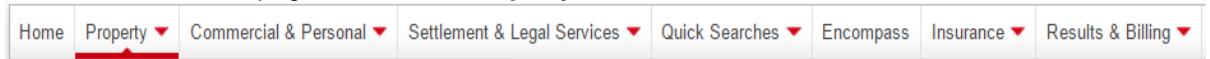


## How do I order a Title Search for a property in New South Wales?

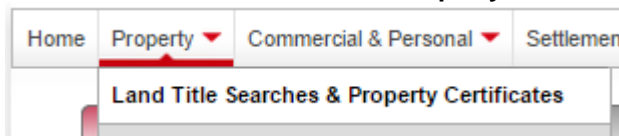
Complete the steps below to order a New South Wales Title Search On-line.

The processing time should only take less than 5 minutes. If the user requires additional help please contact the SAI Global Helpdesk on 1300 730 000 or email [epropertysupport@saiglobal.com](mailto:epropertysupport@saiglobal.com) Monday to Friday 8:00am to 7:00pm EST.

- 1 On the banner of the page, hover over **Property**.



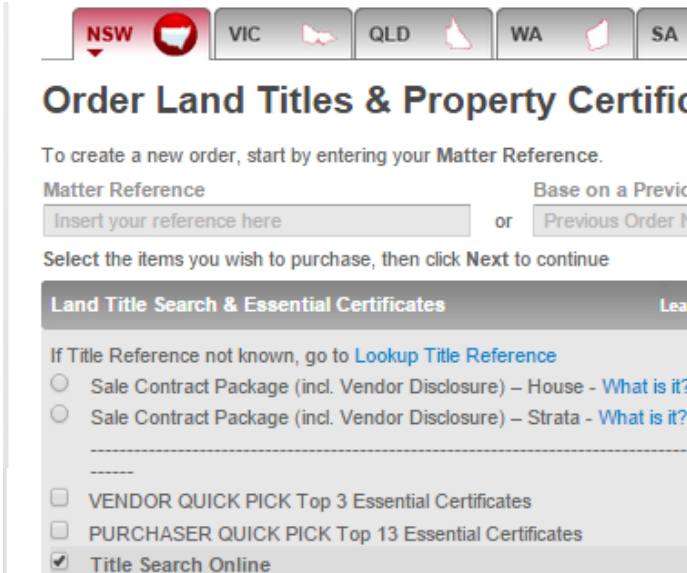
- 2 Click on **Land Title Searches & Property Certificates**.



- 3 Click on the '**NSW**' state tab.

- 4 Enter in your **Matter Reference** in the field provided.

- 5 Select the **Checkbox** next to Title Search On-line.



**Order Land Titles & Property Certificates**

To create a new order, start by entering your **Matter Reference**.

**Matter Reference** Base on a Previous Order

or

Select the items you wish to purchase, then click **Next** to continue

**Land Title Search & Essential Certificates** Learn More

If Title Reference not known, go to [Lookup Title Reference](#)

Sale Contract Package (incl. Vendor Disclosure) – House - [What is it?](#)

Sale Contract Package (incl. Vendor Disclosure) – Strata - [What is it?](#)

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VENDOR QUICK PICK Top 3 Essential Certificates

PURCHASER QUICK PICK Top 13 Essential Certificates

**Title Search Online**

- 6 Click on **Next**.

- 7 Select the appropriate '**Title Reference**' format from the dropdown menu.

- 8 Enter in the **Title Reference** into the fields provided.

- 9 Click on '**Verify Title Reference**' to validate the Title Reference.

- 10 Click on **Next**.

- 11 Select the boxes beside any **Related Documents** you would like to order (e.g. Copy of Plan, 88B, Bylaws etc.)

- 12 Review your **Order** and **Delivery Method**.

- 13 When satisfied, click on **Purchase**.

- Refer to the 'Learn More' buttons for more information throughout the ordering process.
- If you wish to order an Old System Deed (Book & Number), refer back to the 'Land Title searches & Property Certificates' menu, and select the Copy of Imaged Deed.