

# TAS Land Searches Client Reference Guide

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**Confirm.**

Innovative Information Solutions



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# 1 TAS Land Searches

Tasmanian Land Searches can be obtained through CITEC Confirm's online solution. The types of documents/results that can be obtained include:

- Owner Name Browse
- Folio Text
- Folio Plan
- Schedule of Easements
- Survey Notes
- Property Report
- Council Certificate
- Plan Related Documents
- Change of By Laws
- Adjusted Values Report
- Unregistered Dealings Short Report
- Unregistered Dealings Long Report
- Torrens scanned dealings: copies of dealings registered against a certificate of title e.g. transfer, mortgage, easement, caveat or instrument such as a covenant.

Select [TAS Land Searches](#) from the CITEC Confirm Main Menu:

**View Menu By Product**

[View Menu by State](#)

<b>Land Searches</b> <ul style="list-style-type: none"><li>▶ <a href="#">ACT Land Searches</a></li><li>▶ <a href="#">NSW Land Searches</a></li><li>▶ <a href="#">NSW Office of State Revenue Certificates</a></li><li>▶ <a href="#">NT Land Searches</a></li><li>▶ <a href="#">QLD Contaminated Land Search</a></li><li>▶ <a href="#">QLD Land Searches</a></li><li>▶ <a href="#">QLD Land Tax Certificates</a></li><li>▶ <a href="#">QLD Valuation and Sales</a></li><li>▶ <a href="#">SA Land Searches</a></li><li>▶ <b>TAS Land Searches</b></li><li>▶ <a href="#">Telco Cable Search</a></li><li>▶ <a href="#">VIC Land Searches</a></li><li>▶ <a href="#">WA Land Searches</a></li></ul>	<b>Corporate and Individual Searches</b> <ul style="list-style-type: none"><li>▶ <a href="#">ASIC and Business Name Searches</a></li><li>▶ <a href="#">Commercial Enquiries</a></li><li>▶ <a href="#">Corporate Investigative Reports</a></li><li>▶ <a href="#">National Bankruptcy</a></li><li>▶ <a href="#">PPSR - Personal Property Securities Register</a></li><li>▶ <a href="#">QLD Bills of Sale Search</a></li></ul>
<b>Property Conveyancing</b> <ul style="list-style-type: none"><li>▶ <a href="#">QLD Property Certificates</a></li><li>▶ <a href="#">QLD Transport &amp; Main Roads Property Search</a></li><li>▶ <a href="#">VIC Conveyancing</a></li><li>▶ <a href="#">VIC Property Sales History Report</a></li></ul>	<b>Vehicle Searches and Lodgements</b> <ul style="list-style-type: none"><li>▶ <a href="#">QLD Motor Vehicle Register</a></li><li>▶ <a href="#">REVS - Register of Encumbered Vehicles</a></li></ul>
	<b>Court eFiling</b> <ul style="list-style-type: none"><li>▶ <a href="#">QCAT - QLD Civil and Administrative Tribunal eFiling</a></li><li>▶ <a href="#">QLD Magistrates Court eFiling</a></li><li>▶ <a href="#">VIC County Court eFiling</a></li><li>▶ <a href="#">VIC Magistrates Court eFiling</a></li><li>▶ <a href="#">VIC Supreme Court eFiling</a></li><li>▶ <a href="#">QCAT - Neighbourhood Disputes Registry Search (Tree and Fence)</a></li></ul>
	<b>Police Searches</b> <ul style="list-style-type: none"><li>▶ <a href="#">VIC Crime Reports</a></li></ul>

or from the customised interface:



## 2 Search Menu

The TAS Lands search menu provides searching options to obtain a number of documents. Click on the information icons to see the types of documents available through the search menus.

From the TAS Lands Menu, determine your search type, and select the criteria you would like to search by.

**TAS Lands Menu**

**TAS Lands Search By:**

Documents available through this search are:

- Folio Plan
- Folio Text
- Survey Notes
- Survey Plan
- Property Report
- Unregistered Dealing (Short & Long Reports)
- Adjusted Values Report
- Schedule of Easements
- Council Certificate
- Change of By-Laws
- Plan Related Documents

[Owner Name](#)

[Volume/Folio](#)

[Address](#)

[Dealing Number](#)

**Torrens Scanned Dealing Search By:**

Only Scanned Torrens Documents are available through this search. A Torrens Dealing could be a transfer, mortgage, easement or caveat, or an instrument such as a covenant. This search is available for dealings registered from 13 May 1991 onwards. Not all dealings are scanned electronically.

