Duties

Property Transfers

TRO Agents can choose whether transfer information is provided by their clients (Vendor or Purchaser) electronically or through the use of paper forms. The same options apply for the Vendor's rep. when sending information to the Purchaser's rep.

Important: The Purchaser's rep **must** enter all information in TRO before:

i) endorsing the transaction, or
ii) sending the information to a financial institution or other settlement service provider to endorse in TRO.

These are the options for collecting and processing the transfer information:

a) a transfer certificate number created in TRO by the transferor (vendor) or transferee (purchaser);

b) the TRO Agent's own requisition forms or the SRO's fillable/paper forms;

c) a transferor transaction certificate, or a transferee transaction certificate number created by another TRO Agent/User; or

d) a combination of a, b and c above.

Videos 1 and 2 include a demonstration of the concluding phase for each of the above options.
Reminder: Regardless of which option is chosen, the Purchaser's rep must ensure all information is entered in TRO before:

i) endorsing the transaction, or
ii) sending it to a financial institution or settlement service provider to endorse in TRO.

VIDEO 1 **-** using the TRO Property Transfer Certificate process. **PDF Handout**

VIDEO 2 **-** using Paper Forms and the TRO Property Transfer process. **PDF Handout**

Paper forms: Where these are your preferred method for collecting information from your clients, you can use either your organisation's own requisition forms or the SRO-developed paper forms.