



## PROPERTY INFORMATION INQUIRY SERVICE (PIIS)

### GUIDELINES FOR COMPLETION of PIIS Multi Authority Form

#### See also the Multi Authority Guide and Local Council Fees and Charges list

1. Separate property inquiry applications should be prepared for each separately rated/assessed property.
2. Applications should be lodged to allow a timely response from all selected authorities - recommended minimum three weeks prior to settlement.
3. The form, guide and council list are available from LPI website: [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au) > Land Titles > Property inquiry Forms >. If handwriting, please use block capital letters.
4. The multi and single authority forms and guides are reviewed six monthly to be effective for the first of January and July each year. The local council items and fees are reviewed once a year to be effective for the first of July each year.
5. If space is insufficient for Land Description, Current Title Details or Transaction Details, refer to and add a schedule, listing the lot/plan and title details.

6. **Fees payable** (see **GUIDANCE FOR SINGLE AUTHORITY PROPERTY INQUIRIES** for current fees):

Fees are payable for each selected authority item fee plus a LPI Service Fee as follows:

The standard Service Fee for the Multi Authority form (inclusive of GST) applies for applications comprising four or more authority items.

A Service Fee (inclusive of GST) applies for an application for a single authority item;

Service Fee (inclusive of GST) will apply for an application with two authority items and

Service Fee (inclusive of GST) will apply for an application with three authority items.

7. **Payment**

Cheques, Money Orders, cash and credit card payments (Visa and Mastercard) are acceptable. Duty Stamps are not accepted.

Cheques and money orders are to be made payable to LPI.

Cash payment, over the counter is preferred to be the exact/correct amount.

Credit Card payment: Complete the PIIS Credit Card Order Form (Visa and Mastercard only).

American Express and Diners Club are no longer accepted by LPI.

8. **Lodgment of application**

Post application and payment to PIIS, Land & Property Information, GPO Box 15, Sydney NSW 2001 or DX 17 SYDNEY.

Lodge over the counter, with payment, at LPI, 1 Prince Albert Rd, Queens Square, Sydney NSW.

Fax an application form together with PIIS Credit Card Order Form, to (02) 9221 1323. If faxing DO NOT mail, to avoid duplication of fees. Confirm both received and non received fax transmissions by phone to PIIS.

Applications received in PIIS will be normally processed that working day or within one working day.

However applications received after 2:00 pm may be processed the next working day.

9. **Processing of applications**

A paid invoice receipt and Central Register of Restrictions (CRR) certificate will be forwarded to the applicant.

The CRR certificate will indicate which authorities have a clearance or a possible/actual interest in the property.

Copies of applications are forwarded to each of the non CRR authorities.

Electronic versions of the PIIS application are forwarded to each CRR authority shown to have a possible/actual interest.

Land Tax, Sydney Water and Hunter Water inquiries are processed by PIIS electronically online to the Office of State Revenue, Sydney Water and Hunter Water.

The authorities will respond directly back to the applicant named on the application form.

If an invoice receipt and CRR certificate has not been received by the customer, please contact PIIS T: 02 9228 6712

F: 02 9221 1323 to confirm if mailed or faxed application has or has not been received by PIIS.

## Application form completion

### Section 1

10. **Reference:** Enter client file reference.
11. **LPI customer no.:** If you have a customer account with LPI, enter your seven digit LPI Financial Customer Account number, comprising six numeral digits followed by an alpha digit.  
If you do not have a customer account then leave the box blank.  
If you intend to regularly submit property inquiry applications, you can obtain a customer account number by completing the Customer Account application form from the LPI website: [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au) > Land Titles > Property inquiry forms > Customer account application kit.
12. **Applicant name, postal address & email address (mandatory).**  
Clearly enter name, postal address and email as entered details will be used for return of authority responses. If handwriting, please use block capital letters.  
If using a DX delivery address then also show postal address, as not all authorities and local councils utilize the DX delivery system.
13. **Phone and fax numbers:** Enter contact phone/ fax details.
14. **ABN:** Enter Australian Business Number, if applicable.

### Section 2

15. **Nature of Property:** select the type of property - House/Townhouse/Villa; Home Unit; Vacant Land; Farm/Rural; Shop; Car Space; Commercial; Industrial Commercial.
16. **Land Description:** Show the subject lot, section (where applicable) and plan number (DP or SP), e.g. "Lot 1 Section 1 DP123456789" or "Lot 1 SP123456". Do not show the title reference in this area.  
  
