

NSW OSR Land Tax and Valuation Certificates

Client Reference Guide

CITEC Confirm

Version 2.0

August 2016

Table of Contents

1 Getting Started 4

 1.1 Request for Access 4

 1.2 Create User Profile ID – 3 tier logins only 5

2 Land Tax Clearance Certificates 8

 2.1 Ordering a Land Tax Clearance Certificate..... 8

 2.2 Retrieve Certificates via Intelli-Doc..... 13

 2.3 Reissue/Reprint Certificates..... 15

3 Valuation Certificates..... 17

1 Getting Started

NSW Office of State Revenue (NSW OSR) Land Tax and Valuation certificates are available on the CITEC Confirm Main Menu under **Land Searches**.

View Menu By Product
[View Menu by State](#)

Land Searches

- ACT Land Searches
- NSW Land Tax and Valuation Certificates**
- NT Land Searches
- QLD Contaminated Land Search
- QLD Land Searches
- QLD Land Tax Certificates
- QLD Valuation and Sales
- SA Land Searches
- TAS Land Searches
- Telco Cable Search
- VIC Land Searches
- WA Land Searches

Property Conveyancing and Settlements

- National Settlement Services
- QLD Property Certificates
- QLD Transport & Main Roads Property Search
- VIC Conveyancing
- VIC Property Sales History Report

Manual Services

- National Manual Services

Corporate and Individual Searches

- ASIC and Business Name Searches
- Commercial Enquiries
- Bankruptcy Register
- PPSR - Personal Property Securities Register
- QLD Bills of Sale Search

Vehicle Searches and Lodgements

- QLD Motor Vehicle Register
- REVS - Register of Encumbered Vehicles

Court eFiling

- QCAT - QLD Civil and Administrative Tribunal eFiling
- QLD Magistrates Court eFiling
- VIC County Court eFiling
- VIC Magistrates Court eFiling
- VIC Supreme Court eFiling
- Court Filing - Manual Services
- QCAT - Neighbourhood Disputes Registry Search (Tree and Fence)

Police Searches

- VIC Crime Reports

From the NSW Land Tax and Valuation Certificates menu you can request Land Tax Clearance and Valuation Certificates from NSW OSR as well as reissue/reprint your certificates, check the status of orders and download your results via intelli-Doc.

NSW Land Tax Clearance And Valuation Certificates Menu

Order OSR Certificate

- Land Tax Clearance Certificate
- Valuation Certificate

Manage Certificate Orders

- Reissue / Reprint Certificates
- Check Status of Orders (intelli-Doc)

Account Services

- Request Access to NSW OSR Certificates

1.1 Request for Access

Access to NSW OSR Land Tax and Valuation certificates must be enabled for your CITEC Confirm account before you can use the system.

To request access, please download and complete our [Request for Access Form \(PDF, 210KB\)](#), the form is also available on the NSW Land Tax and Clearance and Valuation Certificates menu under Account Services.

Once you have completed the application form, click the 'Submit via Email' button at the base of the form to submit your request.

If your account is already set-up to access any of the following services then you do not need to complete another Request for Access form:

- ▶ NSW Electronic Contract of Sale (eCOS)
- ▶ National Manual Services
- ▶ National Settlement Services
- ▶ NSW OSR Electronic Duties Return (EDR)
- ▶ NSW OSR Land Tax and Valuation Certificates
- ▶ QLD Settlement Notice Lodgement
- ▶ Verification of Identity - 'VOI Your Clients'
- ▶ Court Filing – Manual Services

Note: An Invoiced account with CITEC Confirm is a requirement to be granted access to these services.

If you are unsure whether your CITEC Confirm account is Invoiced or Pre-Pay, or you would like to set up an invoiced account, please contact the Confirm Service Centre on 1800 773 773 or confirm@citec.com.au

1.2 Create User Profile ID – 3 tier logins only

Note: This section only applies to users with 3 tier CITEC Confirm logins

If you log in to the Confirm website with an account code, userid and password then you will need to create a User Profile.

All other users - skip to section 2: [Land Tax Clearance Certificates](#)

If you have a Confirm User ID then the Create User Profile Screen will display the first time you select any of the menu items under the NSW Land Tax and Valuation Certificates menu.

Your User Profile details will be stored against a Profile ID which will be a combination of the prefix 'CNF' and your CITEC Confirm User ID.

