

NT Land Searches Client Reference Guide

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Confirm.

Innovative Information Solutions

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1 Main Menu

NT Land Searches can be obtained through the CITEC Confirm Document Ordering System. Your order will be submitted online and will be processed by CITEC Confirm Assist staff. The result will be returned to you via email or fax within 24 hours (except weekends and public holidays). Each **NT Lands Document Order** will include the search certificate and title diagram.

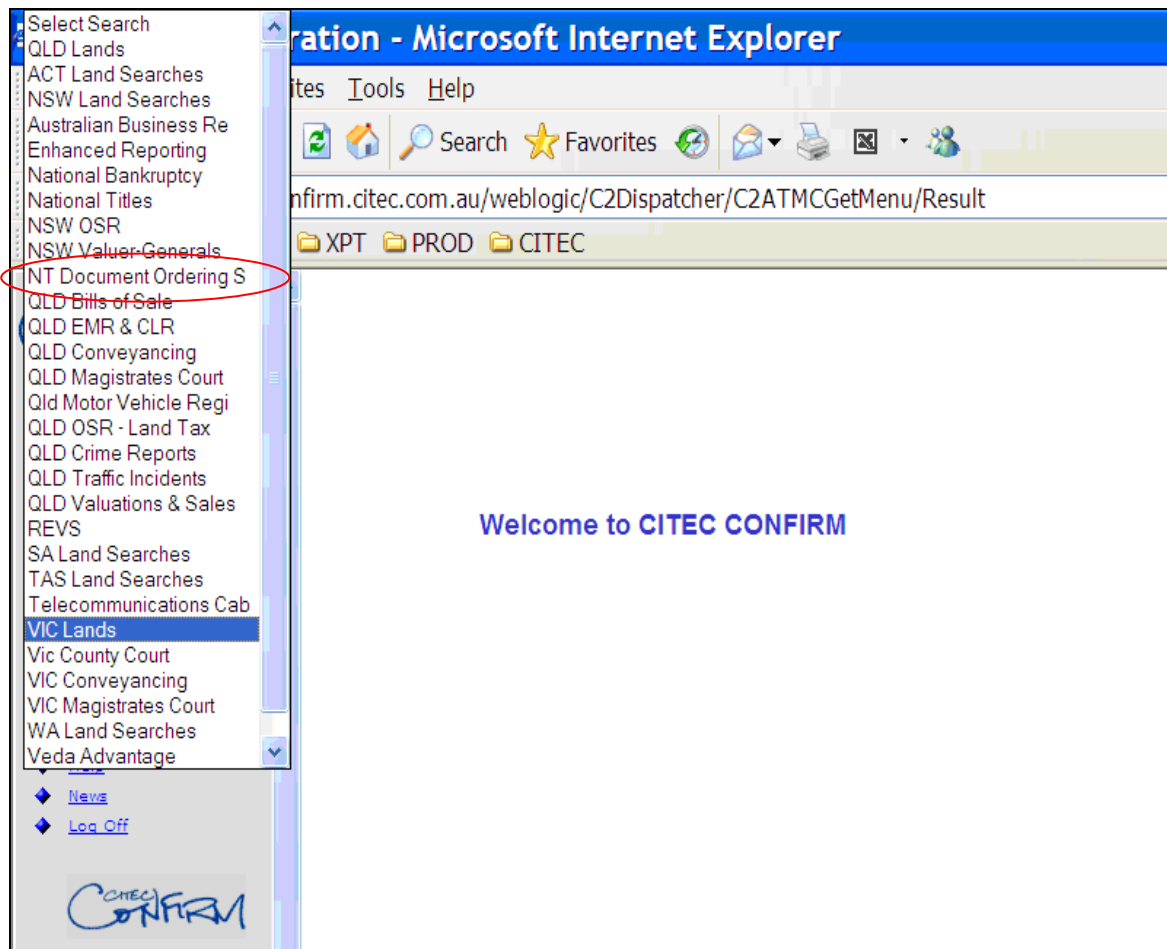
From the **Confirm Main Menu**, click [NT Land Searches – Document Ordering](#)

CITEC CONFIRM Main Menu

View Menu by Business [View Menu by State](#)