If insufficient space to show all lot and plan identities then add a schedule to the application form.  
Separate applications should be completed for separately rated/assessed lots.  
  
If the property is a lot in an unregistered plan then also refer to the current lot and plan reference(s) e.g. Lot 11 in unregistered strata plan being part of lot 1 DP123456789.
17. **Current Title Details:** Show the current title reference(s) of the subject property. e.g., single lot Folio Identifier (1/1/123456799 or 1/SP123456), multi lot Auto Consol (AC 123456-25), manual Volume and Folio reference or an Old System Deed Book and Number.
18. **New Subdivision:** If the subject land identity has been registered within the last month include details of the prior lot/section and plan.
19. **Transaction Details – registered proprietor(s):** Enter full name(s) and **residential** address(s) of the current registered proprietor. Include vendor's details if different to the registered proprietor.
20. **Settlement date:** Important to indicate the proposed date of settlement in order for PIIS to issue the Land Tax clearance certificate for the correct Land Tax year.
21. **Purchase Price:** If not a purchase, then enter 'not applicable'
22. **Purpose of inquiry:** Enter the purpose of the application - purchase, refinance, contract for sale, other.
23. **OFFICE USE ONLY area:** Leave this area blank as it may be used for authority responses.

### Section 3 Sketch

24. This box has now been deleted.  
Only include a copy of the plan(s) when ordering inquiries for Forests NSW (also include copy of each title) and Water Licence Enquiries.

### Section 4 Authorities

#### 25. Authority selection

Place an 'X' in each required authority item box.

See *Guide for Multi authorities and Items available for Inquiry* for explanation of authorities and their items.

See *Local Council and Other Rating Authority Fees and Charges* list for local council inquiries. There may be other council items available that are not shown on the list.

26. **Office of State Revenue (OSR) Land Tax inquiries** OSR website: [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)  
PIIS processes s.47 Land Tax clearance certificates directly on-line to the Office of State Revenue.

*New Land Tax year:*

Land Tax is based on the calendar year. However OSR makes the online issue of the next year's land tax clearance certificates available in mid December of the current year. Property inquiry applications lodged during the year should indicate the date of settlement in order for PIIS to process for the certificate correct Land Tax year.

PIIS will hold next year applications until OSR makes the next year certificates available to be processed online.

*Land Tax payable certificates and reissue as clearance certificates:*

Contact PIIS to have a Land Tax payable certificate, processed by PIIS, reissued as a cleared certificate after the land tax charge has been paid or released.

27. **Energy authority coverage:** See Guide to Authorities or local Council list for the respective areas covered by Energy Australia, Integral Energy and Country Energy.  
The Country Energy fee is charged per each different plan number referred to in the Land Description.

#### 28. Local Council inquiries

Many local councils require the ordering of the s.149 (2) when ordering a s.149(5), an exception is Sydney City Council where there is one fee for a combined s.149 (2) & (5).

Various local councils issue separate s.149 (2) &/or (5), Outstanding Notices and other certificates for each lot in single rated, multi lot properties.

See Local Council and Other Rating Authority Fees and Charges under Property Inquiry forms on LPI website for listing of local councils, items and fees.

The form has shown the standard fees for s.603. Exceptions to these fees are now also shown, Gosford, Sydney and Wyong councils.

#### 29. Sydney Water inquiries

PIIS processes Sydney Water inquiries on-line to Sydney Water.

Availability and forwarding of Sydney Water items will be delayed for newly registered plans.

A verbal update of a s.66 can be obtained by phoning 1300 361 369 between 8:30am and 5:30pm Monday to Friday.

#### 30. Hunter Water inquiries

PIIS processes Hunter Water inquiries on-line to Hunter Water.

#### 31. Livestock Health and Pest Authority (LH&PA) inquiries

LH&PA regional areas have a minimum rateable area of ten hectares with the exception of Riverina LH&PA (twenty ha), Darling LH&P (forty ha) and Western LH&P (forty ha).

Property Information Inquiry Service (PIIS)  
Land and Property Information  
1 Prince Albert Road, Queens Square  
Sydney NSW 2000

T: 02 9228 6712 F: 02 922 11 323  
DX 17 SYDNEY  
GPO Box 15  
Sydney NSW 2001

[www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au) > Land Titles > Property inquiry forms.