## Qld land searches

User guide

**CITEC Confirm** 

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### 1 Introduction

CITEC Confirm offers various Qld land searches, including for:

- titles
- statements
- imaged documents.

Titles Queensland maintains all Qld titles.

## 1.1 Search tips

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

#### Email a copy of your results

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

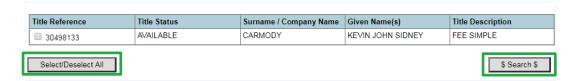
# QLD Lands Title Search By Title Reference Enter all required details then click Search to view result. Please ensure you use the correct Title details for your search. Cancelled titles can still be retrieved and will incur the standard fee. ★ denotes mandatory fields and ★ denotes conditional fields. Please refer to help for further information. ✓ Yes, I would like an additional copy of my results emailed to: john.smith@email.com.au

#### Add a reference for your search

You need to provide a reference for each search that you complete. Your reference is up to you, but you should enter something to help you identify the transaction among your records.

#### Charge points are marked

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



#### Select/Deselect All

On the browse results screens, use Select/Deselect All to quickly select the items you need.

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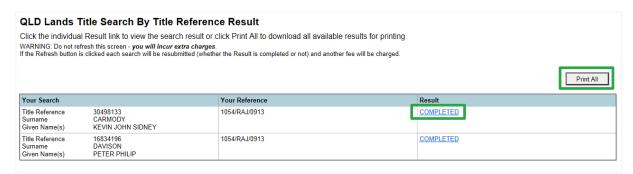
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#### **Print All**

- On the results screens, if you ordered multiple items, a Print All button will display. When all rows have processed, select Print All to download all results.
- For individual items, select **COMPLETED** to view your result summary, which will display links to your search results.



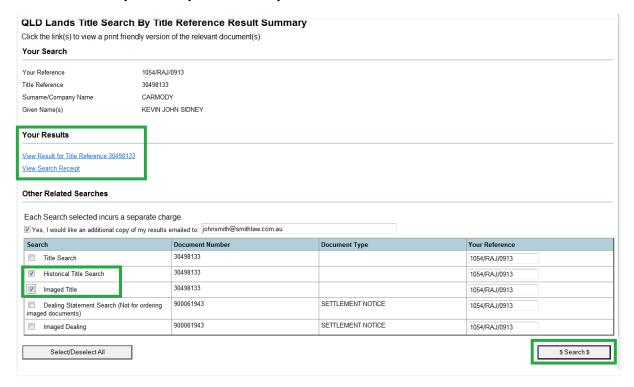
#### Browse results screen

For searches that produce multiple results, a browse screen displays where you can choose results to search on.



#### Order related searches and view your results

On the result summary screen, you can view your results and order additional searches.



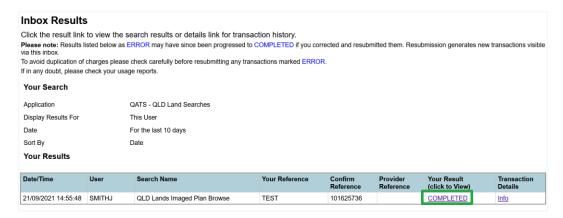
#### Results are stored in your Confirm inbox

For most Qld 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.



You can view the result status in the Confirm inbox as well.



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#### **Retrieving non-imaged documents**

Imaged documents typically return within a few minutes.

A status of non-imaged may be returned when incorrect information is entered.

If you receive a non-imaged status for your search, first check if the search details are correct.

If the document exists, the titles registry manually locates and scans non-imaged documents, so you may not receive them for several days. You can retrieve non-imaged documents via your Confirm inbox and receive them via email, if requested.

