

# SA Land Searches Client Reference Guide

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**Confirm.**

Innovative Information Solutions



## Table of Contents

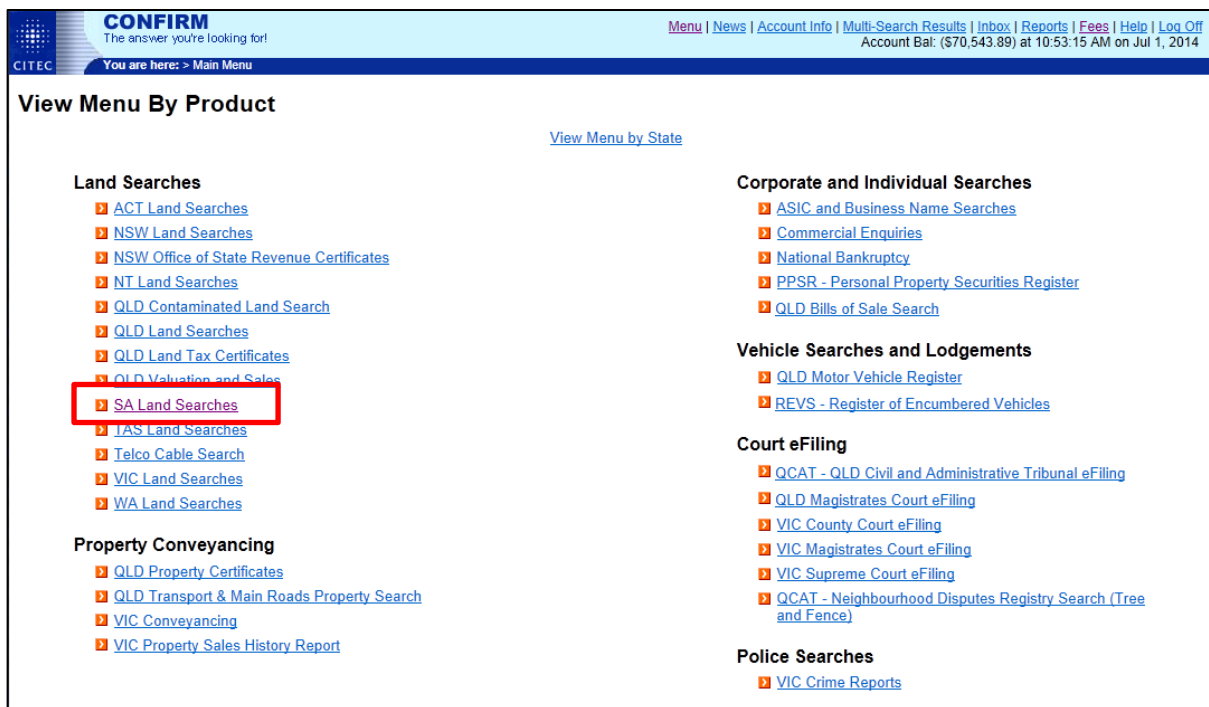
<b>1 SA Land Searches .....</b>	<b>5</b>
<b>2 Profiles .....</b>	<b>6</b>
<b>3 SA Land Searches Menu .....</b>	<b>8</b>
3.1 Land Titles, Plans and Documents .....	8
3.1.1 Title Search .....	8
3.1.2 Document Search .....	9
3.1.3 Unregistered Documents Search .....	9
3.2 Land Information Searches .....	11
3.2.1 Property Search .....	11
3.3 Search Assist .....	12
3.4 Plan Details Search .....	13
3.5 Historical Title Search .....	15
<b>4 Order Confirmation .....</b>	<b>17</b>