[Volume/Folio](#)

[Dealing Number](#)

For TAS Lands documents other than Torrens Scanned Dealings you can search by:

- Owner Name
- Volume/Folio
- Address
- Dealing number.

Torrens Scanned Dealings can be searched by either:

- Volume Folio or
- Dealing number.

## 2.1 TAS Lands Search by menu

### 2.1.1 Search by Owner Name

Select Owner Name from the **TAS Lands Search By** menu.

**TAS Lands Menu**  
  
**TAS Lands Search By:**  
[Owner Name](#)  
[Volume/Folio](#)  
[Address](#)  
[Dealing Number](#)  
  
**Torrens Scanned Dealing Search By:**  
[Volume/Folio](#)  
[Dealing Number](#)

Enter Your Reference and Owner name details. The amount of information provided under Owner Details will determine the parameters of your Owner Name Browse. You must enter at least a Surname or Company Name.

**TAS Lands Owner Name Search**  
Enter as many details as possible to refine your search. You will select from a list of possible matches based on this criteria.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.  

**Your Reference**

**Owner Details**

Enter either Surname/Given Name(s) OR Company Name

**Surname**  \*

**Given Name(s)**  \*

**Company Name**  \*

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

**Note:** You can have the results emailed to you directly by checking the Email tick-box and entering a valid email address.

Once you have entered the relevant information, click **\$Search\$**. The owner name browse results will display.

Depending on the owner name details searched a number of properties may be listed. To select the documents that you would like to order in relation to a specific property, click the corresponding [Select Documents](#) link.

**TAS Lands Owner Name Browse**  
Click the link(s) below to order related document(s)  
**Your Search**  
Your Reference AF:7863/90  
Surname Ibbott  
Given Name(s) Robert  
**Your Results**  
[View Search Receipt](#)

Volume	Folio	Name	Address	
54512	14	IBBOTT, MARGARET FRANCES IBBOTT, ROBERT ANTONY	13 BROADWATERS PDE, SANDY BAY TAS 7005	<a href="#">Select Documents</a>

All documents available for ordering for this property will be displayed. Select the document/s that you would like to order from the list and click the **\$Search\$** button.

**TAS Lands Document Select**  
Select the Document(s) required and click Search  
**Your Search**  
Your Reference AF: 7863/90  
Volume 54512  
Folio 14  
Address 13 BROADWATERS PDE, SANDY BAY TAS 7005  
**Available Documents**  
A Folio Text & Plan search can be ordered by selecting both Folio Text and Folio Plan for the same single document fee.  
A Survey Notes & Plan search can be ordered by selecting both Survey Notes and Folio Plan for the same single document fee.  
A Schedule of Easements & Plan search can be ordered by selecting both Schedule of Easements and Folio Plan for the same single document fee.

☐ Folio Text  
☐ Folio Plan  
☐ Schedule of Easements  
☐ Survey Notes  
☐ Property Report  
☐ Council Certificate  
☐ Plan Related Documents  
☐ Adjusted Values Report

Clear All

\$ Search \$



You will be presented with a Result Summary. This will show you the property that the documents were ordered for and includes links to your Search Results and Search Receipt.

**TAS Lands Result Summary**

For a print friendly version of your result(s) click on the link(s) below

**Your Search**

Your Reference	AF: 7863/90
Volume	54512
Folio	14
Documents	Property Report

**Your Results**

[View Property Details Pdf for 54512/14](#)

[View Search Receipt](#)

**Other Related Searches**

[National Bankruptcy](#)

[ASIC and Business Names Personal Name Search](#)

The search result(s) are also stored in your CITEC Confirm Inbox for 30 days.

### 2.1.2 Search by Volume Folio

Select Volume/Folio from the **TAS Lands Search By** menu.

**TAS Lands Menu**

- TAS Lands Search By:**
  - [Owner Name](#)
  - [Volume/Folio](#)
  - [Address](#)
  - [Dealing Number](#)
- Torrens Scanned Dealing Search By:**
  - [Volume/Folio](#)
  - [Dealing Number](#)

The TAS Lands Search By Volume/Folio screen will display. Enter Your Reference and the Volume Folio details and click **Search**.

