

# QLD Lands searches

Client Reference Guide

Version 6.0



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# 1 Introduction

CITEC Confirm offers a comprehensive suite of Queensland land search services, including title searches, imaged plans, dealings, power of attorney searches and community management searches. All QLD titles are stored electronically on the Automated Titles System (ATS) maintained by the Department of Natural Resources, Mines and Energy.

## 1.1 Search Tips

Our QLD Land search screens share common elements to help simplify the searching process.

### ▶ Email copy of your results

On the search input screen select the checkbox and include your email address in the email field to have your search results emailed to you.

☒ Yes, I would like an additional copy of my results emailed to:

Title Reference *	Your Reference *
eg. 30498133	eg. Client101
1. <input type="text"/>	<input type="text"/>

### ▶ Charge points are marked

Charge points for searches are indicated by \$ signs on the Search buttons. If the button is labelled **\$Search\$** then you will be charged a search fee for each transaction when you click on the **\$Search\$** button to proceed with your order.

Title Reference	Title Status	Surname / Company Name	Given Name(s)	Title Description
<input type="checkbox"/> 30498133	AVAILABLE	CARMODY	KEVIN JOHN SIDNEY	FEE SIMPLE

### ▶ Select/Deselect All

On the Browse Results screens you can use the **Select/Deselect All** button for quick selection of the items required.

### ▶ Print All

On the Results screens, if multiple items were ordered then a **Print All** button will display. When all rows have finished processing you can click **Print All** to download all results.

### ▶ For individual items, click on the [COMPLETED](#) links to view your Results Summary which will display links to your search results.

### ▶ Order Related searches

On the Result Summary screen you can order additional searches via the Other Related Searches section.

### ▶ Results are stored in your Confirm Inbox

For most QLD Lands searches, your search results can be viewed online immediately. The results are also stored in the Confirm Inbox for 30 business days. Your Inbox can be accessed from the header menu located at the top right of every screen.

[Menu](#) | [News](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)  
Account Bal: (\$702,821.83) at 7:59:53 PM on Jan 29, 2019

## 1.2 Start Searching

From the Confirm Main Menu, under Land Searches, select QLD Land Searches and then select the search you require from the **QLD Lands Menu**.

### QLD Lands Menu

[Click here for QLD Conveyancing](#)

#### Title Searches By

(Including Water Allocation)

- [Street Address](#)
- [Title Reference](#)
- [Lot/Plan](#)
- [Owner Name](#)
- [Previous Title](#)
- [Plan](#)
- [Historical Title](#)

#### Statement Searches

(Not for ordering documents)

- [Dealing](#)
- [Community Title Scheme](#)
- [BUP/GTP](#)
- [Power of Attorney](#)

#### Order Images

- [Plan](#)
- [Document/Dealing](#)
- [Title](#)

[Check Status or Download Ordered Images from Inbox](#)

Information on ordering all search types is provided in the following sections of this guide. You will also be able to access Help online, from the header menu on each search screen.

[Menu](#) | [News](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)  
Account Bal: (\$702,821.83) at 7:59:53 PM on Jan 29, 2019

## 2 Title Search

A title is a legal document confirming possession of land. All Queensland titles are stored electronically on the Automated Titles System (ATS) maintained by the Department of Natural Resources, Mines and Energy (DNRME).

Extracts from the ATS have a standard format. Each extract begins with an ATS request number and a date/time stamp signifying that the information is current. The title reference, date it was created and any previous titles are noted, along with information about the title under the following headings:

- ▶ Registered Owner - details & associated dealings
- ▶ Estate and Land - land description, type of ownership etc
- ▶ Easements, Encumbrances and Interests - all associated registered dealings
- ▶ Administrative Advices - type & associated dealings or NIL
- ▶ Unregistered Dealings - type or NIL
- ▶ Certificate of Title Issued - Yes or No

When the ATS was established in 1994 all existing titles were imaged, with the most recent information for each title being captured and transferred to the ATS. From this point on, titles stored in the ATS have been updated continuously to reflect changes, while the imaged titles have remained static. Therefore, an extract from the ATS, or an Automated Title, is a record of current information, whereas an Imaged Title is a record of historic information prior to 1994/1995.

CITEC Confirm enables you to search on titles by a number of different search criteria – these options are all listed under the **Title Searches By** Menu.

### QLD Lands Menu

[Click here for QLD Conveyancing](#)

#### Title Searches By

(Including Water Allocation)

- ▶ [Street Address](#)
- ▶ [Title Reference](#)
- ▶ [Lot/Plan](#)
- ▶ [Owner Name](#)
- ▶ [Previous Title](#)
- ▶ [Plan](#)
- ▶ [Historical Title](#)

## 2.1 Title Search by Street Address

1. Select **Title Search by Street Address** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands Title Search By Street Address

Enter a Street Address and click Search to retrieve a list of land titles matching that address.

\* indicates mandatory fields. [Please refer to help for further information.](#)

**Your Reference**

AF: 12345-SQ \* ?

**Street Address**

Begin typing a Street Address below. Once you've entered at least 8 characters, we'll display a list of suggested Queensland addresses.

