

# QLD Valuation and Sales Client Reference Guide

CITEC Confirm

Version: 3.0

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# 1 Queensland Valuation and Sales

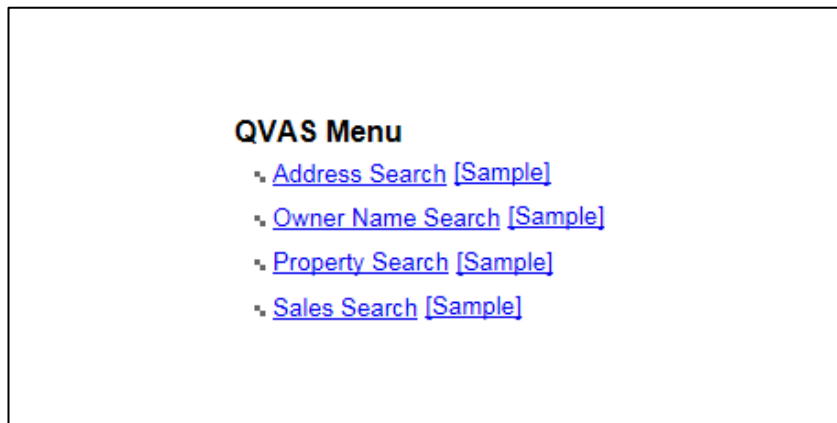
a) Select [Queensland Valuations and Sales](#) from the **Confirm Main Menu**.

The screenshot shows the CONFIRM website interface. At the top, there's a navigation bar with links like Menu, News, Account Info, Inbox, Reports, Fees, Help, and Log Off. Below this, a banner reads 'CONFIRM The answer you're looking for!'. The main content area is titled 'View Menu By Product' and lists various search categories. Under 'Land Searches', the link 'QLD Valuation and Sales' is highlighted with a red rectangular box. Other categories include 'Corporate and Individual Searches', 'Vehicle Searches and Lodgements', 'Court eFiling', and 'Police Searches'.

Read the agreement to the end and click **I Agree**.

The screenshot shows a form titled 'Access Statement'. It contains a text area with definitions for 'Direct Marketing', 'Licensed Data', and 'Licensed Data Product'. Below the text area, there is a button labeled 'I Agree', which is highlighted with a red rectangular box.

b) From the **QVAS main menu**, choose the search you require.



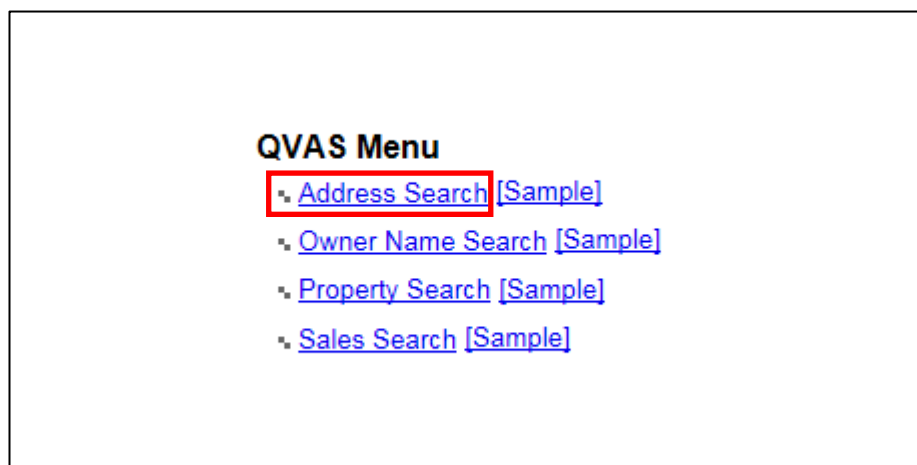
Tip: Use the **QVAS Menu** button to return to this menu from any **QVAS** screen.

Use the **Main Menu** button to the **Confirm Main Menu**.