**TAS Lands Search By Volume/Folio**  
Enter the required information below, then click Search to retrieve a list of possible matches.  
\* denotes mandatory fields . Please refer to help for further information.

Your Reference

Volume/Folio Details

Volume (Plan) Number

\*

Folio (Lot) Number

Email

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

Clear All

Search

**Note:** You can have the results emailed to you directly by checking the Email tick-box and entering a valid email address.

The Browse screen will display. Click the [Select Documents](#) link.

**TAS Lands Browse**  
Click the link(s) below to order related document(s)

**Your Search**  
Your Reference                      test  
Volume/Folio                      54512/14

**Your Results**

Volume	Folio	Address	
54512	14	13 BROADWATERS PDE, SANDY BAY TAS 7005	<a href="#">Select Documents</a>

All documents available for ordering for this property will be displayed. Select the document/s that you would like to order from the **Available Documents** list and click **\$Search\$**.

**TAS Lands Document Select**  
Select the Document(s) required and click Search

**Your Search**  

Your Reference	Test
Volume	54512
Folio	14
Address	13 BROADWATERS PDE, SANDY BAY TAS 7005

**Available Documents**  

A Folio Text & Plan search can be ordered by selecting both Folio Text and Folio Plan for the same single document fee.  
A Survey Notes & Plan search can be ordered by selecting both Survey Notes and Folio Plan for the same single document fee.  
A Schedule of Easements & Plan search can be ordered by selecting both Schedule of Easements and Folio Plan for the same single document fee.

☐ Folio Text  
☐ Folio Plan  
☐ Schedule of Easements  
☐ Survey Notes  
☐ Property Report  
☐ Council Certificate  
☐ Plan Related Documents  
☐ Adjusted Values Report

Clear All

\$ Search \$

You will be presented with a Result Summary screen that includes links to your Search Results and Search Receipt.

**TAS Lands Result Summary**  
For a print friendly version of your result(s) click on the link(s) below

**Your Search**  

Your Reference	Test
Volume	54512
Folio	14
Documents	Property and Valuation Report

**Your Results**  

[View Property Details Pdf for 54512/14](#)

[View Search Receipt](#)

**Other Related Searches**  
[National Bankruptcy](#)

The search result(s) are also stored in your CITEC Confirm Inbox for 30 days.

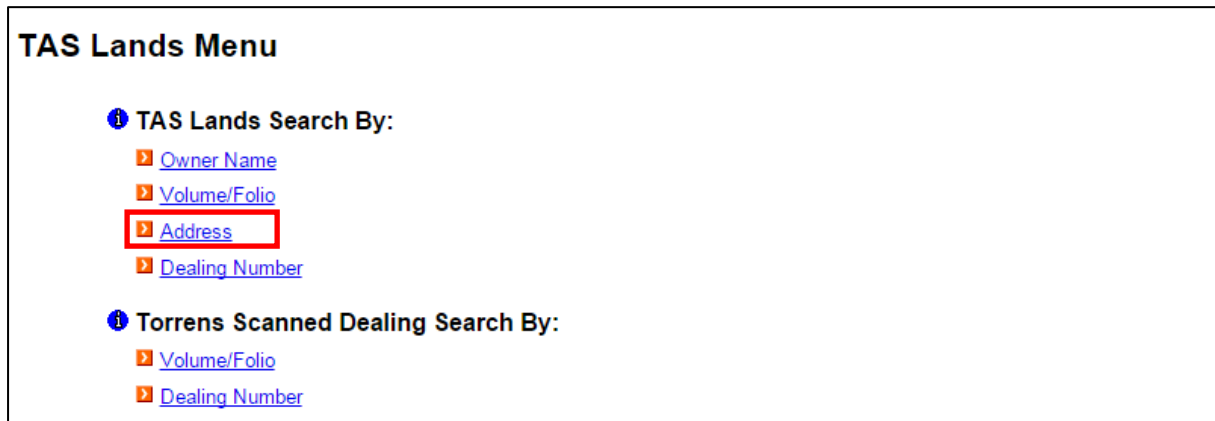
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### 2.1.3 Search by Address

Select Address from the **TAS Lands Search By** menu.