You can use this list to refine your input and select an exact Street Address as the search criteria, resulting in the best possible result. You can also disregard these suggestions and type the Street Address in full.

[Click here for detailed information on how to best format your Street Address.](#)

123 Main \*

- 123 MAIN ST BAKERS CREEK QLD 4740
- 123 MAIN ST BEENLEIGH QLD 4207
- 123A MAIN ST KANGAROO POINT QLD 4169
- U 1 123 MAIN ST KANGAROO POINT QLD 4169**
- U 2 123 MAIN ST KANGAROO POINT QLD 4169
- U 3 123 MAIN ST KANGAROO POINT QLD 4169
- U 4 123 MAIN ST KANGAROO POINT QLD 4169
- U 5 123 MAIN ST KANGAROO POINT QLD 4169

**Email**

x Clear all

\$ Search \$

1. Enter your reference for the search and then start typing the address; a list of possible matches will display. Select the address required and click **\$Search\$**.
2. The Browse results will display onscreen. A summary report of the results is available to download. The title reference, lot & plan, and first owner name will be provided to assist in making your selection.
3. To order a title search for any of the matches, simply select the checkbox and click **Search** to proceed with your order.

QLD Lands Title Search By Street Address Browse


Select the land titles you require, then click Search. Each title selected will incur a separate charge.  
You can also download a PDF summary of the matched addresses below.

Your Search Criteria

Your ReferenceAF: 12345-66  
Street Address9 MAGUIRE ST ANDERGROVE QLD 4740

Your Results

Search Receipt[View Search Receipt](#)

 Only one registered Owner Name for each address is displayed below. Each title may contain additional registered owners.  
Order the title to see all registered owners for that address.

 Download Summary

<input type="checkbox"/>	Title Reference	Title Status	Title Description	Primary Address	Alias Address	Lot on Plan	Owner Name	Match %
<input type="checkbox"/>	21056022	COMATOSE	FEE SIMPLE	9 MAGUIRE ST ANDERGROVE QLD 4740		50 RP732014	DOUGLAS PHILIP WHALAN	100

☒ Select/Deselect All



4. The Result page will display. If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.

QLD Lands Title Search By Street Address Result

Click the individual Result link to view the search result or click Print All to download all available results for printing.  
WARNING: Do not refresh this screen - **you will incur extra charges**.  
If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search		Your Reference	Result
Street Address	9 MAGUIRE ST ANDERGROVE QLD 4740	AF: 12345-66	<a href="#">COMPLETED</a>
Title Reference	21056022		
Lot on Plan	50 RP732014		
Owner Name	DOUGLAS PHILIP WHALAN		



## 2.2 Title Search by Title Reference

A Title Reference is a unique 8-digit identifier for a title. QLD Title references comprise only numbers - using alpha characters will return an error. Up to 10 searches can be submitted at the same time.

1. Select **Title Search by Title Reference** from the **QLD Lands Menu**, the search input screen will display.

**QLD Lands Title Search By Title Reference**

Enter all required details then click Search to view result.  
Please ensure you use the correct Title details for your search. Cancelled titles can still be retrieved and will incur the standard fee.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☒ Yes, I would like an additional copy of my results emailed to: johnsmith@smithlaw.com.au

Title Reference *	Your Reference *
eg. 30498133	eg. Client101
1. <input type="text" value="30498133"/>	<input type="text" value="1054/RAJ/0913"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>

2. Fill in the email fields to have an additional copy of the results emailed to you.
3. Enter the Title Reference/s, Your Reference/s and click Search. The title description, name and status on each title will be displayed in a browse list.

**QLD Lands Title Search By Title Reference Browse**

Select the Title Reference/s required and then click Search.

**Your Search**

**Your Results**

Title Reference	Title Status	Surname / Company Name	Given Name(s)	Title Description
<input checked="" type="checkbox"/> 30498133	AVAILABLE	CARMODY	KEVIN JOHN SIDNEY	FEE SIMPLE
<input checked="" type="checkbox"/> 16834196	AVAILABLE	DAVISON	PETER PHILIP	BUP/GTP TITLE
<input type="checkbox"/> 40002068	INDEFEASIBLE	BHP MITSUI COAL PTY. LTD.		DEED OF GRANT

4. Select the Title References required and click **\$Search\$**. For multiple searches use the **Select/Deselect All** button for quick selection of the items required.

**QLD Lands Title Search By Title Reference Result**

Click the individual Result link to view the search result or click Print All to download all available results for printing.

WARNING: Do not refresh this screen - **you will incur extra charges**.

If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

[Print All](#)

Your Search		Your Reference	Result
Title Reference	30498133	1054/RAJ/0913	<a href="#">COMPLETED</a>
Surname	CARMODY		
Given Name(s)	KEVIN JOHN SIDNEY		
Title Reference	16834196	1054/RAJ/0913	<a href="#">COMPLETED</a>
Surname	DAVISON		
Given Name(s)	PETER PHILIP		

5. For multiple searches a Print All button will display on the **Result** page. When all rows have finished processing, click **Print All** to download all results.

**Note:** You will not be able to click the Print All button until all the rows have finished processing. Alternatively, you can click the [COMPLETED](#) link(s) to view your **Result Summary**.