To Create a User Profile, complete the mandatory fields marked with an * asterisk as a minimum.

Create User Profile

Please register your contact details. These details will be used to contact you with enquiries regarding your orders.

Please take care: these details will be used every time you access Settlement Services. Your Profile Id is used to track orders and retrieve results. For assistance, contact the Confirm Service Centre on 1800 773 773.

* indicates mandatory fields.

Profile Details

Profile Id	cnf <input type="text" value="smithj"/>	* Your Profile Id will start with 'cnf'.
Company Name	<input type="text"/>	*
Contact Name	<input type="text"/>	*
Email	<input type="text"/>	*
Email Results	<input checked="" type="checkbox"/> Please email me a copy of my search results.	
Phone	<input type="text"/>	*
Fax	<input type="text"/>	

Address Details

Postal Address	<input type="text"/>	* eg. 1 Smith St, PO BOX 1000
Suburb	<input type="text"/>	*
State	<input type="text" value="Select ..."/>	*
Postcode	<input type="text"/>	*
DX	<input type="text"/>	
DX Suburb	<input type="text"/>	

✕ Clear all

Submit ►

The **Email Results** checkbox is selected by default. Any search results and documents uploaded to Intelli-Doc will be emailed to the email address provided in your User Profile.


Once you have entered your details click **Submit**; the Confirm Profile Details screen will display.

To go back and amend any details click **Edit**, otherwise click **Yes, these details are correct** to complete your User Profile.

Confirm Details

Please confirm your details are correct before proceeding with your order.

Profile Id	cnfsmithj
Company Name	Confirm Test
Contact Name	John Smith
Email	john.smith@email.com
Email Results	Yes
Phone	07 1234 5678
Fax	none supplied
Postal Address	PO Box 123
Suburb	Brisbane
State	QLD
Postcode	4001
DX	none supplied
DX Suburb	none supplied

 Edit


✓ Yes, these details are correct

Once your User Profile has been set-up you will progress to the service that you selected.

Whenever you log in to CITEC Confirm and select a service under the **NSW Land Tax and Valuation Certificates** the Confirm Details screen will display once for the session, so that you can check your Profile details are still current.

Confirm Details

Please confirm your details are correct before proceeding with your order.

 If these details are incorrect, please contact the Confirm Service Centre on 1800 773 773.

Profile Id	cnfsmithj
Company Name	Confirm Test
Contact Name	John Smith
Email	john.smith@email.com
Email Results	Yes

If the details are current and accurate, click **Yes, these details are correct** to proceed.

To update any information on your Profile contact the Confirm Service Centre on 1800 773 773, so the details can be updated immediately.

Once the update has been made, you will need to close this window and go back to the **NSW Land Tax and Valuation Certificates** menu to ensure that your updated details are applied as you pass through to the selected service.

2 Land Tax Clearance Certificates

On 1 July 2016, a number of changes were introduced for NSW OSR Land Tax Clearance certificates.

An amendment to *Conveyancing (Sale of Land) Regulation 2010* requires the vendor under a contract for sale of land to provide a current Land Tax Certificate to the purchaser. This applies to all contracts entered into on or after 1 July 2016.

The Vendor Land Tax certificate must be provided to the purchaser as follows:

- ▶ For contracts completing in 14 days or less, the vendor must provide the certificate on the day of exchange
- ▶ For contracts completing in more than 14 days or with no completion date, the vendor must serve a Land Tax Certificate at least 14 days before completion.

The Land Tax certificate does not have to be clear when provided to the purchaser.

When ordering a Vendor Land Tax Clearance Certificate, extra information is required to be provided about the Vendor.

Further information about these changes is provided on the CITEC Confirm Help menu in the [NSW Land Tax Clearance & Land Valuation Certificates FAQ](#). The Land Tax Clearance FAQ page also includes a link to the NSW OSR's factsheet [OSR Land Tax Certificate Changes](#).

2.1 Ordering a Land Tax Clearance Certificate

From the Confirm Main Menu go to **NSW Land Tax and Valuation Certificates** and select Land Tax Clearance Certificate.

NSW Land Tax Clearance And Valuation Certificates Menu

Order OSR Certificate

- ▶ [Land Tax Clearance Certificate](#)
- ▶ [Valuation Certificate](#)

Manage Certificate Orders

- ▶ [Reissue / Reprint Certificates](#)
- ▶ [Check Status of Orders \(intelli-Doc\)](#)

Account Services

- ▶ [Request Access to NSW OSR Certificates](#)

The Land Tax Clearance Certificate input screen will display. Mandatory fields are marked with an * asterisk.