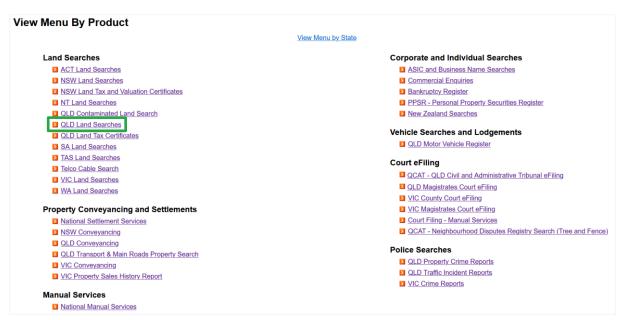
Note:

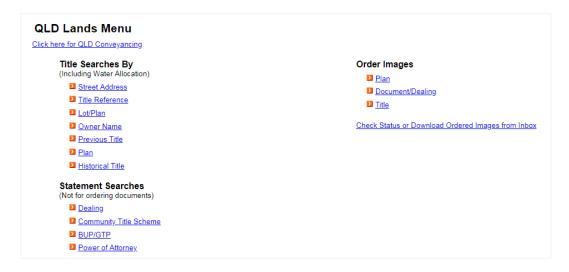
Not all non-imaged documents and plans are available. For instance, some documents may have been destroyed or be too old to image.

Some older documents may only be available via Titles Queensland.

### 1.2 Start searching

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





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.

<u>Home</u> | <u>Menu</u> | <u>Account Info</u> | <u>Inbox</u> | <u>Reports</u> | <u>Fees</u> <u>Help</u> <u>Sign out</u> Account Bal: \$5.00 at 10:56:38 AM on Dec 13, 2022

#### 2 Title search

A title is a legal document confirming possession of land. Extracts from Titles Queensland have a standard format. Each extract begins with a request number and a date/time stamp signifying that the information is current.

Information about the title is under the following headings:

- estate and land land description, type of ownership, and so on
- registered owner details and associated dealings
- easements, encumbrances and interests all associated registered dealings
- administrative advices type and associated dealings or nil
- unregistered dealings type or nil.

An extract from the Automated Titles System (ATS), or an automated title, is a record of current information, whereas an imaged title is a record of historic information before 1994/1995.

View a sample current title search result.

We enable you to search on titles with different search criteria – these options are all listed under the **Title Searches By** heading.

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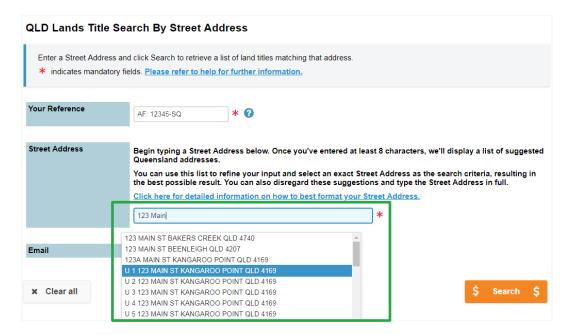
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#### 2.1 Title search by street address

1. On the search details input screen, enter your reference and start typing the address. A list of possible matches will display. Select the address you need and search.



- 2. The browse results will display, with the title reference, lot and plan, and first owner name. A summary report of the results is available to download. To order a title search for any matches, select the checkbox and click **\$ Search \$**.
- 3. The result page will display, where you can access your results.

View a <u>sample street address search result</u>.

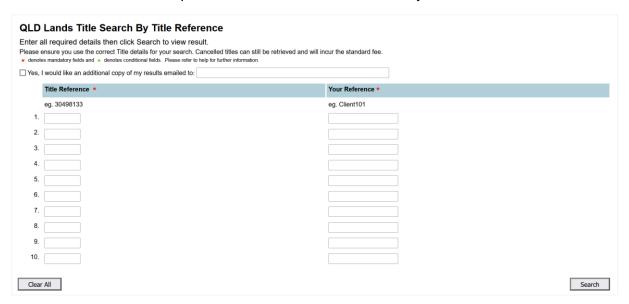
## 2.2 Title search by title reference

A title reference is a unique 8-digit identifier for a title. Title references have only numbers – using letters will return an error.

