Electronic Notice of Sale (eNOS)

This fact sheet provides advice on creating, updating, viewing and printing the electronic Notice of Sale (eNOS) online form accessible through the Land and Property Information (LPI) Online shop http://shop.lpi.nsw.gov.au.

If you complete an eNOS online form, you will not need to lodge a paper Notice of Sale (NOS) form when you lodge the associated dealing that changes the ownership of a land title.

Any dealing that changes ownership details must have a corresponding NOS, either in electronic or paper form.

LPI uses data supplied on notices of sale to notify relevant rating authorities e.g. local council and water authorities of a change in ownership or name of owner(s). Property sales information included in the notice will also be made available to the community through authorised information sellers, both government and commercial.

eNOS can only be used for Torrens title properties.

For transactions involving a change in ownership of Old System land a paper NOS form is required at lodgment.

Are there any fees or charges?

LPI does not apply any fees to the lodgment of eNOS or paper NOS forms.

How do I access eNOS?

eNOS is available through:
- authorised information brokers see listing at www.lpi.nsw.gov.au
- the LPI Online shop at http://shop.lpi.nsw.gov.au or
- from kiosk facilities at LPI’s Queens Square Sydney office.

Is it compulsory to use eNOS?

No. You can still use paper NOS forms. Please note that paper NOS forms now provide for certification of the data supplied.

Forms that do not include this clause cannot be used.

Do I need an email address?

To use eNOS you must have a valid email address to receive an email containing eNOS ID and passkey.

Do I need to remember the ID and passkey?

You must keep a record of your eNOS ID and passkey so that you can update the eNOS if needed. The codes are unique to your property transaction and new codes are issued for each new eNOS you create.

A confirmation email containing your codes will be sent to you after you complete the first screen.

Is the eNOS ID used on any other documents?

Yes. The eNOS ID you receive for your property transaction must also be recorded on the associated dealing form to be lodged for registration at LPI.

All dealings that must be accompanied by a notice of sale (see table on page 3) now contain a section which must be completed and signed by the transferee, their solicitor or agent stating:

‘The transferee/ transferee’s solicitor /transferee’s agent, certifies that the eNOS data relevant to this dealing has been submitted and stored under eNOS ID No:......’.
Are there any restrictions on how I enter information into eNOS?

There is a 10 minute limit for entering information into each eNOS screen. If a “Session expired” message appears, you will need to start that screen again using the Update eNOS option. You will need to enter your unique eNOS ID and passkey, and the security code.

There is a 35 character limit in the Transferee/Transferee’s Solicitor/Transferee’s Agent Name field. If the name has more than 35 characters you’ll need to abbreviate the name to 35 or less characters.

What happens to my eNOS after I complete it?

Your eNOS will be stored in LPI’s data information systems awaiting lodgment of the matching dealing. LPI staff will retrieve and check your eNOS as part of the dealing registration process.

Can I change my eNOS after my dealing is registered?

No, once your dealing is registered, no changes can be made to the relevant eNOS but you can view the information you supplied using the eNOS ID and passkey you received for your transaction.

Can other users change my eNOS form?

If you expect that other users will need to update your eNOS data, you can supply them with the unique eNOS ID and passkey. Only users with these codes will be able to change your eNOS data.

What if more than one title is included in my transaction?

Even if your transaction involves more than one title you only need to complete one eNOS.

For Title reference field enter the first title affected in your dealing.

For Purchase Price field enter the total amount for all titles listed in a single contract of sale.

For Area of Property field enter the total area of all titles listed in a single contract of sale.

Should I take a copy of my eNOS to settlement?

The eNOS ID should be recorded on the related dealing before or at settlement. You should ensure that the settlement date and any other missing data is entered on the eNOS before lodgment at LPI. You may need to give the eNOS ID and passkey to the lodging party.

You or your lodging party can update or complete the settlement date on the eNOS immediately prior to lodgment by using the kiosk facilities at LPI’s Queens Square Sydney office using your eNOS ID and passkey.