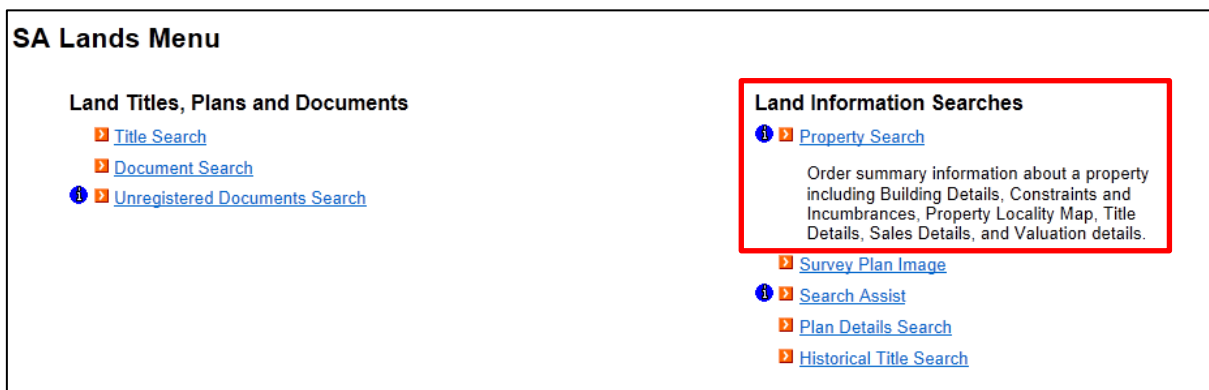
# 1 SA Land Searches

**SA 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) with the exception of the Document Search which will be returned within 5 business days.

- a) Click on [SA Land Searches](#) from the **Confirm Main Menu**.



- b) The SA Lands Menu will display.  
Information icons provide additional information about the searches available. Click the icons to display the informational text. Select the search menu you require.



## 2 Profiles

Each time you commence a search, you will be asked for a profile. Your CITEC Confirm profile stores delivery information that is used by document ordering services such as SA 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 a web form titled "SA Lands Title Search Profile Selection". Below the title, it says "Select your delivery preferences then click Next." and a note: "\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information." The form has several sections: "Search Request" with a value of "SA Lands Title Register Search"; "Delivery Method" with a dropdown menu showing "E-mail" and a red asterisk; "Delivery Profile" with a dropdown menu showing "Select ..." and a green asterisk, a "New" button, and a checkbox "Set to be default profile"; "Delivery of this order" with instructions: "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)"; and a series of input fields for "Given Name(s)", "Surname", "Organisation" (with a note "Please use 'and' in place of '&' eg. Bloggs and Co"), "Email", "Fax", "Phone", and "Mobile". At the bottom left is a "Clear All" button, and at the bottom right is a "Next" button highlighted with a red rectangle.

Click on the **New** button to create a new profile.

To change an existing profile, select the relevant delivery profile from the drop-list.

You can edit your existing profile using the **Modify** button. A new browser window will open. Add or update details and then click **Save**.

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.

## Profile maintenance screen:

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

Recipient Details	Update or Enter Recipient Details
Title	Select ... ▼
Given Name(s)	John *
Surname	Smith *
Profile Reference	<input type="text"/> Profile Reference can be used to help identify multiple recipient profiles <input type="checkbox"/> Set to be default profile
Job Title	<input type="text"/>
Organisation	<input type="text"/> Please use "and" in place of "&" eg. Bloggs and Co
Phone	07 - 3000 0000 *
Fax	<input type="text"/> - <input type="text"/>
Mobile	<input type="text"/>
Email	john.smith@lawfirm.cor

Postal Address	Enter a Street Address OR a Post Box Address
Floor/Level/Unit	<input type="text"/> eg. Level 1
Property/Building	<input type="text"/> eg. AMP Building
Street	Number <input type="text"/> * Name <input type="text"/> * Type <input type="text"/> * * Type <input type="text"/> *
Post Office Box	GPO 200 * eg. PO Box 78
Suburb/Town	Brisbane * <a href="#">Select Suburb</a> Enter at least the first three (3) letters of the suburb then click Select Suburb
	State <input type="text"/> QLD * Postcode <input type="text"/> 4001 *

DX Details	Enter DX details, if required
Number	<input type="text"/>
Location	<input type="text"/>

Cancel Save

**Tip:** Any profile changes made in this system affect 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 specific to an order by filling in the fields under **Delivery of this order**, on the Profile Selection screen.