**TAS Lands Menu**

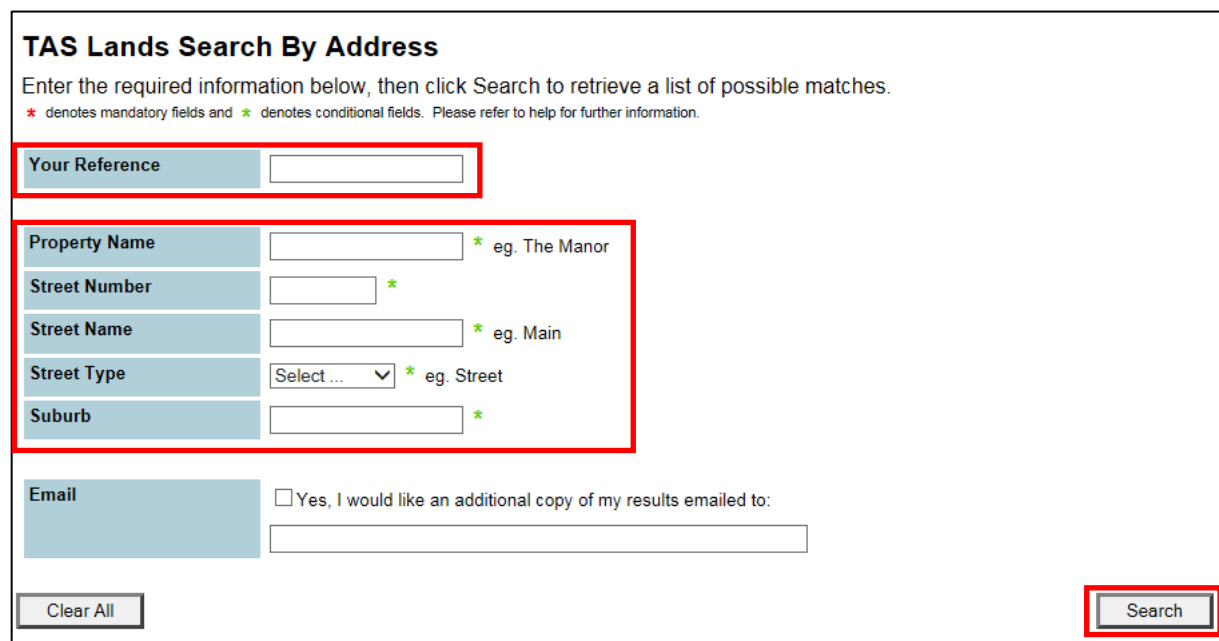
**TAS Lands Search By:**

- [Owner Name](#)
- [Volume/Folio](#)
- [Address](#)
- [Dealing Number](#)

**Torrens Scanned Dealing Search By:**

- [Volume/Folio](#)
- [Dealing Number](#)

The Search by Address screen will display. Enter Your Reference and the Address details and click **Search**.



**TAS Lands Search By Address**

Enter the required information below, then click Search to retrieve a list of possible matches.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Reference**

**Property Name**  \* eg. The Manor

**Street Number**  \*

**Street Name**  \* eg. Main

**Street Type**  \* eg. Street

**Suburb**  \*

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

**Note:** You can have the results emailed to you directly by checking the Email tick-box and entering a valid email address.

The Browse screen will display. Click the [Select Documents](#) link.

**TAS Lands Browse**

Click the link(s) below to order related document(s)

**Your Search**

Your Reference      Test  
Street Number      13  
Street Name      Broadwaters  
Street Type      Parade  
Suburb      Sandy bay

**Your Results**

Volume	Folio	Address	
54512	14	13 BROADWATERS PDE, SANDY BAY TAS 7005	<a href="#">Select Documents</a>

All documents available for ordering for this property will be displayed. Select the document/s that you would like to order from the **Available Documents** list and click **\$Search\$**.

**TAS Lands Document Select**

Select the Document(s) required and click Search

**Your Search**

Your Reference      Test  
Volume      54512  
Folio      14  
Address      13 BROADWATERS PDE, SANDY BAY TAS 7005

**Available Documents**

A Folio Text & Plan search can be ordered by selecting both Folio Text and Folio Plan for the same single document fee.

