



Ordering a Certificate of Title with Sketch

Land Enquiry Services Quick Guide

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Version: 2

Ordering a Certificate of Title with Sketch

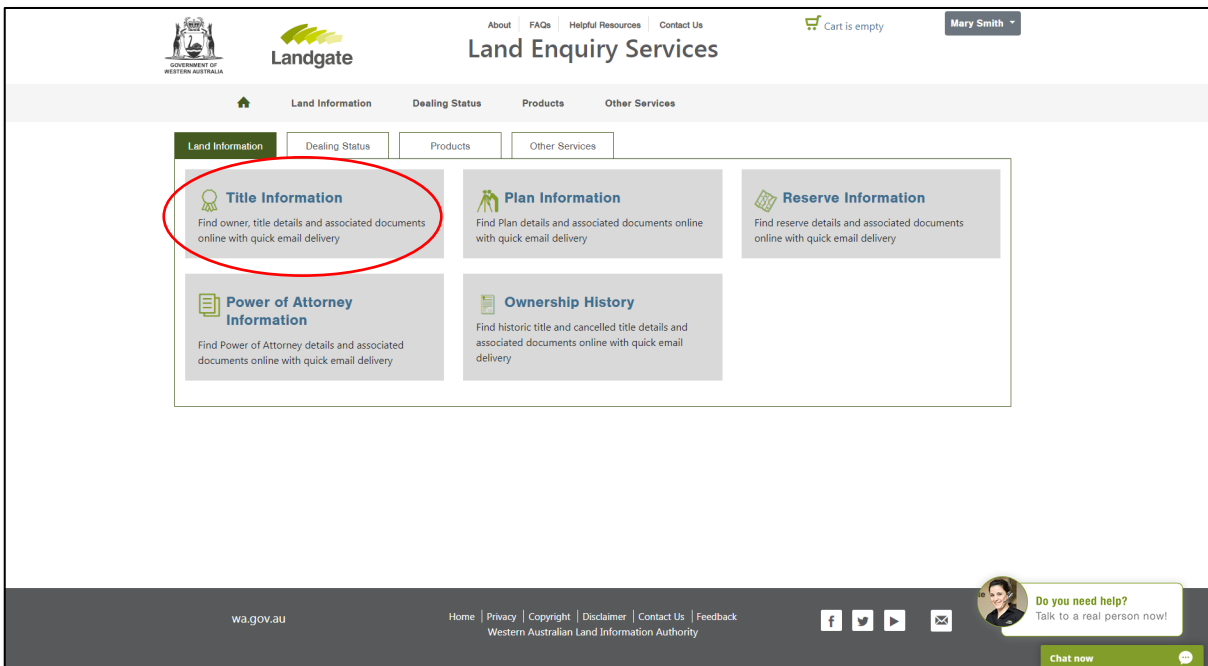
Land Enquiry Services has a product available for Billing Account customers called 'Certificate of Title with Sketch'. As the name suggests, it contains a copy of the Certificate of Title and a copy of the Sketch as shown on the superseded paper Certificate of Title. The Sketch Title is always purchased as a bundle with the Certificate of Title in Land Enquiry Services.

Log into Land Enquiry Services, search for the property and add the 'Certificate of Title with Sketch' product to the shopping cart, pay with your credit card or Billing Account, and receive a PDF copy of both titles via email within 30 minutes of successful submission.

You will be able to tell the two products apart as the Sketch Title will have a watermark down the left-hand side stating, 'For Sketch Purposes Only'. It is important to distinguish between the two, as the Sketch contains details such as proprietors or encumbrances that may no longer be current.

Searching in Land Enquiry Services

Log into Land Enquiry Services and select 'Title Information'.



Select the desired enquiry option to search the criteria you have available and then select 'search'.