## 3 SA Land Searches Menu

### 3.1 Land Titles, Plans and Documents

#### 3.1.1 Title Search

A **Title Search** retrieves a copy of both the **Plan** and the **Certificate of Title**.

- a) From the **SA Land Searches Menu** click on [Title Search](#).

The screenshot shows the 'SA Lands Menu' with two main sections: 'Land Titles, Plans and Documents' and 'Land Information Searches'. In the 'Land Titles, Plans and Documents' section, the 'Title Search' link is highlighted with a red rectangle. Other links in this section include 'Document Search' and 'Unregistered Documents Search'. The 'Land Information Searches' section includes links for 'Property Search', 'Survey Plan Image', 'Search Assist', 'Plan Details Search', and 'Historical Title Search'. A descriptive text for 'Property Search' is also visible.

- b) Choose your **Delivery Method** and **Delivery Profile** (See Section 2: Profiles for more information) and click **Next**. The Title Search screen will display.

The screenshot shows the 'SA Lands Title Search' form. It includes a header with the title and a brief instruction: 'Enter Property Details below to order a copy of the Title.' Below this is a note: '\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.' The form has three main input sections: 'Your Reference' with a text box and a red asterisk; 'Property Details' with a sub-header 'Enter a Title Reference or Plan/Parcel \*' and two rows of fields. The 'Title Reference' row has 'Prefix' (dropdown), 'Volume' (text box), and 'Folio' (text box), with green asterisks on the latter two. The 'Plan/Parcel' row has 'Plan Type' (dropdown), 'Plan Number' (text box), and 'Parcel Number' (text box), with green asterisks on the latter two. At the bottom left is a 'Clear All' button, and at the bottom right is a '\$ Order \$' button.

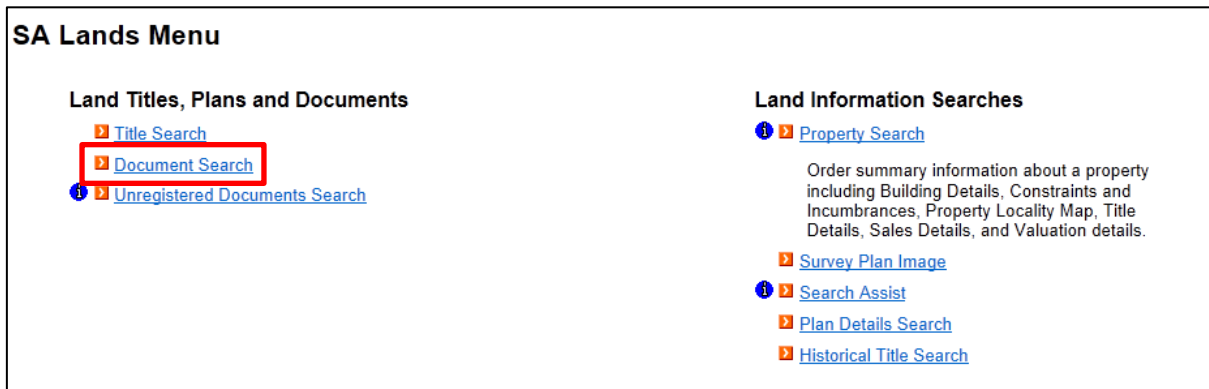
- c) Enter **Your Reference**, the **Title Reference** or Plan/Parcel Number (**Plan Type**, **Plan Number** and **Parcel Number**). Click **\$Order\$**.

