

# Circular

Division: Land and Property Information  
No: 2006/01  
Date: February 2006

## Conversion of Manual Commercial Lease Titles

As part of the ongoing manual title conversion project, LPI will begin converting manual commercial lease titles to the Integrated Titling System (ITS) in the 3<sup>rd</sup> quarter of 2006. There are approximately 600 of these, comprising titles for shopping centres, retirement villages and office complexes.

### Proposed conversion process

It is proposed to automate these titles by creating an ITS folio for the land comprising the commercial lease title (called the Head Title), and an ITS folio (called the Lease Folio) for every lease contained within the commercial lease title, so that a separate folio of the Register exists for every Head Title and Lease Folio. For example, commercial lease title currently Volume 8600 Folio 1, comprising Lot 1 in DP1045678, would be converted to ITS with a Head Title of 1/1045678, and Lease Folios for every premises in the title, converted as 1/LF422, 2/LF422, 3/LF422, etc, where LF denotes 'lease folio', and the number (422 in this example) has been allocated to that set of Lease Folios. Each lease folio number corresponds to a shop, for example, in the commercial complex. A description of the premises will be shown on the Lease Folio.

It is also planned to convert existing ITS titles with multiple leases to the new Head Title/Lease Folio format.

Planned features of the conversion of commercial lease titles include:

- The name of the commercial complex will be collected and shown on searches
- The address of the commercial complex will be collected if available, and shown on searches
- The description of the premises will be shown on the Lease Folio and a Lease Index Search

### **Issue of Certificates of Title**

Certificates of Title will issue for the Head Title (the fee simple). Interests relating to the whole of the land, such as easements, mortgages, or leases of the whole (rather than leases of premises only) will be recorded on the Head Title only.

Certificates of Title will not be issued for Lease Folios, nor for any leasehold estate, including a long term lease over the whole of the land.

### **Searches**

Searches of converted commercial lease titles will be available online and over the counter.

A Lease Index Search will be provided as a searching guide to assist customers to identify the Lease Folio for the premises in which they are interested. The Lease Index Search will be accessible through the lot/plan number of the Head Title, the Lease Folio number, or the name of the commercial complex.

Lease Index searches will include the name of the commercial complex, and a description of each of the premises.

Searches of a range of Lease Folios, eg 1-73/LF422, will be available.

Historical searches will be available for a Head Title and each Lease Folio; the historical search of a Lease Folio will not show prior reference or first title details.

The lessee name shown on a Lease Folio will appear on the output of an Owner Name Inquiry against that name.

Sample searches of a Head Title, Lease Folio, and Lease Index Search are attached.

### **Proposed search fees**

Lease Index Searches will generally be provided at no charge. The exception is that a request for a printed Lease Index Search at the Property Information delivery counter, ground floor Queens Square, will attract the standard over the counter fee, currently \$10.30.

A search of a Head Title, by itself, or of a Lease Folio, by itself, will attract the standard search fee applicable for access online via licensed information brokers, via the Lands website [www.lands.nsw.gov.au](http://www.lands.nsw.gov.au) or over the counter at Queens Square.

A search of a Head Title and one related Lease Folio, as a single transaction, will attract one standard search fee.

A search of a range of Lease Folios in a commercial lease title will attract the standard search fee for each Lease Folio in the requested range. For example, a request for a search of 1-20/LF224 will attract 20 standard search fees.

### **Further Information**

Any inquiries or comments on the proposal should be directed to Delia Smith, Manager, Manual Title Conversion by telephone 02 9228 6830 or by email to [delia.smith@lands.nsw.gov.au](mailto:delia.smith@lands.nsw.gov.au).

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# Land and Property Information NSW

LAND AND PROPERTY INFORMATION NEW SOUTH WALES - HEAD TITLE SEARCH  
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FOLIO: 1/1058663  
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VOL 8663 FOL 42 IS THE CURRENT CERTIFICATE OF TITLE

LAND  
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LOT 1 IN DEPOSITED PLAN 1058663  
AT PAGEWOOD  
LOCAL GOVERNMENT AREA: BOTANY BAY  
PARISH OF BOTANY COUNTY OF CUMBERLAND  
TITLE DIAGRAM: DP1058663

DESCRIPTION  
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TOWER PLAZA, PAGEWOOD  
BOTTLE ROAD  
PAGEWOOD

LEASE FOLIOS CREATED FOR LF1. SEE LEASE INDEX SEARCH FOR  
1/1058663

FIRST SCHEDULE  
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TOWER PLAZA PTY LIMITED

SECOND SCHEDULE (2 NOTIFICATIONS)  
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1. RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
2. W509281 LEASE TO NORTHSTONE LIMITED EXPIRES: 19/10/2007.

NOTATIONS  
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UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

\* 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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# Land and Property Information NSW

LAND AND PROPERTY INFORMATION NEW SOUTH WALES - LEASE FOLIO SEARCH

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FOLIO: 1/LF1

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CERTIFICATE OF TITLE NOT TO ISSUE

HEAD TITLE(S): 1/1058663

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PREMISES

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SHOP 40, SECOND FLOOR, GALLERY TWO  
TOWER PLAZA, PAGEWOOD

SECOND SCHEDULE

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1. W123456 LEASE TO THE SECONDS SHOP LTD EXPIRES: 18/10/2007.

NOTATIONS

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UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

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**LAND & PROPERTY INFORMATION**  
**Lease Index Search**  
**For Lease Complex: Tower Plaza, Pagewood**

Schedule of Lease Folios associated with Head Title: **1/1058663**

<u>Title</u>	<u>Premises</u>	<u>Status</u>	<u>First Lessee Name</u>
<a href="#">1/LF1</a>	SHOP 40, SECOND FLOOR, GALLERY 2	CURRENT	THE SECONDS SHOP LTD
<a href="#">2/LF1</a>	SHOP 41, SECOND FLOOR, GALLERY 2	CURRENT	ELECTRICALS R US
<a href="#">3/LF1</a>	SHOP 1, THIRD FLOOR, GALLERY 2	CURRENT	STYLE & CUT SALON
<a href="#">4/LF1</a>	SHOP 2, THIRD FLOOR, GALLERY 2	CANCELLED	
<a href="#">5/LF1</a>	SHOP 3, THIRD FLOOR, GALLERY 2	CURRENT	JACKSON BURGERS

Total Current Lease Folios: 108

Your Reference:

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