

# Mortgage Cancellation

Submitting online application for Mortgage Cancellation is aimed directly to the simplification of procedures for facilitating the Mortgagees, in order to avoid the physical presence or their representatives to the District Land Offices. Banks and cooperative credit institutions, acting as Mortgagees, will be able to use the specific application provided:

1. They are registered users in the Web Portal of the Department of Lands & Surveys.
2. There is a mortgage in whose favor, was accepted at a District Land Office, under the provisions of the Immovable Property (Transfer and Mortgage) Law, 1965.

After login into the online platform, the user selects from the **Application List** the **MORTGAGE CANCELLATION** e-application.

REPUBLIC OF CYPRUS | MINISTRY OF INTERIOR  
DEPARTMENT OF LANDS AND SURVEYS

CITIZEN PORTAL ELECTRONIC APPLICATIONS INTERACTIVE MAPS INSPIRE GEO-PORTAL

Dashboard  
Welcome to Department of Land and Survey Services

0 Draft 0 Pending Feedback 5 Submitted 0 Approved 0 Rejected 13 Completed

**APPLICATION LIST**

- ⊙ COPY OF CERTIFICATE OF REGISTRATION (TITLE) OF IMMOVABLE PROPERTY (Via "Ariadni" System)
- ⊙ COPY OF CADASTRAL PLAN (Via "Ariadni" System)
- ⊙ OBJECTION TO GENERAL VALUATION
- ⊙ DEMARCATION OF IMMOVABLE PROPERTY
- ⊙ PROVISION OF GIS DATA
- ⊙ MAPS IN RASTER FORMAT
- ⊙ PROPERTY SEARCH CERTIFICATE (Via "Ariadni" System)
- ⊙ PROPERTY DECLARATION (Via "Ariadni" System)
- ⊙ CORRECTION OF ERROR TO GENERAL VALUATION
- ⊙ OBJECTION TO NEW CADASTRAL PLAN
- ⊙ **MORTGAGE CANCELLATION**

Alpha Bank Limited  
Authorised ID Number: HE923  
Applicant ID in DLS: 923/3/21  
Email: akallidonia@dls.mot.gov.cy  
Phone Number:

Groups  
Subscriptions

Thereafter, proceeding to the second step "**Mortgage Search**", the user must record the file number by selecting the **District** in which the Mortgage was submitted, the **Serial Number** and the **Year** of submission.

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MORTGAGE CANCELLATION

1. General Information 2. Mortgage Search 3. Mortgage Information

Mortgage Search Criteria

DLO File \* Nicosia (1) Y 12657 2011 Filter

Select Mortgage

DLO File	Mortgator	Consecutive Mortgage	Full Cancellation	Partial Cancellation
1/Y/12657/2011	ΜΑΡΙΑ ΚΩΝΣΤΑΝΤΙΝΟΥ	✓	✓	✓

Once the criteria have been recorded correctly, by clicking the "**Filter**" button the mortgage

appear on the screen, as well the Mortgagor or if a consecutive mortgage exists and the following permitted actions for **Mortgage Cancellation: Full Cancellation** or **Partial Cancellation**. Subsequently, by selecting the mortgage, user must choose one of the type options for Cancellation Mortgage. Selecting **Full Cancellation** and by pressing the **"Submit"** button, the process is completed. In case of the **Partial Cancellation**, it is necessary to determine the **Paid Amount** and the **'Cancelled Share** for the selected ownerships. Finally, clicking the **"Submit"** button, the process is completed automatically and the user will be able to get detailed information for the submitted e-application.

**MORTGAGE CANCELLATION**

1. General Information 2. Mortgage Search 3. Mortgage Information

**Mortgage Information**

Mortgage Cancellation Type:  Full Cancellation  Partial Cancellation

Paid Amount: 51000

**Mortgage Ownership Information**

DLO File Number	Mortgagor	Registration Block/Number	Registered Share		Mortgaged Share		Cancelled Share		Remaining Share	
			Numerator	Denominator	Numerator	Denominator	Numerator	Denominator	Numerator	Denominator
1/Y/1184/2011	ΜΑΡΙΟΣ ΝΙΚΟΛΑΟΥ	0/9627	1	1	1	1	1	2	1	2

Submit

Upon completion of the application, the update form appears under the label **Submission Details**. Selecting the electronic file number **# DLS "....."** displays a menu of information which includes: General Information, Application Related Information, Attachment Data, Messages, Notifications and Application History.

**Submission Details**

Application: **# DLS23209**

Application Type: MORTGAGE CANCELLATION  
 Submission Date: 08/04/2016  
 Status: **Completed**

Submitted By: **Bank**

Authorized ID Number: HE  
 Applicant ID in DLS:  
 Phone Number:  
 Email:

DLO File: 1/YA/165/2016

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Structural Funds of the European Union in Cyprus, Republic of Cyprus, European Union

This project was co-financed by the European Union (European Regional Development Fund - ERDF) and National Funds

**MORTGAGE CANCELLATION DLS23209**

General Information | Application Related Information | Attachment Data | Messages | Notifications | Application History

**Application General Information**

Case Number: DLS23209      Application Origin: DLS Portal  
 Create Date: 08/04/2016      Application Status: Completed  
 Submission Date: 08/04/2016      Application Sub Status:  
 Expire Date:      Assigned To:

**Customer Details**

Name: Bank      Profile Type: Company  
 Authorised Id Number:      Cilia Id:  
 Email:      Phone Number:

**Consecutive Mortgages:** Mortgage Full Cancellation is accepted without any restriction, provided that the mortgagor has already wholly paid the amount of the mortgage loan. Consecutive mortgage partial cancellation in DLS Portal is accepted **ONLY** if **all the consecutive mortgages** formed by the **same mortgagee**, who must declare the paid amount for each consecutive mortgage separately.

1. General Information      2. Mortgage Search      3. Mortgage Information

**Mortgage Information**

Mortgage Cancellation Type:  Full Cancellation  Partial Cancellation  
 Paid Amount: 22500

**Consecutive Mortgages**

Consecutive Mortgage DLO File Number	Mortgage Amount	Paid Amount
1/Y/633/2011	205.000,00 €	102500

**Mortgage Ownership Information**

DLO File Number	Mortgagor	Registration Block/Number	Registered Share		Mortgaged Share		Registered Share		Mortgaged Share	
			Numerator	Denominator	Numerator	Denominator	Numerator	Denominator	Numerator	Denominator
1/Y/12657/2011	MAPIA KONSTANTINOY	0/5651	1	1	1	1	1	2	1	2

Submit

It is important to notice that, **within the same day for the same Mortgage, CANNOT** be lodge other Mortgage (Partial or Full) Cancellation. If there is an immediate need for submission a New Mortgage Cancellation for the same mortgage, then you have to contact at a District Land Office. Also, in case that has been submitted handwritten application at a District Land Office and at the same day for the same mortgage there is emergency for submission a new application, **ONLY** handwritten application at a District Lands Office must be submitted.