

Folio Text.....	2
Folio Plan	3
Schedule of Easements	3
Survey Notes.....	4
Property Report	4
Premium Property Report.....	5
Unregistered Dealings (URDS) Short Report.....	5
Unregistered Dealings (URDS) Long Report.....	6
Council Certificate.....	6
Plan-Related Documents.....	6
Change of By-Laws	7
Property Sales Report	7
Historical Folios (approved users only).....	7
Council Certificate 132 (approved users only).....	8
Council Certificate 337 (approved users only).....	8
Water Corporation Certificate 56ZQ (approved users only).....	8
Torrens Scanned Dealings	9
Powers of Attorney	9
Valuation Adjustment Factors	9
Plan Progress	10
Current Fees	10

A range of property and title-related products is available via the [Land Information System Tasmania](#) (LIST).

To access the following products, you will need to self-register an account with the LIST. Please go [here](#) to register. You will be able to purchase these products, where available, once your account is confirmed.

If you already have a LIST account, please click [here](#) to login.

Please review the summary information below to identify which product best suits your needs.

Note: the descriptions below are provided for general information purposes only, and are not intended to be a substitute for legal advice.

All products accessed are for personal or internal business use only. They cannot be on-sold individually, or as part of further value-added products, without the express written approval of the General Manager, Land Tasmania, NRE Tas.

For further information, please contact the [LIST Helpdesk](#).

Once you have searched for a property or title, you can add the following products (where available) to your cart:

Folio Text

Information about the current ownership of a parcel of land (commonly referred to as a Certificate of Title, or Folio of the Register)

The Folio Text includes the Volume and Folio number unique to the title, the edition, the date that edition of the title was issued, a description of the land, the current registered owner's name, any interests registered against the land (e.g. mortgages, caveats or easements), and any unregistered dealings.

The Folio Text and Folio Plan together provide a copy of a title search. You might need a current title search when you require proof of land ownership, you are seeking planning or building approval, or if you are interested in buying a property.

A purchase of a Folio Text can include the Folio Plan supporting that Folio Text for no additional cost. (see also Combined Products)

Click [here](#) to view an example of this document.

Cost: Fee applicable per Folio Text (no GST applicable) - See [LIST Fee Schedule](#).

Folio Plan

Diagram of the land, usually illustrating the size and shape of the property, and the boundaries in relation to adjoining properties

The Folio Plan supports the Folio Text. The Folio Plan will include information about whether the land was surveyed, if the plan was compiled from other plans, or whether the diagram is a sketch by way of illustration only. The plan will have a registered number and lot numbers, and will usually show land areas and scale. The plan may show boundary lengths and bearings, and easements are usually marked on the plan.

The Folio Plan for a strata scheme (e.g. units/apartments) will also include the lot areas, name and address of the body corporate, and general unit entitlements. The common property will also be illustrated.

The Folio Text and Folio Plan together provide a copy of a title search. You might need a current title search when you require proof of land ownership, you are seeking planning or building approval, or if you are interested in buying a property.

Folio Plan can be purchased individually for the cost detailed below.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Folio Plan (no GST applicable) - See [LIST Fee Schedule](#).

Schedule of Easements

Information about the easements and covenants which affect a title

A Schedule of Easements is a document which sets out any easements or covenants that affect the titles of a property. These might include a drainage easement, pipeline easement, power supply easement, right of carriageway or footway, restrictive covenant or fencing covenant.

Not all titles will have a Schedule of Easements. Some easements are described in the second schedule of the Folio Text, and some titles aren't affected by any easements.

You might need a copy of a Schedule of Easements if you are considering buying a property, as it may provide information about access to the land, and any restrictions on the use of the land.

A purchase of a Schedule of Easement can include the Folio Plan supporting that Schedule of Easement for no additional cost. (see also Combined Products)

Click [here](#) to view an example of this document.

Cost: Fee applicable per Schedule of Easements (no GST applicable) - See [LIST Fee Schedule](#).

Survey Notes

Information about the survey of the land, and the legal boundaries and dimensions of a property

Survey Notes are registered documents which accompany a survey plan. The Survey Notes will vary depending on the age of the survey, but will contain the areas, bearings and distances for individual lots, and may include the surveyor's name, date of survey, calculations, observations and notes by the surveyor. Survey Notes can also include details of where boundaries have been resurveyed (these are known as re-marks).

A title will only have Survey Notes available if the land was surveyed.

You might like a copy of the Survey Notes for a title if you are interested in the history of the land. Sometimes the Survey Notes document the age of fences and buildings, and record other items on the land.

A purchase of Survey Notes can include the Folio Plan supporting the Survey Notes for no additional cost. (see also Combined Products)

Click [here](#) to view an example of this document.

Cost: Fee applicable per Survey Notes (no GST applicable) - See [LIST Fee Schedule](#).

Combined Products

Certain products described above can be combined together.

