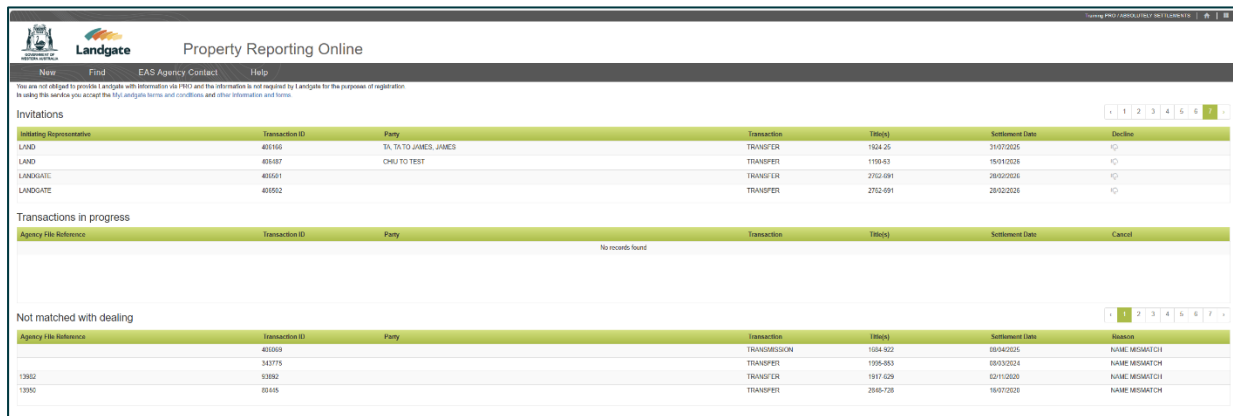
# 3.1 Accepting an invitation and providing requested data

When you're invited to a transaction, you will receive an email notification.

You can then access the transaction by navigating to PRO via [MyLandgate](#).



Once you have logged into PRO, head to your dashboard and you will need to search through the 'Invitations' section to find the transaction you have been invited to.



Click on the relevant transaction. The summary page of the transaction will open.

The screenshot shows the 'Review Transaction - 406502' page in the Landgate Property Reporting Online system. The page is divided into several sections, each with a table of data:

- Contract:** A table with columns 'Agency File No', 'Settlement Date', 'Transfer Type', and 'Sale Price'. The data row shows '28822926', '28/02/2026', 'TRANSFER', and '\$12'.
- Title and property information:** A table with columns 'Title', 'Lot/Plan', 'Property Address', and 'Area (sqm)'. The data row shows '2762-011', '10EF98140', '16 ASPHARION CCT BIBRA LAKE 6183', and '28079'.
- Proprietors on title:** A table with columns 'Name' and 'Representing Agency'. The data row shows 'Unrepresented'.
- Advice of sale information:** A table with columns 'Date Reported', 'Viewed/Occupied Date', 'Last 30 June', and 'EAS Report Number'. The data row shows '15-15-2023', 'Viewed 20-02-2026', 'Yes', and 'EAS165618'.
- Incoming proprietors:** A table with columns 'Name' and 'Representing Agency'. The data row shows 'NELSON' and 'LANDGATE'.
- Representatives:** A table with columns 'Agency' and 'Status'. The data rows show 'ABSOLUTELY SETTLEMENTS' (Invited) and 'LANDGATE' (Initiating Agency).
- Property report status:** A table with columns 'Authority' and 'Status'. The data row shows 'EAS' and 'Required information provided'.

At the bottom of the page, there are four buttons: 'Snapshot', 'Close', 'Accept', and 'Decline'.

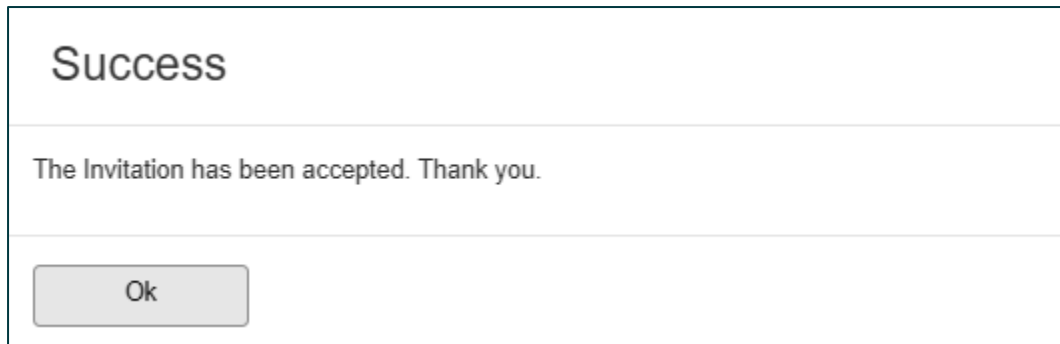
If you scroll down to the bottom of the page, you can 'accept' or 'decline' the transaction.

