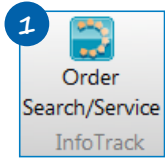


11. Property and Other Searches

LEAP Conveyancer offers seamless integration with InfoTrack allowing you to order all your searches and Property Enquiries within the Matter, and all Searching Costs automatically debited to the Matter ledger.

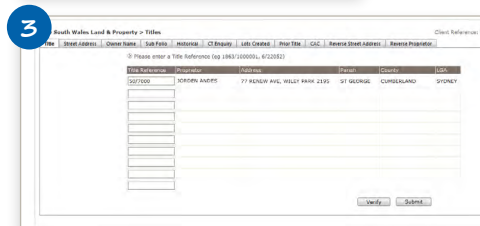
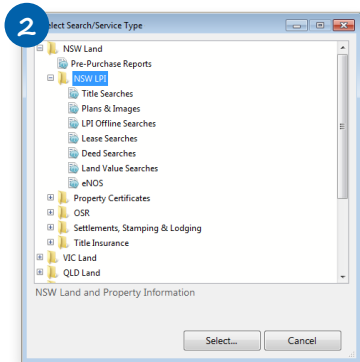
www.leapconveyancer.com.au/training

- Accessing Title Searches and Property Enquiries
- Ordering a Title Search
- The Vendor Search [NSW]
- Ordering Property Enquiries
- Viewing Searches



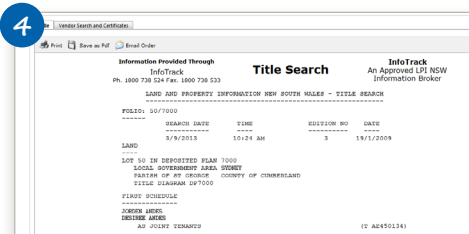
1 Accessing Title Searches and Property Enquiries

In an open Matter click Order Search/Service > Select State/relevant Titles Office > **Title Search** or **Property Enquiries**.

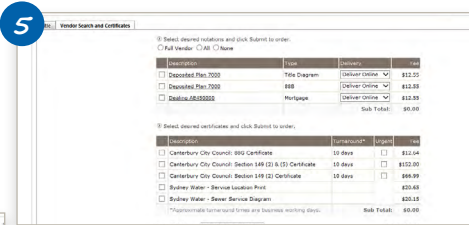


Ordering a Title Search

In the Title Search screen enter the **Title Reference**. Use the free **Verify Title** service to check Vendor Names/Address. Batch order up to 10 titles for NSW & QLD. Click **Submit**.



The Title Search is immediately available for you to **Print**, **Save as PDF**, and **Email** from your computer.



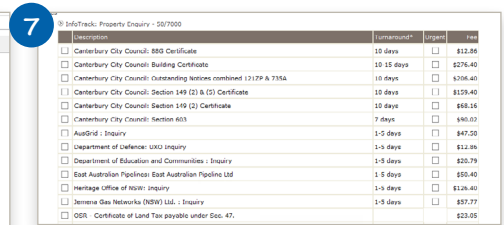
The Vendor Search [NSW]

The unique Vendor search in NSW allows you to order everything in one screen. Click the **Vendor Search and Certificates** tab.

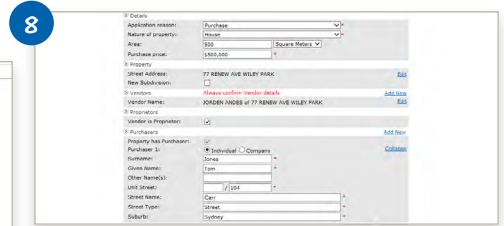


Ordering Property Enquiries

In the **Property Enquiries** screen enter the **Title Reference (NSW)**, **Volume/Folio (VIC)**, or **Lot Plan Reference (QLD)**. Click **Next**.



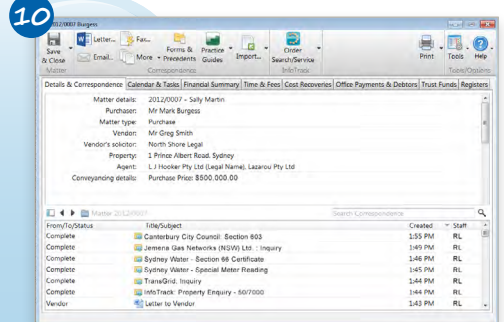
Select the required certificates by checking the box. Click **Next**.



Enter the required property information and check the details. Check **Next**.



A confirmation page will appear. Click **Confirm** to order the Property Enquiries.



Viewing Searches

Your **Title** and **Vendor Searches** and completed **Property Enquiries** are saved back to the Matter and the disbursement created as a line item under the **Cost Recoveries** tab.