The first number represents the registry region and is either 1, 2, 3, 4 or 5. The next four numbers represent the volume, and the last three numbers represent the folio. Zeros are used to replace missing digits in the volume and folio numbers.

For example, reference 12345006 is 1/2345/006 or registry region 1/volume 2345/folio 6.

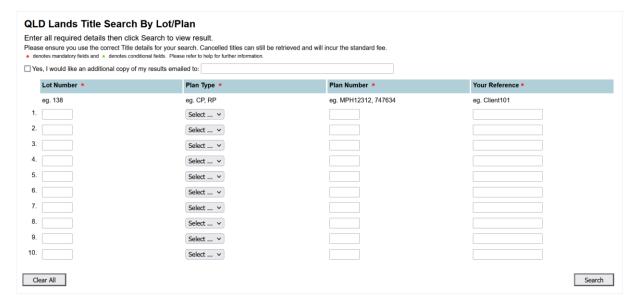
1. On the search details input screen, enter the title reference, your reference and search.



- 2. The title description, name and status of each title will display in a browse list. Select the title reference/s you need and click **\$ Search \$**.
- 3. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select **Print All** to download them.

### 2.3 Title search by lot/plan

1. On the search details input screen, enter the lot and plan number, your reference and select the plan type. Then, search.



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Note:

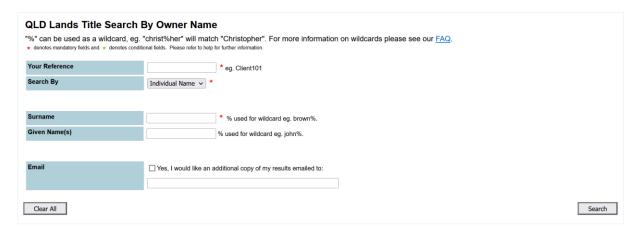
Any plan without a prefix is likely to be a crown plan. Crown plans may include lots with letters, in which case **search by plan number instead of lot/plan**.

The correct format for entering a crown plan is plan type CP and plan number – all other details (non-standard prefix and number).

- 2. A list of title references associated with the lot/plan numbers you entered will display in a browse list. More than one row may return for each lot and plan. Select the title reference/s you need and click \$ Search \$.
- 3. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select **Print All** to download them.

#### 2.4 Title search by owner name

1. Enter your reference. From the 'Search By' dropdown list, select Individual Name or Company and enter the required details.



Note:

You can use wildcard '%' when searching on a company name or surname. Enter at least three characters before the wildcard.

For given names, enter at least one character. If you don't use a wildcard, the search will look for exact matches in that field.

2. A list of title references for possible matching titles will display in a browse list. Each entry will include the full name details recorded on that title.

Note:

Some individuals may have requested to suppress their details. If one or more title results have suppressed details, a message will display above the list of possible matches. These titles will *not* display.

- 3. Select the title references you need and click \$ Search \$.
- 4. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select **Print All** to download them.

## 2.5 Title search by previous title

Searching on the reference of a fully cancelled title will find the new title reference/s for that land parcel.

1. Enter your reference and the title reference of the cancelled title.



- The new title reference for the title you entered will display in a browse list along with the title description, name and status for that title. Select the title reference you need and click \$Search \$.
- 3. Select **COMPLETED** to view the results summary, where you can download your result.

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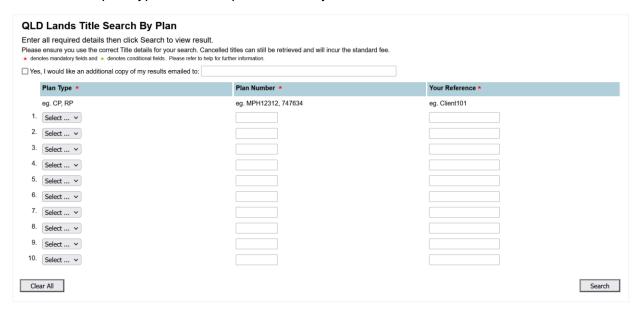
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## 2.6 Title search by plan

1. Select the plan type, enter the plan number, your reference and search.



- 2. A list of title references for all the lots associated with the given plan numbers will display. Select the title references you need and click \$ Search \$.
- 3. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select **Print All** to download them.

