

# VIC Land Searches Client Reference Guide

Version: 1.1

Date: 18/03/2010

1800 773 773  
[confirm@citec.com.au](mailto:confirm@citec.com.au)



**Confirm.**

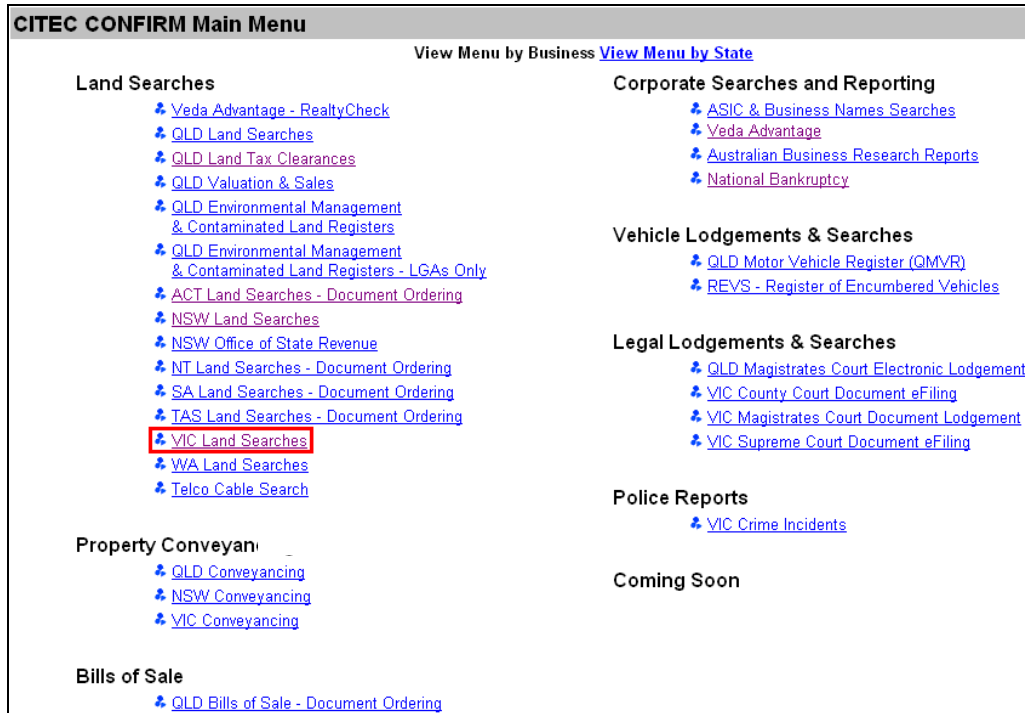


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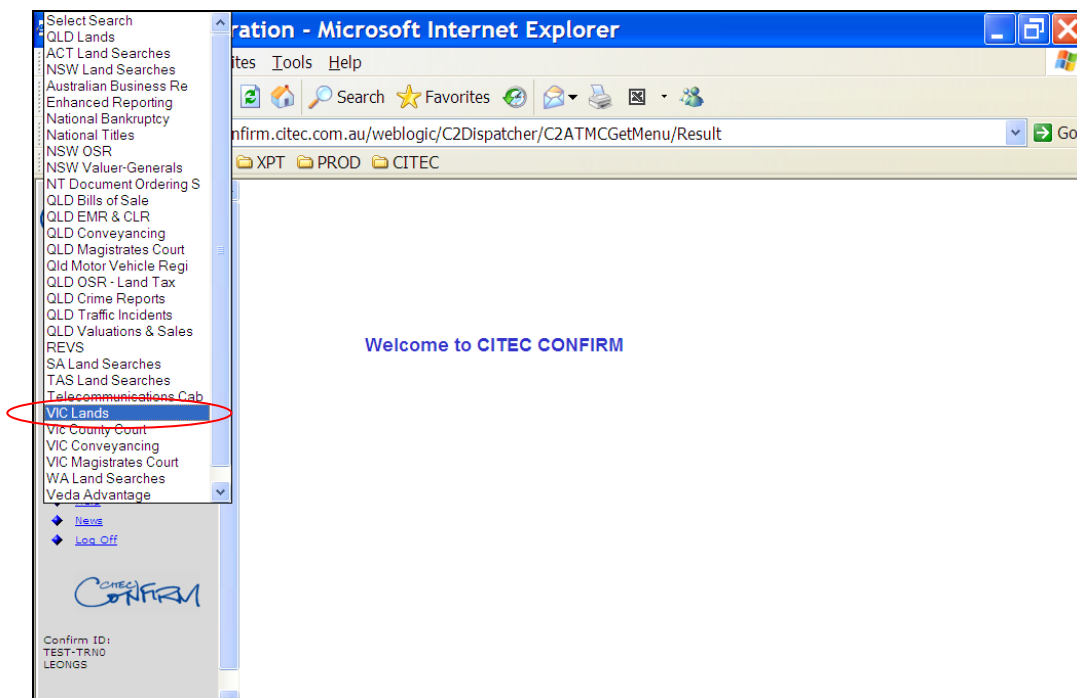
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# 1 Main Menu

- a) Select [VIC Land Searches](#) from the CITEC CONFIRM Main Menu.



or from a customised interface.




## 2 VIC Lands Menu

a) Select a search by clicking on one of the links.

**VIC Lands Menu**

**Land Documents**

 [Quick Search](#)

[Title Search](#)

[Imaged Plans](#)

[Instrument Search](#)

[Title Diagrams](#)

[Body Corporate Premium Reports](#)

**Title Tracking Services**

[Final Search](#)

[Issue Search](#)


[Prelodgement Check](#)

[Dealing Search](#)

[Titles Affected by an Instrument](#)

[Historical Search](#)

**Title Package**

 [Title Package](#)

[View Title Package Results](#)

**Land Index Searches**

[Owner Name](#)

[Lot/Plan](#)

[Volume/Folio](#)


[Address Search](#)

**Landata Property Certificates**

[Property Certificates](#)


[View Property Certificate Results](#)

**ANSTAT Property Certificates**

 [Property Certificates](#)

A record of your ANSTAT Property Certificate Order can be viewed by clicking the CITEC Confirm Inbox link. Certificate results will be returned using the delivery method selected at the time of order.

[View Property Certificate Orders](#)

**Tip:** By clicking on info icons  you can expand the menu to view more information about the search.

## 3 Land Documents




### 3.1 Quick Search

**Quick search** provides a time saving facility to order multiple searches related to a single parcel of land including **Title Search**, **Imaged Plan Search**, **Instrument Search**, **Issue Search**, **Pre-lodgement Check**, **Dealing Search** and **Historical Search**.

**Please note:** Each search will be charged individually.

- a) Select [Quick Search](#) from the **VIC Lands Menu**.

**VIC Lands Menu**

- Land Documents**
  -  [Quick Search](#)
  - [Title Search](#)
  - [Imaged Plans](#)
  - [Instrument Search](#)
  - [Title Diagrams](#)
  - [Body Corporate Premium Reports](#)
- Title Package**
  -  [Title Package](#)
  - [View Title Package Results](#)
- Land Index Searches**
  - [Owner Name](#)
  - [Lot/Plan](#)
  - [Volume/Folio](#)
  - [Address Search](#)
- Title Tracking Services**
  - [Final Search](#)
  - [Issue Search](#)
  - [Prelodgement Check](#)
  - [Dealing Search](#)
  - [Titles Affected by an Instrument](#)
  - [Historical Search](#)
- Landata Property Certificates**
  - [Property Certificates](#)
  - [View Property Certificate Results](#)
- ANSTAT Property Certificates**
  -  [Property Certificates](#)
  - [View Property Certificate Orders](#)

- b) Enter **Your Reference**, use the check boxes to select required searches from the **Available Searches** section and then complete the **Document Details** section.

Once you have completed all required details click **\$Search\$**

**VIC Lands Quick Search**

Select at least one item from the Available Searches section below. Enter the corresponding Document Details and click Search to view results.

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

**Your Reference**

**Available Searches** *Select at least one of the following searches. \**

- ☐ Title Search
- ☐ Imaged Plan Search
- ☐ Instrument Search
- ☐ Issue Search on
- ☐ Prelodgement Check on
- ☐ Dealing Search
- ☐ Historical Search

**Document Details**

**Title Reference** Volume  \* / Folio  \* eg. 10012 / 768

**Plan Details** Type  \* Number  \* eg. 325632Y

**Dealing**  \* eg. T123456Y

**Instrument**  \* eg. T123456Y

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

Use the email checkbox to have an additional copy of your results emailed to you.

**Tip on Document Details:**

- Enter a volume and folio number for
  - **Title Searches**
  - **Imaged Plans**
  - **Issue Searches**
  - **Prelodgement Searches.**
- Enter an instrument for
  - **Instrument searches.**
  - **Issue searches**
  - **Prelodgement searches .**
- Enter a dealing number for **Dealing Searches.**

- c) After a few moments the Result page appears. Click the **COMPLETED** link(s) to view your **Result Summary**.

**VIC Lands Quick Search Result**

Click the Result links to view individual search results

[Print All](#)

Your Search		Your Reference	Result
Search Type	Title Search	test for citec	<a href="#">COMPLETED</a>
Volume	10012		
Folio	768		

- d) Your **Result Summary** appears. Use the link(s) in the **Your Results** section to view relevant documents. Use the links under **Other Related Searches** to carry out further searches.

**VIC Lands Title Search Result Summary**

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

**Your Search**

---

Your Reference      test for citec  
 Volume              10012  
 Folio                768

**Your Results**

---

[View Title 10012/768](#)  
[View Search Receipt](#)

**Other Related Searches**

---

Use the '+' icon(s) to view links to related searches. Select a link to start a new search.

☐ Plans

[Order Plan PS305372M](#)

☐ Instruments

[Order Instrument X649313S](#)  
[Order Instrument AC495060C](#)



## 3.2 Title Search

- a) Select [Title Search](#) from the **VIC Lands Menu**.

**VIC Lands Menu**

<b>Land Documents</b> <a href="#">Quick Search</a> <a href="#">Title Search</a> <a href="#">Imaged Plans</a> <a href="#">Instrument Search</a> <a href="#">Title Diagrams</a> <a href="#">Body Corporate Premium Reports</a>	<b>Title Tracking Services</b> <a href="#">Final Search</a> <a href="#">Issue Search</a> <a href="#">Prelodgement Check</a> <a href="#">Dealing Search</a> <a href="#">Titles Affected by an Instrument</a> <a href="#">Historical Search</a>
<b>Title Package</b> <a href="#">Title Package</a> <a href="#">View Title Package Results</a>	<b>Landata Property Certificates</b> <a href="#">Property Certificates</a> <a href="#">View Property Certificate Results</a>
<b>Land Index Searches</b> <a href="#">Owner Name</a> <a href="#">Lot/Plan</a> <a href="#">Volume/Folio</a> <a href="#">Address Search</a>	<b>ANSTAT Property Certificates</b> <a href="#">Property Certificates</a> <a href="#">View Property Certificate Orders</a>

- b) Enter the document **Volume**, **Folio** and **Your Reference** then click **\$Search\$**

**VIC Lands Title Multi Search**

Enter details below and click Search to view results.  
Please ensure you use the appropriate title reference for your search. Can't find what you need? [Contact Us](#)

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for more details.

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

Volume *	Folio *	Your Reference
eg. 10167	eg. 084	
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>

**Tip:** A volume/folio reference consists of a 1 - 5 digit volume number followed by a 3 digit folio number.

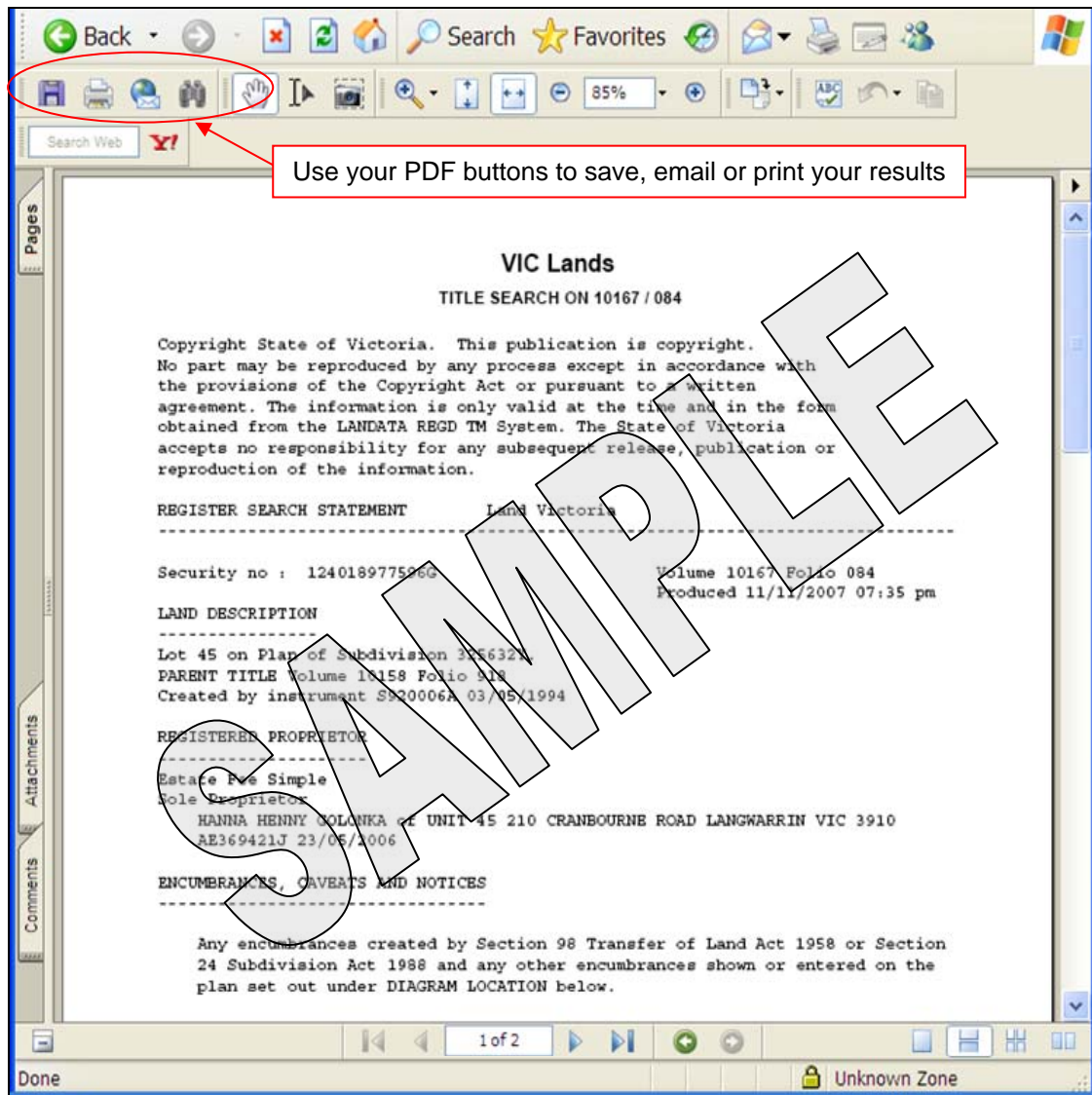
- c) After a few moments the Results page appears. Click the **COMPLETED** link(s) to view your **Result Summary**.

