

Information for TRO Agents

Endorsing transactions in Tasmanian Revenue Online

How the Property Transfer Certificate/paper forms process works...



Transferor (Vendor)

1. Creates their own transfer certificate (in TRO) or completes a paper form.
2. Sends the newly created certificate number or completed form to her representative.



Transferor's representative

1. Creates a new duty transaction in TRO.
2. Enters required information.
3. Enters the transferor's certificate number (or manually inputs the data from the transferor's completed paper form).
4. Creates a transferor transaction certificate number and sends it to the transferee's rep.



Transferee (Purchaser)

1. Creates their own transfer certificate (in TRO) or completes a paper form.
2. Sends the newly created certificate number or completed form to his representative.



Transferee's representative

1. Creates a new duty transaction in TRO, enters the transferor transaction certificate number (received from the transferor's rep).
2. Enters the required remaining information (including the transferee's transfer certificate number (or manually inputs data from the transferee's paper form)).
3. Endorses the transaction in TRO, or creates a transferee transaction certificate in TRO and sends it to a third party to endorse (in TRO).

Choosing either online or paper forms to collect information to input into TRO

TRO Agents can choose whether transfer information is provided by their clients electronically or through paper forms. Before endorsing a transaction, information from a client can be entered into TRO using any of the following means:

- Transfer certificates by the transferor (vendor) and/or transferee (purchaser) - see [this fact sheet](#);
- A transferor or transferee transaction certificate;
- SRO or TRO Agent's own updated requisition forms; or
- A combination of the above.

Pre-endorsement

Endorsing a transaction requires information about the transaction to be entered into TRO, including:

- mandatory ATO third-party reporting for all transferors and transferees;
- property information; and
- other transactional details such as contract date, purchase price, and interest in the property transferring.

Endorsement

Endorsing a transaction in TRO requires:

- settlement to have occurred (ie the settlement date cannot be in the future);
- cleared funds in the TRO Agent's account; and
- a TRO User who has 'Endorse' access (granted by the TRO Agent's Duty account administrator using the [Manage user transactions](#) function on the main menu).

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