

# LEGALSTREAM USER MANUAL

## ELECTRONIC ACCESS TO NSW LAND AND PROPERTY INFORMATION

*September 2016*

## **LEGALSTREAM USER MANUAL ELECTRONIC ACCESS TO NSW LPI CONTENTS**

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## 1. TITLE SEARCH

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

CAC Inquiry

Land Valuation Search

Land Valuation To Date


Sub Folio Searches

Lease Folio Data Extract

Lease Premises Index Search



Lease Extract Caveats

Reverse Street Address

**NSW Property Services**  **Land & Property Information**

Information provided through LegalStream,  
an approved information broker for LPI NSW

### Title Search Request

 All Fields marked with  are required.

User ID: **LSWEB / LSWEB**

Client Reference:

#	Search Reference	Search Type
1	<input type="text" value="1/124328"/>	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, but using 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.*

### Title Search Result

Search performed at 2:20 pm on 22/09/2016

#	Our Reference	Search Type	Search Reference	Client Reference	Total Cost	GST Included	Message
1	<a href="#">3870769</a>	Title Search	1/124328	pd	12.54	1.14	OK

[PDF OF TITLES](#)

#### NSW LPI 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.

[Title Search](#) - [Title Searches To Date](#) - [Sub Folio Search](#) - [Plans/Dealings Request](#) - [Plans/Dealings To Date](#) - [Land Valuation](#)

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

## 2. EXAMPLE TITLE RESULT PAGE

# LegalStream Australia Pty Ltd

ABN: 80 002 801 498

Level 16, 9 Hunter Street, SYDNEY NSW 2000, AUSTRALIA \* DX654, SYDNEY  
Tel: (02) 9231 0122 Fax: (02) 9233 6411 www.legalstream.com.au

An Approved  
LPI NSW  
Information Broker

LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 1/ [REDACTED]

SEARCH DATE	TIME	EDITION NO	DATE
22/9/2016	2:20 PM	-	-

VOL 4191 [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 DP [REDACTED]

FIRST SCHEDULE

THE COUNCIL OF [REDACTED]

SECOND SCHEDULE (2 NOTIFICATIONS)

- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- \* 2 [REDACTED] CAVEAT BY [REDACTED] LIMITED


### 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
- CAC Inquiry
- Land Valuation Search
- Land Valuation To Date
- Sub Folio Searches
- Lease Folio Data Extract
- Lease Premises Index Search
- Lease Extract Caveats
- Reverse Street Address

#### Plans/Dealings Request

 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 2:25 pm on 22/09/2016

#	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 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:


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

## 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 information for.*

*Click Submit to obtain the results page.*


#### NSW LPI Notice

This information is provided as a searching aid only. The Registrar General does not guarantee that the information provided discloses searched against. The information returned relates to owners/lessees registered from 1971 onwards except in relation to current lease

### Owner Name Search Result

Client Code	LSWEB	User ID	LSWEB
Search Date	22-Sep-16	Search Time	02:30 pm
Our Reference	3870799	Client Reference	PD
Costing	LPI Fee	Online Charge	TOTAL COST
	Total	9.36	3.18
	GST Included	0.85	0.29
Search Request	Tran ID	Individual Search	No of Owners
	3927	Smith, Paula Margaret	2

*The result page gives you options continue on to a Title Search for the chosen result.*


 View [3870799](#) Owner Name Search Result in Acrobat Viewer.

## 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 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.*

#### NSW LPI Notice

This information is provided as a searching aid only. The Registrar General does not guarantee the information provided.


## 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 in the Certificate of Title you have searched.*

#### NSW LPI Notice

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

**Warning to Customers:** The Certificate Authentication Code (CAC) has been developed to improve the security of certificates of title. be disclosed to any unauthorised person.

If you are contacted by anyone purporting to be LegalStream or Land and Property Information staff requesting your CAC, BE SUSPICIOUS. While LPI provides a service for validation of your CAC, LPI will not proactively seek or require that the CAC Inquiry service be used.

If you receive a suspicious telephone call or email in this regard do not respond. If you are uncertain or have provided any details regarding your CAC, **Land and Property Information OR LegalStream will never contact you and ask for your CAC number.**

## 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 from Noti notices, a Valuation Notice or a Street Address Inquiry. Valuation Year is optional and is valid from 1997. If left blank, it d

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

Client Reference: 

<p>Title Reference: <input type="text"/></p> <p><b>OR</b></p> <p>Property Number: <input type="text"/></p> <p>Valuation Year: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Show Help"/> </p>	<p><i>Enter information here much like other searches, entering your client reference firstly. Click Search to obtain a result.</i></p>
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[Title Search](#) : [Title Searches To Date](#) : [Sub Folio Search](#) : [Plans/Dealing Request](#) : [Plans/Dealing To Date](#) : [Land Value](#)



## 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: 22/09/2016 to 22/09/2016 (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 ar

Results 1 to 2 of 2 displayed

Our Reference	Search Date	Search Type	Client Reference	Search Details	Total Cost	GST Included	User ID	Message
<a href="#">3870799</a>	22/09/2016	Owner Inquiry	PD	Person=Smith\Paula Margaret	12.54	1.14	LSWEB	OK
<a href="#">3870769</a>	22/09/2016	Title Search	PD	1/124328	12.54	1.14	LSWEB	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 Web Browsers:
  - Mozilla Firefox 1.0 or greater
  - Opera 7.54 or greater
  - Microsoft Internet Explorer 6 SP1 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 Dex Sor or Peter Dudgeon on 02 9231 0122 or email [enquiries@legalstream.com.au](mailto:enquiries@legalstream.com.au).

For after-hours support, please contact Peter Dudgeon on 0439 988 117 or Dex Sor on 0416 006 140.