A Survey Notes & Plan search can be ordered by selecting both Survey Notes and Folio Plan for the same single document fee.

A Schedule of Easements & Plan search can be ordered by selecting both Schedule of Easements and Folio Plan for the same single document fee.

- ☐ Folio Text
- ☐ Folio Plan
- ☐ Schedule of Easements
- ☐ Survey Notes
- ☐ Property Report
- ☐ Council Certificate
- ☐ Plan Related Documents
- ☐ Adjusted Values Report

Clear All

\$ Search \$

You will be presented with a Result Summary screen that includes links to your Search Results and Search Receipt.

**TAS Lands Result Summary**  
For a print friendly version of your result(s) click on the link(s) below  
**Your Search**  

Your Reference	Test
Volume	54512
Folio	14
Documents	Folio Text

  
**Your Results**  
[View Folio Text for 54512/14](#)  
[View Search Receipt](#)

The search result(s) will also be stored in your CITEC Confirm Inbox for 30 days.

#### 2.1.4 Search by Dealing number

The TAS Lands Search by Dealing enables you to search using a dealing number to determine the documents available for a property, and then to order any documents required.

**Note:** To order a copy of a dealing (for example, a copy of a mortgage, transfer, caveat or easement document) go to the Torrens Scanned Dealing Search menu – see 2.2

Select Dealing from the **TAS Lands Search By** menu.

**TAS Lands Menu**  
  
**TAS Lands Search By:**  

- [Owner Name](#)
- [Volume/Folio](#)
- [Address](#)
- [Dealing Number](#)

  
**Torrens Scanned Dealing Search By:**  

- [Volume/Folio](#)
- [Dealing Number](#)

The TAS Lands Search by Dealing Number screen will display. Enter Your Reference and the Dealing Number and click **Search**.

**TAS Lands Search By Dealing Number**  
Enter the required information below, then click Search to retrieve a list of possible matches.  
\* denotes mandatory fields . Please refer to help for further information.

Your Reference

Dealing Number

 \* e.g. C733766

Email

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

Clear All

Search

**Note:** You can have the results emailed to you directly by checking the Email tick-box and entering a valid email address.

The Browse screen will display. Click the [Select Documents](#) link.

**TAS Lands Browse**  
Click the link(s) below to order related document(s)

**Your Search**  
Your Reference            test  
Dealing Number        C733766

**Your Results**

Volume	Folio	Address	
123456	1	"CORONEAGH PARK", 50 IRONCLIFFE RD, PENGUIN TAS 7316	<a href="#">Select Documents</a>

All documents available for ordering for the property will be displayed. Select the document/s that you would like to order from the **Available Documents** list and click **\$Search\$**.

**TAS Lands Document Select**  
Select the Document(s) required and click Search

**Your Search**  

Your Reference	test
Volume	123456
Folio	1
Address	"CORONEAGH PARK", 50 IRONCLIFFE RD, PENGUIN TAS 7316

**Available Documents**  

A Folio Text & Plan search can be ordered by selecting both Folio Text and Folio Plan for the same single document fee.  
A Survey Notes & Plan search can be ordered by selecting both Survey Notes and Folio Plan for the same single document fee.  
A Schedule of Easements & Plan search can be ordered by selecting both Schedule of Easements and Folio Plan for the same single document fee.

☐ Folio Text  
☐ Folio Plan  
☐ Survey Notes  
☐ Property Report  
☐ Unregistered Dealings (Short Report)  
☐ Unregistered Dealings (Long Report)  
☐ Adjusted Values Report

Clear All

\$ Search \$

You will be presented with a Result Summary screen that includes links to your Search Results and Search Receipt.

**TAS Lands Result Summary**  
For a print friendly version of your result(s) click on the link(s) below

**Your Search**  

Your Reference	test
Volume	123456
Folio	1
Documents	Unregistered Dealings (Short Report)

**Your Results**  

[View Short Urds Report for 123456/1](#)

[View Search Receipt](#)

**Other Related Searches**  
[National Bankruptcy](#)  
[ASIC and Business Names Personal Name Search](#)

The search result(s) will also be stored in your CITEC Confirm Inbox for 30 days.