## 2 Address Search

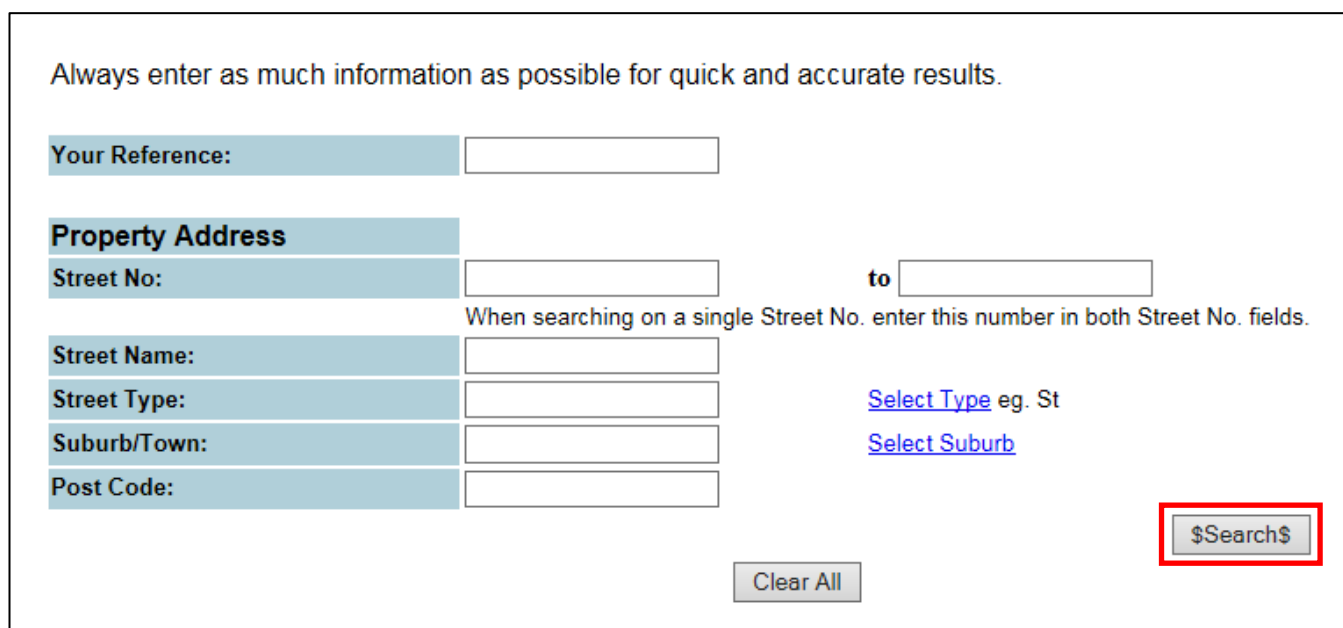
This search returns a browse list of up to 500 properties in alphabetical order based on the address details you enter.

- a) Select [Address Search](#) from the **QVAS Menu**.



The screenshot shows a box titled "QVAS Menu". Inside the box, there are four links, each preceded by a small square icon: [Address Search \[Sample\]](#), [Owner Name Search \[Sample\]](#), [Property Search \[Sample\]](#), and [Sales Search \[Sample\]](#). The "Address Search [Sample]" link is highlighted with a red rectangular border.

- b) Enter **Your Reference**, the **Property Address** and click **\$Search\$**.



The screenshot shows a form titled "Address Search" with the instruction "Always enter as much information as possible for quick and accurate results." The form contains several input fields: "Your Reference:" (a single text box), "Property Address" (a section header), "Street No:" (two text boxes separated by "to"), "Street Name:" (a single text box), "Street Type:" (a single text box), "Suburb/Town:" (a single text box), and "Post Code:" (a single text box). To the right of the "Street Type:" and "Suburb/Town:" fields are two links: [Select Type eg. St](#) and [Select Suburb](#). At the bottom right of the form is a button labeled "\$Search\$" which is highlighted with a red rectangular border. At the bottom center is a button labeled "Clear All".

