

# Tas land searches

User guide

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Innovative Information Solutions

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# 1 Introduction

You can retrieve the following results through our online Tas land searches:

- ▶ 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 and long report
- ▶ Torrens scanned dealings.

## 1.1 Search tips

Our Tas land search screens share common elements to simplify searches.

### Email copy of your results

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

### 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	<input type="text"/>
Volume/Folio Details	Volume (Plan) Number <input type="text"/> * Folio (Lot) Number <input type="text"/> *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

### Add a reference for your search

On the search input screen, you need to add your reference to easily identify your search later.

#### 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:

Clear All
Search

### Charge points are marked

Charge points for searches are indicated by \$ signs on the Search buttons. A search fee applies for each transaction when you click **\$ Search \$** to proceed with your order.

#### 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 checked="" type="checkbox"/> C733766	MORTGAGE

Clear All
\$ Search \$

### Results are stored in your Confirm inbox

For most Tas land searches, you can view your results online immediately. The results are also stored in the Confirm inbox for 30 business days.

Access your inbox from the header menu located at the top right of every screen.

[Home](#) | [Menu](#) | [Account Info](#) | Inbox | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)  
 Account Bal: \$10.00 at 12:40:03 PM on Mar 4, 2022

## 1.1.1 Retrieve your results and order related searches

After you provide your search details and search, a result screen will display. For Torrens scanned dealing searches, the screen flow is different. We explain the differences below.

### Searches other than Torrens scanned dealings

Click **Select Documents** to choose the documents you'd like to order for a property.

**TAS Lands Owner Name Browse**

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

**Your Search**

Your Reference                      123456  
Surname                                Smith  
Given Name(s)                        John

**Your Results**

[View Search Receipt](#)

Volume	Folio	Name	Address
12345	14		<a href="#">Select Documents</a>

Then, select the document you'd like to order.

**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

## Torrens scanned dealing searches

For Torrens scanned dealing searches, after you provide your search details and search, select the document/s you require and click **\$ Search \$** to order them.

### 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 checked="" type="checkbox"/> C733766	MORTGAGE

Select **COMPLETED** to continue to the result summary page and access your search results.

### 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>

On the result summary screen, you can view your results and order additional searches via 'Other Related Searches'.

### 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**

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

## 1.2 Start searching

From the Confirm main menu, under Land Searches, select **TAS Land Searches** and the search you require.

**View Menu By Product**

[View Menu by State](#)

**Land Searches**

- [ACT Land Searches](#)
- [NSW Land Searches](#)
- [NSW Land Tax and Valuation Certificates](#)
- [NT Land Searches](#)
- [QLD Contaminated Land Search](#)
- [QLD Land Searches](#)
- [QLD Land Tax Certificates](#)
- [SA Land Searches](#)
- [TAS Land Searches](#)
- [Telco Cable Search](#)
- [VIC Land Searches](#)
- [WA Land Searches](#)

**Property Conveyancing and Settlements**

- [National Settlement Services](#)
- [NSW Conveyancing](#)
- [QLD Conveyancing](#)
- [QLD Transport & Main Roads Property Search](#)
- [VIC Conveyancing](#)
- [VIC Property Sales History Report](#)

**Manual Services**

- [National Manual Services](#)

**Corporate and Individual Searches**

- [ASIC and Business Name Searches](#)
- [Commercial Enquiries](#)
- [Bankruptcy Register](#)
- [PPSR - Personal Property Securities Register](#)

**Vehicle Searches and Lodgements**

- [QLD Motor Vehicle Register](#)

**Court eFiling**

- [QCAT - QLD Civil and Administrative Tribunal eFiling](#)
- [QLD Magistrates Court eFiling](#)
- [VIC County Court eFiling](#)
- [VIC Magistrates Court eFiling](#)
- [Court Filing - Manual Services](#)
- [QCAT - Neighbourhood Disputes Registry Search \(Tree and Fence\)](#)

**Police Searches**

- [QLD Property Crime Reports](#)
- [QLD Traffic Incident Reports](#)
- [VIC Crime Reports](#)

### 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](#)

**Note:** Click the information 'i' icons to view details about a search.

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

[Home](#) | [Menu](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)  
Account Bal: \$10.00 at 12:40:03 PM on Mar 4, 2022

## 2 Tas lands search

The Tas lands search provides the following results:

- ▶ 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 and long report.