This is a close-up view of the 'Property report status' section from the previous screenshot. It shows the table with 'Authority' as 'EAS' and 'Status' as 'Required information provided'. Below the table, the 'Accept' and 'Decline' buttons are highlighted with a red box.

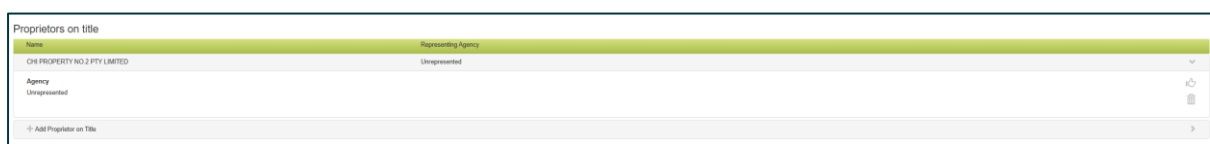
If you select the 'accept' button, a dialog box will appear to confirm your acceptance to the invitation.

The dialog box has a title 'Accept invitation?' and a question 'Are you sure you want to accept this invitation?'. At the bottom, there are two buttons: 'Yes' and 'No'.

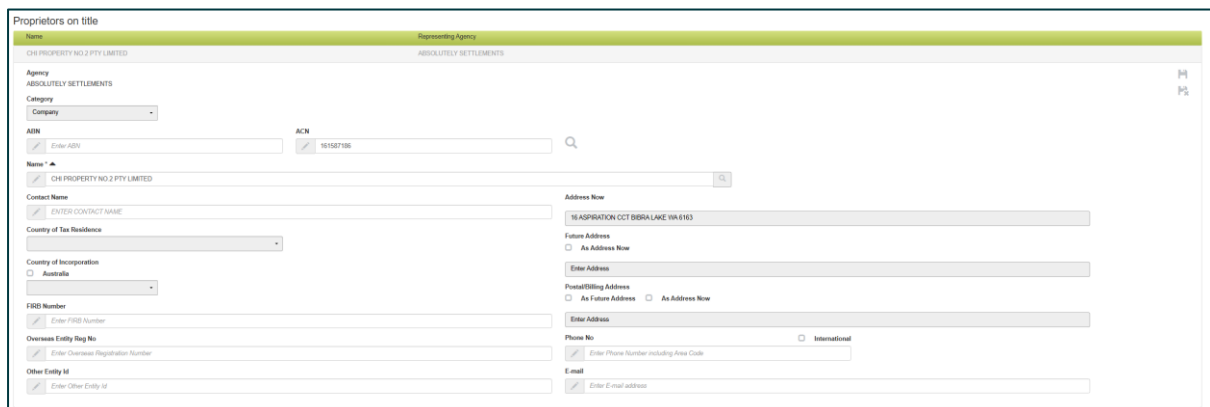
If you select the 'yes' button, a dialog box will appear to confirm the invitation has been accepted.



Click 'Ok'. Now you can scroll down to find Proprietors on Title section, click the row or the arrow on the right-hand side, and select the thumbs up icon to represent the transferor.

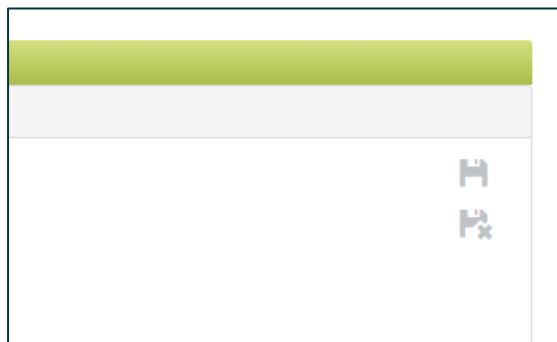


More fields will appear. These are the fields that are supplied to the ATO.



**Please note:** 'Address Now', 'Future Address' and 'Postal/Billing Address' fields are required. An error message will appear on the Review and Save Transaction page before submitting.

Once complete, you can 'save' or 'delete' the information you have entered by selecting the save icon in the top right-hand corner.



A confirmation dialog box will appear, asking you to confirm that you wish to save and submit the form and that the information provided is correct to the best of your knowledge.

- Select **Yes** to proceed with the submission.
- Select **No** to return to the form and make any required amendments.

## Confirm Save

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

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

You can close the transaction or proceed with submission.