**Tip:** Supply either the full **Plan/Parcel** details or the **Title Reference** of the title you require.



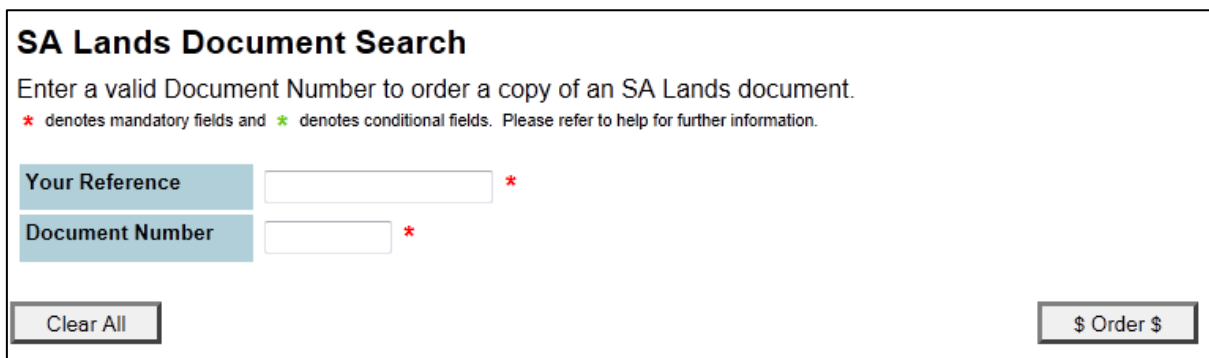
### 3.1.2 Document Search

- a) From the **SA Lands Menu** click on [Document Search](#).



The screenshot shows the 'SA Lands Menu' with two main sections: 'Land Titles, Plans and Documents' and 'Land Information Searches'. In the 'Land Titles, Plans and Documents' section, three links are listed: 'Title Search', 'Document Search' (which is highlighted with a red rectangle), and 'Unregistered Documents Search'. The 'Land Information Searches' section lists five links: 'Property Search', 'Survey Plan Image', 'Search Assist', 'Plan Details Search', and 'Historical Title Search'. A descriptive paragraph for 'Property Search' is also visible.

- b) Choose your **Delivery Method** and **Delivery Profile** (See Section 2: Profiles for more information) and click **Next**. The Document Search screen will display.
- c) Enter **Your Reference**, the **Document Number** and click **\$Order\$**.

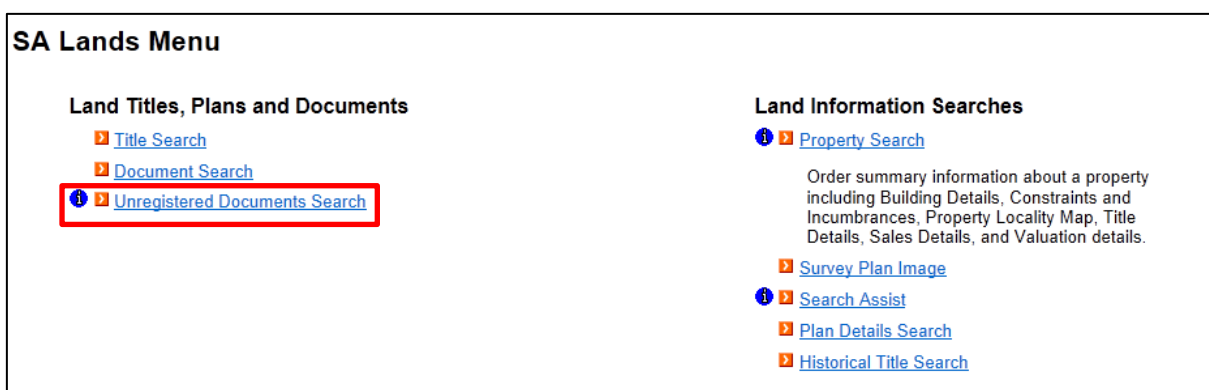


The screenshot shows the 'SA Lands Document Search' form. It includes a title, a description, and a note about mandatory and conditional fields. There are two input fields: 'Your Reference' and 'Document Number', both marked with a red asterisk. A 'Clear All' button is on the left, and a '\$ Order \$' button is on the right.

### 3.1.3 Unregistered Documents Search

An **Unregistered Document Search** provides the most current information on titles, including the details of any registered or unregistered documents related to a property settled in the last 90 days.

- a) From the **SA Land Searches Menu** click on [Unregistered Documents Search](#).