- Note: To speed up your **Street Type/Suburb** searching:
- ▶ Select [Select Type](#) or [Select Suburb](#) to display a search **Street Type** or **Suburb** pop up screen.
  - ▶ Enter the first three letters of the search field before the %
  - ▶ Click **Find**
  - ▶ Click the name of the **Street Type** or **Suburb** to copy it to the **Address Search** screen.

- c) From the list of properties displayed, select [Title Search](#) to perform a **Queensland Land Titles** search on the property.

To perform a Title Search click on the link.

Property Address	RPD + Zoning Info	Title Status	Owner's Name	Owner's Address
96 ACACIA ST, BARCADDINE, 4725 <a href="#">Title Search</a>	L16 RY222-PAR BARCADDINE 1 TOWN	Active	CHRISTOPHER JOHN EDWARD COLE CAROLYN MAY COLE	PO BOX 224, BARCADDINE, QLD 4725 AUSTRALIA

1 results shown.

[New Search](#) [Refine Search](#)

- d) Selecting [Title Search](#) displays a pop up screen. Click **OK** to continue.

**WARNING**

You have requested a property Title Search.

Click OK to continue, or Cancel to return to the QVAS browse screen.

[Cancel](#) [OK](#)

Your Reference: test

- e) A **Queensland Land Titles** search screen with lot and plan details prefilled will display. Click **Search** to continue.

**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.

Your Reference	test	* eg. Client101
Lot Number	16	* eg. 138
Plan Type	CP	* eg. CP, RP
Plan Number	RY222	* eg. MPH12312, 747634
Email	<input checked="" type="checkbox"/> Yes, I would like an additional copy of my results emailed to: law@qldlandlayer.com.au	

[Clear All](#) [Search](#)

- f) Select the Title Reference/s required using the checkboxes and click **\$Search\$** to complete the order.

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

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

**Your Search**

Your Reference	AF TST XCEL
Lot Number	138
Plan Type	RP
Plan Number	747634

**Your Results**

Title Reference	Title Status	Lot Number	Plan Number	Title Description
<input type="checkbox"/> 21402081	AVAILABLE	138	RP / 747634	FEE SIMPLE

Select/Deselect All
\$ Search \$

- g) Select the [COMPLETED](#) link to access your search result.

### QLD Lands Title Search By Lot/Plan 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 21402081 Lot Number 138 Plan Type RP Plan Number 747634	AF TST XCEL	<a href="#">COMPLETED</a>



h) The **Results Summary** will display.

Select the [View Result for...](#) link under the Your Results section to view the search result.

**QLD Lands Title Search By Lot/Plan Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**  

Your Reference	AF TST XCEL
Title Reference	21402081
Lot Number	138
Plan Type	RP
Plan Number	747634

**Your Results**  
[View Result for Lot 138 RP747634 Title Reference: 21402081](#)  
[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"/> Historical Title Search	21402081		<input type="text" value="AF TST XCEL"/>
<input type="checkbox"/> Dealing Statement Search (Not for ordering imaged documents)	601008013	TRANSFER	<input type="text" value="AF TST XCEL"/>
<input type="checkbox"/> Dealing Statement Search (Not for ordering imaged documents)	601008014	MORTGAGE	<input type="text" value="AF TST XCEL"/>
<input type="checkbox"/> Dealing Statement Search (Not for ordering imaged documents)	601004488	EASEMENT IN GROSS	<input type="text" value="AF TST XCEL"/>
<input type="checkbox"/> Imaged Dealing	601008013	TRANSFER	<input type="text" value="AF TST XCEL"/>
<input type="checkbox"/> Imaged Dealing	601008014	MORTGAGE	<input type="text" value="AF TST XCEL"/>
<input type="checkbox"/> Imaged Dealing	601004488	EASEMENT IN GROSS	<input type="text" value="AF TST XCEL"/>

**Tip:** Other Related searches can also be requested. The list of searches will be displayed. Select any searches required and click **\$Search\$** to complete a new search.

