

Information Sheet

COVID-19 Residual Lodgment Phase 2

From **25 May 2020**, paper documents which don't have a Real Property Act Land Title Reference or where the Land Title is not electronically tradable can be lodged through the PEXA workspace using a prescribed Title reference, [NO/REF/99999](#) and submitted as a document in PDF format.

This includes the following five document types.

1. Memorandum

- The land title NO/REF/99999 is entered into the workspace
- Memorandum is selected
- A PDF of the document is attached to the PEXA workspace

2. Resumption of Non-RPA/Primary Application

- The land title NO/REF/99999 is entered into the workspace
- Resumption of Non-RPA/Primary Application is selected
- A PDF of the document together with any further evidence and manual Notice of Sale form is attached to the PEXA workspace

3. Old System Deed

For a list of documents lodged as part of this document type, please click [here](#).

Lodgment

- The land title NO/REF/99999 is entered into the workspace
- Old System Deed is selected
- A PDF of the completed Deeds Index Particulars form together with the Deed and any other required documents e.g. Manual Notice of Sale form is attached to the PEXA workspace

Delivery

- A digital NSW LRS seal will be affixed to the document submitted through the PEXA platform
- Upon receiving payment, the Registration Copy will be delivered

Please note: The Registration Copy must be retained with the original document at all times.

4. Power of Attorney

NSW LRS will not accept Powers of Attorney which have been signed electronically

Lodgment

- The land title NO/REF/99999 is entered into the workspace
- Power of Attorney is selected
- A PDF of the completed Deeds Index Particulars form together with the document is attached to the workspace

Delivery

- A digital NSW LRS seal will be affixed to the document submitted through the PEXA platform
- Upon receiving payment, the Registration Copy will be delivered.

Please note: The Registration Copy must be retained with the original document at all times.

5. Miscellaneous documents

This document type is selected in the following circumstances:

- Where a dealing enabled as part of Phase 1 is lodged and the title is not electronically tradeable including Lease folios, Lot in an Auto Consol, Sub-Folio Base Title, Strata Common Property. For more information visit [here](#)
- Where at least one Title in the transaction is not electronically tradeable – e.g. a Transfer affecting 20 titles, and one Title is not electronically tradeable
- Where a document is affecting more than 20 Titles

Procedure

- The land title NO/REF/99999 is entered into the workspace
- Miscellaneous Document is selected
- A PDF of the document is attached to the workspace

Customer enquiries

For more information please call our Contact Centre on 8776 3575, [Contact Us](#) online or email our eConveyancing team at eConveyancingNSW@nswlrs.com.au.