Combined products are outlined below:

- Folio Text and Folio Plan
- Schedule of Easements and Folio Plan
- Survey Notes and Folio Plan

If you add the products into your cart individually, the system will combine them automatically if applicable.

Property Report

Information about a property, including its address, owner name, improvements on the land, and the two most recent sales and government valuations (where applicable)

A Property Report includes the Property ID number and property address, municipality, rate payers, title number and current owner/s. Improvements on the land are noted, including the type and area of improvement/s, the construction year of the main building, roof and wall materials and land area.

The two most recent sales (from July 1982 onwards) and the two most recent government valuations are detailed. A Property Report also includes a basic map which depicts the property and surrounding properties.

You might need a copy of a Property Report if you are looking to buy a property and would like to check the age, size, and construction materials of the building, the land area, and the last government valuation and sale price for the property.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Property Report (GST applicable) - See [LIST Fee Schedule](#).

Premium Property Report

Expands on information that is in the standard Property Report (above), and includes additional details such as similar sales in the same suburb, sales trends, statistics and graphs.

The Premium Property report also contains a link to a multi-page Municipality Information Report. This includes Valuation and other statistical information for a municipality, along with maps of Community Facilities, Land Tenure and Vegetation Groups.

You might need a copy of a Premium Property Report if you are looking to buy a property and would like to check the property details contained in the standard Property Report (see above), but with more information, including ownership, sales and valuations of the property over time, similar sales in the same suburb, sales trends and municipality valuation information.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Premium Property Report (GST applicable) - See [LIST Fee Schedule](#).

Unregistered Dealings (URDS) Short Report

Report detailing any unregistered and recently registered dealings on a title

The report details any dealings registered on a certificate of title in the last 90 days, and any dealings yet to be registered on a certificate of title. Details include the title reference, the date the dealing was lodged, the type of dealing (e.g. mortgage, priority notice, transfer), instrument number, and the date the dealing was registered (if applicable).

An Unregistered Dealings Report is also known as a 'check search' in other states.

Not all titles will have an Unregistered Dealings Short Report document available.

You might need an URDS Short Report to check whether any dealings have recently been lodged with the Land Titles Office (LTO), or registered on a title.

Click [here](#) to view an example of this document.

Cost: Free

Unregistered Dealings (URDS) Long Report

Report detailing any unregistered dealings on a title

The report includes the title reference, dealing number, a full description of the dealing/s, the lodging party and the date the dealing was lodged with the Land Titles Office (LTO).

An Unregistered Dealings Report is also known as a 'check search' in other states.

Not all titles will have an Unregistered Dealings Long Report document available.

You might need an URDS Long Report to view the details of any dealings that have been recently lodged with the LTO, and are yet to be registered on a certificate of title.

Click [here](#) to view an example of this document.

Cost: Free

Council Certificate

Council approval of a sealed plan, and restrictions in local authority services

A Council Certificate may show any restriction in a local authority's ability to provide the lots shown on the plan with a connection to a water supply or sewerage system. The Council Certificate is sealed by Council, and often signed by members of Council, the solicitor and the surveyor to act for the owner.

You might be interested in a copy of a Council Certificate if you are looking to buy a property that is part of a subdivision, in order to check whether a local authority has declared that it cannot provide a sewerage or water connection to the property.

Click [here](#) to view an example of this document.

Cost: Free

Plan-Related Documents

A range of other miscellaneous documents, usually related to the survey plan

Plan-related documents may include amendments to survey notes, and correspondence between the Land Titles Office and interested parties regarding the plan.

You might need a copy of a Plan-Related Document if you are interested in the background to a survey plan.

Click [here](#) to view an example of this document.

Cost: Free

Change of By-Laws

Registered Change of By-Laws for a Strata Scheme

The body corporate of a strata scheme can make its own by-laws, which cover the management of the common property (e.g. requiring occupiers and visitors to park in a designated area), and the use and enjoyment of the lots and common property (e.g. allowing one small dog only per lot). The body corporate can also make a change of by-laws.

The body corporate lodges By-Laws and Change of By-Laws documents with the Land Titles Office (LTO) for registration.

Not all strata titles will have a Change of By-Laws document available.

You might need a copy of a Change of By-Laws document if you rent, own or are considering buying a strata title.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Change of By-Laws (no GST applicable) - See [LIST Fee Schedule](#).

Property Sales Report

Search for property sales information

The Property Sales Report provides the details provided for each sale of a property, and includes the property address, date, transferor and transferee, sale price, valuation, land area, building size, number of rooms and construction year, wall and roof construction materials, and Property ID number (where captured).

You might use a Property Sales Report if you are considering buying a property, and want to research similar sales in particular municipalities, streets or localities.

Click on the links for an explanation of the [Valuation Property Classification Codes](#) and [Roof and Wall codes](#) used in a Property Sales Report.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Property Sales Report (GST applicable) - See [LIST Fee Schedule](#).