**Related searches are separate from the search you have just performed and will incur their own additional charges.**

### 3 Owner Name Search

This search returns a list of properties that match the registered proprietor details you enter.

- a) Select [Owner Name Search](#) from the **QVAS Menu**.

QVAS Menu

Address Search [Sample]

**Owner Name Search [Sample]**

Property Search [Sample]

Sales Search [Sample]

- b) Enter **Your Reference**, the **Surname** or **Company Name** and/or **Given Names** and then click **\$Search\$**.

Always enter as much information as possible for quick and accurate results.

Your Reference:

Owner Details

Surname/Company Name:

% used for wildcard eg. brown%

Given Names:

% used for wildcard eg. john%

\$Search\$

Clear All

Tip: Improve your search results by adding a % (wildcard) to your **Surname/Company Name** and **Given Name** searches.

- c) From the list of properties displayed, select [Title Search](#) to perform a **Queensland Land Titles** search on the property.

To perform a Title Search click on the link.

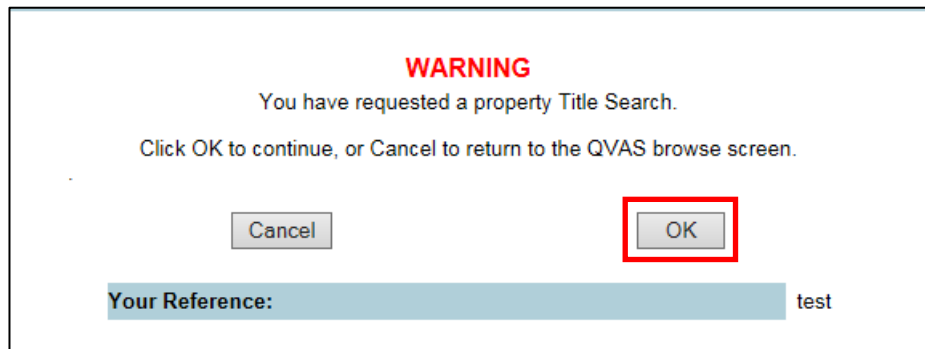
Property Address	RPD + Zoning Info	Title Status	Owner's Name	Owner's Address
<div><div>BOREE ST, BARCALDINE, 4725</div><div><a href="#">Title Search</a></div></div>	LT1 RP820539:PAR BARCALDINE 1 TOWN	Active	ROBIN ANN MILLER WALTER CECIL MILLER	PO BOX 42, BARCALDINE, QLD 4725 AUSTRALIA

1 results shown.

New Search

Refine Search

d) Click **OK** to continue.



A warning dialog box with a black border. At the top, the word "WARNING" is in red. Below it, the text "You have requested a property Title Search." is in black. Underneath, the text "Click OK to continue, or Cancel to return to the QVAS browse screen." is in black. At the bottom, there are two buttons: "Cancel" on the left and "OK" on the right. The "OK" button is highlighted with a red rectangular border. Below the buttons, there is a light blue horizontal bar with the text "Your Reference:" on the left and "test" on the right.

**WARNING**

You have requested a property Title Search.

Click OK to continue, or Cancel to return to the QVAS browse screen.

Cancel OK

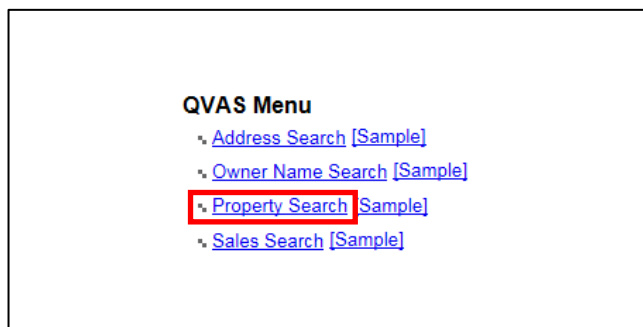
Your Reference: test

A **Queensland Land Titles** search screen with lot and plan details prefilled will appear. Follow the steps for ordering a title search as shown in **section 2 (d)** above.