VIC Lands Title Multi Search Results		
Click the Result links to view individual search results or click Print All to collate all successful results for printing.		
<a href="#">Print All</a>		
Your Search	Your Reference	Result
Volume 10012 Folio 768	test for CITEC Confirm	<b>COMPLETED</b>

- d) Your **Result Summary** appears. Use the link(s) in the **Your Results** section to view relevant documents. Use the links under **Other Related Searches** to carry out further searches.

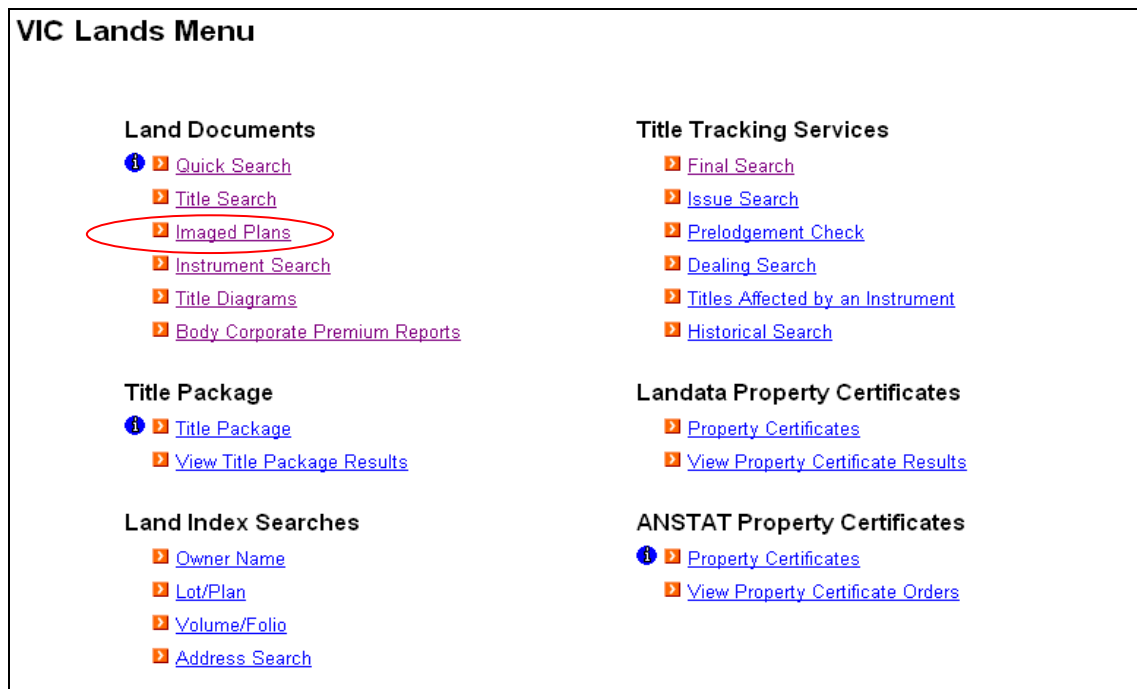
<b>VIC Lands Title Search Result Summary</b>	
Click the link(s) to view a print friendly version of the relevant document(s).	
<b>Your Search</b>	
Your Reference	test for citec
Volume	10012
Folio	768
<b>Your Results</b>	
<a href="#">View Title 10012/768</a>	
<a href="#">View Search Receipt</a>	
<b>Other Related Searches</b>	
Use the '+' icon(s) to view links to related searches. Select a link to start a new search.	
<input type="checkbox"/> Plans	
<a href="#">Order Plan PS305372M</a>	
<input type="checkbox"/> Instruments	
<a href="#">Order Instrument X649313S</a>	
<a href="#">Order Instrument AC495060C</a>	

e) The **Title** result appears.



### 3.3 Imaged Plans

- a) Select [Imaged Plans](#) from the **VIC Lands Menu**.



- b) Enter the **Plan Type**, **Plan Number** and **Your Reference** then click **\$Search\$**

### VIC Lands Imaged Plans Multi Search

Enter details below and click Search to view results.

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further details.

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

Plan Type *	Plan Number *	Your Reference
eg. 325632Y		
1. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
2. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
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"/>


Use the email checkbox to have an additional copy of your results emailed to you.

**Tip:** See Appendix 1 for more information on **Plan Types**.

- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** or **IN PROGRESS** link(s) to view your **Result Summary**

### VIC Lands Imaged Plans Multi Search Results

Click the Result links to view individual search results

Your Search	Your Reference	Result
Plan Type PS Plan Number 325632Y	demonstration	<a href="#">IN PROGRESS</a> 

**Tip:** Imaged plans can contain multiple pages. Return time can vary depending on your internet download capability. You can begin viewing your results before all pages have returned by clicking the **IN PROGRESS** link.

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** section to view relevant documents or use the **Print All** button to collate all result pages into a single PDF (does not include the **Search Receipt**).

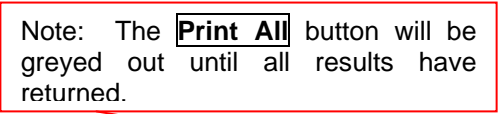
### VIC Lands Imaged Plans Result Summary

Click the individual link(s) to view a print friendly version of the relevant document(s). Alternatively, the Print All button can be used to collate all results when processing is complete.

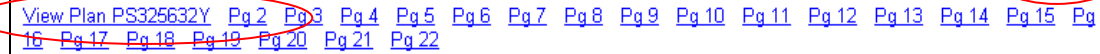

#### Your Search

Your Reference	test for citec
Plan Type	PS
Plan Number	325632Y

Note: The **Print All** button will be greyed out until all results have returned.



#### Your Results



[View Plan PS325632Y Pg 2 Pg 3 Pg 4 Pg 5 Pg 6 Pg 7 Pg 8 Pg 9 Pg 10 Pg 11 Pg 12 Pg 13 Pg 14 Pg 15 Pg 16 Pg 17 Pg 18 Pg 19 Pg 20 Pg 21 Pg 22](#)

[View Body Corporate Basic Report\(s\)](#)

[View Search Receipt](#)

#### Other Related Searches

None available for this search.

**Note:** Where available, plan requests will also return a free copy of the **Body Corporate Basic Report**. The **Body Corporate Basic Report** includes information such as:

- Land Affected by Body Corporate
- Limitations on Body Corporate
- Postal Address for Service of Notices
- Rules
- Additional Rules
- Notations
- Entitlements and Liability (will not include Folio References).

e) The Plan result appears.

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accepts no responsibility

PLAN OF SUBDIVISION		STAGE No.	LTO USE ONLY	PLAN NUMBER
			EDITION 5	PS 325632Y

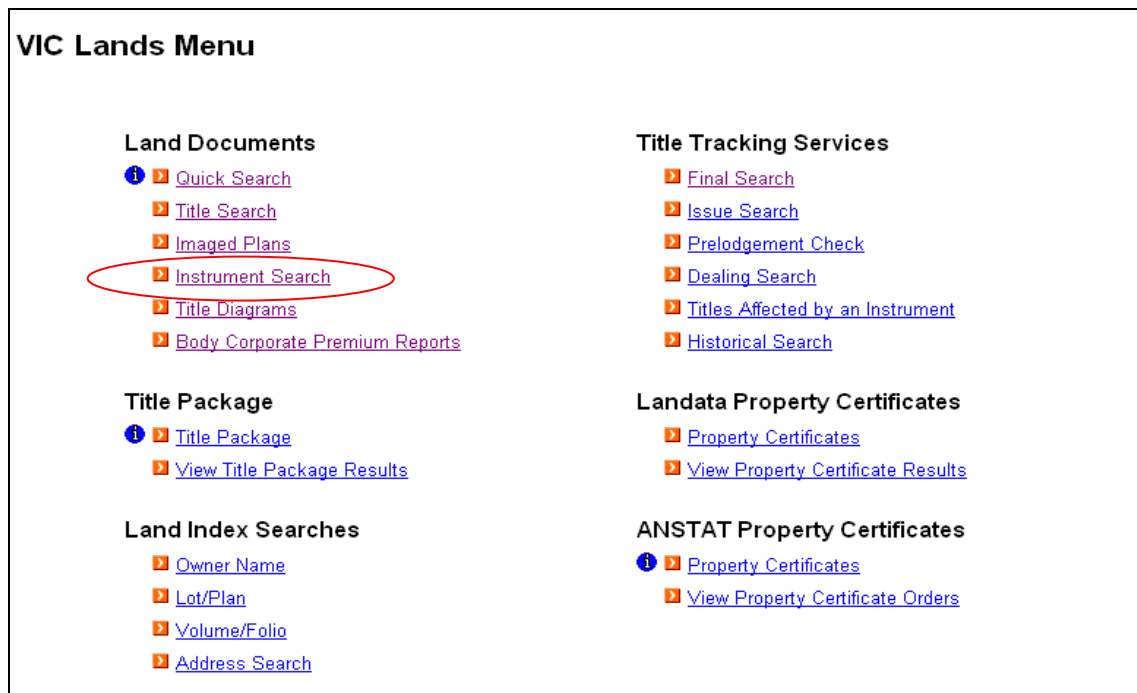
LOCATION OF LAND		COUNCIL CERTIFICATION AND ENDORSEMENT	
PARISH:	LANGWARRIN	COUNCIL NAME:	SHIRE OF CRANBOURNE REF: 4676
TOWNSHIP:		1. This plan is certified under Section 6 of the Subdivision Act 1988.	
SECTION:		2. This plan is certified under Section 11(7) of the Subdivision Act 1988.	
CROWN ALLOTMENT:	48 (PART)	3. This is a statement of compliance issued under Section 21 of the Subdivision Act 1988.	
CROWN PORTION:		OPEN SPACE	
LTO BASE RECORD:	CHART 3 (2972)	(1) A requirement for public open space under Section 18 of the Subdivision Act 1988	
TITLE REFERENCES:		(2) has not been made	
VOL 6683 FOL 550, VOL 9924 FOL 659		(3) The requirement has been satisfied	
LAST PLAN REFERENCE/S:	L.P. 11307 LOT 2, L.P. 48124 LOT 1 (PART)	(4) The requirement is to be satisfied in stage 5.	
POSTAL ADDRESS:	FRANKSTON-CRANBOURNE ROAD (At time of subdivision) LANGWARRIN VIC 3166	Council Delegate Council Seal Date 22 / 11 / 03	
AMC Co-ordinates	341550 ADM: 55 (of approx centre of (and N 5775400	Re-certified under Section 11(7) of the Subdivision Act 1988.	
in plan)		Council Delegate Council Seal Date / /	
VESTING OF ROADS AND/OR RESERVES			
IDENTIFIER	COUNCIL/BODY/PERSON	NOTATIONS	
RESERVE No.1	FOR THE USE OF MELBOURNE WATER CORP.	STAGING This is/is not a staged subdivision. Planning Permit No. 930396	
RESERVE No.2	FOR THE USE OF MELBOURNE WATER CORP.	DEPTH LIMITATION: DOES NOT APPLY	
RESERVE No.3	S.E.C.V.	THE LAND BEING SUBDIVIDED IS ENCLOSED WITHIN THICK CONTINUOUS LINES.	
RESERVE No.4	FOR THE USE OF SHIRE OF CRANBOURNE		
RESERVE No.5	S.E.C.V.		

1 of 1

Downloaded (0 B) : Unknown Zone

### 3.4 Instrument Search

- a) Select [Instrument Search](#) from the **VIC Lands Menu**.



- b) Enter the **Instrument** and **Your Reference** then click **\$Search\$**



**VIC Lands Instrument Multi Search**

Enter details below and click Search to view results.

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for full details.

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

Use the email checkbox to have an additional copy of your results emailed to you.

Instrument *	Your Reference
eg. T123456Y	
1. <input type="text"/>	<input type="text"/>
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"/>

Clear All \$ Search \$

- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** or **IN PROGRESS** link(s) to view your **Result Summary**

**VIC Lands Instrument Multi Search Results**

Click the Result links to view individual search results

Your Search	Your Reference	Result
Instrument X649313S	demonstration	<a href="#">COMPLETED</a>

**Tip:** Instruments are imaged documents. Return time can vary depending on your internet download capability. You can begin viewing your results before all pages have returned by clicking the **IN PROGRESS** link.

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** section to view relevant documents. Use the links under **Other Related Searches** to carry out further searches.

**VIC Lands Instrument Search Result Summary**

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

**Your Search**

Your Reference	demonstration
Instrument	X649313S

**Your Results**

[View Instrument X649313S](#)

[View Search Receipt](#)

**Other Related Searches**

None available for this search.

- e) The **Instrument** result appears.

Back Search Favorites

Use your PDF buttons to save, email or print your results

Delivered by LANDATA®. Land Registry timestamp 12/11/2007 19:10 Page 1 of 1  
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**MORTGAGE OF LAND**  
Section 74 Transfer of Land Act 1958  
Lodged by:  
Name: Australia and New Zealand Banking Group Limited A.C.N. 005 357 522  
Branch: SHOPS K1 & K2 MURRAY ROAD, NORTHLAND SHOPPING CENTRE  
Customer Code: 0019B Tel: (03) 9211 4444

**ORIGINAL**  
X649313S  
060801 0923 74

MADE AVAILABLE / CHANGE CONTROL  
Land Titles Office Use Only

The mortgagor mortgages to the mortgagee the estate and interest specified in the land described subject to the encumbrances affecting the land including any created by dealings lodged for registration prior to the lodging of this mortgage.

The provisions contained in Memorandum of Common Provisions retained by the Registrar of Titles in No. AA505 and any further provisions endorsed on or annexed to this mortgage are incorporated in this mortgage. The mortgagor acknowledges having received a copy of the Memorandum of Common Provisions prior to executing this mortgage.

Land: (Title) VOLUME 10012 FOLIO 768.

Estate and interest being mortgaged:  
The mortgagor's estate and interest in fee simple

Mortgagor: (Full name) KEITH LESLIE ROBINS

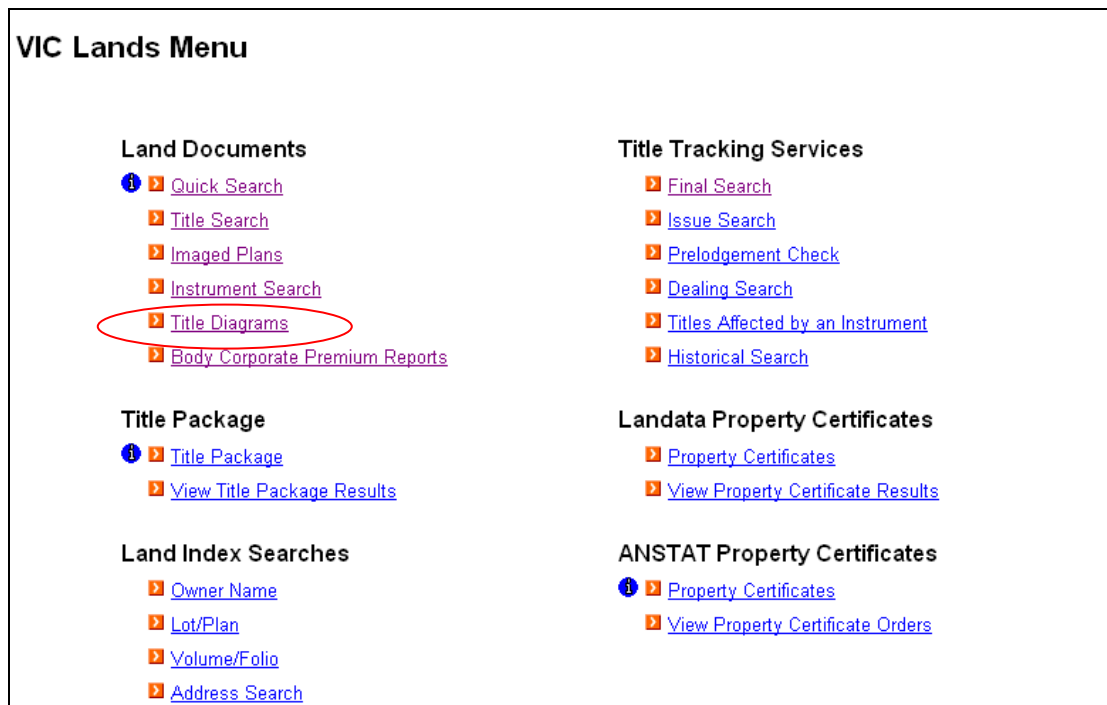
Mortgagee:

1 of 1

Done Unknown Zone

### 3.5 Title Diagrams

- a) Select [Title Diagrams](#) from the **VIC Lands Menu**.