**QLD Lands Title Search By Title Reference Result Summary**

Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference 1054/RAJ/0913  
 Title Reference 30498133  
 Surname/Company Name CARMODY  
 Given Name(s) KEVIN JOHN SIDNEY

**Your Results**
[View Result for Title Reference 30498133](#)
[View Search Receipt](#)
**Other Related Searches**

Each Search selected incurs a separate charge.

☒ Yes, I would like an additional copy of my results emailed to:

Search	Document Number	Document Type	Your Reference
<input type="checkbox"/> Title Search	30498133		1054/RAJ/0913
<input checked="" type="checkbox"/> Historical Title Search	30498133		1054/RAJ/0913
<input checked="" type="checkbox"/> Imaged Title	30498133		1054/RAJ/0913
<input type="checkbox"/> Dealing Statement Search (Not for ordering imaged documents)	900061943	SETTLEMENT NOTICE	1054/RAJ/0913
<input type="checkbox"/> Imaged Dealing	900061943	SETTLEMENT NOTICE	1054/RAJ/0913

[Select/Deselect All](#)
[\\$ Search \\$](#)

6. The **Result Summary** will display links to your results.  
 Search results can be viewed online immediately and are also stored in your Confirm Inbox for 30 business days.
7. You can order other searches related to the title in the **Other Related Searches** section.

## 2.2.1 Other Related Searches

- To order Related Searches tick the check boxes for each item or click **Select/Deselect all** to order all items listed, then click **\$Search\$**.

**Note:** A separate fee will apply for each item selected.

### QLD Lands Other Related Searches Result

Click the individual Result link to view the search result or click Print All to download all available results for printing.

**WARNING:** Do not refresh this screen - *you will incur extra charges*.

If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Print All

Your Search	Your Reference	Result
Search Title Reference Historical Title Search 30498133	test	<a href="#">COMPLETED</a>
Search imaged documents Dealing Number 900061943	test	<a href="#">COMPLETED</a>

## 2.3 Title Search by Lot/Plan

- Select **Title Searches By: Lot/Plan** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands Title Search By Lot/Plan

Enter all required details then click Search to view result.

Please ensure you use the correct Title details for your search. Cancelled titles can still be retrieved and will incur the standard fee.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☐ Yes, I would like an additional copy of my results emailed to:

Lot Number *	Plan Type *	Plan Number *	Your Reference *
eg. 138	eg. CP, RP	eg. MPH12312, 747634	eg. Client101
1. <input type="text" value="138"/>	<input type="text" value="RP"/>	<input type="text" value="747634"/>	<input type="text" value="SMH/AF 09/2013"/>
2. <input type="text" value="1"/>	<input type="text" value="SP"/>	<input type="text" value="333333"/>	<input type="text" value="SMH/AF 09/2013"/>
3. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>

Clear All Search

- Enter the **Lot Number/s**, select the **Plan Type/s**, and enter the **Plan Number/s** and **Your Reference/s**. Click **Search**.

**Note:** Any plan with a prefix not included is likely to be a Crown Plan. Crown Plans may include lots with alpha identifiers, in which case a search by Plan Number should be conducted in preference to a Search by Lot/Plan.

The correct format for entering a Crown Plan is Plan Type: CP, Plan Number: XXnnnn.

- A list of title references associated with the lot/plan numbers entered will be displayed in a browse list. More than one row may be returned for each lot plan entered.

### QLD Lands Title Search By Lot/Plan Browse

Select the Title Reference/s required and then click Search.

#### Your Search

[+ Search Criteria](#)

#### Your Results

Title Reference	Title Status	Lot Number	Plan Number	Title Description
<input type="checkbox"/> 21402081	AVAILABLE	138	RP / 747634	FEE SIMPLE
<input type="checkbox"/> 17558073	AVAILABLE	1	SP / 333333	STATE LEASE
<input type="checkbox"/> 17633100	AVAILABLE	1	SP / 333333	STATE LEASE
<input type="checkbox"/> 50001699	AVAILABLE	1	SP / 333333	FEE SIMPLE

Select/Deselect All \$ Search \$

- Select the Title Reference/s required and click **\$Search\$**.
- The Result page will display. If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.

## 2.4 Title Search by Owner Name

- Select **Title Searches By: Owner Name** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands Title Search By Owner Name

Enter all required details then click Search to view result.

Please ensure you use the correct Title details for your search. Cancelled titles can still be retrieved and will incur the standard fee.

"%" can be used as a wildcard, eg. "christ%her" will match "Christopher".

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	SMH/AF 09/2013	* eg. Client101
Search By	Individual Name	*
Surname	Carmody	* eg. Smith
Given Name(s)	Roy Charles	
Email	<input checked="" type="checkbox"/> Yes, I would like an additional copy of my results emailed to: smh@smithlaw.com.au	
Clear All	Search	

- Enter **Your Reference**. From the **Search By** drop list select **Individual Name** or **Company** and enter Company Name or Owner Name details in the fields provided.

**Note:** A wildcard '%' can be used when searching on a company name or surname but must be preceded by at least 3 characters (minimum 1 character for given names).