The screenshot shows the 'SA Lands Menu' with two main sections: 'Land Titles, Plans and Documents' and 'Land Information Searches'. In the 'Land Titles, Plans and Documents' section, three links are listed: 'Title Search', 'Document Search', and 'Unregistered Documents Search' (which is highlighted with a red rectangle). The 'Land Information Searches' section lists five links: 'Property Search', 'Survey Plan Image', 'Search Assist', 'Plan Details Search', and 'Historical Title Search'. A descriptive paragraph for 'Property Search' is also visible.

- b) Choose your **Delivery Method** and **Delivery Profile** (See Section 2: Profiles for more information) and click **Next**. The Unregistered Document Search screen will display.

### SA Lands Unregistered Document Search

Select the Searches required and enter as much detail as possible to ensure prompt processing.  
Unregistered documents relate to a property settled in the last 90 days.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Searches

*Each Search selected incurs a separate charge. \**

☐ Check Search

☐ Document Details Search

☐ Item Delivery Search

☐ Location Request Search

☐ Series Details Search

Property Details

*Enter either the Title Reference, Document Number or Instrument Number \**

Title Reference

Prefix  \* Volume  \* Folio  \*

Document Number

Instrument Number

Comments

Enter any additional information here

Clear All

\$ Order \$

- c) Enter **Your Reference**, select the documents you require, and enter Property Details (**Title Reference**, **Document Number** or **Instrument Number**). Click **\$Order\$**.

- **Check Search** – Displays any recent or significant activity on a title.
- **Document Details Search** – Provides a detailed summary of the contents, location and status of a document.
- **Item Delivery Search** – Notes the most recent movement of a title or document.
- **Location Request Search** – For a location, this search discloses a series of documents and the date of arrival in that location.
- **Series Details Search** – Provides further information on the series in which a title or document is stored, including accessibility and method of storage.

## 3.2 Land Information Searches

### 3.2.1 Property Search

- a) From the **SA Land Menu** click on [Property Search](#).

#### SA Lands Menu

##### Land Titles, Plans and Documents

- [Title Search](#)
- [Document Search](#)
- [Unregistered Documents Search](#)

##### Land Information Searches

- [Property Search](#)
- [Survey Plan Image](#)
- [Search Assist](#)
- [Plan Details Search](#)
- [Historical Title Search](#)

Order summary information about a property including Building Details, Constraints and Incumbrances, Property Locality Map, Title Details, Sales Details, and Valuation details.

- b) Choose your **Delivery Method** and **Delivery Profile** (See Section 2: Profiles for more information) and click **Next**. The Property Search screen will display.

#### SA Lands Property Search

Select the Searches required and enter as much detail as possible to ensure prompt processing.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Searches

*Each Search selected incurs a separate charge.\**

- ☐ Building Details
- ☐ Property Title Details
- ☐ Survey Plan Image
- ☐ Title and Valuation Search
- ☐ Valuation Details

Address & Owner Details

*Enter Street Address and Owner Details if known(\* )*

Street Number

\* eg. 3/34 or 45

Street Name

\* eg. Quarry St

Suburb

\*

Surname/Organisation

\*

Given Name(s)

Property Details

*Enter a Title Reference, Plan/Parcel, Valuation Number or Lease Reference \**

Title Reference

Prefix

Select...

\*

Volume

\*

Folio

\*

Plan/Parcel

Plan Type

Select...

\*

Plan Number

\*

Parcel Number

\*

Valuation Number

\*

Lease Reference

\*

Comments

*Enter any additional information here*

Clear All

\$ Order \$

- c) Enter **Your Reference**, select the searches you require, enter the **Address & Owner Details** and the **Property Details**. Click **\$Order\$**.