- b) Enter the **Volume**, **Folio** and **Your Reference** then click **\$Search\$**

**VIC Lands Title Diagrams Multi Search**

Enter details below and click Search to view results.

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for full details.

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

Volume *	Folio *	Your Reference
eg. 10167	eg. 084	
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>

Use the email checkbox to have an additional copy of your results emailed to you.

- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** or **IN PROGRESS** link(s) to view your **Result Summary**

**VIC Lands Title Diagrams Multi Search Results**

Click the Result links to view individual search results

Your Search	Your Reference	Result
Volume 3912	test for citec	<a href="#">COMPLETED</a>
Folio 384		

**Tip:** Title Diagrams are imaged documents. Return time can vary depending on your internet download capability. You can begin viewing your results before all pages have returned by clicking the [IN PROGRESS](#) link.

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** section to view relevant documents or use the **Print All** button to collate all result pages into a single PDF (does not include the **Search Receipt**). Use the links under **Other Related Searches** to carry out further searches.

**VIC Lands Title Diagrams Result Summary**

Click the individual link(s) to view a print friendly version of the relevant document(s). Alternatively, the Print All button can be used to collate all results when processing is complete.

**Your Search**

Your Reference	test for citec
Volume	3912
Folio	384

**Your Results**

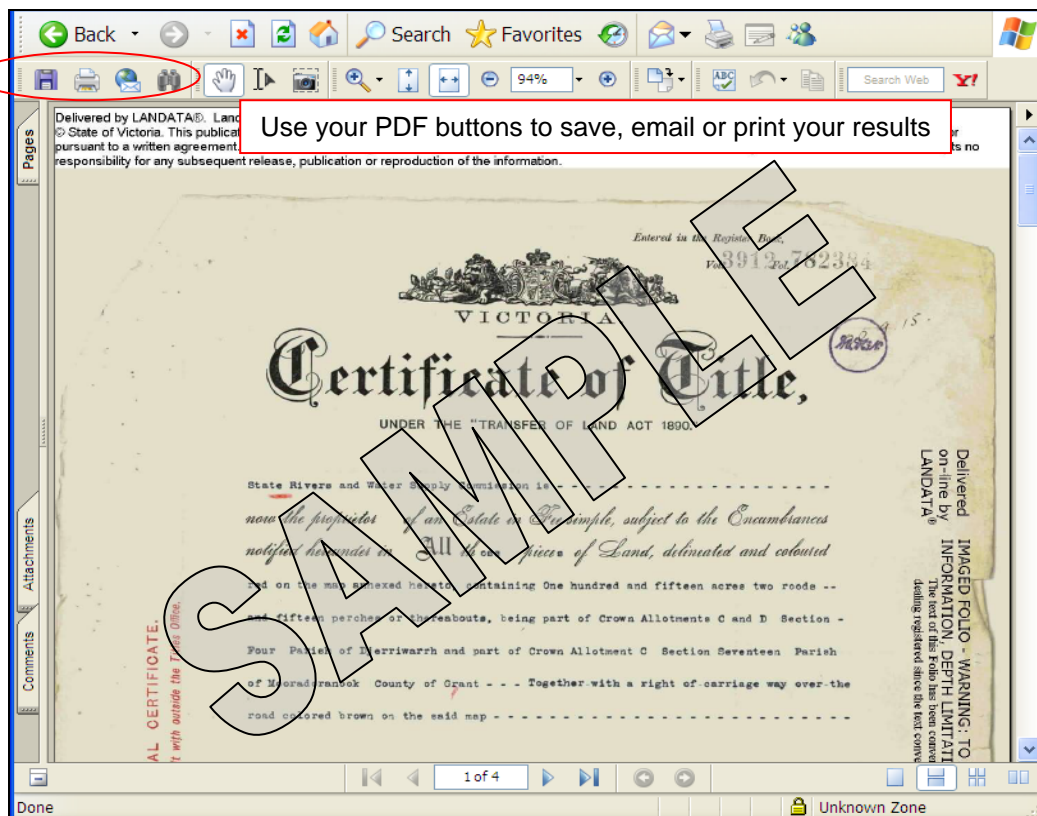
[View Title Diagram 3912/384](#) [Pg 2](#) [Pg 3](#) [Pg 4](#)  
[View Search Receipt](#)

**Other Related Searches**

None available for this search.

Note: The **Print All** button will be greyed out until all results have returned.

- e) Your **Title Diagrams Result** appears.



### 3.6 Body Corporate Premium Reports

- a) Select [Body Corporate Premium Reports](#) from the **VIC Lands Menu**

**VIC Lands Menu**

<p><b>Land Documents</b></p> <ul style="list-style-type: none"> <li><a href="#">Quick Search</a></li> <li><a href="#">Title Search</a></li> <li><a href="#">Imaged Plans</a></li> <li><a href="#">Instrument Search</a></li> <li><a href="#">Title Diagrams</a></li> <li><a href="#">Body Corporate Premium Reports</a></li> </ul> <p><b>Title Package</b></p> <ul style="list-style-type: none"> <li><a href="#">Title Package</a></li> <li><a href="#">View Title Package Results</a></li> </ul> <p><b>Land Index Searches</b></p> <ul style="list-style-type: none"> <li><a href="#">Owner Name</a></li> <li><a href="#">Lot/Plan</a></li> <li><a href="#">Volume/Folio</a></li> <li><a href="#">Address Search</a></li> </ul>	<p><b>Title Tracking Services</b></p> <ul style="list-style-type: none"> <li><a href="#">Final Search</a></li> <li><a href="#">Issue Search</a></li> <li><a href="#">Prelodgement Check</a></li> <li><a href="#">Dealing Search</a></li> <li><a href="#">Titles Affected by an Instrument</a></li> <li><a href="#">Historical Search</a></li> </ul> <p><b>Landata Property Certificates</b></p> <ul style="list-style-type: none"> <li><a href="#">Property Certificates</a></li> <li><a href="#">View Property Certificate Results</a></li> </ul> <p><b>ANSTAT Property Certificates</b></p> <ul style="list-style-type: none"> <li><a href="#">Property Certificates</a></li> <li><a href="#">View Property Certificate Orders</a></li> </ul>
---	---

- b) Enter **Body Corporate Number**, **Plan Type**, **Plan Number** and then click **\$Search\$**

**VIC Lands Body Corporate Premium Reports Multi Search**

Enter all required details and click Search to view results.

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further details.

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

Use the email checkbox to have an additional copy of your results emailed to you.

Body Corporate Number	Plan Type *	Plan Number *	Your Reference
eg. 2		eg. 1320	
1. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	Select... ▼	<input type="text"/>	<input type="text"/>

Clear All

\$ Search \$

- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** link(s) to view your **Result Summary**.

**VIC Lands Body Corporate Premium Reports Multi Search Results**  
Click the Result links to view individual search results.

Your Search	Your Reference	Result
Body Corporate Number 3 Type PS Number 400136U	test for citec	<a href="#">COMPLETED</a>

**Tip:** **Body Corporate Premium Reports** can be large PDF documents. Return time can vary depending on your internet download capability. You can continue searching and return to the Inbox at a later time for results.

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** section to view relevant documents. Use the links under **Other Related Searches** to carry out further searches.

**VIC Lands Body Corporate Premium Reports Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

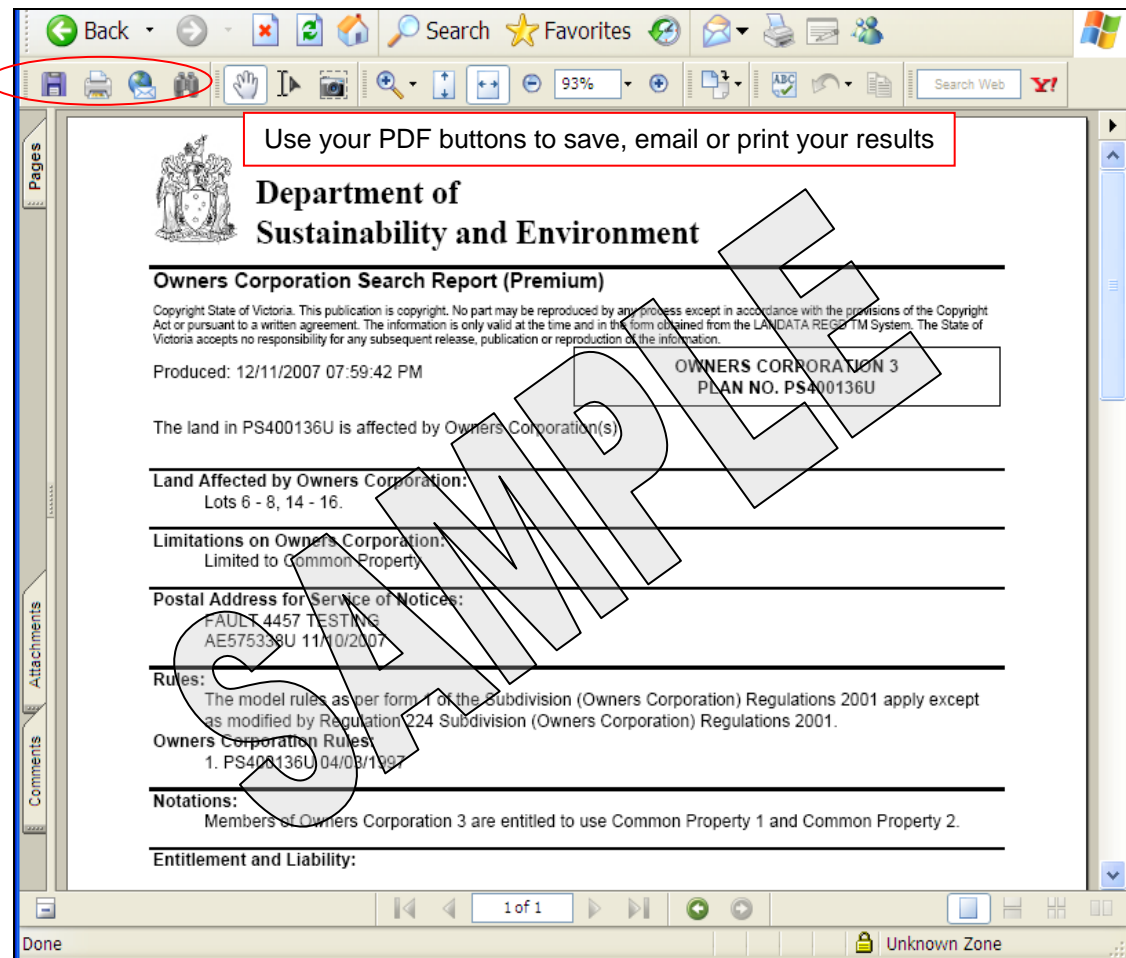
Your Reference test for citec  
Body Corporate Number 3  
Type PS  
Number 400136U

**Your Results**

[View Body Corporate Premium Report 3/PS400136U](#)  
[View Search Receipt](#)

**Other Related Searches**

None available for this search.

e) Your **Body Corporate Premium Report** result appears



## 4 Title Package

### 4.1 Title Package

- a) Select **Title Package** from the **VIC Lands Menu**.

**VIC Lands Menu**

- Land Documents**
  - Quick Search
  - Title Search
  - Imaged Plans
  - Instrument Search
  - Title Diagrams
  - Body Corporate Premium Reports
- Title Package** (highlighted)
  - View Title Package Results
- Land Index Searches**
  - Owner Name
  - Lot/Plan
  - Volume/Folio
  - Address Search
- Title Tracking Services**
  - Final Search
  - Issue Search
  - Prelodgement Check
  - Dealing Search
  - Titles Affected by an Instrument
  - Historical Search
- Landata Property Certificates**
  - Property Certificates
  - View Property Certificate Results
- ANSTAT Property Certificates**
  - Property Certificates
  - View Property Certificate Orders

- b) Enter the **Volume/Folio** and **Your Reference** details then click **Next** to view a list of available package documents.

**VIC Land Searches Title Package**

Enter a volume/folio and click Next for a new order, or click "Add to Order" to extend an existing order. Enter an email address if you wish to receive an email notification when your package is ready. The contact details are maintained by Landata and are independent of any Confirm Profile details you may have.

Enter Volume/Folio :  /  eg. 12345/001

Email :

☐ Order all available documents

☐ Edit contact details held by Landata

Your Reference :

Enter your email address to have results emailed to you.

**Tip:** You can add additional items to your title package for up to 48hrs from the original request. Simply click the **Add to Order** button.

- c) Select the documents you require and click **\$OK\$**

**VIC Land Searches Title Package - Available Certificates**

Select required certificates then click \$ OK \$.

\$ OK \$

The calculated value of your order is shown below.

Instruments and body corporate reports (for automated titles) or instruments and a plan (for non-automated titles) can be added to this order for up to two working days from the date of this order, ie, after the title has been returned. Only the first 50 instruments will be displayed here as a limit of 50 instruments per order applies.

	Document	Authority	Online	Notes
✓	Register Search Statement	Volume 9220 Folio 500	Y	<a href="#">Note</a>
<input type="checkbox"/>	Instrument Search	Volume 9220 Folio 500 Inst H455839	Y	
<input type="checkbox"/>	Instrument Search	Volume 9220 Folio 500 Inst S778681B	Y	
✓	Copy of Plan	Plan LP117387	Y	<a href="#">Note</a>

\$ OK \$
Clear All

**A note on Title Package Results:** For automated titles the **Title Package** returns a Title (Register Search Statement) and Copy of Plan for a single search fee.

For imaged titles the **Title Package** will return a list containing the Title and Final Search. Use the Add to Order facility to request a Copy of Plan. You will receive the Title, Final Search and Copy of Plan **for a single Title Package search fee.**

Additionally you can order up to 50 Instruments with your title package. Instruments are charged on a per document basis.

Instruments such as plain transfers (those which do not include a covenant), discharged mortgagees and discharges of mortgage are excluded from **Title Packages**. These instruments will not appear on the selection list for the **Title Package** but can be ordered separately.