#### 2.7 Historical title

A historical title will provide current information as well as a list of any dealings registered, since the title transferred to the Automated Titles System (ATS). The search provides information such as past owners or changes to land descriptions.

Titles created since 1994 were entered straight onto the ATS, so every change since the title's creation will be on the historical title (except for current title information).

Historical information before 1994 is on the imaged title. For titles created before 1994, to obtain a complete historical record, order copies of the imaged title and historical title.

Title reference numbers beginning with 1, 2 or 3 are sometimes referred to as paper titles. They were created before 1994 and are now imaged.

Title reference numbers beginning with a 5 (or higher) have been created since 1994. They're called computer titles, because they were immediately entered onto the ATS and have never been 'paper'.

View a sample historical title search result.

To search, on the search details input screen, enter your reference, the title reference and click **\$ Search \$**. The result summary will display links to your result.

QLD Lands Historical Title Search  Enter all required details then click Search to view result.  Your result will include information on all registered dealings since the title was automated.  This result will not include the history prior to automation. The history can only be obtained from an image request of the title.  * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.			
Your Reference	* eg. Client101		
Title Reference	* eg. 30651201		
Email	Yes, I would like an additional copy of my results emailed to:		
Clear All	\$ Search \$		

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### 3 Statement searches

## 3.1 Dealing statement

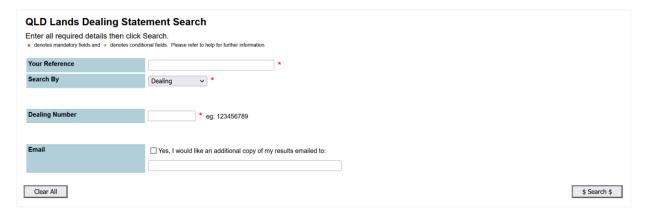
A dealing statement search provides you with an extract that will display:

- dealing number
- type and status
- relevant dates
- associated title and/or plan numbers.

View a <u>sample dealing statement</u>.

Note: This search doesn't provide you with an imaged dealing. You can order them through Order images: Document/Dealing on the Qld lands menu.

- Enter your reference and select the dealing type (Dealing or Pre-ATS Dealing) from the 'Search By' dropdown list. The required input fields will dynamically update, based on the dealing type you select.
- 2. Next, enter the dealing number and click \$ Search \$.



3. The result summary will display, where you can download your result.

## 3.2 Community title scheme (CTS) statement

A community titles scheme (CTS) includes jointly administered lots (scheme land) and the community management statement (CMS) that defines that administration. The scheme land must include common property.

The Body Corporate and Community Management Act 1997 (Qld) (BCCM Act) introduced community title schemes to better administer group titles, building units and strata corporations.

Five regulation modules exist to meet the needs of different community title scheme types:

- standard
- accommodation
- commercial
- small schemes
- specified two-lot schemes.

The regulation modules set out rules related to committees, general meetings, as well as financial, property management and insurance. A CTS statement provides the following information:

- full scheme name and address of the body corporate
- CMS number and CMS dealing number
- type of regulation module
- associated title references and plan numbers.

Note: This search does **not** provide you with a community management statement.

You can order a CMS through Order images: Documents/Dealings on the Qld lands menu using the CMS dealing number provided on your CTS search extract.

To learn more about a CMS, refer to our glossary.

To order a body corporate title that will list the body corporate address and CMS dealing number, search on lot zero of the base plan (for example, Lot 0 BUP1000).

You can search for a CTS with a scheme or building name, CMS number or plan number.