## 4 Property Search

A Property Search retrieves a list of up to 500 properties which match your search criteria. You can search on the **Real Property Description (Lot/pan)**, **Address**, **Owner Details** and **Owner Type**.

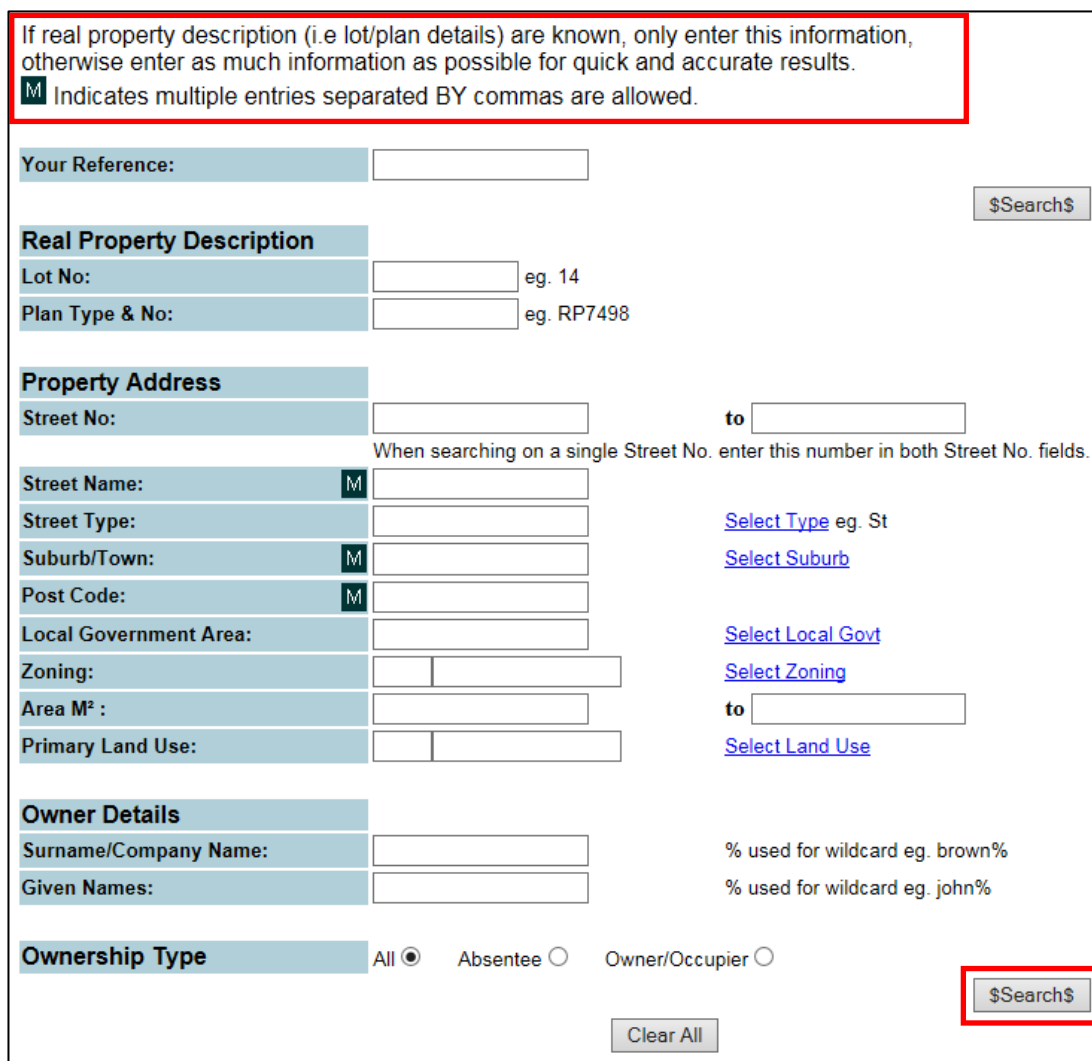
- a) Select [Property Search](#) from the **QVAS Menu**.