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## 2.2 Torrens Scanned Dealing Search By menu

The Torrens Scanned dealing search enables you to obtain scanned copies of dealings registered against a certificate of title under the Land Titles Act 1980

A Torrens dealing could include a transfer, mortgage, easement or caveat, or an instrument such as a covenant. This search is available for dealings registered from 13 May 1991 onwards.

### 2.2.1 Search by Volume/Folio

TAS Lands Torrens Scanned Dealing Search by Volume/Folio enables you to search for documents registered on title to determine the documents available for a property, and then to order any documents required.

Select Volume/Folio from the **Torrens Scanned Dealing Search By** menu.

**TAS Lands Menu**

**TAS Lands Search By:**

- [Owner Name](#)
- [Volume/Folio](#)
- [Address](#)
- [Dealing Number](#)

**Torrens Scanned Dealing Search By:**

- [Volume/Folio](#)
- [Dealing Number](#)

The TAS Lands Torrens Scanned Dealing Search by Volume /Folio screen will display. Enter Your Reference and the Volume/Folio details and click **Search**.

**TAS Lands Torrens Scanned Dealing Search By Volume/Folio**

Enter the required information below, then click Search to retrieve a list of possible matches.  
\* denotes mandatory fields . Please refer to help for further information.

**Your Reference**

**Volume/Folio Details** Volume (Plan) Number  \* Folio (Lot) Number  \*

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

**Note:** You can have the results emailed to you directly by checking the Email tick-box and entering a valid email address.

The Browse screen will display. Select the document/s required and click **\$Search\$**.

**TAS Lands Torrens Scanned Dealing Browse**  
Click the link(s) below to order related document(s)

**Your Search**  

Your Reference	Test
Volume/Folio	251510/2

**Your Results**  

Dealing Number	Type
<input type="checkbox"/> D21276	D/MORTGAGE
<input type="checkbox"/> D21278	TRANSFER
<input type="checkbox"/> D21280	CHG/NAME
<input type="checkbox"/> D21281	MORTGAGE
<input type="checkbox"/> C776581	D/MORTGAGE
<input type="checkbox"/> C776582	MORTGAGE
<input type="checkbox"/> C733766	MORTGAGE
<input type="checkbox"/> M113810	W/D/ PN
<input type="checkbox"/> M113796	W/D/ PN
<input type="checkbox"/> C307158	TRANSFER
<input type="checkbox"/> C275474	MISC/INDX
<input type="checkbox"/> C275475	APP/NEW/CT

Clear All
**\$ Search \$**

The Result screen will display.

**TAS Lands Torrens Scanned Dealing Result**  
Click the individual Result link to view the search result.  
**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      C733766	Test	<a href="#">COMPLETED</a>

Click on the [COMPLETED](#) link and you will be presented with the Result Summary screen.

The Result Summary screen provides links to your Search Results and Search Receipt.

**TAS Lands Torrens Scanned Dealing Result Summary**  
For a print friendly version of your result(s) click on the link(s) below  
**Your Search**  

Your Reference	Test
Dealing Number	C733766
Documents	Torrens Scanned Dealing

  
**Your Results**  

[View Torrens Scanned Dealing for C733766](#)

[View Search Receipt](#)

  
**Other Related Searches**  

[National Bankruptcy](#)

[ASIC and Business Names Personal Name Search](#)

### 2.2.2 Search by Dealing number

The Search by Dealing Number enables you to search for Torrens scanned dealings using the dealing number, and obtain a copy of the document.

Select Dealing from the **Torrens Scanned Dealing Search By** menu.

**TAS Lands Menu**  
  

**TAS Lands Search By:**  

[Owner Name](#)

[Volume/Folio](#)

[Address](#)

[Dealing Number](#)

**Torrens Scanned Dealing Search By:**  

[Volume/Folio](#)

[Dealing Number](#)

The TAS Lands Torrens Scanned Dealing Search by Dealing Number screen will display. Enter Your Reference and the Dealing number and click **Search**.

### TAS Lands Torrens Scanned Dealing Search By Dealing Number

Enter the required information below, then click Search to retrieve a list of possible matches.  
\* denotes mandatory fields . Please refer to help for further information.

Your Reference

Dealing Number

 \* e.g. C733766

Email

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

Clear All

Search

**Note:** You can have the results emailed to you directly by checking the Email tick-box and entering a valid email address.