OSR Land Tax Clearance Certificate

Matter/File Reference *

12456 - AF

Applicant Details

Contact Name *

Jane Citizen

Email Address *

jane.citizen@lawfirm.com.au

Area Code *

07

Contact Phone Number *

30340000

Assessment Year

☒ Current year (2016)

Enquiry Type

☒ Vendor ☐ Purchase ☐ Re-finance ☐ Lease ☐ Other

Property Usage

☐ Industrial/Factory/Manufacturing

☐ Agriculture/Primary Production

☐ Quarry/Mining

☒ Residential - Owner Occupied

☐ Residential - Other

☐ Sporting Facility/Recreational

☐ Vacant Land

☐ Commercial

☐ Car Space

☐ Company Title

Number of shares

Total number of shares issued

☐ Other usage

Land usage comment

Enter your reference in the Matter/File Reference field – this reference will be recorded in your CITEC Confirm usage report for this transaction.

Details from your profile will be auto-filled in the Applicant Details section; you can overtype the information in these fields, if required.

The information required to complete your transaction will change depending on the selections made as you complete the fields. In this example, the Enquiry Type 'Vendor' has been selected. Select Vendor as your Enquiry Type if you require a Vendor Land Tax Certificate.

The screenshot displays a web form for NSW OSR Certificates. It is divided into several sections: 'Intended Settlement Date' with a date input field and a date picker icon; 'Valuer General Data' with a text input for Property ID and a note about Title Reference; 'Land Descriptions' with a Title Reference input field and an 'Add' button; 'Address' with fields for Level, Lot, Unit Number, Street Number, Street Name, and Street Type, plus Suburb/Locality and Local Council; and 'Subdivisions' with a note and an 'Add' button. Red boxes highlight the date picker icon, the 'Add' button in the Land Descriptions section, and the 'Add' button in the Subdivisions section.

Enter your Intended Settlement Date in the format *dd/mm/yyyy* or use the date picker button to select the date.

Next, enter either the Property ID in the Valuer General Data section, or enter the Title Reference in the Land Descriptions section; by selecting **Add** to display the Title Reference Field.

Enter the address details for the property under the Address section. To enter Subdivision details, select **Add**, the fields required to be completed will be displayed.

The screenshot shows the 'Parties' section of the form. It includes a 'Party Role' dropdown menu with 'Vendor' selected, a 'Party Type' dropdown menu with 'Company' selected, and an 'Add Party (0 / 20)' button. Below the dropdowns, a note states 'At least 1 Vendor party is required'. The 'Individual' option is highlighted in the Party Type dropdown menu.

In the Parties section, select a Party Type from the droplist, then select **Add Party**. Up to 20 parties can be included. In this example the Party Type of 'Individual' has been selected for the Vendor. The following screens provide examples of the information required for this party type, for a Vendor Land tax Certificate.

Note: Less information is required to be completed for Enquiry types other than Vendor, and different information will be required for Party Types other than Individual.

Parties

▼ Vendor: John Smith

Given Names *

John

Middle Name

Charles

Surname *

Smith

Date of Birth *

14/09/1979

Country of Citizenship

United Kingdom

Please provide a Passport Number or an Overseas Identifier or the Visa Details

Passport Number

00123456

Overseas Identifier

Other Overseas Identifier

Visa Number

Country of Tax Residence

Australia

FIRB Application Number

☐ Is Trustee

Ownership Percentage (%) *

100

Tenancy Type *

Sole Owner

Contact Details

Contact Name *

John Smith

Email Address

john.smith@gmailaddress.com

Country Code *

+61

Area Code *

02

Contact Phone Number *

9035 1234

☒ Use the same address for both Address at Time of Transfer and Address for Future Notice

Enter the Party Details. The fields displayed will depend on the information provided. For Vendors with overseas citizenship enter either passport number, an overseas identifier or visa number in the fields.

When entering contact details for a Vendor living overseas, you can easily find the Country Code by starting to type the Country name. For example, start typing 'Australia' and the Country Code of +61 will be selected from the droplist. Tick the checkbox if the same address applies for Vendor at time of Transfer, and for Future Notices, then complete the Address fields displayed.