Title Information

Enquiry Options

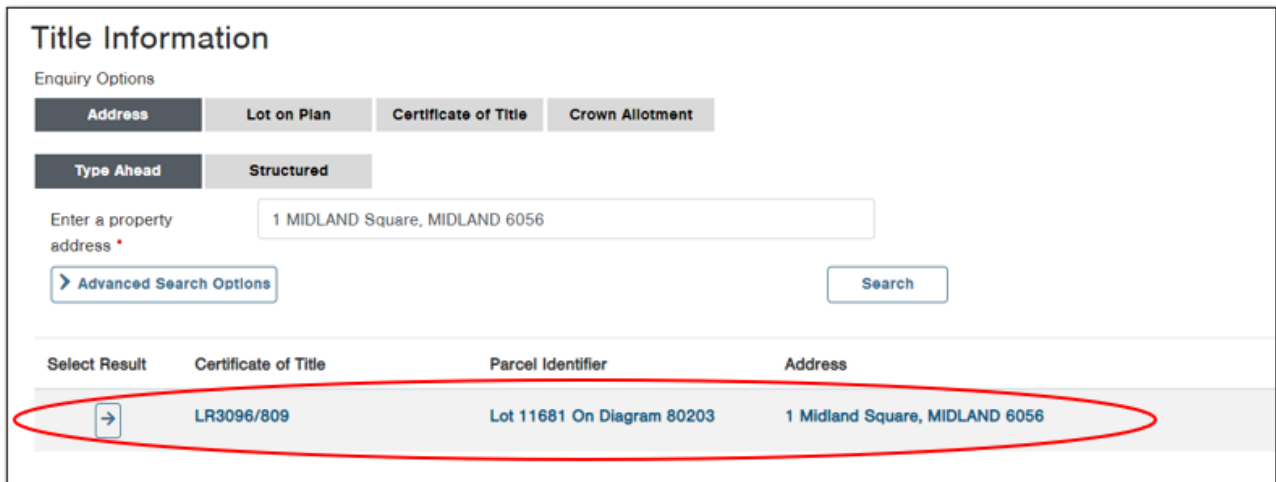
Address	Name	Lot on Plan	Certificate of Title	Crown Allotment
Type Ahead	Structured			

Enter a property address *

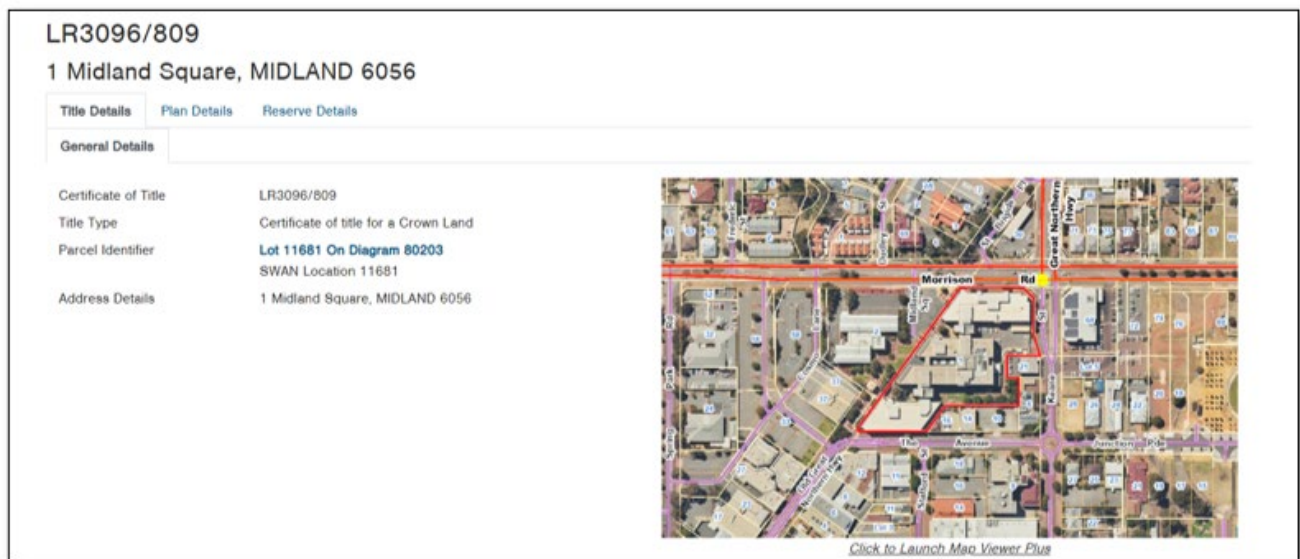
[> Advanced Search Options](#)

Adding the Product to Your Cart

Once the results appear on the screen, you will need to select the property you wish to see more details on. You can click on the result line, including the arrow button.

