



Accessing e-forms for MyLandgate user

Opening e-forms when you have a MyLandgate account

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Accessing e-forms

1 What has changed?

Forms are now being provided in an electronic format to assist with data entry.

The electronic forms (e-forms) are split according to what type of lodgement you are looking to action.

- Change Ownership
- Create Titles
- Record Interest
- Remove Interest
- Modify Interest
- Other

If you would like to view which form type sits under each type of Lodgement you can visit [Land titling forms](#) on the Landgate Website.

Not all our forms have been converted into an e-form. If you can't find what you're looking for, refer to the Land titling forms page on the Landgate website to access the .pdf version of a non-converted registration form.

1.1 Can I still use the existing non-electronic forms?

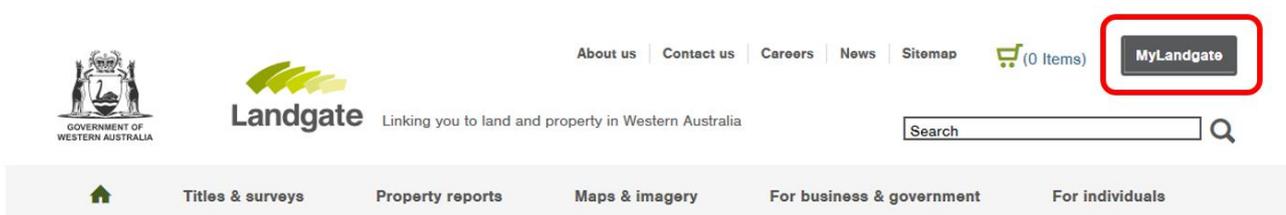
The existing printable PDF versions can still be used as required. Please ensure that all forms are printed in duplex format, that is, printing on both sides of the page.

This excludes the *Record Interest - Mortgage (National Mortgage)* form which aligns to a national standard and may be printed in single sided format.

Please note: If you do not adhere to these required formats, Landgate will be unable to register your document.

1.2 How do I access the e-forms?

As a MyLandgate account holder you will already have access to e-forms. To access e-forms log into your MyLandgate account by launching www.landgate.wa.gov.au and clicking on the MyLandgate login button at the top right hand side of the page.



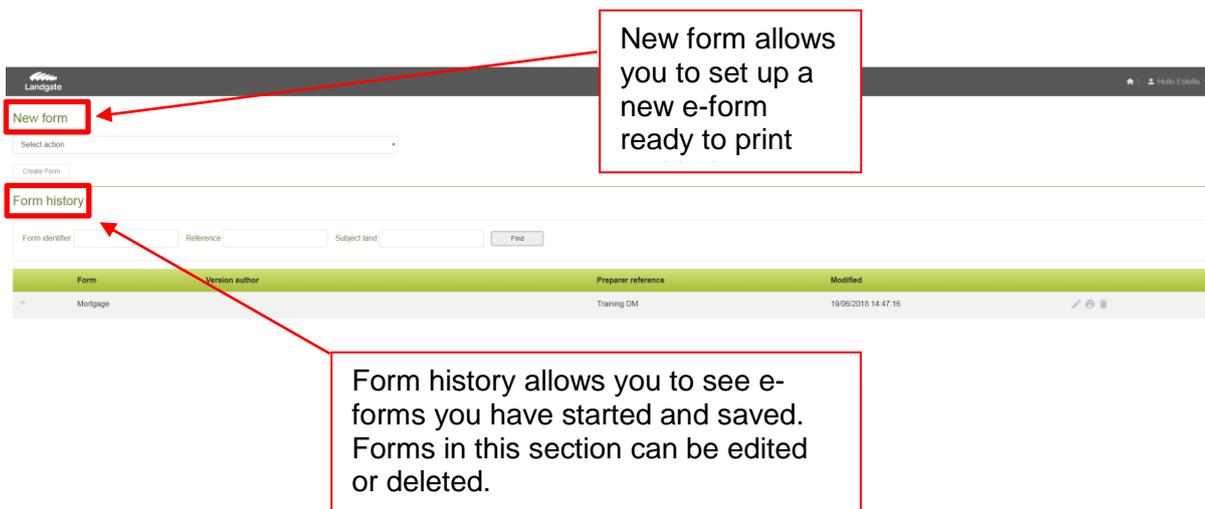
Next select 'My Account' from the top menu bar, and then click on 'My Profile'.



On the 'My Profile' screen, select 'Open Land Tinting Forms'. This will take you to your e-forms dashboard.



The e-forms dashboard has two components.



2 Select and complete an e-form

To set up your new e-form:

1. Select an action (type of lodgement)



2. Select a sub action (form type)

New form

Change Ownership

Select sub action

Select sub action

- Bankruptcy Application
- Change of Address
- Change of Name
- Foreclosure Application
- Transfer by Mortgagee (Power of Sale)
- Transfer of land (Revestment for non-payment of rates)
- Transfer under Property (Seizure and Sale) Order
- Vesting Application - Completed purchase (s183)
- Vesting Application - Court Order (s242)
- Vesting Application - Trust Estate (s182)
- General Application

3. Select the Create Form button.

New form

Change Ownership

Change of Address

Create Form

4. The form type will be displayed at the top of the screen along with a check box declaration outlining 'All the searches to complete this form have been performed'. Please check this tick box. Without selecting this box the e-form will not allow you to save your progress.

Change of Address ?

Approved form 2017-82706 Reg 3 of the Transfer of Land Regulations 2004

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

All the searches required to complete this form have been performed

5. Proceed through each section of the e-form and enter the required data, if you get stuck at any point select the help icon.



6. Once all required data has been entered select the 'Save' button. This will take you back to your dashboard and keep the e-form saved on your dashboard in case you need to edit it later.



7. After saving, click on the 'Print' icon that appears on the right-hand side of your new e-form. This will allow you to view a copy of the completed form and print it in the required duplex format (double-sided).



Your printed form is now ready to lodge with Landgate subject to execution and any evidentiary requirements. Landgate's guides for [Changing Title Details](#) and our [Land Titles Registration Policy and Procedure Guides](#) will outline if any evidence is required to accompany your lodgement.