

Ordering a Certificate of Title

Land Enquiry Services Quick Guide Last Updated: 8th January 2024 Version: 3





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Landgate Version: 2 2023

Ordering a Certificate of Title

A copy of a Certificate of Title can be ordered through Land Enquiry Services located on the Landgate corporate website. Add the Certificate of Title to the cart, pay with your credit card or Billing Account, and receive a PDF copy via email within 30 minutes of successful submission.

If you have a Billing Account, you will need to log in to have access to the Industry products and charge your account.

Searching in Land Enquiry Services

Open Land Enquiry Services and select 'Title Information'.

Landgate	About FAGe Helpful Resources Contact Us Land Enquiry Services	Cart is empty Mary Smith •	
A Land	Information Dealing Status Products	Other Services	
Intel Information Products Find owner, title details and associated documents online with quick email delivery Power of Attorney Information Find Power of Attorney details and associated documents online with quick email delivery Find Power of Attorney details and associated documents online with quick email delivery	Other Services Content Servic	Reserve Information Find reserve details and associated documents online with quick email delivery	

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

Title Information

Address	Name	Lot o	n Plan	Certificate of Title	Crown Allotment
Type Ahead	Structured	I			
Enter a property add	iress *	e.g. 1 MIDLANI	D Square, M	IDLAND 6056	
> Advanced Sea	rch Options				

Continue to the Title Details Screen

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.

Title Inform	mation				
Enquiry Options					
Address	Lot on Plan	Certificate of Title	Crown Allotment		
Type Ahead	Structured				
Enter a property address *	1 MIDLAND 8	3quare, MIDLAND 6056			
> Advanced Set	arch Options			Search	
Select Result	Certificate of Title	Parcel	dentifier	Address	
>	LR3096/809	Lot 116	81 On Diagram 80203	1 Midland Square, MIDLAND 6056	

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.

LR3096/809

1 Midland Square, MIDLAND 6056



Click to Launch Map Viewer Plus

Scroll down the page to see the product tiles available and select the Certificate of Title product by clicking add to cart.



Need to order more than one title for one property? Conduct a fresh search by entering new criteria to locate and add more products to your order.

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A ~ X * IA	Order Multiple	Products		Titles separated by commas, you
A	Certificate of Title	Enter Certificate of Title Numbers	Sketch Customer Reference	can copy and paste them into the
1 1234/567,	Plan or Strate Plan	1294/567		Order Multiple Products screens
2 2789/691,	Property Interest Report			Order Malapie i roddets sereens
3 2798/692.	Check Search	2789/691		Land Francisc Oraciana
4 1458/780.	Document	2798/692		Land Enquiry Services
5 1282/940	Power of Attorney Document			automatically separates each
6 1450/500	Year Document	1458/780		product into a new line saving
0 1430/300,	Field Record	1282/840		you time and increasing accuracy
	Memorial Book	(Subject to Dealing)		,,,,,,,,,_
	Title Wetch	1450/500		

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.

	•	¥.	•	*	•	Ð	•		?
Product Details		Review Cart		Your Details		Confirm Order		Receipt	Help

Review Your Shopping Cart

Product Name	Reference	Delivery	Unit Price	Price	
Certificate of Title LR3096/809 1 Midland Square, MIDLAND 6056		Email			ŧ
			Total *		
			(Next	\supset

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.

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If your order has not been received within 30 minutes, please don't re-order. Contact Customer Service who can assist you; this will avoid you being charged twice for the same product.