

## LODGING A LEASE VIA *HARNESSEWEB*

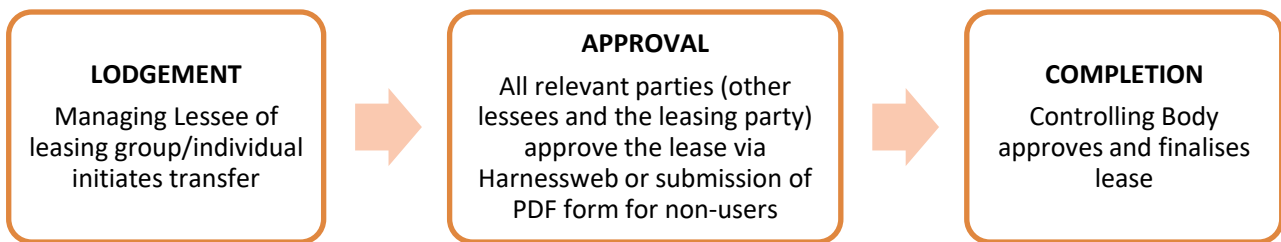
Harness racing industry participants may now lodge a Lease directly through [Harnessweb](#).

Benefits include:

- less paperwork (and risk of loss or delay)
- a faster processing when completed correctly, and
- a **20% discount** on the transfer fee!

There are three main stages to the process:

1. **Lodgement** - Managing lessee (buying) initiates the transfer online via Harnessweb portal.
2. **Approval** - The remainder of the new lessee group (if applicable) and the lessor/s (seller) must approve the transfer.
3. **Completion** - Once all components are completed and approved by relevant parties, the Controlling Authority in the State in which the lessee (buyer) is domiciled, approves, and finalises the transaction.



### Important Information

**Before you start, please ensure that the following information is available:**

- All relevant details for completing the lease of the horse, including for all participants:
  - Full name
  - Contact details – address and phone number.
  - Share Percentage
- Lease dates, percentages and conditions.
- Financial Details inc GST/Hobby Status.

*Note – if the lessee is a syndicate, it must be registered prior to initiating the Lease. Please contact Racing Services or refer to the website for more information.*



**Hybrid (online/paper mix) lease are not accepted – except for the PDF form that is generated through Harnessweb for non-users. Please consider this prior to initiating the transfer online.**

Don't have a Harnessweb account? Sign up [here](#).

Don't want a Harnessweb account? No problem, however, you will still need a unique email address to use Harnessweb to complete an online transfer via a PDF document.

## How to Initiate a Lease

**Commencing the Lease – only the Leasing Managing Owner may initiate the lease.**

1. Log into Harnessweb
2. Select **Lease Notification**
3. Select **Start New Lease Notification**

### Selecting the Correct Horse

4. Enter the horse's name. For unnamed horses, please enter the Dam's name and foal year.
5. Select the State that the managing incoming lessee is domiciled in. This is where the lease will be lodged with the appropriate Controlling Authority to approve.
6. Click **Continue** to progress.

### Completing the Lease Details

7. Confirm the horse identification and ownership details are correct.
8. Complete the start and end date of the lease period.
9. Enter the details, as prompted, to confirm the lease conditions. E.g lease percentage, option to purchase.

### Selecting the new Lessee Details

#### 10. a. Existing partnership or organisation you manage.

1. Select **An Existing Partnership**
2. Select the appropriate partnership from the drop-down menu.
3. Each lessee will then be listed, their details should be checked and percentage of lease to be entered.
4. Click **Continue** to move to Review stage.

#### b. New partnership or sole owner

1. Select **A New Partnership**
2. Select the manager of the new lease.
3. To add more lessees (if applicable) click the **Add Another Lessee** and complete required details *(please ensure not to duplicate lessees, complete a thorough search of current participants prior to entering a new person)*
4. Click **Continue**
5. Enter details of the new lessee/s tax status and bank details or confirm if these are prefilled. *(Please note that changes to these details may affect the tax/bank details or other horses owned or leased by the ownership group/individual that the horse is being leased to)*
6. Click **Continue** to move to Review stage.

### Review the Transfer Details and Submit Payment

11. Review the details of the lease - if something requires amending click 'Back' to edit.
12. If the details are correct to proceed, select **Submit Lease Notification** to complete the initiation of the lease.
13. Enter Payment Details to pay for the lease. Please note, if the lease does not proceed (is not accepted by all parties or is cancelled) you will need to contact RWWA for a refund.

Upon submission, the Leasing Managing Owner will see a confirmation screen that summarises the lease details. The other lessee/s and the lessor/s will receive notifications via email that a lease has been initiated and that they are required to accept the lease to proceed.

## How to Accept a Lease

### Accepting the Lease

*Please note all incoming (lessees) and outgoing (lessor/owner) participants are required to approve the lease.*

1. Access the confirmation email received from Harnessweb that a lease has been initiated (*please note all users are required to have a unique email address*).
2. Click on the link in the confirmation email, or alternatively, log into Harnessweb and access the Lease Notification page. (See note)
3. Review all the information relating to the lease and click on the checkbox under **Lease Agreement**.
4. Select **Accept** to confirm that the details are correct and that you approve the lease.

Note – While it is preferred that all participants confirm and accept the lease via Harnessweb, it is acknowledged that not all participants have access, or desire, to have an account. If the lease has been initiated online and a member does not have a Harnessweb account, the managing lessee or lessor (available for both parties) may download and send individual transfer forms (PDF from Harnessweb) to those participants. The forms must be returned to the Controlling Authority for confirmation to proceed with the lease.

## Finalising the Lease

### Controlling Body Approval

1. Once all lessees and lessors/owners have reviewed and accepted the lease, the Controlling Body will review the lease for approval. If all details are correct, it will be approved and processed.
2. Once the lease has been authorised by the Controlling Authority, each party will receive a confirmation confirming the details of the transfer and the lessee/s will be able to view the Registration Assessment Certificate via Harnessweb.

Note – The status of a pending lease may be checked via the Lease Notification page in Harnessweb.

## FREQUENTLY ASKED QUESTIONS

### **Who starts the process?**

The **Leasing Managing Owner** must start the process via Harnessweb.

### **Is there a fee?**

Yes, there is a fee to transfer your horse, however, from 1 August 2022 the standard Lease fee will be discounted by 20% for leases lodged and completed via Harnessweb. Please view the Fee Schedule for further information.

There is no additional charge for utilising Harnessweb to complete a Lease Agreement.

### **How will I be charged?**

The **Leasing Managing Owner** will be required to pay for the lease via Credit Card as part of the process.

### **Who needs to approve the transfer?**

All existing owners and new lessees must approve the transfer.

### **What if I don't have a Harnessweb account?**

Creating a Harnessweb account is easy, simply go to <https://Harnessweb.harness.org.au> and register. If a lease has been submitted online but one or more members are unable to create a Harnessweb account, you can download and print individual ownership lease forms for those members to sign and send to the governing state body.

### **Can a minor submit a lease?**

Minors cannot initiate or accept a lease via Harnessweb, please contact RWWA if a minor is part of the ownership group.

### **Do I need an email address?**

Yes, Harnessweb relies on a unique email address to keep you up to date with the progress of your transfer.

### **How do I review a lease?**

Any party can review the status of any Lease process. This information is accessed via the client menu and selecting **Lease Notification**.