11 of 21

Address at Time of Transfer

Address Type

Residential Address

Address Format

Street Address

Level

Building Name

Unit Number

Street Number *

9

Street Name *

Harvard

Street Type *

St

Suburb/Locality *

Gladesville

State *

NSW

Postcode *

2111

Address for Future Notice

Address Type

Residential Address

Address Format

Street Address

Level

Building Name

Unit Number

Street Number *

9

Street Name *

Harvard

Street Type *

St

Suburb/Locality *

Gladesville

State *

NSW

Postcode *

2111

Party Role

Vendor

Party Type

Individual

Add Party (1 / 20)

Cost ex GST: \$21.00

GST: \$2.10

Cost inc GST: \$23.10

Purchase

Once you have entered all the details required, select **Purchase** to complete the order. An Order Summary will display.

OSR Land Tax Clearance Certificate

Order Summary

Your request is being processed.
The requested certificate will be available in your Intelli-Doc.

Please note that a tax invoice will be issued on your next billing cycle.

Matter Reference: 12456 - AF
Order Id: OR-AM4YAZKBKVP9

Order Details

Assessment Year	Enquiry Type	Property Usage
2016	Vendor	Residential - Owner Occupied

Applicant Details

Contact Name	Email Address	Phone Number
Jane Citizen	jane.citizen@lawfirm.com.au	07 30340000

Property Details

Address	Local Council	Title Reference
Unit 10 9a Cambridge St, Gladesville	Ryde	10/sp14428

Subdivisions

Not provided.

Valuer General Data

Not provided.

Cost ex GST: \$21.00
GST: \$2.10
Cost inc GST: \$23.10

[New Order](#)

2.2 Retrieve Certificates via Intelli-Doc

Your Land Tax Clearance Certificate will be available from Intelli-Doc. Close the Order Summary window, and on the NSW Land Tax Clearance and Valuation Certificates Menu, select **Check Status of Orders (Intelli-Doc)**.

Intelli-Doc

Due to a requirement by NSW Land and Property Information (LPI), all NSW property-related document orders (including all documents from Sydney Water, Hunter Water and the Central Register of Restrictions) will only be stored in your Intelli-Doc for 30 days. Please ensure you download any documents currently in Intelli-Doc and as they are delivered.

Shared View: Just Mine

Last 7 Days 15/08/2016 to 21/08/2016 Email Save Refresh Clear Filter

<input type="checkbox"/>	File Reference	Date	Document Details	Status
<input type="checkbox"/>	12456 - AF	21/08/2016 08:29 PM	NSW OSR - Land Tax Clearance Certificate Cambridge Current Year	Complete
<input type="checkbox"/>	12345 - AF	17/08/2016 08:44 AM	NSW Contract for Sale and Purchase 2016 Edition 10 /9a Cambridge Street Gladesville 2111	Complete

10 items per page 1 - 2 of 2 items

Search by File Reference

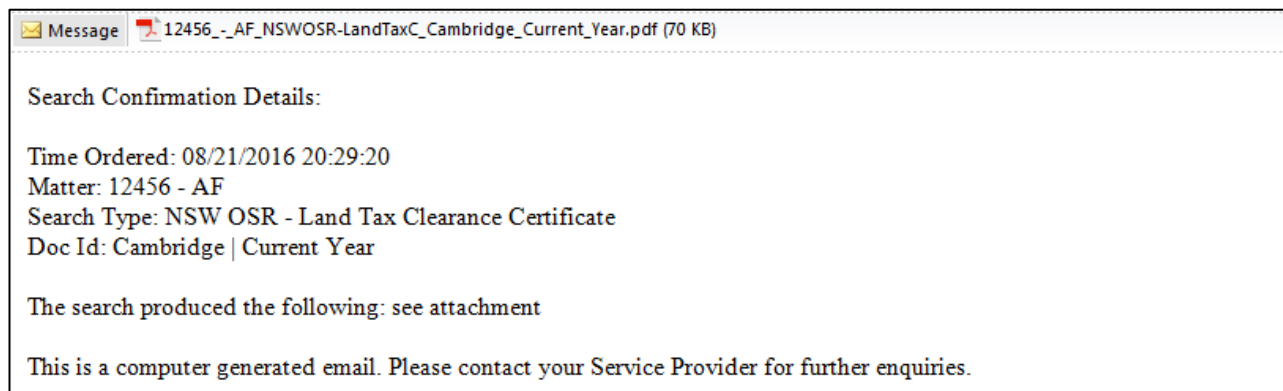
Enter File Reference...