**QVAS Menu**

- ↳ [Address Search \[Sample\]](#)
- ↳ [Owner Name Search \[Sample\]](#)
- ↳ [Property Search \[Sample\]](#)
- ↳ [Sales Search \[Sample\]](#)

- b) Follow the on-screen instructions regarding which fields to complete, then click **\$ Search \$**.



If real property description (i.e lot/plan details) are known, only enter this information, otherwise enter as much information as possible for quick and accurate results.  
**M** Indicates multiple entries separated BY commas are allowed.

Your Reference:

**Real Property Description**

Lot No:  eg. 14

Plan Type & No:  eg. RP7498

**Property Address**

Street No:  to

When searching on a single Street No. enter this number in both Street No. fields.

Street Name: **M**

Street Type:  [Select Type](#) eg. St

Suburb/Town: **M**  [Select Suburb](#)

Post Code: **M**

Local Government Area:  [Select Local Govt](#)

Zoning:   [Select Zoning](#)

Area M²:  to

Primary Land Use:   [Select Land Use](#)

**Owner Details**

Surname/Company Name:  % used for wildcard eg. brown%

Given Names:  % used for wildcard eg. john%

**Ownership Type** All ☒ Absentee ☐ Owner/Occupier ☐

**\$Search\$**

Clear All

Note: To speed up your searching:

- ▶ Click on [Select](#) to display a search **Street Type, Local Government, Zoning, or Land Use** in a pop up screen.
- ▶ Enter the first three letters of the search field before the %
- ▶ Click **Find**
- ▶ Click the name of the search field to copy it to the **Property Search** screen

Improve your search results by adding a % (wildcard) to your **Surname/Company Name** and **Given Name** searches.

- c) Select [Property Report](#) to carry out a **Property Search** on the property.

Selecting [Sales Report](#) will launch a pop up window, generating a **Sales Search Report** on the property (See **Section 5 (d)**). Selecting [Title Search](#) will perform a **Queensland Land Titles** search on the property.

For more detailed information click on a report link.

Property Address	RPD + Zoning Info	Title Status	Owner's Name	Owner's Address	Area M <sup>2</sup>	Date of Valuation	Value
9 BOREE ST, BARCADDINE, 4725 <a href="#">Property Report</a> <a href="#">Sales Report</a> <a href="#">Title Search</a>	L71 RP820539-PAR BARCADDINE 1 TOWN	Active	ROBIN ANN MILLER WALTER CECIL MILLER	PO BOX 42, BARCADDINE, QLD 4725 AUSTRALIA	4,134	01/10/2001	\$8,600 UNIMPROVED VALUE

1 results shown.

[New Search](#) [Refine Search](#)

- d) Selecting [Property Report](#) displays a pop up screen. Click **OK** to continue.

**WARNING**

You have requested a PROPERTY Report

This search incurs an additional charge.

Click OK to continue, or Cancel to return to the QVAS browse screen.

Your Reference: AF TST XCEL

- e) Your **Property Details** report will be displayed.