**Note:** TAS Lands Dealing numbers are typically in one of the following formats:

- 12345
- A12345
- ~12345
- A12345B

The Browse screen will display. Select the document/s required and click **\$Search\$**.

### TAS Lands Torrens Scanned Dealing Browse

Click the link(s) below to order related document(s)

**Your Search**

Your Reference

Test

Dealing Number

C733766

**Your Results**

Dealing Number	Type
<input type="checkbox"/> C733766	MORTGAGE

Clear All

\$ Search \$

The Result screen will display.

**TAS Lands Torrens Scanned Dealing Result**  
Click the individual Result link to view the search result.  
**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	C733766	Test	<a href="#">COMPLETED</a>

Click on the [COMPLETED](#) link and you will be presented with the Result Summary screen.

The Result Summary screen provides links to your Search Results and Search Receipt.

**TAS Lands Torrens Scanned Dealing Result Summary**  
For a print friendly version of your result(s) click on the link(s) below

**Your Search**  
  
Your Reference      Test  
Dealing Number      C733766  
Documents      Torrens Scanned Dealing

**Your Results**  
  
[View Torrens Scanned Dealing for C733766](#)  
[View Search Receipt](#)

**Other Related Searches**  
  
[National Bankruptcy](#)  
[ASIC and Business Names Personal Name Search](#)

## 3 Document descriptions and sample results

Result samples of all available documents can be viewed from the TAS Lands FAQ help page. Click the Help link located at the top of the page once you have logged in to CITEC Confirm. For your convenience, you may also use the links below to access these samples directly:

### 3.1 Adjusted Values Report

Adjustment Factors are used to adjust the levels of value of all property in a particular locality and valuation classification. This enables both the land tax and council rates for a property to more closely reflect its current market value in the interim years between an official statutory revaluation.

You might want to identify the Adjustment Factors for a property for an indication of whether rates and water bills might increase or decrease, for a rental property when reviewing the rent, or if purchasing a property.

[View a sample result.](#)

### 3.2 Council Certificate

#### **Council approval of a sealed plan, and restrictions in local authority services.**

A Council Certificate may show any restriction in a local authority's ability to provide the lots shown on the plan with a connection to a water supply or sewerage system. The Council Certificate is sealed by Council, and often signed by members of Council, the solicitor and the surveyor to act for the owner.

A copy of a Council Certificate may be useful when considering the purchase of a property that is part of a subdivision, in order to check whether a local authority has declared that it cannot provide a sewerage or water connection to the property.

[View a sample result.](#)

### 3.3 Change of By Laws

#### **Registered Change of By-Laws for a Strata Scheme**

The body corporate of a strata scheme can make its own by-laws, which cover the management of the common property (e.g. requiring occupiers and visitors to park in a designated area), and the use and enjoyment of the lots and common property (e.g. allowing one small dog only per lot). The body corporate can also make a change of by-laws. The body corporate lodges By-Laws and Change of By-Laws documents with the Land Titles Office (LTO) for registration.

Not all strata titles will have a Change of By-Laws document available.

[View a sample result.](#)

### 3.4 Folio Text

**Information about the current ownership of a parcel of land (commonly referred to as a Certificate of Title, or Folio of the Register).**

The Folio Text includes the Volume and Folio number unique to the title, the edition, the date that edition of the title was issued, a description of the land, the current registered owner's name, any interests registered against the land (e.g. mortgages, caveats or easements), and any unregistered dealings.

The Folio Text and Folio Plan together provide a copy of a title search. You might need a current title search when you require proof of land ownership, you are seeking planning or building approval, or if you are interested in buying a property.

[View a sample result.](#)

### 3.5 Folio Plan

**Diagram of the land, usually illustrating the size and shape of the property, and the boundaries in relation to adjoining properties.**

The Folio Plan supports the Folio Text. The Folio Plan will include information about whether the land was surveyed, if the plan was compiled from other plans, or whether the diagram is a sketch by way of illustration only. The plan will have a registered number and lot numbers, and will usually show land areas and scale. The plan may show boundary lengths and bearings, and easements are usually marked on the plan.

The Folio Plan for a strata scheme (e.g. units/apartments) will also include the lot areas, name and address of the body corporate, and general unit entitlements. The common property will also be illustrated.

