



## Department of Lands

*Land Administration & Management  
Property & Spatial Information*

www.lands.nsw.gov.au

# Circular

Division: Land and Property Information  
No: 2006/10  
Date: September 2006

## **Conversion of Manual Commercial Lease Titles - Update**

Information regarding proposals to convert manual commercial lease titles to the Integrated Titling System (ITS) was previously provided and comment sought in February 2006 (See Circular 2006/01).

The conversion of the approximately 600 manual titles for shopping centres, retirement villages and office complexes is about to commence with completion expected by the end of December 2006.

### **Features of an ITS Commercial Lease Title**

Conversion will result in the creation of 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.

Existing ITS titles with multiple leases will also be converted to the new Head Title/Lease Folio format.

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 Premises 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 Premises 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 Premises 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 Premises 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 from the Property Information delivery counter, ground floor Queens Square.

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 Premises Index Search are attached.

### **Search fees**

Lease Premises Index searches will generally be provided at no charge; as well as being available online these Index searches will be able to be viewed via the public inquiry terminals at Queens Square. A request for the supply of a printed Lease Premises Index Search from the Property Information delivery counter will attract the standard over the counter fee, currently \$10.50.

A search of a Head Title or of a Lease Folio 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 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**

Inquiries may 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).

Des Mooney  
Deputy Director General and  
General Manager, LPI

# 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. SEE LEASE PREMISES INDEX SEARCH FOR LF1

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 HAS NOT ISSUED

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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WARNING: THE INFORMATION APPEARING UNDER NOTATIONS HAS NOT BEEN FORMALLY RECORDED IN THE REGISTER.

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

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

<b><u>Title</u></b>	<b><u>Premises</u></b>	<b><u>Folio Status</u></b>
<a href="#"><u>1/LF1</u></a>	SHOP 40, SECOND FLOOR, GALLERY 2	CURRENT
<a href="#"><u>2/LF1</u></a>	SHOP 41, SECOND FLOOR, GALLERY 2	CURRENT
<a href="#"><u>3/LF1</u></a>	SHOP 1, THIRD FLOOR, GALLERY 2	CURRENT
<a href="#"><u>4/LF1</u></a>	SHOP 2, THIRD FLOOR, GALLERY 2	CANCELLED
<a href="#"><u>5/LF1</u></a>	SHOP 3, THIRD FLOOR, GALLERY 2	CURRENT

Total Current Lease Folios: 108

Your Reference:

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