**CITEC CONFIRM**  
**Queensland Valuation & Sales**

28/02/2014 12:12:41 PAGE: 1

**PROPERTY DETAILS REPORT**

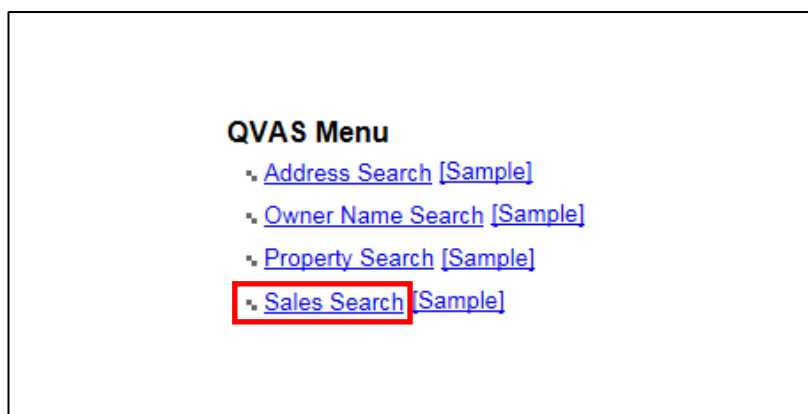
THE INFORMATION CONTAINED IN THIS REPORT INCORPORATES  
INFORMATION OBTAINED FROM SOURCES OUTSIDE CITEC CONFIRM.  
WHILST EVERY EFFORT IS MADE TO VERIFY THE ACCURACY OF SUCH INFORMATION,  
CITEC CONFIRM IS UNABLE TO GUARANTEE SUCH INFORMATION.

Prop Status	: Active	Prop ID: 9002079	WTR: 1734	Previous Ref: NA
LG Div	: 1000/01 BCC-BALMORAL			
Prop Name	:			
Prop Addr	: 19 HARRIS ST, HAWTHORNE, 4171			
Owner (VOL)	: KATHLYN MAY STRAMBIO			
Service Addr	: 19 HARRIS ST, HAWTHORNE, QLD 4171 AUSTRALIA			
RPD	: L86 RP12476-PAR BULIMBA			
Area/Vol	: 465 M2			
Zoning	: 1 RESIDENTIAL A			SMA:
Prim L Use	: 02 SINGLE UNIT DWELLING	Sec L Use: 00 NONE		
Prop Type	: ISSUING	Prop Tenure: FREEHOLD		
VALUATION INFORMATION				
ISSUING	UV	D/Ent: 30/06/1999	D/Valn: 01/10/1998	Value: \$118,000.00
				S/C: 21 D/Iss: 08/03/1999
ISSUING	UV	D/Ent: 30/06/2000	D/Valn: 01/10/1999	Value: \$157,500.00
				S/C: 21 D/Iss: 27/03/2000

## 5 Sales Search

A **Sales Search** retrieves one or more sales records matching your search (up to 500 results can be returned).

- a) Select [Sales Search](#) from the **QVAS Menu**.



- b) Enter **Your Reference**. Enter the **Real Property Description (Lot/Plan)**, the **Property Address**, **Price Range Criteria**, **Agreement Date Range**, **Vendor Details**, **Purchaser Details**, **Owner Type** and click **\$Quick Search\$**. This will find the last 500 sales matching the criteria.

Clicking **\$Search\$** will attempt an exact match and will create a list of one property match if successful.

If real property description (i.e lot/plan details) are known, only enter this information, otherwise enter as much information as possible for quick and accurate results.  
**M** Indicates multiple entries separated BY commas are allowed.

**Your Reference:**

**\$Search\$**

**Real Property Description**

**Lot No:**  eg. 14

**Plan Type & No:**  eg. RP7498

**Property Address**

**Street No:**  **to**

When searching on a single Street No. enter this number in both Street No. fields.

**Street Name:** **M**

**Street Type:**  [Select Type](#) eg. St

**Suburb/Town:** **M**  [Select Suburb](#) **\$Quick Search\$**

**Post Code:** **M**

**Local Government Area:**  [Select Local Govt](#)

**Zoning:**   [Select Zoning](#)

**Area M<sup>2</sup> :**  **to**

**Primary Land Use:**   [Select Land Use](#)

**Range Criteria**

**Sale Price:**  **to**

**Agreement Date:**  **to**

**Vendor Details**

**Surname/Company Name:**  % used for wildcard eg. brown%

**Given Names:**  % used for wildcard eg. john%

**Purchaser Details**

**Surname/Company Name:**  % used for wildcard eg. brown%

**Given Names:**  % used for wildcard eg. john%

**Ownership Type** All ☒ Absentee ☐ Owner/Occupier ☐

**\$Search\$**

**Clear All**

Note: To speed up your searching:

- ▶ Click on [Select](#) to display a search **Street Type, Local Government, Zoning, or Land Use** in a pop up screen. Enter the first three letters of the search field before the %.
- ▶ Click **Find**
- ▶ Click the name of the search field to copy it to the **Property Search** screen.

Add % (wildcard) to your **Surname/Company Name** and **Given Name** searches to improve your search results.

- c) Click [Sales Report](#) to carry out a **Sales Data Search** on the property.  
Click [Property Report](#) perform a **Property Search** on the property.  
Click [Title Search](#) to perform a **Queensland Land Titles** search on the property.

For more detailed information click on a report link.

Property Address	RPD + Zoning Info	Title Status	Owner's Name	Owner's Address	Area M <sup>2</sup>	Date of Valuation	Value
6 BOREE ST, BARGALDINE, 4725 <a href="#">Property Report</a> <a href="#">Sales Report</a> <a href="#">Title Search</a>	L71 RP420539-PAR BARGALDINE T TOWN	Active	ROBIN ANN MILLER WALTER CECIL MILLER	PO BOX 42, BARGALDINE, QLD 4725 AUSTRALIA	4,134	01/10/2001	\$5,600 UNIMPROVED VALUE

1 results shown.

[New Search](#) | [Refine Search](#)

- Click **New Search** to begin again.  
Click **Refine Search** to return to the previous screen.

- d) Clicking [Sales Report](#) brings up a pop up screen. Click **\$OK\$** to perform a **Sales Report** search.

**WARNING**

You have requested a SALES Report

**This search incurs an additional charge.**

Click OK to continue, or Cancel to return to the QVAS browse screen.

Your Reference: AF TST XCEL

- e) Your **Sales Data** report is displayed.

25/02/2014 12:30:25

CITEC CONFIRM

Queensland Valuation & Sales

SALES DATA REPORT

THE INFORMATION CONTAINED IN THIS REPORT INCORPORATES

INFORMATION OBTAINED FROM SOURCES OUTSIDE CITEC CONFIRM.

WHILST EVERY EFFORT IS MADE TO VERIFY THE ACCURACY OF SUCH INFORMATION,

CITEC CONFIRM IS UNABLE TO GUARANTEE SUCH INFORMATION.

PAGE: 1

Dealing No	: 704714693	Agreement: 25/10/2000	Possession: 20/03/2001	Sale Price: \$580,000.00
Sale Type	: MULTI-SALE	Sale Area: 2512 M2	Sale Use Cat:	
Vendor's	: LEESON PROJECT MANAGEMENT PTY LTD			
Address	: PO BOX 602, CANNON HILL, QUEENSLAND 4170			
Purchaser's	: YALBEAD PTY LTD			
Address	: PO BOX 545, NAMBOUR, QUEENSLAND 4560			
Prop RPD	: L1 SP138784-PAR SELMA			
LG	: 3000 EMERALD			
Address	: ROBERTS ST, EMERALD, 4720	WTR: 174/3	D'Valn: 01/10/1999	Value: \$37,000.00
Prop ID	: 40145874		Sec L'Use: 00 NONE	SMA: 32
Prim L'Use	: 23 RETAIL WAREHOUSE			
Prop RPD	: L2 SP138784-PAR SELMA			
LG	: 3000 EMERALD			
Address	: ROBERTS ST, EMERALD, 4720	WTR: 174/2	D'Valn: 01/10/1999	Value: \$39,500.00
Prop ID	: 40145875		Sec L'Use: 00 NONE	SMA: 32
Prim L'Use	: 23 RETAIL WAREHOUSE			