

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?

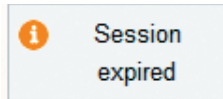
Yes. The eNOS ID you receive for your property transaction must also be recorded on the associated dealing form to be lodged for registration at LPI.

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 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.

What happens 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 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.

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 dealings require a notice of sale?

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

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

More information

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

Disclaimer

This fact sheet must not be relied on as legal advice. For more information about this topic, refer to the appropriate legislation.

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Customer Services

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T +61 2 9228 6666
F +61 2 9233 4357
www.lpi.nsw.gov.au

Find the eNOS online form

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

Step 1

The screenshot shows the homepage of the LPI Online Shop. The navigation menu on the left includes: Shop Home, About Us, Support, My Cart, SIX Portal, Title Searches and Records, Specialised Searches, Deeds, Land Values, **eNOS**, Property Information, Torrens Assurance Levy, Maps and Spatial Data, Book Store, News, and Search. The main content area is titled 'Welcome to LPIs Online Shop for NSW land and property information. Are you...' and contains six service tiles: Title Search & Records, Specialised Searches, Land Values, Deeds, Book Store, and Property Information. A search bar is located at the top right of the main content area.

Select **eNOS** using either the menu or page option

Step 2

The screenshot shows the 'Use eNOS' page. The left sidebar menu has 'eNOS' selected. The main content area is titled 'Use eNOS' and contains the following sections: 'Electronic notice of sale - eNOS' with instructions on how to complete and lodge notices of sale online; 'What do I need to use eNOS?' with information on the requirements for using eNOS; and 'Need more help?' with contact information for LPI Customer Services. A link 'Open eNOS here' is circled in red.

Click **Open eNOS here**

Step 3

eNOS eNOS

Create eNOS

Update eNOS

View eNOS

Collect Settlement Date

Transfer eNOS

Lost eNOS/Passkey

PAGE TRAIL: Home

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.

eNOS eNOS

Create eNOS

Update eNOS

View eNOS

Collect Settlement Date

Transfer eNOS

Lost eNOS/Passkey

PAGE TRAIL: Home | Create eNOS

Create eNOS

Lodgment of an eNOS application.

Search Costs and Payment Method
There is no charge for this service.

eNOS Creation

This is the eNOS creation option. By electing to continue you will be presented with an eNOS ID and Passkey that will be used in the creation of the eNOS record. This eNOS ID and Passkey can also be used to View or Update an existing eNOS record.

H S P R R

(Enter the security code you see in the picture)

Continue

Enter **security code**
click **Continue**

Create your eNOS

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

eNOS ID: 4593
Passkey: N1WJK2
Name: Thomas & Taylor Pty Ltd

Address: 1 Prince Street
Locality: Sutherland
Postcode: 2232
OR
DX Number:
DX Exchange:

Email: thomastaylor@bigpond.net.au
Phone: 0295671234 (Inc. STD Area Code)
Client Reference: (Optional)
Title Reference: 9/SP7504

Continue

eNOS ID + Passkey. Remember to keep a record of these numbers.

Enter agent's name (solicitor, conveyancer etc). If the purchaser is acting on their own behalf enter purchaser's contact details.

Enter agent's postal address

Enter valid email and phone number (include STD code). You can enter a mobile number.

Enter current title reference (one only) of property being sold or acquired..

Click to save and go to next screen.

This section **must** be fully completed.

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

Property Address: 9 / 3 PREMIER ST
GYMEA 2227
Do you want to Change/Edit the Property Address? No Yes
Property Description:
(Property Name, Unit No., House No., RMB)
Address:
(Street Name)
Locality:
Postcode:

Continue

* Current property address held by LPI. Recent records/ registrations may not provide a house and/or street number.

Only select **'Yes'** if you want to make a change /edit to the Property Address.

Enter Property Description only if you have selected Yes to change / edit the property address. Enter full address of property being acquired.

PO boxes are **not** acceptable.

If transaction involves properties at different addresses supply address for **one** property only.

Click to save and go to next screen.

* **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.

eNOS

Create eNOS

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Lost eNOS/Passkey

eNOS

PAGE TRAIL: [Home](#) | Create eNOS

Create eNOS

Lodgment of an eNOS application.

Search Costs and Payment Method

There is no charge for this service.

For instructions on completing this form, [click here](#).

Name and Address for Service of Notices

Mr/Mrs/Ms/Dr etc:

Initials:

Family/Organisation Name:

Whose name is shown: Owner Agent

Is the Address for Service of Notices the same as the Property Address? No Yes

Property Description:
(Property Name, Unit No., Level, House No., PO Box, RMB)

Address:
(Street Name)

Locality:

Country:
(Leave blank if Australia)

Postcode:

eNOS Category

Sale

Change of Name | No Value

Survivorship

Will or Intestacy

Court Order

Other

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

The screenshot shows the 'Update eNOS' form in the eNOS system. The left sidebar contains navigation options: 'Create eNOS', 'Update eNOS' (selected), 'View eNOS', 'Collect Settlement Date', 'Transfer eNOS', and 'Lost eNOS/Passkey'. The main content area is titled 'Update eNOS' and includes a 'PAGE TRAIL: Home | Update eNOS'. Below this is a 'Transaction Details' section with the following fields and options:

- Purchase Price:** A text input field containing '\$400000.00'.
- Date of Contract:** A date picker field showing '2/07/2010' with a calendar icon and '(dd/mm/yyyy)' format.
- Date of Settlement:** A date picker field showing '15/07/2010' with a calendar icon and '(dd/mm/yyyy)' format.
- Does the purchase price include items which were not fixed improvements, e.g. crops, stock, plant, goods, furniture, etc?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Does the purchase price include land not in the accompanying instrument, e.g. other freehold, permissive occupancy, road enclosures?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Transfer of a Share: (Optional):** A text input field with a slash '/' as a separator.

A 'Continue' button is located at the bottom left of the form.

Enter the total amount paid for **all** properties in a single contract for sale. **No** commas or spaces.

* Enter date of contract. The year must be shown as four digits e.g. 2010, 2011.

+ Enter date of settlement. The year must be shown as four digits e.g. 2010, 2011.

Select as appropriate for your transaction

Don't complete if whole of vendor's interest in the property is transferred or acquired.

Click to save and go to next screen.

* **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.

eNOS

Create eNOS

Update eNOS

View eNOS

Collect Settlement Date

Transfer eNOS

Lost eNOS/Passkey

eNOS

PAGE TRAIL: [Home](#) | Create eNOS

Create eNOS

Lodgment of an eNOS application.

Search Costs and Payment Method
There is no charge for this service.

For instructions on completing this form, [click here](#).

Property Details

How was the property transferred:

to the tenant

with vacant possession

with existing tenant

Area of Property:

Area Unit:

Square Metres

Hectares

Nature of Property:

Vacant Land

Residence

Other

Submit eNOS

Select option appropriate to 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.

* **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**.

Information contained in this document was correct at time of publication, but may have been superseded.

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.

eNOS eNOS

Create eNOS

Update eNOS
View eNOS
Collect Settlement Date
Transfer eNOS
Lost eNOS/Passkey

CREATE eNOS

Lodgment of an eNOS application.

Search Costs and Payment Method
There is no charge for this service.

PAGE TRAIL: [Home](#) | [Create eNOS](#)

[[Printable Version](#)]

The eNOS information displayed is as supplied to LPI by the online creator of the product and is for the requested eNOS ID number supplied on the date and time printed thereon.

Summary eNOS Report

eNOS ID: 4593
Email Address: THOMASTAYLOR@BIGPOND.NET.AU
Title Reference: 9SP7604
Status Date/Time: 31/08/2010 4:08:57 PM
eNOS Status: COMPLETE

Property Details

Property Description: 9/3
Street Name: PREMIER ST
Suburb: GYMEA Postcode: 2227
Area: 200.5 SQUARE METRES
Property Type: RESIDENCE Tenant Type: WITH VACANT POSSESSION

Name and Address for Service of Notices

Address same as Property Address: Y Owner/Agent: OWNER
Name: MR JB HANWOOD
Address:
Suburb:
Country: Postcode:

Transaction Details

Category: SALE Purchase Price: \$400000
Contract Date: 2/07/2010 Settlement Date: 15/07/2010
Other Items Included: N Other Land Included: N
Acquisition Date: Acquisition Type: SALE
Transfer of Shares:

Agent Details

Name: THOMAS & TAYLOR PTY LTD
Address: 1 PRINCE STREET
Suburb: SUTHERLAND Postcode: 2232
DX Number: DX Exchange:
Phone: 0295671234
Reference:

Information contained in this document was correct at time of publication, but may have been superseded

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.

Summary eNOS Print version



Land & Property Information

The eNOS information displayed is as supplied to LPI by the online creator of the product and is for the requested eNOS ID number supplied on the date and time printed thereon.

Summary eNOS Report

eNOS ID: 4593

Email Address: THOMASTAYLOR@BIGPOND.NET.AU

Title Reference: 9SP7604

Status Date/Time: 31/08/2010 4:06:57 PM

eNOS Status: COMPLETE ←

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.

Property Details

Property Description: 9/3

Street Name: PREMIER ST

Suburb: GYMEA

Postcode: 2227

Area: 200.5 SQUARE METRES

Property Type: RESIDENCE

Tenant Type: WITH VACANT POSSESSION

Name and Address for Service of Notices

Address same as Property Address: Y Owner/Agent OWNER

Name: MR JB HANWOOD

Address:

Suburb:

Country:

Postcode:

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.

Transaction Details

Category: SALE

Purchase Price: \$400000

Contract Date: 2/07/2010

Settlement Date: 15/07/2010

Other Items Included: N

Other Land Included: N

Acquisition Date:

Acquisition Type: SALE

Transfer of Shares:

Agent Details

Name: THOMAS & TAYLOR PTY LTD

Address: 1 PRINCE STREET

Suburb: SUTHERLAND

Postcode: 2232

DX Number:

DX Exchange:

Phone: 0295671234

Reference: