

LEGALSTREAM NSWLRS USER MANUAL

ELECTRONIC ACCESS TO NSW LAND REGISTRY SERVICES

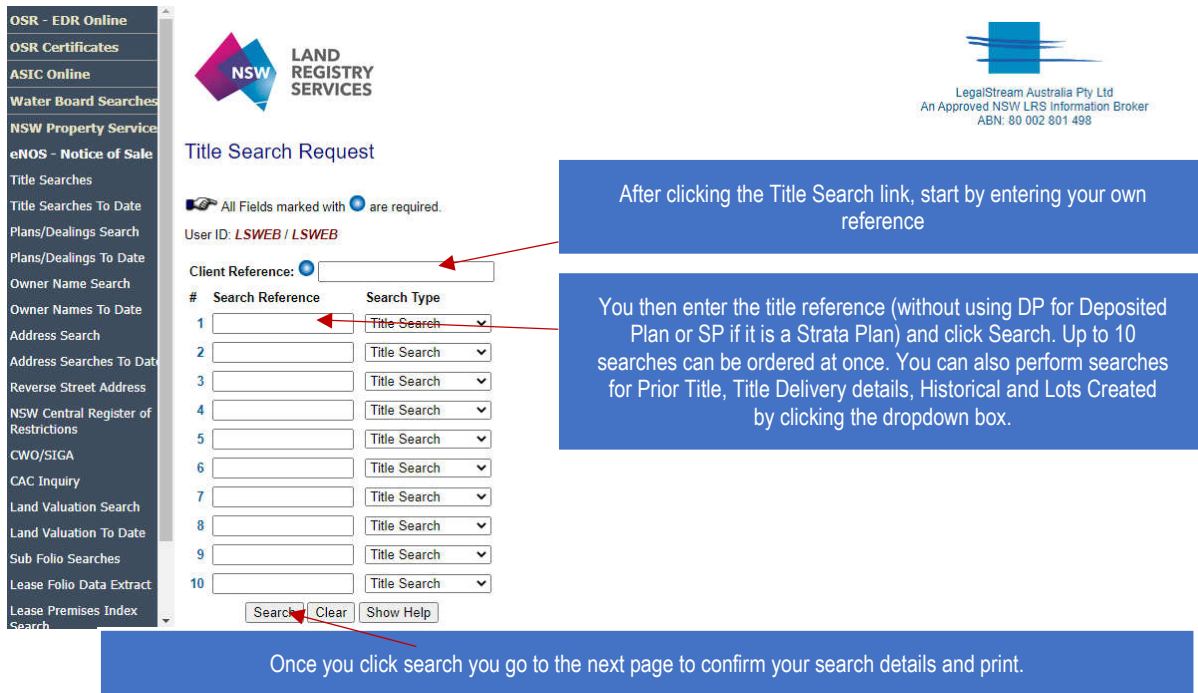
February 2022

LEGALSTREAM USER MANUAL ELECTRONIC ACCESS TO NSWLRS CONTENTS

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1. TITLE SEARCH



NSW LAND REGISTRY SERVICES

LegalStream Australia Pty Ltd
An Approved NSW LRS Information Broker
ABN: 80 002 801 498

Title Search Request

All Fields marked with  are required.

User ID: **LSWEB / LSWEB**

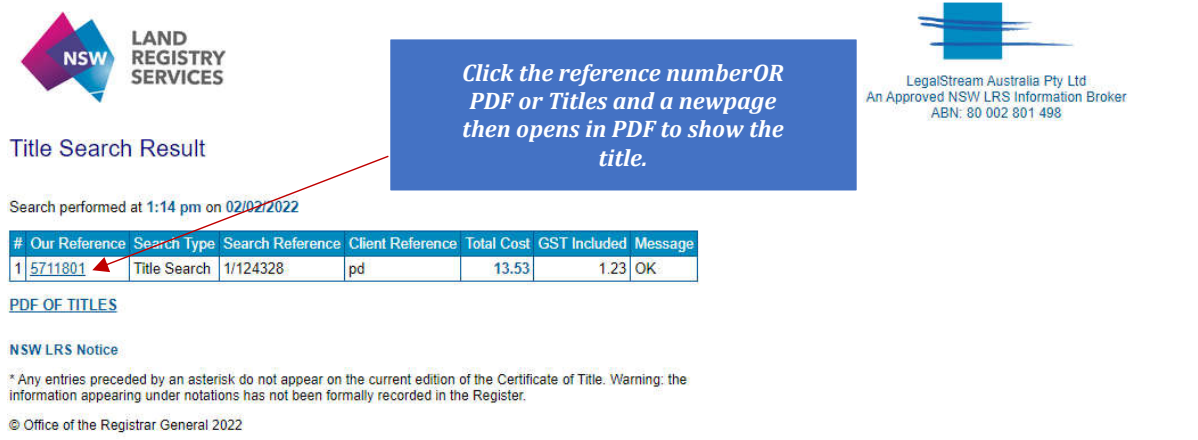
Client Reference:

#	Search Reference	Search Type
1	<input type="text"/>	Title Search
2	<input type="text"/>	Title Search
3	<input type="text"/>	Title Search
4	<input type="text"/>	Title Search
5	<input type="text"/>	Title Search
6	<input type="text"/>	Title Search
7	<input type="text"/>	Title Search
8	<input type="text"/>	Title Search
9	<input type="text"/>	Title Search
10	<input type="text"/>	Title Search

After clicking the Title Search link, start by entering your own reference

You then enter the title reference (without using DP for Deposited Plan or SP if it is a Strata Plan) and click Search. Up to 10 searches can be ordered at once. You can also perform searches for Prior Title, Title Delivery details, Historical and Lots Created by clicking the dropdown box.

Once you click search you go to the next page to confirm your search details and print.



NSW LAND REGISTRY SERVICES

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Title Search Result

Search performed at 1:14 pm on 02/02/2022

#	Our Reference	Search Type	Search Reference	Client Reference	Total Cost	GST Included	Message
1	5711801	Title Search	1/124328	pd	13.53	1.23	OK

[PDF OF TITLES](#)

[NSW LRS Notice](#)

* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register.

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Click the reference number OR PDF or Titles and a newpage then opens in PDF to show the title.

2. EXAMPLE TITLE RESULT PAGE



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 1, [REDACTED]

SEARCH DATE	TIME	EDITION NO	DATE
2/2, [REDACTED]	1:14 PM	-	-

VOL 4191 FOL [REDACTED] IS THE CURRENT CERTIFICATE OF TITLE

LAND

LOT 1 IN DEPOSITED PLAN [REDACTED]
LOCAL GOVERNMENT AREA CANTERBURY-BANKSTOWN
PARISH OF ST GEORGE COUNTY OF CUMBERLAND
TITLE DIAGRAM [REDACTED]

FIRST SCHEDULE

THE COUNCIL OF THE [REDACTED]

SECOND SCHEDULE (1 NOTIFICATION)

1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

3. PLANS AND DEALINGS REQUEST

- OSR - EDR Online
- OSR Certificates
- ASIC Online
- Water Board Searches
- NSW Property Services
- eNOS - Notice of Sale
- Title Searches
- Title Searches To Date
- Plans/Dealings Search
- Plans/Dealings To Date
- Owner Name Search
- Owner Names To Date
- Address Search
- Address Searches To Date
- Reverse Street Address
- NSW Central Register of Restrictions
- CWO/SIGA
- CAC Inquiry
- Land Valuation Search
- Land Valuation To Date
- Sub Folio Searches
- Lease Folio Data Extract
- Lease Premises Index Search
- Lease Extract Caveats
- Activity Log
- Login/Logout













Plans/Dealings Request

Dear customer,
Please note that as part of the new NSW LRS ownership structure we are required to append a cover page showing copyright, date and time along with branding.
Regards
LegalStream

All Fields marked with  are required.

User ID: **LSWEB / LSWEB**

Client Reference:

#	Plan/Dealing/Doc Reference	Document Type
1	<input type="text" value="1184683"/>	Deposited Plan 
2	<input type="text"/>	Deposited Plan 
3	<input type="text"/>	Deposited Plan 
4	<input type="text"/>	Deposited Plan 
5	<input type="text"/>	Deposited Plan 
6	<input type="text"/>	Deposited Plan 
7	<input type="text"/>	Deposited Plan 
8	<input type="text"/>	Deposited Plan 
9	<input type="text"/>	Deposited Plan 
10	<input type="text"/>	Deposited Plan 

Please refer to the drop down list pictured here. This shows the available types of Plans and Dealings. Enter details here as you would with a Title Search, selecting the type of search you require from the drop down box.

Once you click Search a result Screen appears



Plans/Dealings Search Result

Below are the results of your request(s).

Search performed at 2:52 pm on 03/02/2022

Click the relevant box under the Order All column to select the document you wish to order, then click Submit Your Order

#	Document Reference	Doc Type	Sub Type	Image Size (in Kb)	# Pages	Default Page Size	Date Scanned	Order <input type="checkbox"/> All	Client Reference	Delivery Method	Page Size	Pages Required	Message
1	1184683	Deposited Plan	Plan	1417Kb	7	A2	08-Sep-14	<input checked="" type="checkbox"/>	PD	Email	A2	1 to 7	OK
2	1184683	Deposited Plan	88B	377Kb	15	A4	08-Sep-14	<input type="checkbox"/>	PD	Email	A4	1 to 15	OK

The Email Address you wish to have the Images sent to:

Plans/Dealings Details

Large files will need to be downloaded as most emails won't allow them through. Check the Result to ensure this isn't the case

Client Code	LSWEB	User ID	
Search Date	04-Feb-22	Search Time	
Our Reference	5714461	Client Reference	LSWEB
Costing	LPI Fee	Online Charge	TOTAL COST
	Total	10.15	3.38
	GST Included	0.92	0.31
Requested Document	Document Reference	Document Type	Document Sub Type
	3-2164	CrownPlan	
Search Result	Return Method	No of Pages	Page Size
	Download		ALL
Message	OK		
Comments	Click HERE to download the requested Document. The size of this file is approximately 29.52 MB		

4. OWNER NAME SEARCH



Owner Name Search Request

All Fields marked with  are required.

User ID: **LSWEB / LSWEB**

Client Reference:  pd

Individual Search

Surname:

Given names:

Exact Order on Given Name Request Additional Purchaser Details

Corporation Search

Corporation name:

Exact Order Show additional details

As with the previous search options, enter your own reference then enter the Name of the person or Corporation you wish to find the information for.

Click Submit to obtain the results page.


NSW LRS Notice

This information is provided as a searching aid only. The Registrar General do not guarantee that the information provided discloses details of all land/premises owned/leased by the party searched against. The information



Owner Name Search Result

Client Code	LSWEB	User ID	LSWEB	
Search Date	03-Feb-22	Search Time	03:06 pm	
Our Reference	5713378	Client Reference	PD	
Costing	LPI Fee Online Charge TOTAL COST			
	Total	10.15	3.38	13.53
	GST Included	0.92	0.31	1.23
Search Request	Tran ID	Individual Search	No of Owners	
	9080	Smith [REDACTED]		

 View [5713378](#) Owner Name Search Result in Acrobat Viewer.

The result page gives you options such as to continue on to ordering a title search

Owner Name Search Result

Current Owners (Auto Titles Only)	Locality	Search Reference	Acquiring Dealing	Title Search
PAULA MARGARET SMITH	LA [REDACTED]	3 [REDACTED]	T [REDACTED]	<input type="checkbox"/>

5. ADDRESS SEARCH



Address Search Request

 All Fields marked with  are required.

User ID: **LSWEB / LSWEB**

Client Reference: 

Street Address Details

Suburb: 

Street Name:  Street 

Street Number:

As with the previous search options, enter your own reference followed by the Suburb and Street address details of the subject property.

Click Search to obtain the results page.

6. CAC ENQUIRY



Certificate Authentication Code Inquiry

 All Fields marked with  are required.

User ID: **LSWEB / LSWEB**

Client Reference: 

Title Reference: 

Title Edition No: 

Issue Date:  (as DD/MM/YYYY)

CAC Code: 

First Owners Name:

To complete this enquiry you should complete all information as it appears on the Certificate of Title.

Click Search to obtain the results

NSW LRS Notice

This information is provided to assist in the detection of counterfeit certificates of title. It is not intended for use in

Warning to Customers: The Certificate Authentication Code (CAC) has been developed to improve the security

If you are contacted by anyone purporting to be LegalStream or Australian Registry Investments through NSW L

7. LAND VALUATION REQUEST



Online Searches: Land Valuation Request

 All Fields marked with  are required.

User ID: **LSWEB / LSWEB**

Either the Title Reference OR Property Number is required to identify the property. The Property No is available for Inquiry. Valuation Year is optional and is valid from 1997. If left blank, it defaults to the current valuation year.

[View additional information](#) about this Land Value search or NSW landholders access to the non-charged service.

Client Reference: 

Title Reference:

OR

Property Number:

Valuation Year:

Enter information here much like other searches, entering your client reference firstly.
Click Search to obtain the results

8. ACTIVITY LOG

LegalStream’s website provides users an activity log and the ability to generate a report that can be attached to your file or records to show what you may have completed for a file reference, or title or on a given day.

It is called the Activity Log, as pictured below:



Activity Log

User ID: **LSWEB / LSWEB**

Sort Order: Search Date ascending descending
 Search Date: 03/02/22 to 03/02/22 (as DD/MM/YYYY)
 Client Reference:
 Search Reference:
 User ID: LSWEB - Current User All Users

Enter the search criteria you require, be it by date, reference, search reference, or search date.

Enter your selection criteria and select "Search" to display transaction details or one of the "Report" buttons to generate a report in an Excel format.

Results 1 to 5 of 5 displayed

Our Reference	Search Date	Search Type	Client Reference	Search Details	Total Cost	GST Included	User ID	Message
5713376	03/02/2022	Owner Inquiry	PD	Person=Smith\Paula Margaret	13.53	1.23	[REDACTED]	OK
5713347	03/02/2022	Title Search	AA	2/S5[REDACTED]	0.00	0.00	AA	Invalid reference
5713342	03/02/2022	Title Search	AA	4/0566893	42.63	4.22	AA	OK

9. TECHNICAL REQUIREMENTS AND FURTHER HELP

Using LegalStream online services – technical requirements

To use our online services, your web browser must support the following features: Cookies enabled. See the Cookie Setup page for further details.

JavaScript enabled. See the Google definitions of JavaScript page for further details.

If your web browser does not support one of these features, we recommend you use one of the following WebBrowsers:

Mozilla Firefox 91.5.1 or greater

Google Chrome 97.0 or greater

Microsoft Internet Explorer 11.0 or greater.

Further help for online services

If you would like assistance from our Help Desk or more information about our online services during business hours, please phone 02 9231 0122 or email enquiries@legalstream.com.au.

For afterhours please direct support enquiries to support@legalstream.com.au