<p>Land Searches</p> <ul style="list-style-type: none"> Veda Advantage - RealtyCheck QLD Conveyancing Package QLD Land Searches QLD Land Tax Clearances QLD Valuation & Sales QLD Environmental Management & Contaminated Land Registers QLD Environmental Management & Contaminated Land Registers - LGAs Only ACT Land Searches - Document Ordering NSW Land Searches NSW Office of State Revenue NSW Valuer-General's - Document Ordering NT Land Searches - Document Ordering SA Land Searches - Document Ordering TAS Land Searches - Document Ordering VIC Land Searches WA Land Searches - Document Ordering Victoria Property Certificates Telco Cable Search <p>Bills of Sale</p> <ul style="list-style-type: none"> QLD Bills of Sale - Document Ordering 	<p>Corporate Searches and Reporting</p> <ul style="list-style-type: none"> ASIC & Business Names Searches Veda Advantage Australian Business Research Reports National Bankruptcy <p>Vehicle Lodgements & Searches</p> <ul style="list-style-type: none"> QLD Motor Vehicle Register (QMVR) REVS - Register of Encumbered Vehicles <p>Legal Lodgements & Searches</p> <ul style="list-style-type: none"> QLD Magistrates Court Electronic Lodgement VIC County Court Document eFiling VIC Magistrates Court Document Lodgement VIC Supreme Court Document eFiling <p>Police Reports</p> <ul style="list-style-type: none"> VIC Crime Incidents <p>Coming Soon</p>
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Or from a customised menu



2 Profiles

Each time you commence a search, you will be asked for a profile. A **CITEC Confirm** Profile stores delivery information which is used by document ordering services such as NT Land Searches. The profile specifies the method by which your results are returned to you.

- a) Select a **delivery method**, **delivery profile** and click **Next**

The screenshot shows the 'Profile Selection' form. It includes a 'Search Request' section with an 'Order Title' field. The 'Delivery Method' is set to 'E-mail' with a dropdown arrow and an asterisk. The 'Delivery Profile' is set to 'miss so-lan leong' with a dropdown arrow, and there are 'New', 'Modify', 'Delete', and 'Copy' buttons. A checkbox 'Set to be default profile' is checked. Below this is a section 'Delivery of this order' with a note: 'Alter the delivery details for this request only, or enter details not in the profile. (To permanently change your delivery details please use the New, Modify, or Copy buttons above)'. This section has fields for 'Name:', 'Email Address:', 'Fax Number:', and 'Phone Number:'. At the bottom are 'Clear All' and 'Back' buttons, and a 'Next' button circled in red. Two red callout boxes with arrows point to the 'E-mail' dropdown and the 'New' button. The first callout says: 'Select your preferred delivery method for receiving your results – either fax or email.' The second callout says: 'Select or create a delivery profile for your order.'

- b) Click on the **New** button to create a new profile or the **Modify** button to alter an existing one. A new browser window will open. You can add or update details and then save them for future use after clicking **Save**. After you have been returned to the profile selection screen, your new or updated profile will now be included in the drop-down list and you can proceed as above. To delete a profile, select it from the drop-down list and click on the **Delete** button.

Modify the details below as required then click on Save to save any changes.
Note: * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Save

Personal Details *Update or Enter Personal Details*

Recipient Title :

Given Name(s) : *

Surname : *

Label :

☐ Set to be default profile

Job Title:

Organisation Name : * Please use "and" in place of "&"
eg. Bloggs and Co

Phone Number : - *

Fax Number : -

Mobile Number :

Email Address :

Postal Address *Enter a Post Box Address OR a Street Address*

Post Office Box : * eg. PO Box 78

Floor/Level/Subunit : eg. Level 1

Property/Building : eg. AMP Building

Street Number :

Street Name : * **Type :** * Eg Ave

Suburb/Town : *

State : * **Post Code :** *

DX Details *Enter DX details, if required*

DX Number :

DX Location :

Save

Tip: Any profile changes made in this system affects all profiles for your account across CITEC Confirm databases. If you are uncertain that your profile details are current or correct, please take this opportunity to update them

Tip: You can also enter delivery details only for this specific order

3 Northern Territory Land Searches Entry Screen

- a) Enter **Your Reference**, enter **Address and Owner Details**, **Property Description**. Click on the **\$Order\$** button. See Appendix A for the documents returned.