- d) Select **View Documents** to view immediately available documents.

**VIC Land Searches Title Package - Confirmation**

Your title package order has been successfully sent. You may like to print this screen for your records then click View Documents.

**Note:** Online documents take time to process. If not available now, view later from View Ordered Title Package Documents on the [VIC Land Searches Menu](#)

**Order Number : 833689**      **Your Reference : test**  
**Ordered On : 06/11/2007 17:54**

Document	Authority	Status
Register Search Statement	Volume 9220 Folio 500	Ready for viewing
Copy of Plan	Plan LP117387	Being processed

**Note:** Most titles are available as automated online extracts and can be retrieved immediately. **Instruments** and **Plans** may be automated or imaged and are generally available for download within a few hours. The **Title Package Confirmation** displayed will advise you on the delivery status of each item within your order.

- e) To view the available documents, tick the checkboxes and click **Next**

**VIC Land Searches View Ordered Certificates & Documents**

Select the certificate or document then click NEXT.

[NEXT >](#)

	Order No.	Your Reference Code	Document	Status	Cert. Complete
<input type="checkbox"/>	786545	Manual	Register Search Statement	complete	16/06/2005 10:25
<input type="checkbox"/>	786545	Manual	Instrument Search	complete	16/06/2005 10:28
<input type="checkbox"/>	786545	Manual	Instrument Search	complete	16/06/2005 10:28
<input type="checkbox"/>	786545	Manual	Copy of Plan	complete	16/06/2005 10:28

[NEXT >](#)      [Clear All](#)

- f) The **Multi Search Results** page will display. Click [display result](#) or [save results to a file](#) to view relevant documents.

**VIC Land Searches View Certificates & Documents**

The requested queries are being processed. If you select a result and find it is still being constructed, backup to this page and try again in a few seconds.

Please enable page numbering and page totals in your print setup before printing. [Click here](#) for help on enabling these features in your browser.

Query **Register Search Statement** - [display result](#) or [save results to a file](#).

**NOTE:** [For a list of all your recent query results, click here.](#)

## g) The Result displays

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REGISTER SEARCH STATEMENT Land Victoria

Security no : 124011779756V Volume 09220 Folio 500  
Produced 18/06/2005 10:26 am

LAND DESCRIPTION

Lot 356 on Plan of Subdivision 117387  
PARENT TITLE Volume 09016 Folio 370  
Created by instrument 1/11/887 21/07/1977

REGISTERED PROPRIETOR

Estate Fee Simple  
Joint Proprietors  
John Citizen Jane Citizen  
H455639 23/09/1979

ENCUMBRANCES, CAVEATS AND NOTICES

## 4.2 View Ordered Title Package Results

a) Select [View Title Package Results](#) from the VIC Lands Menu.

**VIC Lands Menu**

<p><b>Land Documents</b></p> <ul style="list-style-type: none"> <li><a href="#">Quick Search</a></li> <li><a href="#">Title Search</a></li> <li><a href="#">Imaged Plans</a></li> <li><a href="#">Instrument Search</a></li> <li><a href="#">Title Diagrams</a></li> <li><a href="#">Body Corporate Premium Reports</a></li> </ul>	<p><b>Title Tracking Services</b></p> <ul style="list-style-type: none"> <li><a href="#">Final Search</a></li> <li><a href="#">Issue Search</a></li> <li><a href="#">Prelodgement Check</a></li> <li><a href="#">Dealing Search</a></li> <li><a href="#">Titles Affected by an Instrument</a></li> <li><a href="#">Historical Search</a></li> </ul>
<p><b>Title Package</b></p> <ul style="list-style-type: none"> <li><a href="#">Title Package</a></li> <li><a href="#">View Title Package Results</a></li> </ul>	<p><b>Landata Property Certificates</b></p> <ul style="list-style-type: none"> <li><a href="#">Property Certificates</a></li> <li><a href="#">View Property Certificate Results</a></li> </ul>
<p><b>Land Index Searches</b></p> <ul style="list-style-type: none"> <li><a href="#">Owner Name</a></li> <li><a href="#">Lot/Plan</a></li> <li><a href="#">Volume/Folio</a></li> <li><a href="#">Address Search</a></li> </ul>	<p><b>ANSTAT Property Certificates</b></p> <ul style="list-style-type: none"> <li><a href="#">Property Certificates</a></li> <li><a href="#">View Property Certificate Orders</a></li> </ul>

- b) Enter the **Order Number**, or **Date Ordered** and click **Next**. Alternatively use the **Last 50 Documents** button to get a quick view.

**VIC Land Searches View Certificates & Documents**

Enter an order number or order date then click NEXT, or click Last 50 Documents to view the 50 most recent documents ordered.

Enter                      Order Number : 786545                      eg. 12345  
Or                              Date Ordered :                      eg. 12-DEC-1999

**NEXT >**                      **Last 50 Documents**                      **Clear All**

- c) Select the document(s) you wish to view and click **Next**.

**VIC Land Searches View Ordered Certificates & Documents**

Select the certificate or document then click NEXT. **NEXT >**

	Order No.	Your Reference Code	Document	Status	Cert. Complete
<input type="checkbox"/>	786545	Manual	Register Search Statement	complete	16/06/2005 10:25
<input type="checkbox"/>	786545	Manual	Instrument Search	complete	16/06/2005 10:28
<input type="checkbox"/>	786545	Manual	Instrument Search	complete	16/06/2005 10:28
<input type="checkbox"/>	786545	Manual	Copy of Plan	complete	16/06/2005 10:28

**NEXT >**                      **Clear All**

- d) The Multi Search Results page will display. Click [display result](#) or [save results to a file](#) to view relevant documents.

**VIC Land Searches View Certificates & Documents**

The requested queries are being processed. If you select a result and find it is still being constructed, backup to this page and try again in a few seconds.

Please enable page numbering and page totals in your print setup before printing. [Click here](#) for help on enabling these features in your browser.

Query **Register Search Statement** - [display result](#) or [save results to a file](#).

**NOTE:** [For a list of all your recent query results, click here.](#)

**e) The Result displays**

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REGISTER SEARCH STATEMENT Land Victoria

Security no : 124011779756V Volume 09020 Folio 500  
Produced 18/06/2005 10:26 am

LAND DESCRIPTION

Lot 356 on Plan of Subdivision 117387  
PARENT TITLE Volume 09016 Folio 270  
Created by instrument LP117387 31/07/1994

REGISTERED PROPRIETOR

-----  
Estate Fee Simple  
Joint Proprietors  
John Citizen Jane Citizen  
H455839 23/03/1998

ENCUMBRANCES, CAVEATS AND NOTICES

**Storage of the Title Package:** Title Package results are not returned in PDF format as with other VIC Lands searches. Results can be retrieved for up to 3 days from the [View Title Package Results](#) link on the **VIC Lands** menu. Alternatively, enter your email address when submitting your request to have results emailed to you.

## 5 Land Index Searches

### 5.1 Land Index by Owner Name Search

The **Land Index Owner Name Search** is a useful tool to return property information when you only have an owner name. Please read the important **Search Type** information below.

Search Type	About the Search	Is the Search Charged?
<b>Individual Browse</b>	Search using a Surname and Given Name to view a browse of potential matches. Once a name is selected you will receive list of matching property information.	No charge until a final name is selected from the browse list.
<b>Organisation Browse</b>	Enter an organisation name to view a browse of potential matches. Once a name is selected you will receive list of matching property information.	No charge until a final name is selected from the browse list.
<b>Unordered Name Browse</b>	This facility is used if you have a name and you are unsure of which is the first name and surname. You will be able to view a browse of potential matches from both first name and surname, this includes phonetic matches. Once a name is selected you will receive list of matching property information	No charge until a final name is selected from the browse list
<b>Surname Browse</b>	Enter surname to view a browse of potential matches. Once a name is selected you will receive list of matching property information.	No charge until a final name is selected from the browse list
<b>Individual Exact Match</b>	Will only search for an exact match to the name you enter. If a result is found you will be provided with a list of matching property information.	A no match is considered a result and will be charged.
<b>Organisation Exact Match</b>	Will only search for an exact match to the organisation name you enter. If a result is found you will be provided with a list of matching property information.	Charged if no results are found.

- a) Select **Owner Name** from the **VIC Lands Menu**.

**VIC Lands Menu**

<b>Land Documents</b> <ul style="list-style-type: none"><li><a href="#">Quick Search</a></li><li><a href="#">Title Search</a></li><li><a href="#">Imaged Plans</a></li><li><a href="#">Instrument Search</a></li><li><a href="#">Title Diagrams</a></li><li><a href="#">Body Corporate Premium Reports</a></li></ul>	<b>Title Tracking Services</b> <ul style="list-style-type: none"><li><a href="#">Final Search</a></li><li><a href="#">Issue Search</a></li><li><a href="#">Prelodgement Check</a></li><li><a href="#">Dealing Search</a></li><li><a href="#">Titles Affected by an Instrument</a></li><li><a href="#">Historical Search</a></li></ul>
<b>Title Package</b> <ul style="list-style-type: none"><li><a href="#">Title Package</a></li><li><a href="#">View Title Package Results</a></li></ul>	<b>Landata Property Certificates</b> <ul style="list-style-type: none"><li><a href="#">Property Certificates</a></li><li><a href="#">View Property Certificate Results</a></li></ul>
<b>Land Index Searches</b> <ul style="list-style-type: none"><li><a href="#">Owner Name</a></li><li><a href="#">Lot/Plan</a></li><li><a href="#">Volume/Folio</a></li><li><a href="#">Address Search</a></li></ul>	<b>ANSTAT Property Certificates</b> <ul style="list-style-type: none"><li><a href="#">Property Certificates</a></li><li><a href="#">View Property Certificate Orders</a></li></ul>

- b) Enter **Your Reference**. Select a **Search Type** from the drop down menu to display the matching input fields.

**VIC Lands Land Index By Owner Name Search**

Select a Search Type, enter details and click Search to view results.  
Browse searches will return a list of similar names at no charge. Selecting names from the browse list will incur a fee.  
Exact Match searches will only search for the name entered and will incur a fee, even if the name is not found.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/>
<b>Search Type</b>	<div><div>Select ... *</div><div>Select ... Individual Browse Organisation Browse Unordered Name Browse Surname Browse Individual Exact Match Organisation Exact Match</div></div>
<b>Email</b>	<input type="text"/> al copy of my results emailed to:
<input type="button" value="Clear All"/>	<input type="button" value="Search"/>



- c) Enter your search information in the fields provided and click **Search**

**VIC Lands Land Index By Owner Name Search**

Select a Search Type, enter details and click Search to view results.  
Browse searches will return a list of similar names at no charge. Selecting names from the browse list will incur a fee.  
Exact Match searches will only search for the name entered and will incur a fee, even if the name is not found.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Reference**

**Search Type** Individual Browse \*

**Name Details**

Surname

Given Name(s)

**Email**

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

CITEC Confirm's new generation of searches have dynamic field display. You will only see the fields required to complete your search.

- d) A list of potential matches will be displayed. Simply click one of the [\\$Order Report\\$](#) links to retrieve the detailed property information list for that name.

Click individual links below to order a detailed report.  
**Note:** Match Level indicates the degree of certainty of the result, with 1 being the highest certainty.

**Your Search**

Your Reference test for citec  
Search Type Organisation Browse  
Search Criteria History CONFIRM PTY LTD

**Your Results**

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Provided on 16/10/2007 10:31AM  
Provider Searched With CONFIRM PTY LTD

Name	Match Level
CAMBRIEN PTY LTD <a href="#">\$ Order Report \$</a>	1
CAMBRIEN PTY. LTD. <a href="#">\$ Order Report \$</a>	1
CAMBRIEN PTY. LTD. <a href="#">\$ Order Report \$</a>	1

- e) Your result appears. Use the **Print** button to create a PDF for your records or use the **Other Related Searches** link(s) to search for additional documents related to the property.

Click Print to view a print friendly version of your result.  
Other types of searches can be performed using your result. To start one of these searches choose an appropriate link from the Other Related Searches column below.

**Your Search**

Your Reference      test for citec  
Search Criteria History      BROWN, JOHN

**Your Results**

[Print](#)

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Provided on      16/10/2007 01:38PM  
Provider Searched With      BROWN, JOHN  
Search Receipt      [View Search Receipt](#)

Name	Volume/Folio	Municipality	Description	Other Related Searches
BROWN, JOHN	9481/345	MOIRA	CA 4 Section C Parish of Yalca	<a href="#">Order Title 9481/345</a> <a href="#">Order Title Package for 9481/345</a> <a href="#">Order Land Index by Volume/Folio for 9481/345</a>
BROWN, JOHN	7720/015	BENALLA	CA 46D Section U Parish of Benalla	<a href="#">Order Title 7720/015</a> <a href="#">Order Title Package for 7720/015</a> <a href="#">Order Land Index by Volume/Folio for 7720/015</a>

## 5.2 Land Index by Lot Plan Search

- a) Select [Lot/Plan](#) from the **VIC Lands Menu**

**VIC Lands Menu**

**Land Documents**

- [Quick Search](#)
- [Title Search](#)
- [Imaged Plans](#)
- [Instrument Search](#)
- [Title Diagrams](#)
- [Body Corporate Premium Reports](#)

**Title Tracking Services**

- [Final Search](#)
- [Issue Search](#)
- [Prelodgement Check](#)
- [Dealing Search](#)
- [Titles Affected by an Instrument](#)
- [Historical Search](#)

**Title Package**

- [Title Package](#)
- [View Title Package Results](#)

**Land Index Searches**

- [Owner Name](#)
- [Lot/Plan](#)
- [Volume/Folio](#)
- [Address Search](#)

**Landata Property Certificates**

- [Property Certificates](#)
- [View Property Certificate Results](#)

**ANSTAT Property Certificates**

- [Property Certificates](#)
- [View Property Certificate Orders](#)

- b) Enter the **Plan Details** and click **\$Search\$**

**VIC Lands Land Index By Lot/Plan Search**

Enter details below and click Search to view results.  
If an exact match is not found, a free browse list will be displayed.  
Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/>
<b>Plan Details</b>	Lot(s) <input type="text"/> eg. 2 or 1,3,5 or 1-20 Type <input type="text"/> * Number <input type="text"/> * eg. 325632Y
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

**Note:** The lot number is not required; a browse list will still be displayed of containing addresses for all lots on the plan. For more information on plan types, please see Appendix 1.

- c) The **Land Index by Lot/Plan** result displays. Use the **Print** button to create a PDF for your records or use the **Other Related Searches** link(s) to search for additional documents related to the property.

### VIC Lands Land Index By Lot/Plan Result

Click Print to view a print friendly version of your result.  
Other types of searches can be performed using your result. To start one of these searches choose an appropriate link from the Other Related Searches section below.

**Your Search**

Your Reference      test for citec  
Search Criteria History    2 LP 325632Y

**Your Result**

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Provided on              16/10/2007 01:44PM  
Provider Searched With    2 LP 325632Y

Address Details

Address	Council Property Number (CPN)	CPN Municipality
210 CRANBOURNE-FRANKSTON ROAD, LANGWARRIN 3910		FRANKSTON
UNIT 2, 210 CRANBOURNE-FRANKSTON ROAD, LANGWARRIN 3910	323211	FRANKSTON

Standard Parcel Identifier    2006325632  
Description                  Lot 2 of Plan PS325632Y  
Parish                          Langwarrin  
Municipality                  FRANKSTON  
Bodies Corporate            OWNERS CORPORATION 1 PLAN NO. PS325632Y  
                                        OWNERS CORPORATION 2 PLAN NO. PS325632Y  
Related Titles                10147/213  
[View Search Receipt](#)

**Other Related Searches**

Use the '+' icon(s) to view links to related searches. Select a link to start a new search.