**If you do not use a wildcard the search will look for exact matches.**

When searching for a company, always use the least common words as your search criteria.

- A list of title references for possible matching titles will be displayed in a browse list.

#### QLD Lands Title Search By Owner Name Browse

Select the Title Reference/s required and then click Search.

##### Your Search

Your Reference SMH/AF 09/2013  
Surname/Company Name Carmody  
Given Name(s) Roy Charles

##### Your Results

Title Reference	Title Status	Surname / Company Name	Given Name(s)	Title Description
<input type="checkbox"/> 17627155	AVAILABLE	CARMODY	ROY CHARLES	STATE LEASE

Select/Deselect All \$ Search \$

Each entry will include the full name details recorded on that title. Charges are only incurred if a selection is made.

**Note:** Some individuals may have requested that their details be suppressed. If one or more titles found by the Owner Name search have been suppressed, a message will be displayed at the top of the screen above the list of possible matches. These titles will *not* be displayed.

- Select the title references required and click **\$Search\$**.
- The Result page will display. If you ordered multiple items, you can use Print All to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under Your Results.

## 2.5 Title Search by Previous Title

Searching on the reference of a fully cancelled title will find the new title reference(s) for that parcel of land.

- Select **Title Searches By: Previous Title** from the **QLD Lands Menu**, the search input screen will display.

**QLD Lands Title Search By Previous Title**

Enter all required details then click Search to view result.

Searching on the reference of a fully cancelled title will find the new title reference(s) for that parcel of land.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	SMH/AF 09/2013 * eg. Client101
<b>Previous Title Reference</b>	30269027 * eg. 30269027
<b>Email</b>	<input checked="" type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text" value="smh@smithlaw.com.au"/>



2. Enter **Your Reference** and the **Title Reference** of the cancelled title.
3. The new title reference for the title entered will be displayed in a browse list along with the title description, name and status for that title.

**QLD Lands Title Search By Previous Title Browse**

Select the Title Reference/s required and then click Search.

**Your Search**

Your Reference SMH/AF 09/2013  
 Previous Title Reference 30269027

**Your Results**

Title Reference	Title Status	Surname / Company Name	Given Name(s)	Title Description
<input type="checkbox"/> 50001680	AVAILABLE	SMITH	SHIRLEY EDITH	FEE SIMPLE



4. Enter the title reference required and click **\$Search\$**.
5. Go to the [COMPLETED](#) link to view the Results Summary page, where the link to your search will be available under Your Results.

## 2.6 Title Search by Plan

1. Select **Title Searches By: Plan** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands Title Search By Plan

Enter all required details then click Search to view result.

Please ensure you use the correct Title details for your search. Cancelled titles can still be retrieved and will incur the standard fee.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☒ Yes, I would like an additional copy of my results emailed to:

Plan Type *	Plan Number *	Your Reference *
eg. CP, RP	eg. MPH12312, 747634	eg. Client101
1. CP ▾	<input type="text" value="MPH12123"/>	<input type="text" value="SMH/AF 09/2013"/>
2. RP ▾	<input type="text" value="747634"/>	<input type="text" value="SMH/AF 09/2013"/>
3. Select... ▾	<input type="text"/>	<input type="text"/>
4. Select... ▾	<input type="text"/>	<input type="text"/>
5. Select... ▾	<input type="text"/>	<input type="text"/>
6. Select... ▾	<input type="text"/>	<input type="text"/>
7. Select... ▾	<input type="text"/>	<input type="text"/>
8. Select... ▾	<input type="text"/>	<input type="text"/>
9. Select... ▾	<input type="text"/>	<input type="text"/>
10. Select... ▾	<input type="text"/>	<input type="text"/>

2. Use the email fields to have an additional copy of your results emailed.
3. Select the **Plan Type**, enter the **Plan Number** and **Your Reference** and click **Search**.
4. A list of title references for all the lots associated with the given plan numbers will be displayed in a browse list.

### QLD Lands Title Search By Plan Browse

Select the Title Reference/s required and then click Search.

#### Your Search

#### Your Results

Title Reference	Title Status	Lot Number	Plan Number	Title Description
<input type="checkbox"/> 17558073	AVAILABLE	1	CP / MPH12123	STATE LEASE
<input checked="" type="checkbox"/> 30651201	AVAILABLE	1	CP / MPH12123	DEED OF GRANT
<input type="checkbox"/> 21402080	AVAILABLE	137	RP / 747634	FEE SIMPLE
<input checked="" type="checkbox"/> 21402081	AVAILABLE	138	RP / 747634	FEE SIMPLE

5. Select the title references required and click **\$Search\$**.
6. The Result page will display. If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.

## 2.7 Historical Title

A Historical Title displays current information as well as a list of any dealings registered since the title was transferred to the ATS (Automated Title System), and significant information for that period such as previous owners or land descriptions.

A Historical Title will show all the changes for a title since it was entered on the ATS to the present. Titles created since 1994 were entered straight on to the ATS, so every change since the titles creation

will be recorded on the historical title. Historical information prior to 1994 is included on the imaged title. For titles created prior to 1994, a complete historical record can be obtained by ordering a copy of the imaged title and a copy of the historical title.