In this section, you can find result descriptions for the above and instructions on [how to search](#).

### 2.1 Result descriptions

#### Adjusted values report

Adjustment factors adjust the levels of value for all property in a particular locality and valuation classification. This enables 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:

- ▶ to see if rates and water bills might increase or decrease
- ▶ to review the rent for a property
- ▶ if purchasing a property.

View a sample [adjusted values report](#).

#### Council certificate

A council certificate may show any restriction that a local authority has to connect lots to a water supply or sewerage system. The council seals the certificate, and it is often signed by members of council, the solicitor and the surveyor to act for the owner.

A council certificate may be useful to consider when buying property in a subdivision. It can show whether a local authority has declared that it cannot provide a sewerage or water connection to the property.

View a sample [council certificate](#).

### **Registered change of by-laws for a strata scheme**

The body corporate of a strata scheme can make its own by-laws, which cover managing common property and the use and enjoyment of the lots and common property. For example, they could:

- ▶ require occupiers and visitors to park in a designated area
- ▶ allow only one small dog per lot.

The body corporate can also change by-laws. The body corporate lodges by-laws and change of by-laws documents with the land titles office for registration.

Not all strata titles will have a change of by-laws document available.

View a sample [change of by-laws result](#).

### **Folio text (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
- ▶ edition
- ▶ issue date of that title edition
- ▶ description of the land
- ▶ current registered owner's name
- ▶ interests registered against the land (for example mortgages, caveats or easements)
- ▶ unregistered dealings.

The folio text and folio plan together provide a title search. You might need a current title search when you:

- ▶ require proof of land ownership
- ▶ seek planning or building approval
- ▶ buy a property.

View a sample [folio text result](#).

## Folio plan

The folio plan is a land diagram, usually illustrating the property size and shape, and the boundaries to adjoining properties.

The plan supports the folio text. It includes information about:

- ▶ whether the land was surveyed
- ▶ if the plan was compiled from other plans
- ▶ whether the diagram is a sketch by way of illustration only
- ▶ registered number and lot numbers.

They may also show land areas and scale, boundary lengths and bearings, and marked easements.

Meanwhile, the folio plan for a strata scheme (for example units/apartments) will include:

- ▶ lot areas
- ▶ name and address of the body corporate
- ▶ general unit entitlements
- ▶ common property.

The folio text and folio plan together provide a copy of a title search.

View a sample [folio plan result](#).

## Plan-related searches

Plan-related documents usually relate to the survey plan. They may include amendments to survey notes, and correspondence between the land titles office and interested parties about the plan.

View a sample [plan-related searches result](#).

## Property report

A property report includes the property ID number and address, municipality, rate payers, title number and current owner/s. Improvements on the land are also available. They include:

- ▶ type and area of improvement/s
- ▶ construction year of the main building
- ▶ roof and wall materials
- ▶ land area.

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The property report also shows the two most recent sales (from July 1982 onwards) and government valuations. It may include a basic map which depicts the property and surrounding properties.

A property report may be useful if you're looking to buy property and would like to check:

- ▶ building age, size, and construction materials
- ▶ land area
- ▶ last government valuation and sale price for the property.

View a sample [property report](#).

### **Schedule of easements**

A schedule of easements sets out any easements or covenants that affect the titles. These might include:

- ▶ drainage
- ▶ pipeline
- ▶ power supply
- ▶ right of carriageway or footway
- ▶ restrictive covenant or fencing covenant.

Not all titles will have a schedule of easements. Some easements are in the second schedule of the folio text, and some titles aren't affected by easements.

A schedule of easements may be useful when buying a property, as it may provide information about access to the land, and any restrictions on its use.

View a sample [schedule of easements](#).