- ☐ Titles  
[Order Title 10147/213](#)
- ☐ Title Packages  
[Order Title Package for 10147/213](#)
- ☐ Land Index Volume/Folio  
[Order Land Index by Volume/Folio for 10147/213](#)
- ☐ Body Corporate Premium Reports  
[Order Body Corporate Premium Report OWNERS CORPORATION 1 PLAN NO. PS325632Y](#)  
[Order Body Corporate Premium Report OWNERS CORPORATION 2 PLAN NO. PS325632Y](#)
- ☐ Land Index Addresses  
[Order Land Index by Address for 210 CRANBOURNE-FRANKSTON ROAD, LANGWARRIN 3910](#)

## 5.3 Land Index by Volume/Folio Search

- a) Select [Volume/Folio](#) from the **VIC Lands Menu**

**VIC Lands Menu**

**Land Documents**

- [Quick Search](#)
- [Title Search](#)
- [Imaged Plans](#)
- [Instrument Search](#)
- [Title Diagrams](#)
- [Body Corporate Premium Reports](#)

**Title Tracking Services**

- [Final Search](#)
- [Issue Search](#)
- [Prelodgement Check](#)
- [Dealing Search](#)
- [Titles Affected by an Instrument](#)
- [Historical Search](#)

**Title Package**

- [Title Package](#)
- [View Title Package Results](#)

**Land Index Searches**

- [Owner Name](#)
- [Lot/Plan](#)
- [Volume/Folio](#)
- [Address Search](#)

**Landata Property Certificates**

- [Property Certificates](#)
- [View Property Certificate Results](#)

**ANSTAT Property Certificates**

- [Property Certificates](#)
- [View Property Certificate Orders](#)

- b) Enter the **Volume** and **Folio** and **Your Reference** then click **\$Search\$**

**VIC Lands Land Index By Volume/Folio Search**

Enter details below and click Search to view results.

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

<b>Your Reference</b>	<input type="text"/>
<b>Title Reference</b>	Volume <input type="text"/> * / Folio <input type="text"/> * eg. 10167/08
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results
	<input type="text"/>
<input type="button" value="Clear All"/>	<input type="button" value="\$ Search \$"/>

Use the email checkbox to have an additional copy of your results emailed to you.

- d) The **Land Index by Volume/Folio** result displays. Use the **Print** button to create a PDF for your records or use the **Other Related Searches** link(s) to search for additional documents related to the property.

### VIC Lands Land Index By Volume/Folio Result

Click Print to view a print friendly version of your result.

Other types of searches can be performed using your result. To start one of these searches choose an appropriate link from the Other Related Searches section below.

#### Your Search

Your Reference      test for citec

Search Criteria History      10167/084

#### Your Results

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Provided on      16/10/2007 02:35PM

Provider Searched With      10167/084

Lot/Plan Details

Description	Standard Parcel Identifier	Address
Lot 45 of Plan PS325632Y	45 PS325632	UNIT 45, 210 CRANBOURNE-FRANKSTON ROAD, LANGWARRIN 3910

Parish      Langwarrin

Municipality      FRANKSTON

Proprietor(s)      GOLONKA, HANNA HENNY

Bodies Corporate      OWNERS CORPORATION 1 PLAN NO. PS325632Y  
OWNERS CORPORATION 8 PLAN NO. PS325632Y

Parent Volume/Folio      10158/918 (Cancelled)

Child Volume/Folio(s)      No child Volume/Folio could be located

Application Number(s)      No Application could be located

Search Receipt      [View Search Receipt](#)

**Print**

#### Other Related Searches

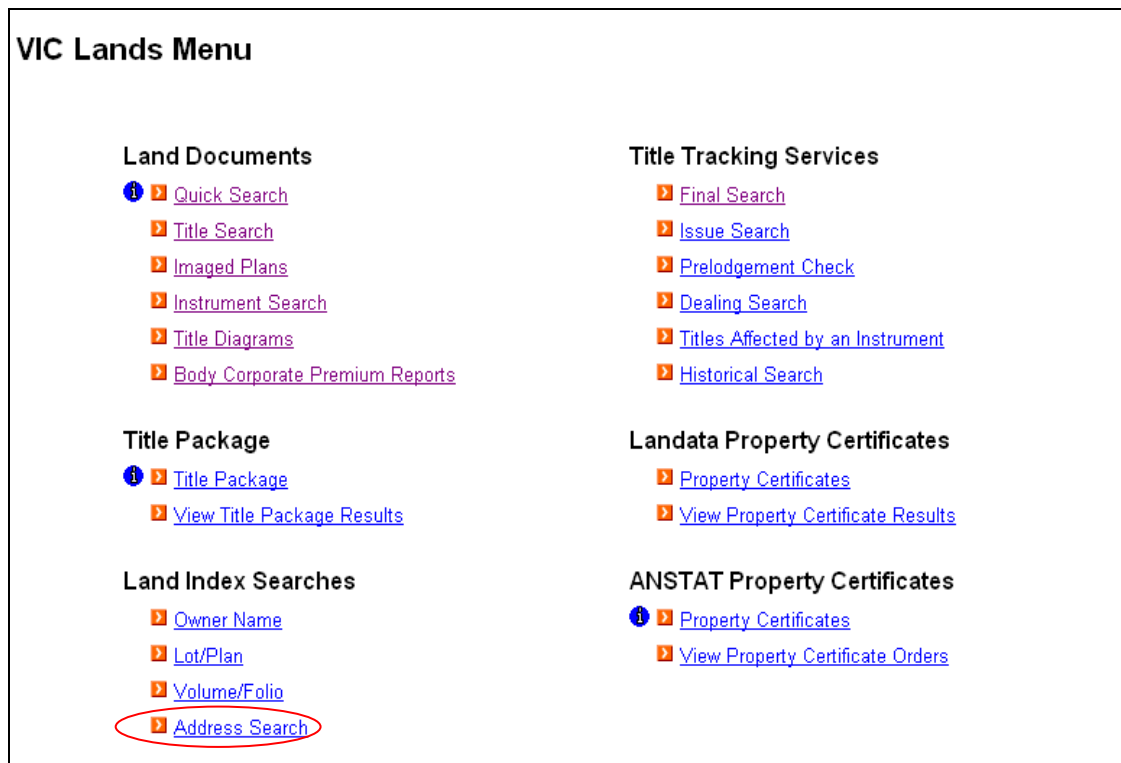
Use the '+' icon(s) to view links to related searches. Select a link to start a new search.

- ☐ Titles
   
[Order Title 10167/084](#)
- ☐ Title Packages
   
[Order Title Package for 10167/084](#)
- ☐ Land Index Owner Name
   
[Order Land Index by Owner Name for GOLONKA, HANNA HENNY](#)
- ☐ Land Index Volume/Folio
   
[Order Land Index by Volume/Folio for 10158/918 \(Cancelled\)](#)
- ☐ Body Corporate Premium Reports
   
[Order Body Corporate Premium Report OWNERS CORPORATION 1 PLAN NO. PS325632Y](#)
  
[Order Body Corporate Premium Report OWNERS CORPORATION 8 PLAN NO. PS325632Y](#)

## 5.4 Land Index by Address Search

The **Land index by Address** search can be done using a suburb, postcode or municipality. All Address searches will produce a free browse list with the closest matching properties to the information you have entered.

- a) Select [Address Search](#) from the **VIC Lands Menu**



- b) Enter **Your Reference** and select a **Search Type** from the drop down menu to display the matching input fields.

**VIC Lands Land Index By Address Search**

Select a Search Type, enter details and click Search to view results.

This search will return a browse list of similar addresses at no charge. Selecting names from the browse list will incur a fee.

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

<b>Your Reference</b>	<input type="text"/>
<b>Search Type</b>	<div><div>Select ... *</div><div>Select ...</div><div>Suburb Browse</div><div>Postcode Browse</div><div>Municipality Browse</div></div>
<b>Email</b>	<div>Additional copy of my results emailed to: <input type="text"/></div>
<input type="button" value="Clear All"/>	<input type="button" value="Search"/>

**Note:** Not all Victorian addresses have been matched to parcels of land in Landata's system yet. Searching on the Land Index with a street address may not always yield results even if the property does exist. Try searching with one of the other Land Index searches if you are unable to retrieve a result.

- c) Enter your search information in the fields provided and click **Search**

<b>VIC Lands Land Index By Address Search</b>	
Select a Search Type, enter details and click Search to view results.	
This search will return a browse list of similar addresses at no charge. Selecting names from the browse list will incur a fee.	
Note: * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.	
<b>Your Reference</b>	<input type="text"/>
<b>Search Type</b>	Suburb Browse *
<b>Street Details</b>	<div>Number <input type="text"/> eg. 1/6 or unit 1, 6 or 23A</div> <div>Name <input type="text"/> * eg. Mains Rd</div>
<b>Suburb</b>	<input type="text"/> *
<b>Email</b>	<div><input type="checkbox"/> Yes, I would like an additional copy of my results emailed to:</div> <div><input type="text"/></div>
<input type="button" value="Clear All"/>	<input type="button" value="Search"/>

Use the email checkbox to have an additional copy of your results emailed to you.



- d) A list of potential matches will be displayed. Simply click one of the [\\$Order Report\\$](#) links to retrieve the detailed property information list for that address.

### VIC Lands Land Index By Address Browse

Click individual links below to order a detailed report.

**Your Search**

Your Reference	test for citec
Search Type	Suburb Browse
Search Criteria History	collins melbourne

**Your Results**

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Provided on 16/10/2007 02:43PM  
Provider Searched With COLLINS MELBOURNE

Address
COLLINS STREET, MELBOURNE 3000 <a href="#">\$ Order Report \$</a>
LEVEL 2 COLLINS STREET, MELBOURNE 3000 <a href="#">\$ Order Report \$</a>
1 COLLINS STREET, MELBOURNE 3000 <a href="#">\$ Order Report \$</a>
BASEMENT 1 COLLINS STREET, MELBOURNE 3000 <a href="#">\$ Order Report \$</a>
GROUND FLOOR 1 COLLINS STREET, MELBOURNE 3000 <a href="#">\$ Order Report \$</a>

- e) Your result appears. Use the **Print** button to create a PDF for your records or use the **Other Related Searches** link(s) to search for additional documents related to the property.

**VIC Lands Land Index By Address Result**

Click Print to view a print friendly version of your result.

**Your Search**

Your Reference demo CITEC Confirm  
 Search Criteria History COLLINS STREET, MELBOURNE 3000

**Your Results**


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Provided on 13/11/2007 12:44PM

Provider Searched With COLLINS STREET, MELBOURNE 3000

Search Receipt [View Search Receipt](#)

Victorian LANDATA have provided the following response:

No information on address SPI

Address	Volume/Folio	Municipality	Council Property Number (CPN)	Description	Other Related Searches
COLLINS STREET, MELBOURNE 3000	10308/921 (Cancelled)	MELBOURNE		Lot 2 of Plan PS347127P	<a href="#">Order Title 10308/921 (Cancelled)</a> <a href="#">Order Title Package for 10308/921 (Cancelled)</a> <a href="#">Order Land Index by Volume/Folio for 10308/921 (Cancelled)</a>
COLLINS STREET, MELBOURNE 3000	10861/233	MELBOURNE		Lot CM2 of Plan PS511667R	<a href="#">Order Title 10861/233</a> <a href="#">Order Title Package for 10861/233</a> <a href="#">Order Land Index by Volume/Folio for 10861/233</a>

## 6 Title Tracking Services

### 6.1 Final Search

- a) Select **Final Search** from the **VIC Lands Menu**

**VIC Lands Menu**

<b>Land Documents</b> <ul style="list-style-type: none"> <li><a href="#">Quick Search</a></li> <li><a href="#">Title Search</a></li> <li><a href="#">Imaged Plans</a></li> <li><a href="#">Instrument Search</a></li> <li><a href="#">Title Diagrams</a></li> <li><a href="#">Body Corporate Premium Reports</a></li> </ul>	<b>Title Tracking Services</b> <ul style="list-style-type: none"> <li><a href="#">Final Search</a></li> <li><a href="#">Issue Search</a></li> <li><a href="#">Prelodgement Check</a></li> <li><a href="#">Dealing Search</a></li> <li><a href="#">Titles Affected by an Instrument</a></li> <li><a href="#">Historical Search</a></li> </ul>
<b>Title Package</b> <ul style="list-style-type: none"> <li><a href="#">Title Package</a></li> <li><a href="#">View Title Package Results</a></li> </ul>	<b>Landata Property Certificates</b> <ul style="list-style-type: none"> <li><a href="#">Property Certificates</a></li> <li><a href="#">View Property Certificate Results</a></li> </ul>
<b>Land Index Searches</b> <ul style="list-style-type: none"> <li><a href="#">Owner Name</a></li> <li><a href="#">Lot/Plan</a></li> <li><a href="#">Volume/Folio</a></li> <li><a href="#">Address Search</a></li> </ul>	<b>ANSTAT Property Certificates</b> <ul style="list-style-type: none"> <li><a href="#">Property Certificates</a></li> <li><a href="#">View Property Certificate Orders</a></li> </ul>

- b) Enter the **Volume**, **Folio** and **Your Reference** then click **\$Search\$**

**VIC Lands Final Multi Search**

Enter details below and click Search to view results.

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for full details.

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

Volume *	Folio *	Your Reference
eg. 10012	eg. 768	
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>

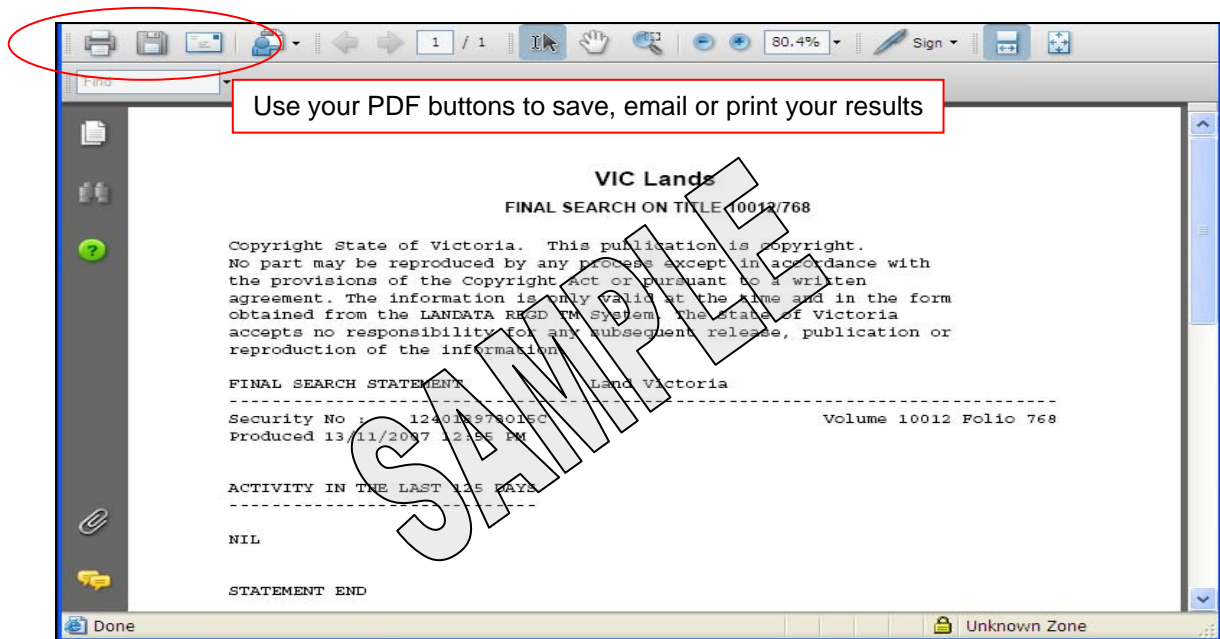
- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** link(s) to view your **Result Summary**

VIC Lands Final Multi Search Results		
Click the result links to view individual search results		
Your Search	Your Reference	Result
Volume 10012 Folio 768	test for citec	<a href="#">COMPLETED</a>

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** and **Other Related Searches** section to view relevant documents.