The title reference gives an indication of when the title was created. Title reference numbers beginning with 1, 2 or 3 are sometimes referred to as paper titles. All paper titles have now been imaged. Title reference numbers beginning with a 5 (or higher) have been created since 1994 and are called computer titles because they were immediately entered on to the ATS. Computer Titles are not imaged.

1. From the **QLD Lands Menu** select **Title Searches By: Historical Title**, the search input screen will display.

### QLD Lands Historical Title Search

Enter all required details then click Search to view result.

Your result will include information on all registered dealings since the title was automated.

This result will not include the history prior to automation. The history can only be obtained from an image request of the title.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/> * eg. Client101
<b>Title Reference</b>	<input type="text"/> * eg. 30651201
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

Clear All

\$ Search \$

2. Enter **Your Reference** and the **Title Reference** and click **\$Search\$**. The **Result Summary** will display links to your results.

### QLD Lands Historical Title Search Result Summary

Click the link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference AF: 12345-S  
 Title Reference 30651201

#### Your Results

[View Result for Title Reference 30651201](#)  
[View Search Receipt](#)

#### Other Related Searches

Each Search selected incurs a separate charge.

☒ Yes, I would like an additional copy of my results emailed to:

Search	Document Number	Document Type	Your Reference
<input type="checkbox"/> Title Search	30651201		AF: 12345-S



## 3 Statement Searches

### 3.1 Dealing Statement

A Dealing Statement Search will provide you with an extract from the ATS that will display the dealing number, type and status, relevant dates and the associated title and/or plan numbers for the dealing selected.

Note: This search does **not** provide you with an imaged dealing. Imaged dealings can be ordered through the **Order Images: Document/Dealing** on the **QLD Lands Menu**.

1. To obtain a dealing statement search select **Statement Searches: Dealing** from the **QLD Lands Menu**, the search input screen will display.

#### QLD Lands Dealing Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>	*
Search By	<div><div>Select ...</div><div>Select ...</div><div>Dealing</div><div>Pre-ATS Dealing</div></div>	*
Email	<input type="text"/> an additional copy of my results emailed to:	
<input type="button" value="Clear All"/>		<input type="button" value="Search"/>

2. Enter **Your Reference** and select the Dealing type (Dealing or Pre-ATS Dealing) from the **Search By** drop list. The required input fields will dynamically update, depending on the type of dealing selected.
3. Next, enter the Dealing number and click **Search**.

## QLD Lands Dealing Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	AF: 12345-SS *
Search By	Pre-ATS Dealing ▼ *
Pre-ATS Dealing Number	C675668W * eg. C675668W
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>
<div>Clear All</div> <div>Search</div>	

- The Result Summary will display, the link to your search result is located under **Your Results**.

## QLD Lands Dealing Statement Search Result Summary

Click the link(s) to view a print friendly version of the relevant document(s).

### Your Search

Your Reference	AF: 12345-SS
Dealing Type	Pre-ATS Dealing
Dealing Number	601003348
Dealing Type	Pre-ATS Dealing

### Your Results

[View Result for Dealing 601003348](#)  
[View Search Receipt](#)

## 3.2 Community Title Scheme (CMS)

A **Community Title Scheme** (CTS) comprises of jointly administered lots (scheme land) and the community management statement (CMS) that defines that administration. The scheme land must include common property. Community Title Schemes were introduced by the *Body Corporate & Community Management Act* (BCCM Act) to better administer group titles, building units and strata corporations.

Four regulations modules exist to meet the needs of different types of community titles schemes: Standard, Accommodations, Commercial and Small Schemes. The regulations modules set out rules relating to committees, general meetings, financial and property management and insurance.

The result of a CTS search is an extract from the ATS that will include the following information:

- ▶ full scheme name & address of the body corporate type of regulation module
- ▶ CMS number & CMS dealing number
- ▶ associated title references & plan numbers.

Note: This search does **not** provide you with Community Management Statement.

A Community Management Statement can be ordered through **Order Images: Documents/Dealings** option on the QLD Lands Menu using the CMS dealing number provided on your CTS search extract.

The Community Management Statement (CMS) is a document which identifies scheme land and complies with the requirements of the BCCM Act. Particulars recorded in a CMS include the body corporate name, lot entitlements schedule and by-laws. The CMS identifies the regulation module of the scheme and references the relevant act (BCCM or BU&GT) for any exclusions or bylaws.

Each CMS is identified by the number of the CTS to which it refers and also by a unique dealing number. The CMS dealing number is recorded on all indefeasible titles for lots in the scheme including the title for the common property.

You can order the CMS through the **Order Images: Documents/Dealings** option on the **QLD Lands Menu**. Your search criteria should be the CMS dealing number, obtained from either your CTS result or from a body corporate title. To order a body corporate title that will list the body corporate address and CMS dealing number, conduct a search on lot zero of the base plan (e.g. Lot 0 BUP1000).

Titles or plans relating to a CTS can be ordered through the relevant option on the QLD Lands Menu, Order Images using the information displayed on the CTS result.

A Body Corporate is a legal entity created when land is subdivided and registered under the Land Title Act 1994 to establish a community titles scheme. Every owner of a lot in a community titles scheme is a member of the body corporate.