Historical Folios (approved users only)

Information about the historical ownership of a parcel of land

The Historical Folio includes the date the most recent edition of the title was issued, a description of the land, the current registered owner's name, previous registered owner's names, when previous transfers were registered, any interests registered against the land (e.g. mortgages, caveats or easements), and any unregistered dealings.

Please note: Historical information contained in the Historical Folios dates back to around 1992 to 1995, when titles were automated. If you are seeking information prior to this, please submit a **LIST Client Request** via the **Properties and Titles** search page.

You might need a Historical Folio if you are interested in finding out a property's previous owners and the dates the transfers were registered.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Folio Text (no GST applicable) - See [LIST Fee Schedule](#).

Council Certificate 132 (approved users only)

A Council Certificate 132 shows the current rates for a property, and whether there are any rates outstanding at the time of settlement.

You might be interested in a copy of a Council Certificate 132 if you are looking to buy a property, and want to find out what the rates are, and whether there are any rates outstanding.

Cost: Fee applicable per Council Certificate 132 request (no GST applicable) + administrative fee per certificate request - See [LIST Fee Schedule](#).

* (* Note: If several certificates are requested, only one admin fee is charged.)

Council Certificate 337 (approved users only)

A Council Certificate 337 provides information about whether there are any outstanding notices, permits or orders in relation to a property. This may include: whether a Completion Certificate has been issued for building or plumbing permits, whether an Occupancy permit has been issued for a building, whether there are any outstanding Orders on a site, etc. at the time of settlement.

You might be interested in a copy of a Council Certificate 337 if you are looking to buy a property, and want to be aware of any outstanding notices, permits or orders.

Cost: Fee applicable per Council Certificate 337 request (no GST applicable) + administrative fee per certificate request - See [LIST Fee Schedule](#).

* (* Note: If several certificates are requested, only one admin fee is charged.)

Water Corporation Certificate 56ZQ (approved users only)

A Water Corporation Certificate 56ZQ provides information about the location of water and sewage infrastructure.

You might be interested in a copy of a Water Corporation Certificate 56ZQ if you are looking to buy a property and want to be aware of the location of water and sewage infrastructure at the time of settlement.

Cost: Fee applicable per Water Corporation Certificate 56ZQ request (no GST applicable) + administrative fee per certificate request - See [LIST Fee Schedule](#).

* (* Note: If several certificates are requested, only one admin fee is charged.)

The following products can be accessed via the list of options at the left of the **Properties and Titles** search page (please note that you will need to log in to your LIST account first):

Torrens Scanned Dealings

Scanned copies of dealings registered against a certificate of title under the *Land Titles Act 1980* (sometimes referred to as a [Torrens title](#))

A Torrens dealing could include a transfer, mortgage, easement or caveat, or an instrument such as a covenant. This search is available for dealings registered from July 1978 onwards. You may need to purchase the Folio Text for a title to identify the relevant dealing number. Please note, not all dealings are scanned electronically.

You might want a copy of a Torrens Scanned Dealing to find out more information about the history of the ownership of a property, or to check how an easement or covenant affects a property.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Scanned Dealing (no GST applicable) - See LIST Fee Schedule.

Powers of Attorney

Scanned copies of registered Power of Attorney documents

A Power of Attorney is a legal document which allows an individual to nominate another person to make property and financial decisions for them, and to act on their behalf. The Power of Attorney register is administered by the Recorder of Titles.

You might need to search for a Power of Attorney to confirm an individual's attorney if they are unable to carry on their own affairs, and to check what conditions (if any) are imposed on the attorney.

Click [here](#) to view an example of this document.

Cost: Fee applicable per Power of Attorney Document (no GST applicable) - See LIST Fee Schedule.

Valuation Adjustment Factors

View the individual Valuation Adjustment Factors that are applied to a property

Adjustment Factors are used to adjust the levels of value of all property in a particular locality and valuation classification. This enables both the land tax and council rates for a property to more closely reflect its current market value in the interim years between an official statutory revaluation.

You might want to identify the Adjustment Factors for your property for an indication of whether your rates and water bills might increase or decrease, if you own a rental property and are reviewing the rent, or if you are buying a property.

Click [here](#) to view an example of this document.

Cost: Free

Plan Progress

Check the progress of a plan lodged with the Land Titles Office (LTO)

A plan progress search will identify the plan number, plan type, surveyor, surveyor's reference (if applicable), the number of lots on the plan, and the current status of the plan within the LTO. You can check the date that the plan was lodged, and registered (if applicable). The current timeframe for the registration of a plan will also be indicated.

You might be interested in checking the progress of a plan if you own a subdivision or have entered into a contract to purchase a lot, and are waiting for a plan to be registered and title to issue.

Cost: Free

Current Fees

Click [here](#) to view the current Fee Schedule.