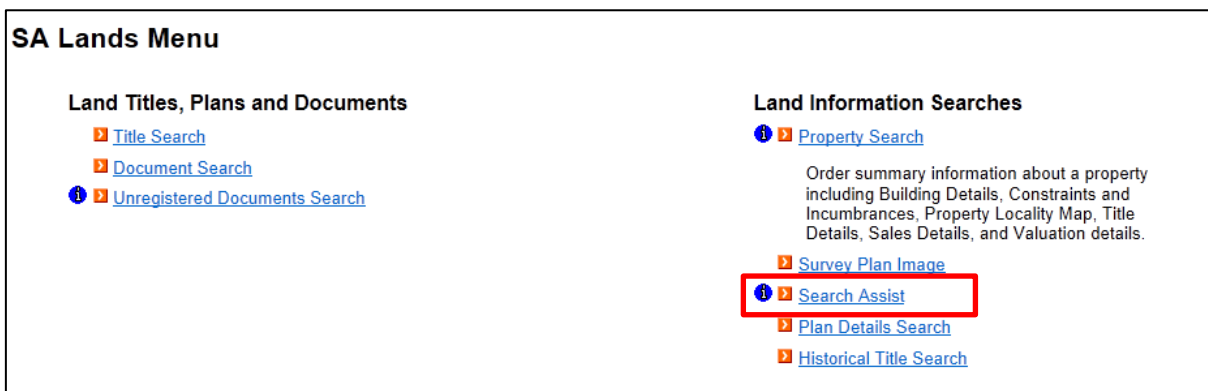
- **Building Details** – building details for a given property are described by standard categories, including: building style, year built, building condition, wall construction, roof construction, equivalent main area, number of main rooms.
- **Property Titles Details** – returns the following information for a given property: title information, sales details, constraints & encumbrances, valuation summary.
- **Survey Plan Image** – scanned images of original survey plans, showing the boundary measurements of properties as well as other information used by surveyors.
- **Title & Valuation Search** – returns a range of information about the subject property including: title information, sales details, valuation summary, valuation details, and building details.
- **Valuation Details** – includes valuation number, status, type, property address, local government authority, title reference, owner number, zoning information, site value, and capital value.

**Tip:** Enter as much information as possible to identify the individual property.

### 3.3 Search Assist

The **Search Assist Facility** allows you to search for a property, using address & owner details and utilise the title information to conduct further searches.

- a) From the **SA Land Searches Menu** click on [Search Assist](#).



- b) Choose your **Delivery Method** and **Delivery Profile** (See section 2 Profiles for more information) and click **Next**. The Search Assist screen will display.

### SA Lands Search Assist

Select the Searches required and enter as much detail as possible to ensure prompt processing.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference

Searches

Each Search selected incurs a separate charge. \*

☐ Address Search  
☐ Name Enquiry

Address & Owner Details

Street Number

\* eg. 3/34 or 45

Street Name

\* eg. Quarry St

Suburb

\*

Surname/Organisation

\*

Given Name(s)

Comments

Enter any additional information here

Clear All

\$ Order \$

- c) Enter **Your Reference**, the searches you require and the **Address & Owner Details** (if known). Click **\$Order\$**.

- **Address Search:** returns valuation reference, valuation status, first title reference and title status information.
- **Name Enquiry:** returns the title reference detail (status and location) for all associated ownership numbers.

### 3.4 Plan Details Search

This search option allows you to obtain a **Plan Details Search** or **Plan Location Search**.

- a) From the **SA Land Searches Menu** click on [Plan Details Search](#).

**SA Lands Menu****Land Titles, Plans and Documents**

- [Title Search](#)
- [Document Search](#)
- [Unregistered Documents Search](#)

**Land Information Searches**

- [Property Search](#)

Order summary information about a property including Building Details, Constraints and Incumbrances, Property Locality Map, Title Details, Sales Details, and Valuation details.

- [Survey Plan Image](#)
- [Search Assist](#)
- [Plan Details Search](#)
- [Historical Title Search](#)

- b) Choose your **Delivery Method** and **Delivery Profile** (See Section 2: Profiles for more information) and click **Next**. The Plan Details Search screen will display.

**SA Lands Plan Details Search**

Enter the required information below and then click the \$ Order \$ button to retrieve information about a plan.