An eNOS summary report can be printed in hard copy for sighting at settlement, but this may not be necessary if all parties to the settlement can access it online.

What if I don’t complete my eNOS form?

Your dealing will not be registered unless a fully completed eNOS or paper NOS form is available at lodgment.

You do not need to take any action to have an incomplete eNOS deleted if you change your mind and decide to lodge a paper NOS form instead.

Can I update my eNOS?

Using your eNOS ID and passkey and the Update eNOS menu option you can access and update your eNOS form at any time before the registration of your documents.

You or your lodging party can also update or complete the eNOS immediately prior to lodgment by using the kiosk facilities at LPI’s Queens Square Sydney office using your eNOS ID and passkey.
**What dealings require a notice of sale?**

Real Property Act dealings that require a notice of sale form are listed below.

<table>
<thead>
<tr>
<th>Dealing</th>
<th>Form No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annulment of Bankruptcy</td>
<td>04BAN</td>
</tr>
<tr>
<td>Application for Possessory Title</td>
<td>04YA</td>
</tr>
<tr>
<td>Application to Record New Registered Proprietor</td>
<td>04RP</td>
</tr>
<tr>
<td>Bankruptcy Application</td>
<td>04BAP</td>
</tr>
<tr>
<td>Change of Name</td>
<td>10CN</td>
</tr>
<tr>
<td>Conversion of Strata Lot to Common Property</td>
<td>15CD</td>
</tr>
<tr>
<td>Foreclosure</td>
<td>04FM</td>
</tr>
<tr>
<td>Foreclosure under Order of Court</td>
<td>11R</td>
</tr>
<tr>
<td>Instrument of Conversion</td>
<td>21CE</td>
</tr>
<tr>
<td>Notice of Conversion</td>
<td>11R</td>
</tr>
<tr>
<td>Notice of Death</td>
<td>2ND</td>
</tr>
<tr>
<td>Order of Court Changing Unit Entitlement</td>
<td>15SO</td>
</tr>
<tr>
<td>Rescission of Resumption</td>
<td>11R</td>
</tr>
<tr>
<td>Resumption</td>
<td>11R</td>
</tr>
<tr>
<td>Termination of a Strata Scheme</td>
<td>15ST</td>
</tr>
<tr>
<td>Transfers</td>
<td>01T, 01TCV, 01TD, 01TE, 01TP, 01TS, 01TX</td>
</tr>
<tr>
<td>Transfer by Way of Discharge of Mortgage</td>
<td>01DT</td>
</tr>
<tr>
<td>Transfer Without Monetary Consideration</td>
<td>01TWC</td>
</tr>
<tr>
<td>Transmission application by devisee, beneficiary or next of kin</td>
<td>03AD</td>
</tr>
<tr>
<td>Transmission application by executor, administrator or trustee</td>
<td>03AE</td>
</tr>
<tr>
<td>Transfer of Lease</td>
<td>01TL affecting a Crown Lands Lease or Western Lands Lease</td>
</tr>
<tr>
<td>Any other dealing changing ownership of a Crown Land term lease (ie Special Lease, Western Lands Lease)</td>
<td></td>
</tr>
</tbody>
</table>

**More information**

For further information or assistance please contact the Customer Service Centre on T: 1300 052 637.
Find the eNOS online form

Go to http://shop.lpi.nsw.gov.au

Step 1

Select eNOS using either the menu or page option

Step 2

Click Open eNOS here
Step 3

Purpose of the Notice of Sale information.
The submitted information will be connected to the appropriate Torrens Title dealing affecting the ownership details of land or a strata or community title unit when that dealing is lodged for registration at Land and Property Information (LPI). Submission of this information within 30 days of a notifiable event and its connection to the relevant dealing or instrument, will satisfy the following legislative provisions:

- Local Government Act, 1993: section 604
- Valuation of Land Act, 1916: section 71
- Local Land Services Regulation 2014: clause 24
- Conveyancing Act, 1919: section 184E
- Real Property Act, 1900

Purpose for which the supply of Notice of Sale information may not be used.