Community title schemes allow for both land and building subdivision to occur on a single scheme whereas Building Unit and Group Title plans were separated. Community corporations are administered in a similar fashion to strata corporations (BUP and GTP body corporations) but the specifics of the administration are flexible depending on the size and purpose of the development.

A CTS search can be conducted on a scheme or building name, a CMS number or a plan number.

1. Select **Statement Searches: Community Title Scheme** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands CTS Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text" value="AF: 12345-1009"/> *
Search By	<div><div>Select ... *</div><div>Select ...</div><div>Plan</div><div>Scheme</div><div>CMS</div></div>
Email	<input type="text" value="I would like an additional copy of my results emailed to:"/>
<input type="button" value="Clear All"/>	<input type="button" value="Search"/>

- Enter **Your Reference** and select the search criteria (Plan, Scheme or CMS) from the **Search By** drop list. The required input fields will dynamically update, depending on the criteria selected. Enter the details and click **Search**.

### QLD Lands CTS Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	AF: 12345-1009 *
Search By	Plan *
Type	BUP * eg. BUP
Number	654321 * eg. 654321
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>
<div>Clear All</div> <div>Search</div>	

- The Browse results will display, select the CMS number/s required and click **\$Search\$**.

### QLD Lands CTS Statement Search Browse

Select the CMS Number/s required and then click Search.

#### Your Search

Your Reference AF: 12345-1009  
 Plan Type SP  
 Plan Number 666666  
 Scheme Name  
 CMS Number

#### Your Results

CMS Number	Plan Number	Scheme Name	Building Name Status	Status
<input type="checkbox"/> 50071	SP / 666666	KEV'S PLACE	BUILDING NAME ALLOCATED TO PLA	AVAILABLE

Select/Deselect All

\$ Search \$

- The Result page will display. If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.

### QLD Lands CTS Statement Search Result

Click the individual Result link to view the search result or click Print All to download all available results for printing.

WARNING: Do not refresh this screen - **you will incur extra charges**.

If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search	Your Reference	Result
CMS Number 50071 Plan Type SP Plan Number 666666 Scheme Name KEV Building Name Status BUILDING NAME ALLOCATED TO PLA	AF: 12345-1009	<a href="#">COMPLETED</a>

### 3.3 BUP/GTP

**Building Unit Plans (BUPs)** and **Group Title Plans (GTPs)**, are plan types that existed under the *Building Units & Group Titles Act 1980*, which has since been superseded by the *Body Corporate & Community Management Act 1997* (BCCM Act). Both plan types are characterised by collectively administrated subdivisions. The collective administration was managed by a Body Corporate.

A GTP was created when land was subdivided in to collectively administrated lots. A BUP was created when a building was subdivided in to collectively administrated 'units'. GTPs could be further subdivided in to BUPs if required, however, BUPs could exist independently and were not necessarily further subdivisions of a GTP. Strata lots could only be subdivided by BUPs.

The result of a BUP/GTP search is an extract from the ATS that will include the following information:

- ▶ full group or building name & address of the body corporate
- ▶ associated title references & plan numbers
- ▶ or, number of CTS (Community Title Scheme) conversion if applicable.

The *Building Units and Group Titles Act 1980*, while not available for new developments, remained in force for existing BUPs and GTPs until mid-1997. At this time, all BUP/GTPs were automatically allocated a CTS number and were assigned the 'standard module' CMS by default. However, some lots are covered by legislation that requires or allows ongoing governance under this Act.

Community title schemes allow for both land and building subdivision to occur on a single scheme whereas Building Unit and Group Title plans were separated. Community corporations are administered in a similar fashion to strata corporations, but the specifics of the administration are flexible depending on the size and purpose of the development.

1. Select **Statement Searches: BUP/GTP** from the **QLD Lands Menu**, the search input screen will display.

#### QLD Lands BUP/GTP Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>	*
Search By	<div><div>Select ...</div><div>Select ...</div><div>Plan</div><div>Building Name</div></div>	*
Type		
Email	<input type="text"/>	
<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to:		
<input type="text"/>		
<input type="button" value="Clear All"/>		<input type="button" value="Search"/>

2. Enter **Your Reference** and select the search criteria (Plan or Building Name) from the **Search By** drop list. The required input fields will dynamically update, depending on the criteria selected. Enter the details and click **Search**.

## QLD Lands BUP/GTP Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	AF 34567-89 *
Search By	Building Name ▼ *
Building Name	The View * eg. Vista%
Type	BUP ▼ *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>
<div>Clear All</div> <div>Search</div>	

- The Browse result will display, select the BUP/GTP numbers required and click **\$Search\$**.

## QLD Lands BUP/GTP Statement Search Browse

Select the BUP/GTP Number/s required and then click Search.

### Your Search

Your Reference AF 123-567  
 Plan Type BUP  
 Plan Number  
 Building Name The View

### Your Results

Plan Number	Building Name	Building Name Status	Status
BUP / 100083	THE VIEW	BUILDING NAME ALLOCATED TO PLA	CONVERTED TO CTS
BPA / 900017	THE VIEW	BUILDING NAME ALLOCATED TO PLA	PLAN UNREGISTERED
<input type="checkbox"/> BUP / 900021	THE VIEW	BUILDING NAME ALLOCATED TO PLA	AVAILABLE

Select/Deselect All

\$ Search \$

- The Result page will display. If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.