VIC Lands Final Search Result Summary	
Click the link(s) to view a print friendly version of the relevant document(s).	
<b>Your Search</b>	
<hr/>	
Your Reference	test for citec
Volume	10012
Folio	768
<b>Your Results</b>	
<hr/>	
<a href="#">View Final Search on Title 10012/768</a>	
<a href="#">View Search Receipt</a>	
<b>Other Related Searches</b>	
<hr/>	
None available for this search.	

e) The **Final Search** result appears.



## 6.2 Issue Search

a) Select [Issue Search](#) from the **VIC Lands Menu**

**VIC Lands Menu**

<b>Land Documents</b> <ul style="list-style-type: none"><li><a href="#">Quick Search</a></li><li><a href="#">Title Search</a></li><li><a href="#">Imaged Plans</a></li><li><a href="#">Instrument Search</a></li><li><a href="#">Title Diagrams</a></li><li><a href="#">Body Corporate Premium Reports</a></li></ul>	<b>Title Tracking Services</b> <ul style="list-style-type: none"><li><a href="#">Final Search</a></li><li><a href="#">Issue Search</a></li><li><a href="#">Prelodgement Check</a></li><li><a href="#">Dealing Search</a></li><li><a href="#">Titles Affected by an Instrument</a></li><li><a href="#">Historical Search</a></li></ul>
<b>Title Package</b> <ul style="list-style-type: none"><li><a href="#">Title Package</a></li><li><a href="#">View Title Package Results</a></li></ul>	<b>Landata Property Certificates</b> <ul style="list-style-type: none"><li><a href="#">Property Certificates</a></li><li><a href="#">View Property Certificate Results</a></li></ul>
<b>Land Index Searches</b> <ul style="list-style-type: none"><li><a href="#">Owner Name</a></li><li><a href="#">Lot/Plan</a></li><li><a href="#">Volume/Folio</a></li><li><a href="#">Address Search</a></li></ul>	<b>ANSTAT Property Certificates</b> <ul style="list-style-type: none"><li><a href="#">Property Certificates</a></li><li><a href="#">View Property Certificate Orders</a></li></ul>

- b) Select **Instrument** or **Title** from the **Document Type** drop down list. Enter the **Document ID** and **Your Reference** then click **\$Search\$**

**VIC Lands Issue Multi Search**

Enter details below and click Search to view results.

Note: \* 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:

\_\_\_\_\_

Document Type *	Document ID *	Your Reference
eg. 10167/084 or X649313S		
1. Select ...		
2. Select ...		
3. Select ...		
4. Select ...		
5. Select ...		
6. Select ...		
7. Select ...		
8. Select ...		
9. Select ...		
10. Select ...		

Clear All

\$ Search \$

**Note:** The **Document ID** can be either an **Instrument** or **Volume and Folio**.

- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** link(s) to view your **Result Summary**

**VIC Lands Issue Multi Search Results**

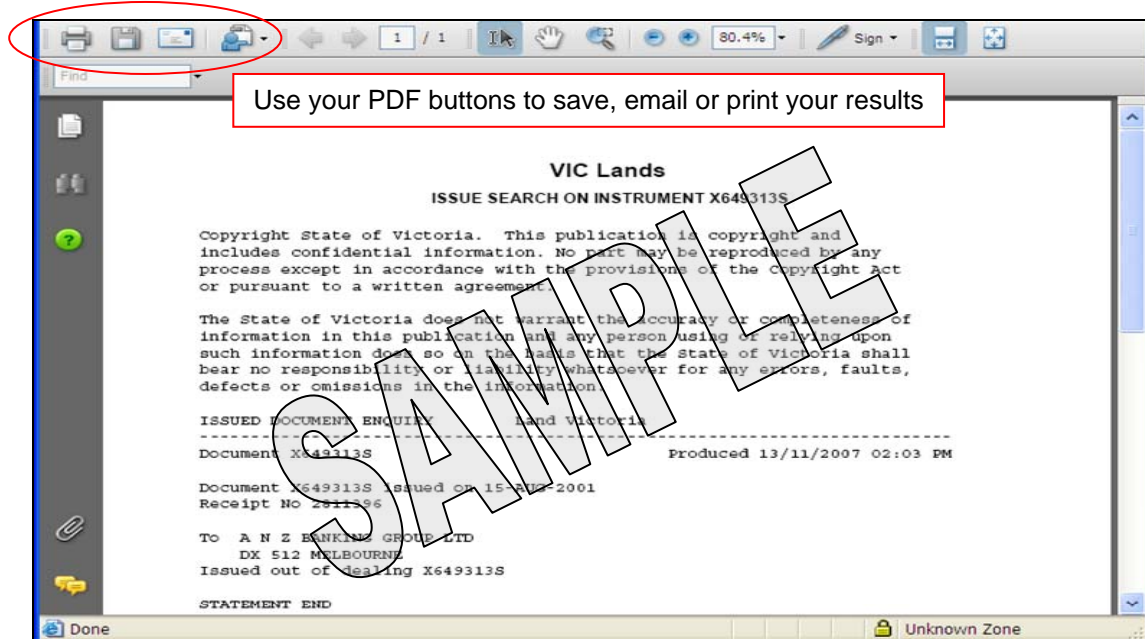
Click the result links to view individual search results

Your Search	Your Reference	Result
Document Type Instrument	test for citec	<a href="#">COMPLETED</a>
Document ID X649313S		

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** and **Other Related Searches** section to view relevant documents.

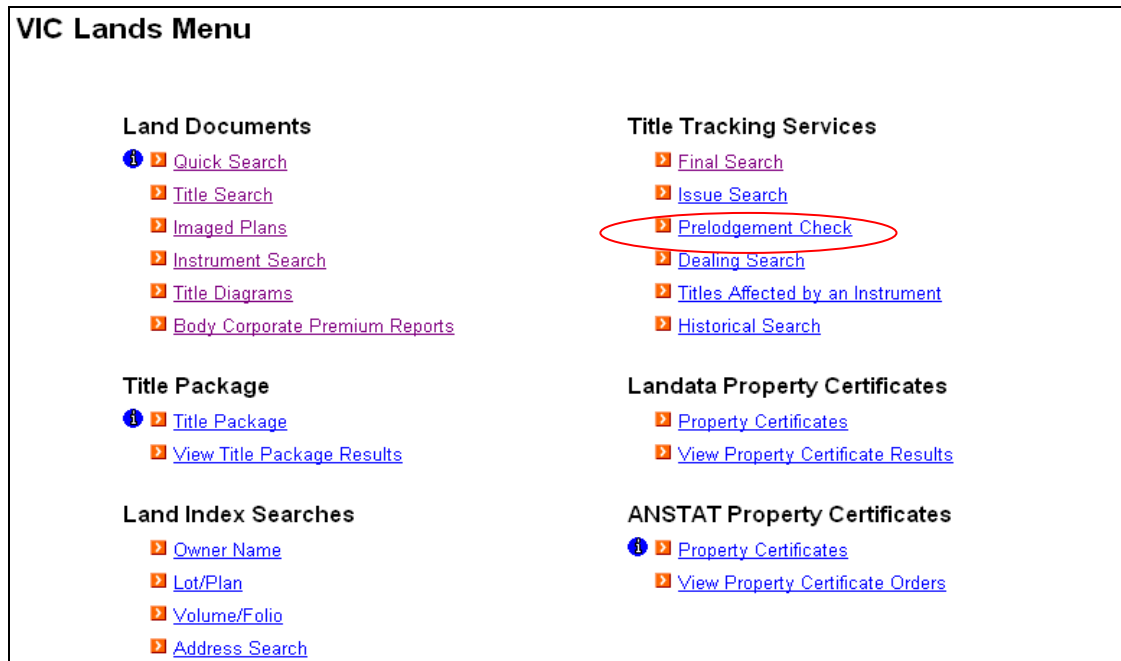
VIC Lands Issue Search Result Summary	
Click the result link(s) to view a print friendly version of the relevant document(s).	
<b>Your Search</b>	
Your Reference	test for citec
Document Type	Instrument
Document ID	X649313S
<b>Your Results</b>	
<a href="#">View Issue Search on Instrument X649313S</a>	
<a href="#">View Search Receipt</a>	
<b>Other Related Searches</b>	
None available for this search.	

- e) The **Issue Search** result appears.



## 6.3 Prelodgement Check

- a) Select [Prelodgement Check](#) from the **VIC Lands Menu**



- b) Select **Instrument** or **Title** from the **Document Type** drop down list. Enter the **Document ID** and **Your Reference** then click **\$Search\$**



**VIC Lands Prelodgement Check Multi Search**

Enter all required details and click Search to view results.

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further details.

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

Document Type *	Document ID *	Your Reference
eg. 10167/084 or X649313S		
1. <input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>
2. <input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>
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"/>

Use the email checkbox to have an additional copy of your results emailed to you.

**Note:** The Document ID can be either an **Instrument Number** or the **Volume and Folio**.

- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** link(s) to view your **Result Summary**

**VIC Lands Prelodgement Check Multi Search Results**

Click the Result links to view individual search results

Your Search		Your Reference	Result
Document Type	Title	test for citec	<a href="#">COMPLETED</a>
Document ID	10167/084		

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** section to view relevant documents.

**VIC Lands Prelodgement Check Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test for citec
Document Type	Title
Document ID	10167/084

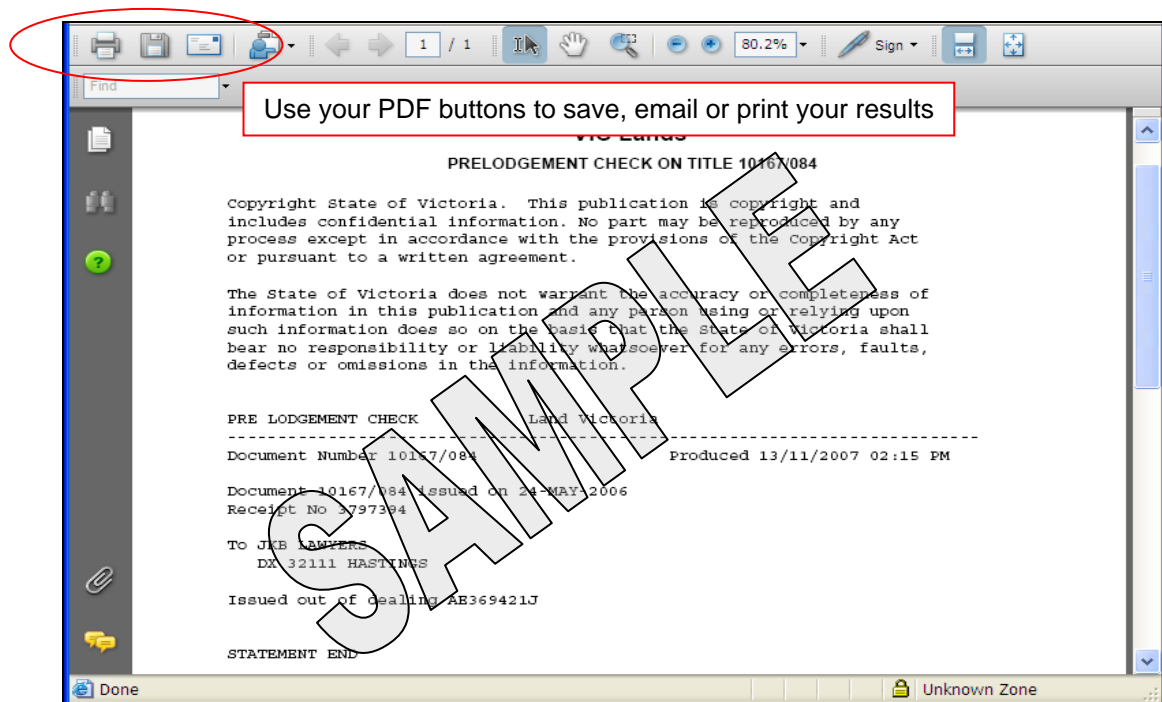
**Your Results**

[View Prelodgement Check on Title 10167/084](#)  
[View Search Receipt](#)

**Other Related Searches**

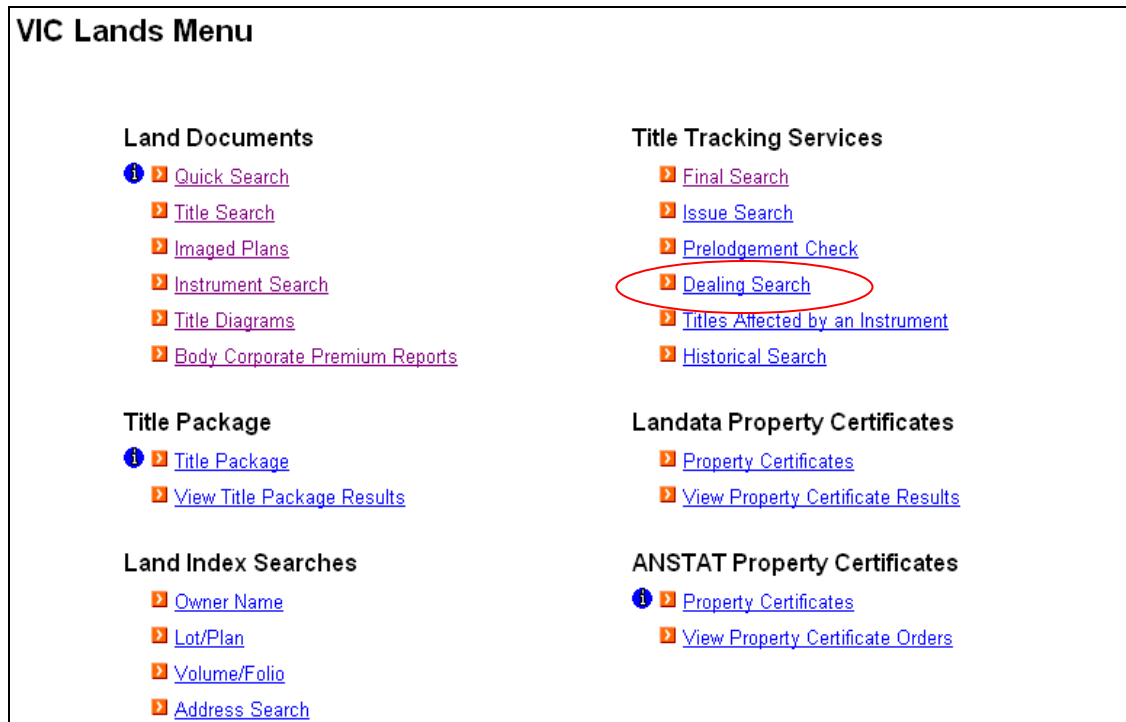
None available for this search.