### **Survey notes**

Survey notes are registered documents that go with a survey plan. The survey notes vary depending on the survey age, but will contain the areas, bearings and distances for individual lots.

It may also include the surveyor's name, survey date, calculations, observations, notes, and where boundaries have been resurveyed.

A copy of the survey notes for a title may be useful if you're interested in the land's history. Sometimes the survey notes document the age of fences and buildings and record other items on the land.

View a sample [survey notes result](#).

## Unregistered dealings long report

The unregistered dealings long report includes:

- ▶ title reference
- ▶ dealing number
- ▶ full description of the dealing/s
- ▶ lodging party
- ▶ date dealing was lodged with the land titles office.

An unregistered dealings report is also known as a 'check search' in other states.

This report may be useful to view the details of unregistered dealings recently lodged with the land titles office. Not all titles will have an unregistered dealings long report document available.

View a sample [unregistered dealings long report](#).

## Unregistered dealings short report

The unregistered dealings short 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. The report includes:

- ▶ title reference
- ▶ date dealing was lodged
- ▶ dealing type (for example mortgage, priority notice, transfer)
- ▶ instrument number
- ▶ date dealing was registered (if applicable).

An unregistered dealings short report may be useful to check whether any unregistered dealings have recently been lodged with the land titles office. Not all titles have an unregistered dealings short report document available.

View a sample [unregistered dealings short report](#).

## 2.2 How to complete a search

For a Tas lands search, you can search by:

- ▶ owner name
- ▶ volume/folio
- ▶ address
- ▶ dealing number.

To search, follow these steps:

1. On the search details input screen, enter the details you're searching, your reference and search.
2. The browse screen will display. Click **Select Documents**, choose the documents you'd like to order and select **\$ Search \$**.
3. A result summary page will display where you can access your search results.

## 2.3 Search by owner name

Note: For an individual's name, you must enter at least a **Surname**.

### 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.

<b>Your Reference</b>	AF:7863/90
<b>Owner Details</b> Enter either Surname/Given Name(s) OR Company Name	
<b>Surname</b>	lbbott *
<b>Given Name(s)</b>	Robert *
<b>Company Name</b>	*
<b>Email</b>	<input checked="" type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">j.smith@smithlaw.com.au ×</div>
<input type="button" value="Clear All"/>	<input type="button" value="\$ Search \$"/>

## 2.4 Search by volume/folio

### 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	<input type="text"/>
Volume/Folio Details	Volume (Plan) Number <input type="text"/> * Folio (Lot) Number <input type="text"/>
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

## 2.5 Search by address

### 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	<input type="text"/>
Property Name	<input type="text"/> * eg. The Manor
Street Number	<input type="text"/> *
Street Name	<input type="text"/> * eg. Main
Street Type	<input type="text" value="Select ..."/> * eg. Street
Suburb	<input type="text"/> *
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

## 2.6 Search by dealing number

### 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:

Note: To order a copy of a dealing, use the [Torrens scanned dealing search](#).

You may need to obtain the folio text (title) to identify the relevant dealing number.

## 3 Torrens scanned dealing search

Torrens scanned dealings are copies of dealings registered against a certificate of title under the *Land Titles Act 1980* (Tas) (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.

A Torrens scanned dealing may be useful to:

- ▶ find out more about the history of a property's ownership
- ▶ check how an easement or covenant affects a property.
- ▶ Not all dealings are scanned electronically.

View a sample [Torrens scanned dealing](#).

### 3.1 How to complete a search

For Torrens scanned dealings, you can search by:

- ▶ volume/folio
- ▶ dealing number.

1. On the search details input screen, enter your reference, the details you're searching on and click **Search**.
2. The browse screen will display. Select the document/s you require and click **\$ Search \$**.
3. Your search will proceed to a Results page. Select **COMPLETED** to continue to the Result summary page and access your results.

## 3.2 Search by volume/folio

### 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:

Clear All

Search

## 3.3 Search by dealing number

The dealing number search enables you to search for a specific dealing.

### 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: Tas dealing numbers are typically in one of the following formats:

- ▶ 12345
- ▶ A12345
- ▶ A12345B.