Show docs by File Reference



12456 - AF
12345 - AF
test
AF:RR 07/16
EDR:02/16 ghj
JC:HH Smith PF Jones

From this screen you will be able to view your most recent orders, search through orders, track their status, review errors and retrieve certificates for completed orders. For orders not displayed on the Intelli-Doc landing screen, you can search using the date range, Keyword and File Reference search fields. Documents in Intelli-Doc can be emailed or saved to another location using the **Email** and **Save** buttons.

If you have Email Results selected for your account profile, you will also receive the Land Tax Certificate via email.



Excerpt of Land Tax Clearance Certificate (page 1):

 Office of State Revenue	Enquiry ID 2486905 Agent ID 81290352 Issue Date 21 Aug 2016 Correspondence ID 1637950245 Your reference 12456 - AF
GLOBALX INFORMATION PTY LTD GPO Box 2746 BRISBANE QLD 4001	
Land Tax Certificate under section 47 of the <i>Land Tax Management Act, 1956</i>.	
This information is based on data held by the Office of State Revenue.	
Land ID	Land address
S14428/10	Unit 10, 9A CAMBRIDGE ST GLADESVILLE 2111
Taxable land value	
\$99 999 999 999 999 999 999	
There is green charged on the land up to and including the 2016 tax year.	
THIS IS A TEST/TRAINING CERTIFICATE	
Yours sincerely,	
	
Stephen R Brady Chief Commissioner of State Revenue	

2.3 Reissue/Reprint Certificates

Reissue /Reprint Certificate allows you to:

- ▶ reprint an exact copy of a previously issued NSW OSR Land Tax Clearance or Valuation Certificate, and
- ▶ issue a new certificate for a previously issued enquiry with up to date information on the property.

From the NSW Land Tax Clearance and Valuation Certificates Menu, select **Reissue/Reprint Certificates**.

NSW Land Tax Clearance And Valuation Certificates Menu

Order OSR Certificate

- ▶ [Land Tax Clearance Certificate](#)
- ▶ [Valuation Certificate](#)

Account Services

- ▶ [Request Access to NSW OSR Certificates](#)

Manage Certificate Orders

- ▶ [Reissue / Reprint Certificates](#)
- ▶ [Check Status of Orders \(intelli-Doc\)](#)

The Reprint/Reissue screen will display.

OSR Reprint/Reissue

Matter/File Reference *

Certificate Type

☒ Land Tax Clearance
 ☐ Valuation

Reprint/Reissue

☐ Reprint
 ☒ Reissue

Enquiry ID *

Enter your reference in the Matter/File Reference field. To reprint a certificate you will need the Correspondence ID which can be found on the top right of the previously issued certificate. To Reissue a certificate you will need the Enquiry ID which is also found on the top right of the certificate.



Enquiry ID	2486905
Agent ID	81290352
Issue Date	21 Aug 2016
Correspondence ID	1637950245
Your reference	12456 - AF

Once you have entered all the details required, select **Purchase** to complete your request.
An Order Summary will display.

OSR Reprint/Reissue

Order Summary

Your request is being processed.

The requested certificate will be available in your intelli-Doc.

Please note that a tax invoice will be issued on your next billing cycle.

Matter Reference: 12345-AF

Order Id: OR-AM5DESSCONEQD

Request Type: reprint

Certificate Identification: 1637950245

Your certificate will be available from intelli-Doc. Refer to section 2.2 of this guide for detailed instructions.

3 Valuation Certificates

A Valuation Certificate will provide the following details for a property:

- ▶ the applicants
- ▶ land description
- ▶ land address
- ▶ tax year
- ▶ taxable land value
- ▶ value type
- ▶ customer information, including the scale of rates for the current tax year.

NSW Land Tax Clearance And Valuation Certificates Menu

Order OSR Certificate

▶ [Land Tax Clearance Certificate](#)

▶ [Valuation Certificate](#)

Account Services

▶ [Request Access to NSW OSR Certificates](#)

Manage Certificate Orders

▶ [Reissue / Reprint Certificates](#)

▶ [Check Status of Orders \(intelli-Doc\)](#)

From the NSW Land Tax Clearance and Valuation Certificates Menu, select **Valuation Certificate**.

The Valuation Certificate input screen will display. Mandatory fields are marked with an * asterisk.