- e) The **Prelodgement Check** result appears.



## 6.4 Dealing Search (Unregistered Instruments)

- a) Select [Dealing Search](#) from the **VIC Lands Menu**



- b) Enter the **Dealing** and **Your Reference** then click **\$Search\$**

**VIC Lands Dealing Multi Search**

Enter all required details and click Search to view results.

Note: \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further details.

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

Dealing *	Your Reference
eg. T123456Y	
1. <input type="text"/>	<input type="text"/>
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"/>

Use the email checkbox to have an additional copy of your results emailed to you.

- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** link(s) to view your **Result Summary**

VIC Lands Dealing Multi Search Results		
Click the Result links to view individual search result		
Your Search	Your Reference	Result
Dealing X649313S	test for citec	<a href="#">COMPLETED</a>

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** and **Other Related Searches** section to view relevant documents.

**VIC Lands Dealing Search Result Summary**  
Click the link(s) to view a print friendly version of the relevant document(s).

**Your Search**

Your Reference	test for citec
Dealing	X649313S

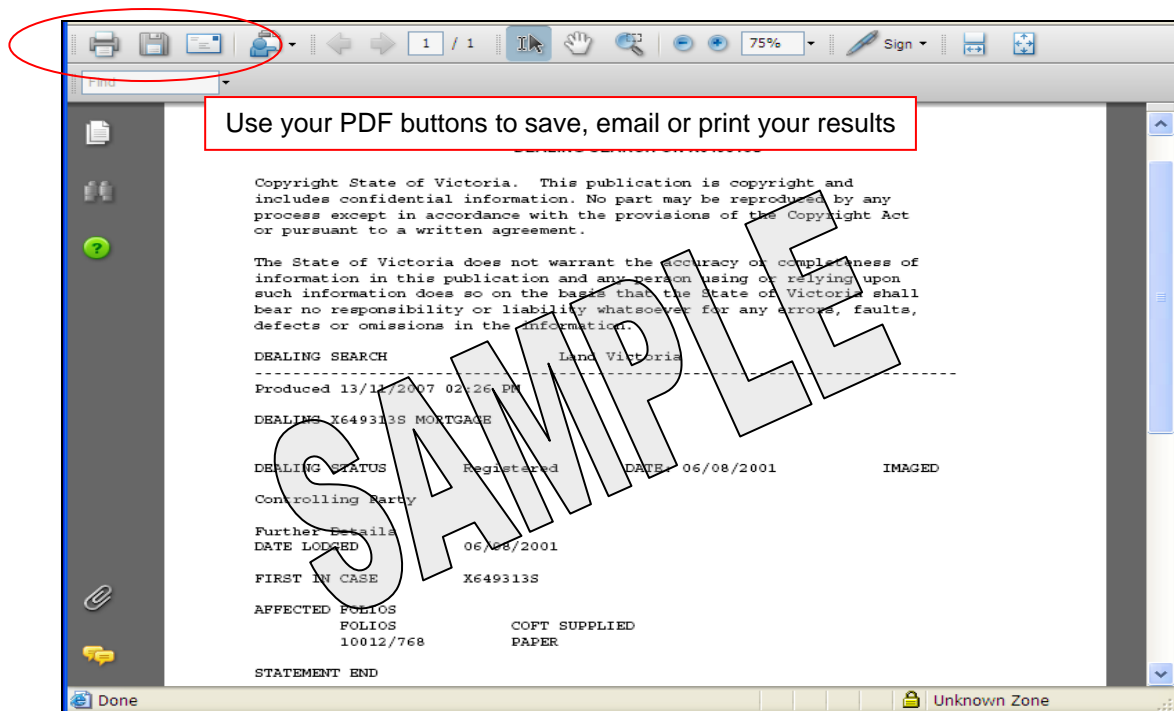
**Your Results**

[View Dealing X649313S](#)  
[View Search Receipt](#)

**Other Related Searches**

None available for this search.

- e) The **Dealing Search Result** appears.



## 6.5 Titles Affected by an Instrument

- a) Select [Titles Affected By An Instrument](#) from the **VIC Lands Menu**

**VIC Lands Menu**

- Land Documents**
  - Quick Search
  - Title Search
  - Imaged Plans
  - Instrument Search
  - Title Diagrams
  - Body Corporate Premium Reports
- Title Tracking Services**
  - Final Search
  - Issue Search
  - Prelodgement Check
  - Dealing Search
  - Titles Affected by an Instrument**
  - Historical Search
- Title Package**
  - Title Package
  - View Title Package Results
- Land Index Searches**
  - Owner Name
  - Lot/Plan
  - Volume/Folio
  - Address Search
- Landata Property Certificates**
  - Property Certificates
  - View Property Certificate Results
- ANSTAT Property Certificates**
  - Property Certificates
  - View Property Certificate Orders

- b) Enter the **Instrument**, **Stage Number** (optional), **Page Number** (optional) and **Your Reference** then click **\$Search\$**

**VIC Lands Titles Affected By An Instrument Multi Search**

Enter all required details and click Search to view results.  
Note: \* 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: \_\_\_\_\_

Use the email checkbox to have an additional copy of your results emailed to you.

	Instrument *	Stage Number	Page Number *	Your Reference
1.	eg. T123456Y			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Clear All

\$ Search \$

**Note:** **Stage Number** applies to some Registered Plans (RP) and Subdivision Plans (SP) where the land is subdivided in stages and the Instruments that affect the land alter as each stage is completed. **Page Number** applies to the Register Book (RB), Record Book (RC), Deposited Deed (DD) and Government Gazette (GG). You can nominate the page of interest where an Instrument has multiple pages.

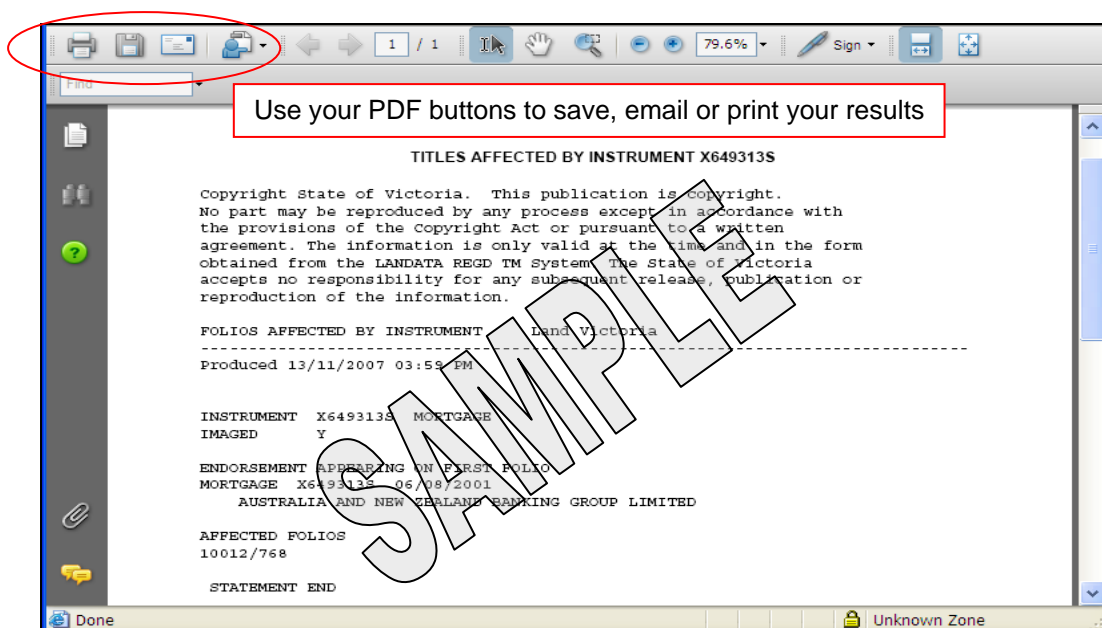
- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** link(s) to view your **Result Summary**

VIC Lands Titles Affected By An Instrument Multi Search Results		
Click the Result links to view individual search results		
Your Search	Your Reference	Result
Instrument X649313s Stage Number Page Number	test for citec	<a href="#">COMPLETED</a>

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** and **Other Related Searches** section to view relevant documents.

VIC Lands Titles Affected By An Instrument Result Summary	
Click the link(s) to view a print friendly version of the relevant document(s).	
<b>Your Search</b>	
Your Reference	test for citec
Instrument	X649313s
Stage Number	
Page Number	
<b>Your Results</b>	
<a href="#">View Titles Affected by Instrument X649313s</a> <a href="#">View Search Receipt</a>	
<b>Other Related Searches</b>	
None available for this search.	

- e) The **Titles Affected by an Instrument Search** result appears



## 6.6 Historical Search

- a) Select [Historical Search](#) from the **VIC Lands Menu**

**VIC Lands Menu**

**Land Documents**

- [Quick Search](#)
- [Title Search](#)
- [Imaged Plans](#)
- [Instrument Search](#)
- [Title Diagrams](#)
- [Body Corporate Premium Reports](#)

**Title Package**

- [Title Package](#)
- [View Title Package Results](#)

**Land Index Searches**

- [Owner Name](#)
- [Lot/Plan](#)
- [Volume/Folio](#)
- [Address Search](#)

**Title Tracking Services**

- [Final Search](#)
- [Issue Search](#)
- [Prelodgement Check](#)
- [Dealing Search](#)
- [Titles Affected by an Instrument](#)
- [Historical Search](#)

**Landata Property Certificates**

- [Property Certificates](#)
- [View Property Certificate Results](#)

**ANSTAT Property Certificates**

- [Property Certificates](#)
- [View Property Certificate Orders](#)

- b) Enter the **Volume**, **Folio** and **Your Reference** then click **\$Search\$**

**VIC Lands Historical Multi Search**

Enter details below and click Search to view results.

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


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

Volume *	Folio *	Your Reference
eg. 10012	eg. 768	
1. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
7. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
8. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
9. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
10. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Use the email checkbox to have an additional copy of your results emailed to you.



- c) After a few moments the **Multi Search Results** page appears. Click the **COMPLETED** or **IN PROGRESS** link(s) to view your **Result Summary**

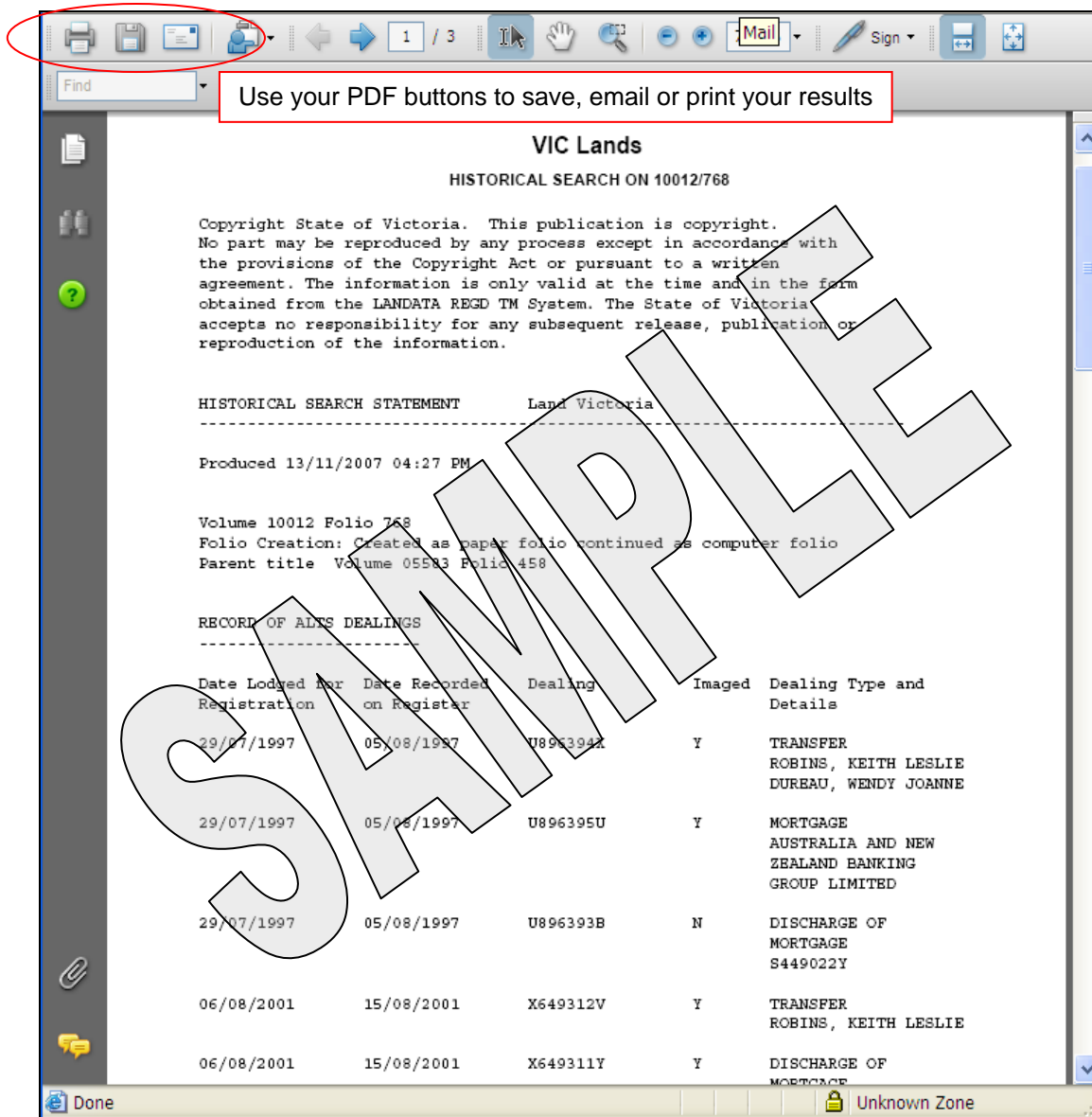
VIC Lands Historical Multi Search Results		
Click the Result links to view individual search result		
Your Search	Your Reference	Result
Volume 10012 Folio 768	test for CITEC Confirm	<a href="#">IN PROGRESS</a> 

**Tip:** **Historical Search** may return an image of the old paper title. Return time can vary depending on your internet download capability. You can begin viewing your results before all pages have returned by clicking the [IN PROGRESS](#) link.

- d) Your **Result Summary** appears. Use the individual link(s) in the **Your Results** or **Other Related Searches** section to view relevant documents or use the **Print All** button to collate all result pages into a single PDF (does not include the Search Receipt).