- Transfers of Crown holdings under the Crown Lands Act 1989 (eg, permissive occupancies, road closures) or of any rateable lands which are not registered at LPI.
- Occupation (as distinct from ownership) of land rateable by Local Land Services.
- To change ownership of a Water Access Licence (WAL) holder.

In the above cases, the new owner's details must be advised directly to the prescribed authorities on the prescribed form.

Step 4

You must enter the security code shown in the picture before you can start creating your eNOS.
Create your eNOS

Step 1 – Transferee/ Transferee’s Solicitor/Transferee’s Agent

This section must be fully completed.

Step 2 – Property Address Details - current property address held by LPI

* Property Address: the local council allocates the address. Seek advice from the council if there is any uncertainty about the property address.
Step 3 – Name and Address details for Service of Notices

Name of a person or organisation to which official notices such as local council rates are to be addressed after the property is acquired.

Enter title, initials and name details.

Select either Owner or Agent.

If you select No to this option you **MUST** enter the Property Description and Address Fields *

You **MUST** select one eNOS category e.g. Sale: where property is acquired for a sum of money.

Click to save and go to next screen.

* Property Description: if using PO Box you must enter the words PO Box before the number. If using RMB you must show RMB before the number and include the road name.

Other eNOS categories

Change of Name/No Value: where there has been a change of name of the registered proprietor/s or if the property was acquired for No Value (this includes transfers for no consideration or nominal value).

Survivorship: where the property is acquired by surviving joint tenants.

Will or Intestacy: where the property is acquired by way of will, probate or letters of administration.

Court Order: where the property is acquired by order of court.

Other: where the property is acquired by other means.
Step 4 – Transaction Details – e.g. Sale

* Date of Contract: cannot be after the Date of Settlement. If the Date of Contract cannot be determined enter the same date as the Date of Settlement.

+ Date of Settlement: cannot be before the Date of Contract. Remember to update your eNOS with Date of Settlement before lodgment of the associated dealings at LPI.

Additional fields if another eNOS category is selected

Change of Name/No Value: enter the date of change of name or date of the dealing.

Survivorship: enter the date of death of the deceased joint tenant.

Will or Intestacy: enter the date of grant of probate or letters of administration.

Court Order: enter the date of the order if a vesting order was made otherwise enter the execution date of the transfer pursuant to the order.

Other Reason: enter the date of execution of the dealing or instrument if no other date is applicable.
Step 5 – Property Details
This screen will only appear if Sale eNOS category selected.

* Area of the Property: if more than one property is included in the transaction, show the total area of all properties. If the property transferred is a strata unit or a community title lot, show the area of the unit or lot as it appears on the relevant plan.

Area Unit: if the area is greater than 10,000 square metres select Hectares. If the area is less than 10,000 square metres use Square Metres.

Select option appropriate for your transaction.

* Enter area of property and area unit (measurement unit). If more than one property enter total area of all properties.

Select option appropriate for your transaction.

Click to complete and Submit your eNOS application.
Check your eNOS

A Summary eNOS Report issues after you select **Submit eNOS** in Step 5.

You need to check all details in this screen. If there are incorrect details select **Update eNOS** to make changes **before** your dealing is registered.

You need your eNOS ID and passkey to access your eNOS form.

[Image of eNOS form]

Select to print your eNOS. A print copy of your eNOS summary report can be sighted at settlement but this may not be necessary if all parties can access your eNOS online.

Although the eNOS status is COMPLETE you can update/change your eNOS form at any time before registration of your documents by using the Update eNOS option.
Although status is COMPLETE you can update/change your eNOS form at any time before registration of your documents by using the Update eNOS option.

You can view/print copies of your Summary eNOS Report, at any time. Go to the View eNOS screen and enter your unique eNOS ID and passkey and the security code.