## QLD Lands BUP/GTP Statement Search Result

Click the individual Result link to view the search result or click Print All to download all available results for printing.

WARNING: Do not refresh this screen - **you will incur extra charges**.

If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search	Your Reference	Result
Plan Number BUP / 100063 Building Name JIM'S PALACE Building Name Status BUILDING NAME ALLOCATED TO PLA	AF: 12345-19	<a href="#">COMPLETED</a>

## 3.4 Power of Attorney

A Power of Attorney (POA) is a written instrument authorising a person, the attorney-in-fact, to act as agent for another person to the extent indicated in the instrument. The person being given authority does not need to be a legal practitioner, and could be the Public Trustee, the Adult Guardian or a relative or friend of the principal. In Queensland, a power of attorney dealing with real estate must be stamped and recorded in the Register of Powers of Attorney within the Land Registry.

All entries in the Register of Powers of Attorney that match your search criteria will be displayed. Selections from this browse list will return an extract from the ATS that includes the names of the principal and the attorney, and the dealing number.

NB: This search does not provide a copy of the actual power of attorney. Copies of the POA can be ordered through the Order Images: Documents/Dealings option on the QLD Lands menu.

Only powers of attorney relating to real estate will be retrieved by this search if they have been registered.

Like all ATS dealings, a power of attorney is identified by a unique string of 9 numbers. A power of attorney that predates the ATS (Automated Title System) will begin with a letter and may be up to 8 alphanumeric characters in length (a pre-ATS dealing number).

1. Select **Statement Searches: Power of Attorney** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands Power Of Attorney Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

The screenshot shows a web form titled "QLD Lands Power Of Attorney Statement Search". It has three main input areas: "Your Reference" with a text box and a red asterisk; "Search By" with a dropdown menu showing options: "Select ...", "Select ...", "Dealing" (highlighted in blue), "Pre-ATS Dealing", "Principal", and "Attorney"; and "Email" with a text box. Below the "Email" field is a text label "an additional copy of my results emailed to:". At the bottom left is a "Clear All" button, and at the bottom right is a "Search" button. A red asterisk is also next to the "Search By" dropdown.

2. Enter **Your Reference** and select the search criteria (Dealing, Pre-ATS Dealing, Principal or Attorney) from the **Search By** drop list.

### QLD Lands Power Of Attorney Statement Search

Enter all required details then click Search.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	AF 34567-890 *
Search By	Dealing *
Dealing Number	601008963 * eg. 123456789

Email ☐ Yes, I would like an additional copy of my results emailed to:

- The required input fields will dynamically update, depending on the criteria selected. Enter the details and click **Search**.

### QLD Lands Power Of Attorney Statement Search Browse

Select the Dealing Number/s required and then click Search.

#### Your Search

Your Reference AF 34567-890  
 Dealing Number 601008963  
 Pre-ATS Dealing Number  
 Principal  
 Attorney

#### Your Results

Dealing Number	Pre-ATS Dealing Number	Principal	Attorney
<input checked="" type="checkbox"/> 601008963	T757972L	SMITH / DEBORAH LOUISE	MOHR / MARCELLE MAUDE

- The Browse results will display, select the dealing numbers required and click **\$Search\$**.

### QLD Lands Power Of Attorney Statement Search Result

Click the individual Result link to view the search result or click Print All to download all available results for printing.

WARNING: Do not refresh this screen - **you will incur extra charges**.

If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search	Your Reference	Result
Dealing Number 601008963 Pre-ATS Dealing T757972L Principal SMITH, DEBORAH LOUISE Attorney MOHR, MARCELLE MAUDE	AF 34567-890	<a href="#">COMPLETED</a>

- The Result page will display. If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.



## 4 Order Images

An imaged title, plan or document is one that has been scanned and stored electronically. These images can be requested and viewed online, saving the time and expense of retrieving paper copies. Deeds of Grant can be ordered through Imaged Titles by entering the Deed of Grant number in the Title Reference field.

An Imaged Title is a 'snapshot' of the title as it was in 1994/1995. Imaged Plans and Dealings are exact replicas of the original items filed with the Department of Natural Resources, Mines and Energy.

### 4.1 Order Imaged Plan

Imaged Plans are scanned copies of the original items filed with the Department of Natural Resources, Mines and Energy.

1. Select **Order Images: Plan** from the **QLD Lands Menu**, the search input screen will display.

#### QLD Lands Imaged Plan Search

Enter all required details then click Search to view result.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☒ Yes, I would like an additional copy of my results emailed to:

Plan Type *	Plan Number *	Your Reference *
eg. CP, RP	eg. MPH12312, 747634	eg. Client101
1. <input type="text" value="RP"/>	<input type="text" value="21700"/>	<input type="text" value="SMH/AF 09/2013"/>
2. <input type="text" value="CP"/>	<input type="text" value="NPW123"/>	<input type="text" value="SMH/AF 09/2013"/>
3. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
4. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
5. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
6. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
7. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
8. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
9. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
10. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>

2. Select the **Plan Type**, enter the **Plan Number** and **Your Reference** and click **Search**.

#### QLD Lands Imaged Plan Browse

Use the checkboxes to select the required documents, then click Search.