VIC Lands Historical Search Result Summary	
Click the result link(s) to view a print friendly version of the relevant document(s).	
<b>Your Search</b>	
Your Reference	test for citec
Volume	10012
Folio	768
<div> Note: The <b>Print All</b> button will be greyed out until all results have returned. </div>	
<b>Your Results</b>	
<a href="#">View Historical Search on 10012/768</a> <a href="#">View Old Paper Title 10012/768 Pg 2</a> <a href="#">View Search Receipt</a>	
<b>Other Related Searches</b>	
None available for this search.	

e) The **Historical Search** result appears.



Use your PDF buttons to save, email or print your results

### VIC Lands

#### HISTORICAL SEARCH ON 10012/768

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HISTORICAL SEARCH STATEMENT Land Victoria

Produced 13/11/2007 04:27 PM

Volume 10012 Folio 768  
Folio Creation: Created as paper folio continued as computer folio  
Parent title Volume 05583 Folio 458

RECORD OF ALTS DEALINGS

Date Lodged for Registration	Date Recorded on Register	Dealing	Imaged	Dealing Type and Details
29/07/1997	05/08/1997	U896394X	Y	TRANSFER ROBINS, KEITH LESLIE DUREAU, WENDY JOANNE
29/07/1997	05/08/1997	U896395U	Y	MORTGAGE AUSTRALIA AND NEW ZEALAND BANKING GROUP LIMITED
29/07/1997	05/08/1997	U896393B	N	DISCHARGE OF MORTGAGE S449022Y
06/08/2001	15/08/2001	X649312V	Y	TRANSFER ROBINS, KEITH LESLIE
06/08/2001	15/08/2001	X649311Y	Y	DISCHARGE OF MORTGAGE

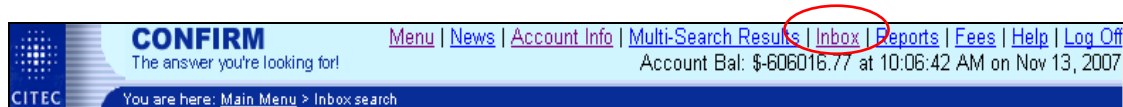
Done Unknown Zone

## 7 Revisiting your Results

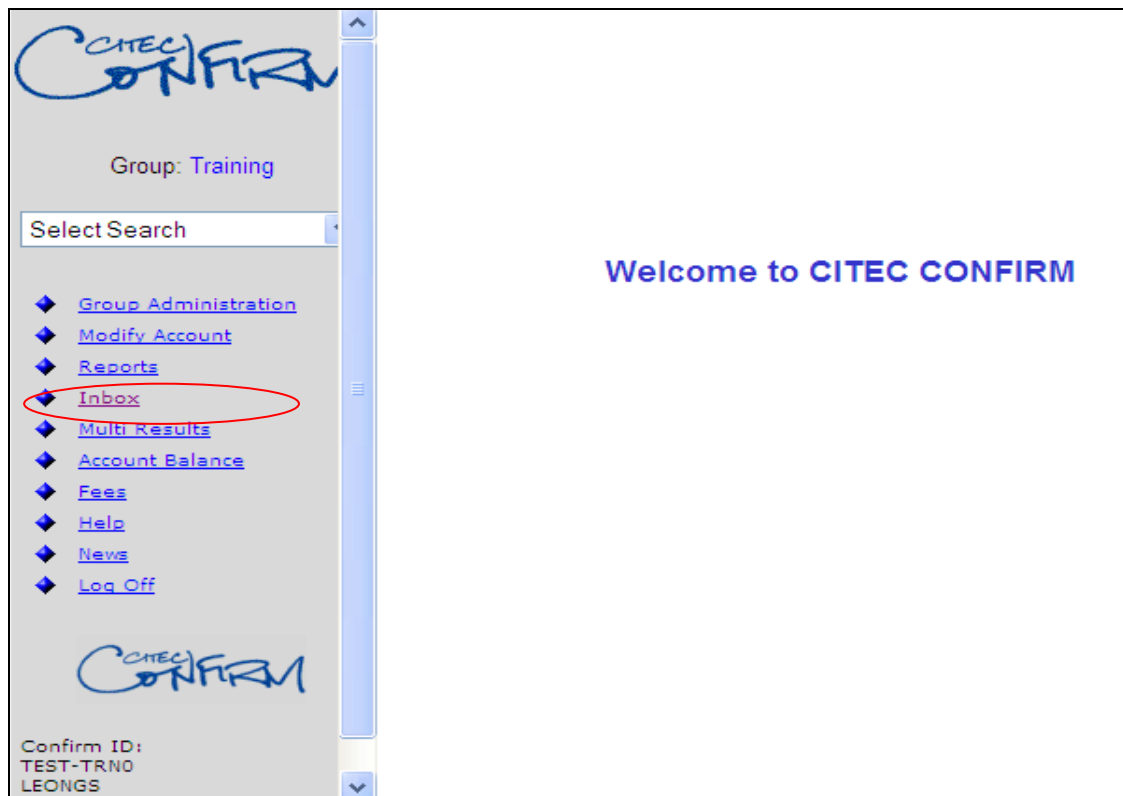
The **CITEC Confirm Inbox** provides online storage of your search requests and results for up to 30 days. You can revisit and print successful requests and results at no extra charge.

All VIC Lands results except **Title Package** will store in the **CITEC Confirm Inbox**.

- a) Select [Inbox](#) from the Control menu.



or in a customised menu:



- b) Select **VIC Lands** from the **System** drop down menu and click **Search**

**Inbox Search**

Enter search criteria to find previously requested transactions.  
Wildcard searches can be entered in any field, eg. file10% or %title%.

**System:**  **Results For:** ☒ Account ☐ This User

**Date:** ☒ for today ☐ specific day  eg. 13-11-2007

**Your Reference:**  **Transaction Level:** ☐ Parent ☒ Child

**Sort By:** ☒ Date ☐ Search Name ☐ Your Reference ☐ UserID

**Save Time and Money:** If you use a meaningful reference when searching you can now use that reference to see which searches you have already completed.

**Tip:** You can also enter further criteria to control which results you view:

- **Date** - Today, Previous Day (DD-MM-YYYY), Last n (up to 99) Days
- **Your Reference** - as entered when conducting the search, up to 40 characters, % can be used as a wildcard
- **Confirm Reference** - unique number assigned to each transaction
- **Transaction Level** - Either **Child** or **Parent**. See the Confirm Inbox FAQ's for more information.

- c) To view the result, click the **COMPLETED** link.

View Results						
Date/Time	User Id	Search Name	Your Reference	Provider Reference	Result (Click to view)	Transaction Details
06-SEP-2005 10:01:48	VICUSERS	NSW Automated Titles Title Search	test		<b>COMPLETED</b>	<a href="#">Info</a>

**Note:** All **VIC Lands** results, except for **Title Package**, are in easy to manage PDF format. You will need Adobe Acrobat Reader to view results. Visit the Confirm FAQs for more information on Adobe Acrobat Reader.

## 8 Using the Other Related Searches function

Save time with our **Other Related Searches** function. You can quickly order additional related documents from your search results with a few simple clicks.

Using an **Other Related Searches** link will take you to a pre-populated input screen. You will be asked to confirm your details and click **\$Search\$** to proceed. Clicking the **\$Search\$** button will initiate the purchase of an additional document and be charged accordingly.

- a) From your **Result Summary** screen click one of the [Other Related Searches](#) links.

**VIC Lands Title Search Result Summary**

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

**Your Search**

Your Reference	test for citec
Volume	10012
Folio	768

**Your Results**

[View Title 10012/768](#)  
[View Search Receipt](#)

**Other Related Searches**

Use the '+' icon(s) to view links to related searches. Select a link to start a new search.

☐ Plans

[Order Plan PS305372M](#)

☐ Instruments

[Order Instrument X649313S](#)  
[Order Instrument AC495060C](#)

- b) A pre-populated input screen will pop up in a new window. You can change any of the details such as **Your Reference** by typing over them. Click **\$Search\$** to request the document when have checked all the details.

**VIC Lands Imaged Plans Search**

Enter details below and click Search to view results.

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

**Your Reference**

**Plan Details** Type  \* Number  \* eg. 325632Y

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

## 9 Correcting Errors

### 9.1 Input Errors

All **VIC Lands** search screens have validation rules to help you minimise error and improve search speed. If you have tried to enter an invalid document reference you will receive an error message when you try to submit your search request. You are not charged when these errors occur.

- a) Note the error message in the red bar at the top of the search screen. Find the error symbol next to the input area and correct the details. Once corrected, click **\$Search\$** to resume your request.

**Error**    ⚠ Valid characters for Volume are 0-9.  
⚠ Folio is required.

**VIC Lands Title Multi Search**  
Enter details below and click Search to view results.  
Please ensure you use the appropriate title reference for your search. Cancelled titles can be returned and are chargeable.  
Note: \* 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:

Volume *	Folio *	Your Reference
eg. 10167	eg. 084	
1. <input type="text" value="error"/> ⚠	<input type="text"/> ⚠	<input type="text" value="demonstrate error"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>

### 9.2 Information Provider Errors


From time to time you will receive an error message directly from the information provider. This means, that your request has been sent to Landata, but they were unable to retrieve a result for you. You are not charged when these errors occur.

To save you time and improve efficiencies with our Multi Search, you will receive an [ERROR](#) link on the **Multi Search Results** page. Other requests sent at the same time will still process successfully. You can correct a single error easily by clicking the [ERROR](#) link.

- a) Click the [ERROR](#) link on the **Multi Search Results** screen.

VIC Lands Instrument Multi Search Results		
Click the Result links to view individual search results or click Print All to collate all successful results for printing.		
<a href="#">Print All</a>		
Your Search	Your Reference	Result
Instrument T123456Y	Error Demonstration	<a href="#">ERROR</a>
Instrument X649313S	Correct Search Demo	<a href="#">COMPLETED</a>

- b) Note the error message in the red bar at the top of the search screen. Find the error symbol next to the input area and correct the details. Once corrected, click **\$Search\$** to resume your request.

Error  The suffix is incorrect; the correct suffix is 'W'.

### VIC Lands Instrument Search

Enter details below and click Search to view results.

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

Your Reference	<input type="text" value="Error Demonstration"/>
Instrument	<input type="text" value="T123456Y"/> * eg. T123456Y
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text" value="solan.leong@citec.com.au"/>

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

## 10 Manual Requests

From time to time you may request a document that is not available electronically through Landata's automated title system. For your convenience CITEC Confirm provide a service to manually retrieve your documents directly from Landata.

Turnaround time can vary depending on the availability of the document requested. You will be contacted by our Victorian team directly with more information as your request progresses.

It is important that you check your search information to ensure you are requesting the correct document before proceeding with a manual order request.

Manual search results are not stored online but are returned directly to you.

- a) Click the [MORE INFO](#) link displayed on the **Multi Search Results** page.

VIC Lands Instrument Multi Search Results		
Click the Result links to view individual search results		
Your Search	Your Reference	Result
Instrument T123456W	test for citec	<a href="#">MORE INFO</a>



- b) After checking the document reference is correct, complete the Delivery Details section and click **\$Order\$**

### VIC Lands Manual Title Search

#### Your Search

Your Reference	test
Volume	12345
Folio	001

#### Your Results

**An online title is not available for vol/folio 12345/001**

The Victorian Titles Office advises: The title volume/folio is not valid

The vol/folio you have entered is either incorrect, or it is an older crown or general law title which is not available online.

**Please check your search criteria before proceeding.**

If you still believe a title does exist for this volume/folio, please complete the delivery details section below and click Order. One of our experienced Search Agents will then attempt a manual retrieval of the document. **Please note:** not all documents will be retrievable and **you will be charged for this search** regardless of the outcome.

The average delivery time for manual documents is three working days. However, this may vary dependant on the workload of the Victorian Titles Office and availability of the document. Please allow extra time for postal delivery.

#### Delivery Details

Search Request	VIC Lands Title Search				
Delivery Method	E-mail ▼ *	Select a valid <b>Delivery Profile</b> from the drop down list or use the input fields below to manually enter delivery details for your order.			
Delivery Profile	Mark Booth ▼ *				
		New	Modify	Delete	Copy
<input type="checkbox"/> Set to be default profile					

\$ Order \$

**Tip:** It is important to keep your delivery profile information up to date. CITEC Confirm will use the information in your profile to contact you and return your search results. If you are unsure if the information is up to date, to save time enter your delivery details manually. After submitting your search, use the [Maintain Profiles](#) link in your control menu to update your information for next time.

## 11 Appendix 1 – Valid Plan Types

Plan Type	Description	Valid Ranges
CP	Plan of Consolidation	100000 to 109999, 150000 to 199999
CS	Cluster Subdivision/Plan	1000 to 9999
LP	Lodged Plan	1 to 99999, 110000 to 149999, 200000 to 299999
PC*	Plan of Consolidation	350001 to 400000, 450001 to 500000 etc
PS*	Plan of Subdivision	300001 to 350000, 400001 to 450000 etc
RP	Registered Plan	1 to 19926 (URDS)
SP	Survey Plan	1 to 99999 (ALTS), 19927 to 999999 (URDS)
TP	Title Plan	1 to 999999
* The numerics for PC and PS alternate every 50000.		

## 12 Appendix 2 – Land Titles Overview

### Land Titles Overview

A title is a legal document confirming possession of land. A Title Search will return either an automated extract from the ALTS (Automated Land Title System) or an imaged title. Each title identifies the land description, the registered proprietor(s), and any associated instruments and dealings.

### Automated Titles

Automated Titles display the complete information about a title as text in a standard format. All new titles, and an increasing number of existing titles, are automated. They are identified as Register Search Statements and each extract begins with an ALTS security number, the volume/folio number of the title and a date/time stamp signifying that the information is current.

Title details are grouped under the following headings:

- Land - land description
- Registered Proprietor - type of ownership, proprietor(s) name and address
- Encumbrances, Caveats and Notices - instrument number and type
- Diagram Location - title diagram or imaged plan details
- Dealing Activity in the Last 105 Days - number, type, status and date
- Administrative Notices (if needed) - type, details and date

Instruments have their origin indicated against their number Electronic Conveyancing (E), SPEAR (S), Both (B), or neither (blank).

Automated titles are sometimes called Electronic Titles or Remote Title Statements.

### Imaged Titles

Imaged Titles are a scanned copy of the original title produced by the Land Registry, including a date/time stamp. Dealings (unregistered instruments) are not shown on imaged titles. Any imaged titles with an instrument lodged against them will be made unavailable until the instrument has been registered.

An image (PDF format) is returned for each page of the title.

If the title is not automated, but is imaged, you will automatically receive the imaged title. If the title is not automated and not imaged, then you will be given the option to order a manual title.

## 13 Appendix 3 – Land Index By Owner Name Landata Broker Deed

Before you can access the Land Index Owner Name Search facility through CITEC Confirm you will need to sign a copy of the Landata Broker Deed, this is to ensure compliance with the requirements of Victoria's Privacy Act 2000.

Only one deed per organisation needs to be completed

The Landata Broker Deed can be obtained by contacting Confirm Hotline on 1800 773 773 or by accessing [www.confirm.com.au](http://www.confirm.com.au) and clicking on the link on the VIC Lands Menu. We encourage you to read the Deed and the Landata Cover Letter, once you have read and signed the Deed you should return this to Citec by Fax: 07 3222 2747. The original should then be mailed to:

CITEC Confirm Service Centre  
GPO Box 279  
Brisbane QLD 4001