OSR Valuation Certificate

Matter/File Reference *

12345 - AF

Applicant Details

Contact Name *

Jane Citizen

Country Code *

+61

Area Code *

07

Contact Phone Number *

30342359

Address

Level

Unit Number

10

Suburb/Locality *

Gladesville

Local Council

Ryde

Lot

Street Number

9a

Street Name *

Cambridge

Street Type

St

Land Descriptions

You must provide at least one Title Reference.

Title Reference * ⓘ

10/sp14428

Add

Enter your reference in the Matter/File Reference field – this reference will be recorded in your CITEC Confirm usage report for this transaction.

Details from your profile will be auto-filled in the Applicant Details section; you can overtype the information in these fields, if required.

Enter the Address details for the property in the Address section, and enter the Title Reference in the Land Descriptions section. Use the **Add** button to include additional Title References.

Financial Years

\$23.10 1 \$23.10 inc GST

Select the financial years for which you wish to receive a Valuation Certificate. Double clicking a year will move it between available years and selected years.

Available years

Selected years *

2015
2014
2013
2012
2011
2010
2009
2008
2007
2006

2016

Subdivisions

Please add all subdivisions if required.

Add

Valuer General Data

District code

Based on the availability of the requested certificates from the Registry, the Total Cost displayed below is indicative only and may not reflect the actual billed amount for this request.

Cost ex GST: \$21.00
GST: \$2.10
Cost inc GST: \$23.10

Purchase

Select the financial years required. The current year is selected by default. To select another year, double click on each year required in the available years' droplist. Each year selected will incur a fee.

To enter Subdivision details, select **Add**, the fields required will be displayed.

A District code can be entered in the Valuer General Data section.

Once you have entered all the details required, select **Purchase** to complete the order. An Order Summary will display.

OSR Valuation Certificate

Order Summary

Your request is being processed.
The requested certificate will be available in your Intelli-Doc.

Please note that a tax invoice will be issued on your next billing cycle.

Matter Reference: 12345 - AF

Order Id: OR-AM5KLI9DJM9UW

Applicant Details

Contact Name	Email Address	Phone Number
Jane Citizen	amanda.ford@citec.com.au	+61 07 30342359

Property Details

Address	Local Council	Title Reference
Unit 10 9a Cambridge St, Gladesville	Ryde	10/sp14428

Subdivisions

Not provided.

Valuer General Data

Not provided.

Financial Years

Selected years	Unit Cost inc. GST
2016	\$23.10
	Cost ex GST: \$21.00
	GST: \$2.10
	Cost inc GST: \$23.10

Based on the availability of the requested certificates from the Registry, the Total Cost displayed above is indicative only and may not reflect the actual billed amount for this request.

[New Order](#)

Your Valuation Certificate will be available from Intelli-Doc. Close the Order Summary window, and on the NSW Land Tax Clearance and Valuation Certificates Menu, select **Check Status of Orders (Intelli-Doc)**. Refer to **section 2.2** of this guide for detailed instructions.

If you have Email Results selected for your account profile, you will also receive the Valuation Certificate via email.

Message 12345_-_AF_NSWOSR-Valuatio_Cambridge_2016.pdf (75 KB)

Search Confirmation Details:


Time Ordered: 08/21/2016 21:31:48
Matter: 12345 - AF
Search Type: NSW OSR - Valuation Certificate
Doc Id: Cambridge | 2016

The search produced the following: see attachment

This is a computer generated email. Please contact your Service Provider for further enquiries.

You can also request a Reprint/Reissue of a Valuation Certificate. Refer to **section 2.3** of this guide for detailed instructions.

Excerpt of Valuation certificate (page 1):

 Office of State Revenue	Enquiry ID Agent ID Issue Date Correspondence ID Your reference	2486906 81290352 21 Aug 2016 1637950252 12345 - AF
--	---	--


GLOBALX INFORMATION PTY LTD
GPO Box 2746
BRISBANE QLD 4001

Valuation Certificate under the *Land Tax Management Act, 1956*

Land ID	Land address	
S14428/10	Unit 10, 9A CAMBRIDGE ST GLADESVILLE 2111	
Land tax year	Value	Value type
2016	\$999 999 999 999 999	Land Value

If you have any questions, contact one of my officers on 1300 139 816.

Yours sincerely,



Stephen R Brady
Chief Commissioner of State Revenue