##### Your Search

##### Your Results

Imaged items should be available in the Inbox within 15 minutes.

Non-Imaged items may take up to 5 working days to be available via the Inbox or email.

WARNING: Most documents have been imaged. Non-Imaged documents listed below may be the result of an input error. Check that you have entered the details correctly. To correct an entry please return to the [search screen](#) then do the search again.

Image Status	Plan Type	Plan Number
<input type="checkbox"/> Non-Imaged	CP	MPH12312
<input type="checkbox"/> Imaged	CP	MPH12123

- The Image Status indicates if the document is imaged or non-imaged.

**Note:** Most documents have been imaged so it is more likely that the plan number has been entered incorrectly. It is recommended that you check the plan number entered before requesting non-imaged documents.

- Select the document/s required and click **\$Search\$**. The Result screen will display.
- If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.

**Note:** Imaged documents will typically be returned within a few minutes.

Non-imaged documents need to be located and manually scanned by the Department of Natural Resources, Mines and Energy and the documents may not be returned for a several days. Non-imaged documents can be retrieved via your Confirm Inbox.

## 4.2 Order Imaged Document/Dealing

- Select **Order Images: Document/Dealing** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands Imaged Dealing Search

Enter all required details then click Search to view result.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

☒ Yes, I would like an additional copy of my results emailed to:


Dealing Type *	Dealing Number *	Your Reference *
	eg. 900058717, C675668W	eg. Client101
1. ATS Dealing ▾	<input type="text" value="900058717"/>	<input type="text" value="SMH/AF 09/2013"/>
2. ATS Dealing ▾	<input type="text" value="604619702"/>	<input type="text" value="SMH/AF 09/2013"/>
3. Select... ▾	<input type="text"/>	<input type="text"/>
4. Select... ▾	<input type="text"/>	<input type="text"/>
5. Select... ▾	<input type="text"/>	<input type="text"/>
6. Select... ▾	<input type="text"/>	<input type="text"/>
7. Select... ▾	<input type="text"/>	<input type="text"/>
8. Select... ▾	<input type="text"/>	<input type="text"/>
9. Select... ▾	<input type="text"/>	<input type="text"/>
10. Select... ▾	<input type="text"/>	<input type="text"/>

- Select the **Dealing Type**, enter the **Dealing Number** and **Your Reference** and click **Search**.

### QLD Lands Imaged Dealing Browse

Use the checkboxes to select the required documents, then click Search.

#### Your Search

 Search Criteria

#### Your Results

**Imaged** items should be available in the Inbox within 15 minutes.

**Non-Imaged** items may take up to 5 working days to be available via the Inbox or email.

**WARNING:** Most documents have been imaged. Non-Imaged documents listed below may be the result of an input error. Check that you have entered the details correctly. To correct an entry please return to the [search screen](#) then do the search again.

Image Status	Dealing Type	Dealing Number
<input checked="" type="checkbox"/> Imaged	ATS Dealing	900058717
<input checked="" type="checkbox"/> Non-Imaged	ATS Dealing	900022212

Select/Deselect All

\$ Search \$

3. Select the document/s required and click **\$Search\$**. The Result screen will display.
4. If you ordered multiple items, you can use **Print All** to download all your results. Otherwise go to the [COMPLETED](#) links to view the Results Summary page, where links to your searches will be available under **Your Results**.

**Note:** Imaged documents will typically be returned within a few minutes.

Non-imaged documents need to be located and manually scanned by the Department of Natural Resources, Mines and Energy and the documents may not be returned for a several days. Once available non-imaged documents can be retrieved via your Confirm Inbox.

## 4.3 Order Imaged Title

An Imaged Title is a 'snapshot' of the title as it was in 1994/1995. Changes made to imaged titles since 1994/1995 are not recorded on the image.

1. Select **Order Images: Title** from the **QLD Lands Menu**, the search input screen will display.

### QLD Lands Imaged Title Search

Enter all required details then click Search to view result.

Please ensure you use the correct Title details for your search. Cancelled titles can still be retrieved and will incur the standard fee.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/> * eg. Client101
Title Reference	<input type="text"/> *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

2. Enter **Your Reference**, the **Title Reference** and click **Search**. On the Browse screen select the title reference required and click **\$Search\$**.

3. The Result screen will display, click the [COMPLETED](#) links to access your search results, or for multiple results, click **Print All** to download your results.

### QLD Lands Imaged Title Result

Click the individual Result link to view the search result or click Print All to download all available results for printing.

**WARNING:** Do not refresh this screen - *you will incur extra charges*.

If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search		Your Reference	Result
Title Reference	30651201	AF 678-098	<a href="#">COMPLETED</a>

## 5 Contact Us

Our service centre are available to assist with any search enquiries you may have, contact us on 1800 773 773 or at [confirm@citec.com.au](mailto:confirm@citec.com.au).