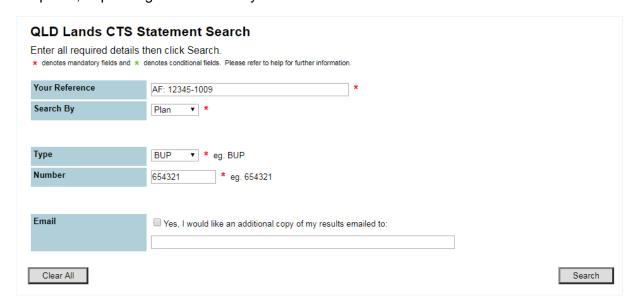
View a sample community title scheme statement.

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1. On the search details input screen, enter your reference and select the search criteria (Plan, Scheme or CMS) from the 'Search By' dropdown list. The required input fields will dynamically update, depending on the criteria you select. Enter the details and search.



- 2. The browse results will display. Select the CTS number/s you need and click \$ Search \$.
- 3. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select **Print All** to download them.

#### 3.3 BUP/GTP statement

Building unit plans (BUPs) and group title plans (GTPs) are plan types that existed under the *Building Units and Group Titles Act 1980* (Qld). The *Body Corporate and Community Management Act 1997* (Qld) (BCCM Act) supersedes this legislation.

Both plan types have collectively administered subdivisions. The body corporate administrates them.

A GTP was created when land became subdivided into collectively administrated lots. A BUP was created when a building became subdivided into collectively administrated units.

GTPs could further subdivide into BUPs if required. However, BUPs could exist independently and weren't necessarily GTP subdivisions. BUPs could only subdivide into strata lots.

The result of a BUP/GTP statement search is an extract from the ATS that will include:

- full group or building name and the body corporate address
- associated title references and plan numbers
- number of community title scheme (CTS) conversion if applicable.

The Building Units and Group Titles Act, while not available for new developments, remained in force for existing BUPs and GTPs until mid-1997. At this time, all BUPs/GTPs were automatically allocated a CTS number and assigned the 'standard module' community management statement by default.

However, legislation that requires or allows ongoing governance under the Building Units and Group Titles Act cover some lots.

View a sample building unit plan statement.

Note: This search doesn't provide an imaged copy of the BUP or GTP.

You can order them through Order images: Plan on the Qld lands menu.

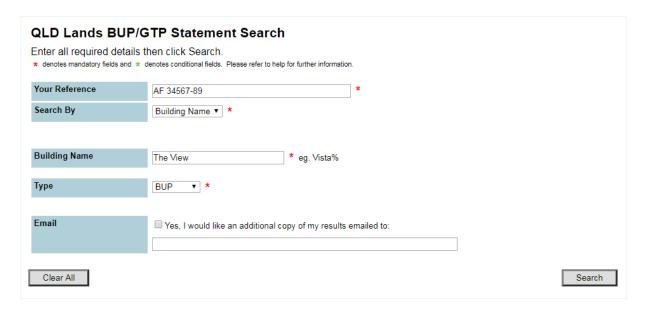
 On the search details input screen, enter your reference and select the search criteria (Plan or Building Name) from the 'Search By' dropdown list. The required input fields will dynamically update, based on the criteria you select. Enter the details and search.

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- 2. The browse result will display. Select the BUP/GTP numbers you need and click \$ Search \$.
- 3. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select **Print All** to download them.

### 3.4 Power of attorney statement

A power of attorney (POA) is a written instrument authorising a person to act as agent for another person to the extent indicated in the instrument. The person with authority doesn't need to be a legal practitioner, and could be the Public Trustee, the Adult Guardian, a relative or friend of the principal.

In Qld, a POA dealing with real estate must be stamped and recorded in the Power of Attorney Register within the land registry.

A POA statement extract includes:

- principal and attorney names
- dealing number
- effective date.