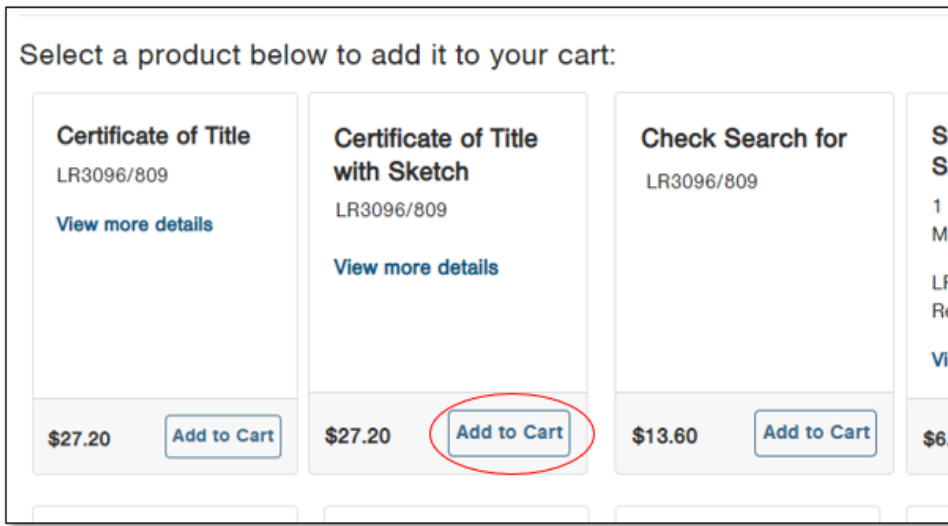


Once on the Title Details screen, you will see some information on the left-hand side and a Map Viewer Plus image on the right. Use these details to help confirm you have the correct property.



Scroll down the page to see the product tiles available. As your Landgate login is joined to a Billing Account, you will have access to the Certificate of Title with Sketch product if it is available for the property.

Add the 'Certificate of Title with Sketch' product to your shopping cart.

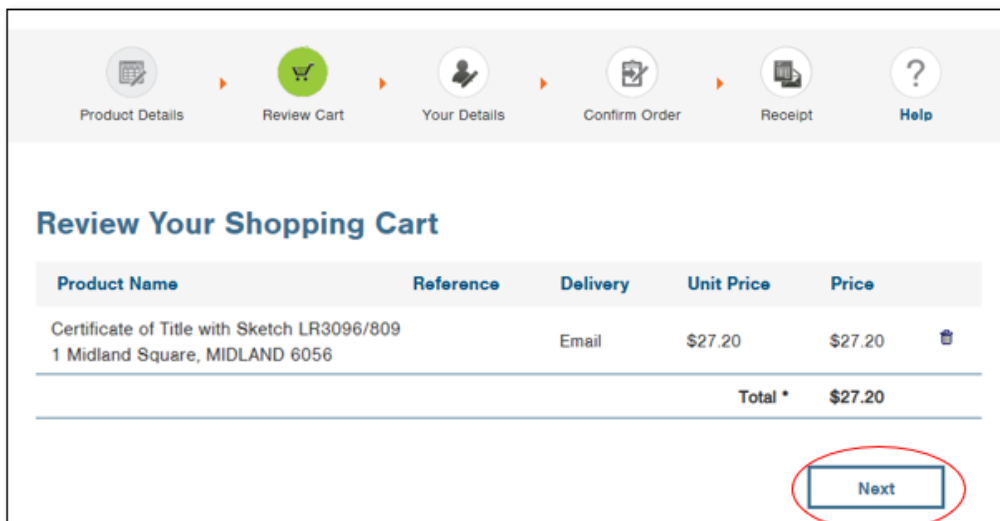


If a Sketch Title is available, then the product will add successfully to your cart, and the button will change to say View Cart. You will also notice that the cart at the top of the page is updated with the cost of the Certificate of Title purchase.

If there is no sketch available for the property, you will receive an alert to advise so. If you require a drawing of the property and no sketch is available, then it is recommended that you purchase a copy of the property's plan instead.

Completing Your Order

Click on the cart icon located at the top of the page to view the items you have added to your order. It is easy to identify the product in your cart, as it will state 'Certificate of Title with Sketch' as the product name next to the volume and folio number.



Select Next, enter your payment details and ensure they are correct before proceeding to the confirmation screen.

Read the confirmation screen carefully to ensure your cart contains all the correct items, then confirm and submit your order.

Once Landgate has successfully received payment, you will be provided with the request number and confirmation of the email address the product will be sent to.

ORDER SUCCESSFUL

Landgate Request Number

85107466

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If your order has not been received within 30 minutes, please don't re-order. As a billing account user, you can use MyLandgate to see if the order has been processed. Use the Tools > View Request option in your MyLandgate channel, to look up the Request number for your order. If it has processed, you can download the product and confirmation without having to wait for the email.

If it is not available, or would like assistance to go through the View Request function, contact Customer Service who can assist you.