NT Land Search

Please enter enough information to return a single result otherwise there may be delays in processing your request.
 * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Address & Owner Details	
Your Reference:	<input type="text"/> *
Unit Number / Street Number:	<input type="text"/> / <input type="text"/> *
Street Name:	<input type="text"/> *
Street Type:	Select... ▼
Suburb:	<input type="text"/>
Owner Surname/Company Name:	<input type="text"/>
Owner Given Name:	<input type="text"/>
Property Description	
Volume / Folio:	<input type="text"/> * / <input type="text"/> *
Register Book:	<input type="text"/> Select Register Book
Location Name:	<input type="text"/> Select Location
(Enter at least the first three (3) letters of the location then click Select Location, eg: Enter 'yue' to get Townsite of Yuelamu)	
Lot Number:	<input type="text"/>
LTO Plan / Part:	<input type="text"/> / <input type="text"/>
Tenure Type:	<input type="text"/> * Select Reference Type
Tenure Number:	<input type="text"/> *
Property Name:	<input type="text"/>
Survey Plan:	<input type="text"/>
Comments:	(Any extra information which may assist processing of your search request) <input type="text"/>

Tip: The search criteria you provide must be specific enough to identify a single property. It is recommended that you provide as much information as possible in order to identify the correct property. See Appendix B for search guidelines.

- b) A Confirmation screen will be displayed. We recommend that you print and retain it as a record of your searches.

Print this receipt for your records then click [here](#) to return to the Main Menu.
All search results are delivered via e-mail or fax within 24 hours.

Order Details	
Your Reference	Manual
CONFIRM Reference	799705
Account Code	TEST-USER
Order Date/Time	05-Aug-2005 15:35:12
Delivery	E-mail
Available Search Requests	NT Lands - Title Reference
Recipient Details	
Recipient	Mrs Michelle Garner
Job Title	Mrs
Street Type	
Street Type Code	
Suburb	
Owner Surname/Company Name	
Owner Given Name	
Volume	621
Folio	588
Register Book Code	C
Register Book	Cum. Ev. Old Title
Location Code	
Location Name	
Lot Number	
LTO Plan	
Part Parcel	
Tenure Type	
Tenure Type Code	
Tenure Number	
Property Name	
Survey Plan	
Comments	

Please contact CITEC CONFIRM on 1800 773 773 (outside Brisbane)
or 07 3222 2700 if you have any queries with regard to your order.

The **Confirm Reference** is used by Confirm Assist staff to track your order.

Tip: The progress of **Northern Territory Land searches** can be monitored through the **Confirm Inbox** using the Confirm Reference

4 Appendix A - Documents Available

Results will be returned to clients via their selected delivery method, within 24 hours. All results will include both a Search Certificate and Records of Administrative Interests and Information.

Search Certificate

A **Search Certificate** produces a time stamped record from the Integrated Land Information System of the Northern Territory Land Titles Office showing information for the subject property. Details that may appear on a Search Certificate include:

- Date Registered
- Volume and Folio Details
- Duplicate Certificate Issued information
- Property Description
- Area
- Owner Details
- Dealings (including registered date, dealing number and description)
- Title Diagram

Record of Administrative Interests and Information Report

The **Record of Administrative Interests and Information** details the title reference, tenure reference, tenure status and parcel information and includes information from each of the following Custodians:

Registrar General	Surveyor General	Valuer General	Property Purchasing	Building Advisory Service	Town Planning and Development Assessment Services	Power and Water Corporation	Water Safety Branch	Mines and Energy	Other Interests
tenure type	property	owner's last known address	acquisitions	building permits	planning scheme zone	meters on parcel	swimming pool/spa status		
previous titles	address	unimproved capital value			planning notes				
transfers	survey plan	valuation improvements			planning applications				
	parcel status								
	parcel area								
	map reference								
	parent parcels								
	parcel comments								
	survey comments								

NOTE: The Record of Administrative Interests and Information is not part of the Land Register and is not guaranteed by the Northern Territory of Australia, and the NT Government accepts no Liability for any omission, misstatement or inaccuracy contained in this statement.

5 Appendix B - Search Guidelines

The following parameters can be used to search for title details:

- Address
- Property
- Parcel/Unit
- Owner
- Survey Plan
- Title Reference
- Tenure Type

See the following table for other search mandatory requirements. Other information should be provided, to ensure that the search agent is able to differentiate between multiple matches.

	Minimum Criteria for Searching						
Search Parameters	Title Reference	Address	Owner	Parcel/Unit	Property	Survey Plan	Tenure Type
Volume	Mandatory						
Folio	Mandatory						
Register Book	Optional						
Street Number		Mandatory					
Street Name		Mandatory					
Street Type		Optional					
Suburb		Optional	Optional				
Unit Number		Optional					
Owner Name			Mandatory				
Location Code				Mandatory			
Lot Number				Mandatory		Mandatory	
LTO Plan				Optional			
Part				Optional			
Property Name					Mandatory		
Survey Plan						Mandatory	
Tenure Type							Mandatory
Tenure Number							Mandatory