**Note:** This search does not return a copy of the plan. For a copy of the plan, use the [Property Search](#).

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

<b>Your Reference</b>	<input type="text"/> *
<b>Searches</b>	<p><i>Each Search selected incurs a separate charge. *</i></p> <p><input type="checkbox"/> Plan Details Search</p> <p><input type="checkbox"/> Plan Location Search</p>
<b>Property Details</b>	<i>Enter property details *</i>
<b>Title Reference</b>	Prefix <input type="text"/> * Volume <input type="text"/> * Folio <input type="text"/> *
<b>Plan</b>	Plan Type <input type="text"/> * Plan Number <input type="text"/> *
<b>Document Number</b>	<input type="text"/> *
<b>Comments</b>	<p><i>Enter any additional information here</i></p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<div style="display: flex; justify-content: space-between;"> <span>Clear All</span> <span>\$ Order \$</span> </div>	

- c) Enter **Your Reference**, the searches you require, and the **Property Details (Title Reference, Plan or Document Number)**. Click **\$Order\$**.

- **Plan Details** enquiry displays details of **Deposited, Filed and Community (Strata) Plans** including date of lodgement, date of approval, the lodging agent, surveyor etc.
- **Plan Location** enquiry identifies the current location of the subject plan and the date of arrival in that location. Previous locations and arrival dates for the subject plan can be requested using the comments field on your order screen.

### 3.5 Historical Title Search

- a) From the **SA Lands Menu** click on [Historical Title Search](#).

**SA Lands Menu**

**Land Titles, Plans and Documents**

- [Title Search](#)
- [Document Search](#)
- [Unregistered Documents Search](#)

**Land Information Searches**

- [Property Search](#)  
Order summary information about a property including Building Details, Constraints and Incumbrances, Property Locality Map, Title Details, Sales Details, and Valuation details.
- [Survey Plan Image](#)
- [Search Assist](#)
- [Plan Details Search](#)
- [Historical Title Search](#)

- c) Choose your **Delivery Method** and **Delivery Profile** (See Section 2: Profiles for more information) and click **Next**.
- d) The TATS History Search screen will display. TATS stands for the Torrens Automated Title System, which describes the computerised records of South Australian land titles.

**SA Lands TATS History Search**

Select the Searches required and enter as much detail as possible to ensure prompt processing.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Reference**  \*

**Searches** *Each Search selected incurs a separate charge. \**

- ☐ Historical Title Search
- ☐ New Title Search
- ☐ Parent Title Search

**Title Reference** Prefix  \* Volume  \* Folio  \*

**Comments** *Enter any additional information here*


Enter **Your Reference**, select the searches you require, and enter the **Title Reference**. Click **\$Order\$**.

- **Historical Title Search** – The **Historical Title** search displays a chronological list of the automated records related to the subject title, including:
  - Any previous titles (Parent Titles)
  - Dealings
  - Title status
  - Date of issue
  - Latest duplicate
  - Related documents.
- **New Title Search** – A **New Title** search will list any new titles issued from the subject title and will display:
  - Title reference
  - Status
  - Plan
  - Parcel
  - Proprietor at time of issue
- **Parent Title Search** – The Parent Title Search displays any previous title references only.



## 4 Order Confirmation

Once you have placed your order a Confirmation screen will display, listing the order details including the **Confirm Reference** for the search. Click the **Print** button for a PDF version of the Document Order Confirmation. The **Confirm Reference** will be included in the subject line of e-mailed results and on the covering page of faxed results:



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**SA Lands Property Search**  
DOCUMENT ORDER CONFIRMATION

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**Order Details**

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Confirm Reference	3402321
Account Code	DEMO-PASG
Order Date/Time	01-Jul-2014 03:37 PM
Delivery Method	E-mail
Search Request	SA Lands Property Search

**Recipient Details**

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Recipient	John Smith
Job Title	
Organisation	Smith Law
Phone	07 30342359
Mobile	
Email	smh@smithlaw.com.au

**Your Search**

---

Your Reference	test
Documents	Property Title Details
Unit/Street Number	
Street Name	
Suburb	
Surname/Organisation	
Given Name(s)	
Prefix	CT
Volume	5188
Folio	97
Plan Type	
Plan Number	
Parcel Number	
Valuation Number	
Lease Reference	

The progress of **SA Land searches** can be monitored through the **Confirm Inbox**. To access the Confirm Inbox click on the Inbox link located in the site header at the top of all Confirm pages.