The Folio Text and Folio Plan together provide a copy of a title search. You might need a current title search when you require proof of land ownership, you are seeking planning or building approval, or if you are interested in buying a property.

[View a sample result.](#)

### 3.6 Plan Related Searches

**A range of miscellaneous documents, usually related to the survey plan.**

Plan-related documents may include amendments to survey notes, and correspondence between the Land Titles Office and interested parties regarding the plan.

[View a sample result.](#)

### 3.7 Property Report

**Information about a property, including its address, owner name, improvements on the land, and the two most recent sales and government valuations (where applicable).**

A Property Report includes the Property ID number and property address, municipality, rate payers, title number and current owner/s. Improvements on the land are noted, including the type and area of improvement/s, the construction year of the main building, roof and wall materials and land area.

The two most recent sales (from July 1982 onwards) and the two most recent government valuations are detailed. A Property Report also includes a basic map which depicts the property and surrounding properties.

A Property Report may be useful if you are looking to purchase property and would like to check the age, size, and construction materials of the building, the land area, and the last government valuation and sale price for the property.

[View a sample result.](#)

### 3.8 Schedule of Easements

**Information about the easements and covenants which affect a title.**

A Schedule of Easements is a document which sets out any easements or covenants that affect the titles of a property. These might include a drainage easement, pipeline easement, power supply easement, right of carriageway or footway, restrictive covenant or fencing covenant.

Not all titles will have a Schedule of Easements. Some easements are described in the second schedule of the Folio Text, and some titles aren't affected by any easements.

A copy of a Schedule of Easements may be useful if considering purchasing a property, as it may provide information about access to the land, and any restrictions on the use of the land.

[View a sample result.](#)

### 3.9 Survey Notes

**Information about the survey of the land, and the legal boundaries and dimensions of a property.**

Survey Notes are registered documents which accompany a survey plan. The Survey Notes will vary depending on the age of the survey, but will contain the areas, bearings and distances for individual lots, and may include the surveyor's name, date



of survey, calculations, observations and notes by the surveyor. Survey Notes can also include details of where boundaries have been resurveyed (these are known as re-marks).

A copy of the Survey Notes for a title may be useful if you are interested in the history of the land. Sometimes the Survey Notes document the age of fences and buildings, and record other items on the land. A title will only have Survey Notes available if the land was surveyed.

[View a sample result.](#)

### 3.10 Unregistered Dealings Long Report

**Report detailing any unregistered dealings on a title.**

The report includes the title reference, dealing number, a full description of the dealing/s, the lodging party and the date the dealing was lodged with the Land Titles Office (LTO). An Unregistered Dealings Report is also known as a 'check search' in other states.

An Unregistered Dealings Long Report may be useful to view the details of any dealings that have been recently lodged with the LTO, and are yet to be registered on a certificate of title. Not all titles will have an Unregistered Dealings Long Report document available.

[View a sample result.](#)

### 3.11 Unregistered Dealings Short Report

**Report detailing any unregistered and recently registered dealings on a title.**

The report details any dealings registered on a certificate of title in the last 90 days, and any dealings yet to be registered on a certificate of title. Details include the title reference, the date the dealing was lodged, the type of dealing (e.g. mortgage, priority notice, transfer), instrument number, and the date the dealing was registered (if applicable). An Unregistered Dealings Report is also known as a 'check search' in other states.

An Unregistered Dealings Short Report may be useful to check whether any dealings have recently been lodged with the Land Titles Office (LTO), or registered on a title. Not all titles will have an Unregistered Dealings Short Report document available.

[View a sample result.](#)

### 3.12 Torrens Scanned Dealings

**Scanned copies of dealings registered against a certificate of title under the Land Titles Act 1980 (sometimes referred to as a Torrens title).**

A Torrens dealing could include a transfer, mortgage, easement or caveat, or an instrument such as a covenant. This search is available for dealings registered from 13 May 1991 onwards. You may need to purchase the Folio Text for a title to identify the relevant dealing number.

A copy of a Torrens Scanned Dealing may be useful to find out more information about the history of the ownership of a property, or to check how an easement or covenant affects a property. Not all dealings are scanned electronically.

[View a sample result.](#)