

The **Details** page will vary slightly depending on whether you are submitting a document for an opinion assessment or whether you are completing a self-determination document.

When the document is associated with a Commonwealth Reporting Workspace, the relevant data will be prefilled and you will not have to repeat any data entry. Data displayed from the Workspace is not editable in this page.

















Note: If there were errors with the Workspace data or there is incomplete data for that particular document type you will need to return to the Commonwealth Reporting Workspace to correct the discrepancy.

If the document is not linked to Commonwealth Reporting, you will need to complete additional **Document Details** and **Property Details**.

The data you are required to enter may vary depending on the Document Type you have selected.

Mandatory data will be marked with a *.

Document Details

Document Details	
Lodging Party Reference: _____ 	GST Payable (\$): _____ 
Document Date *: _____  	Interest Transferred: Full  100.00  %
Settlement Date *: _____  	New Building or House: <input type="checkbox"/> 
Possession Date *: _____  	Residential Off-the-Plan: <input type="checkbox"/> 
Contract Date: _____  	Interstate: <input type="checkbox"/> 
Purchaser and Vendor *: <input type="radio"/> Related <input type="radio"/> Not Related 	

1. You have the option of adding your internal reference in the **Lodging Party Reference** field.



2. Add the relevant data for the transaction Dates:


- | | |
|------------------------|--|
| Document Date | Date the document was executed. |
| Settlement Date | Date the settlement is anticipated to occur. |
| Possession Date | Date the purchaser is anticipated to possess or occupy the property. |
| Contract Date | Date the contract was last executed. |

3. Indicate if the transaction is between **Related Parties**.

4. If applicable, indicate the amount of **GST Payable** on the sale of the property.
5. If the **Interest Transferred** is not the full amount, update to fractional and indicate what percentage of the property being transferred.
6. Indicate if the transfer relates to a **New Building or House** that has not been previously occupied or sold.
7. Indicate if the transfer is for a **Residential Off-the-Plan** purchase of a home on a proposed lot in an unregistered plan of a subdivision of land.
8. Indicate if the document was executed **Interstate**, outside of South Australia.

Property Details

Property Details				
Title	Address	Land Use Code	Type	
No Items to show. Click  to add a new Item.				

1. Click  to add a new property.

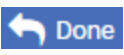
Property Details

Title Prefix *: Volume *: Folio *: Search

Address *:

Property Details

Property Type *: Residential Non-Residential i

2. Enter the **Property Details** and click **Search**.
The Address is then returned from a search with SAILIS.
3. Indicate if the **Property Type** is for land used for residential or non-residential purposes.
4. Press  once details are complete.
5. If additional properties are included in the transfer repeat the process above until all properties have been added.
6. Press **Next** to continue to details for the **Parties**.