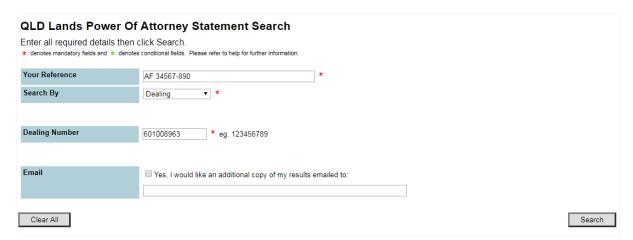
You can retrieve POA information related to real estate from this search.

View a <u>sample power of attorney statement</u>.

Note: This search doesn't provide an imaged copy of the POA document.

You can order a POA document through Order images: Documents/Dealings on the Qld lands menu.

1. On the search details input screen, enter your reference and select the search criteria (Dealing, Pre-ATS Dealing, Principal or Attorney) from the 'Search By' dropdown list. The required input fields will dynamically update, based on the criteria you select. Enter the details and search.



- 2. The browse results will display. Select the dealing numbers you need and click \$ Search \$.
- 3. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select Print All to download them.

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## 4 Order images

An imaged title, plan or document is one that has been scanned and stored electronically.

The imaged title is a 'snapshot' of the title as it was in 1994/1995. Imaged plans and dealings are exact replicas of the original items filed with the title registry.

View a sample imaged:

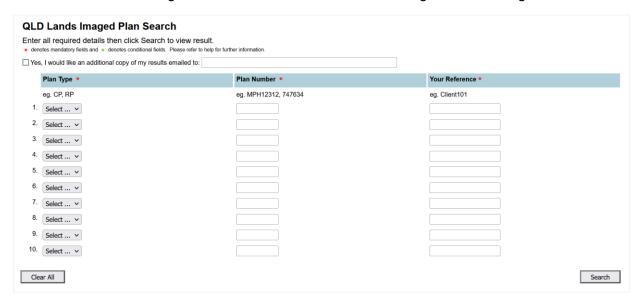
- plan
- dealing
- title.

Note:

Most documents have been imaged. We recommend that you check the document details you've entered before requesting non-imaged documents.

### 4.1 Order imaged plan

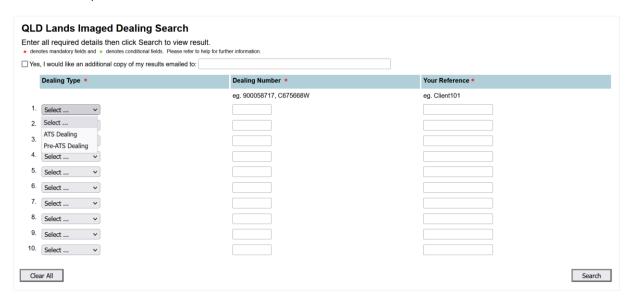
1. On the search details input screen, select the plan type, enter the plan number, your reference and search. The image status shows if the document is imaged or non-imaged.



- 2. Select the document/s you need and click \$ Search \$.
- 3. The result page will display. Select **COMPLETED** to access your search results. For multiple results, select **Print All** to download them.

## 4.2 Order imaged document/dealing

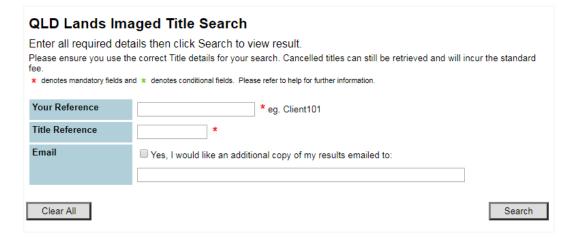
1. On the search details input screen, select the dealing type, enter the dealing number and your reference, and search.



- 2. Select the document/s you need and click \$ Search \$.
- The result page will display. Select COMPLETED to access your search results. For multiple results, select Print All to download them.

### 4.3 Order imaged title

1. On the search details input screen, enter your reference, the title reference and search.



- 2. The browse screen will display. Select the title reference you need and click \$ Search \$.
- 3. The result page will display. Select **COMPLETED** to access your search results.

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