

Search Certificate of Immovable Property for a Specific Property Type

Purpose: The purpose is the submission of electronic applications by any Individual or Company/Organization, for the issuance of a search certificate of Immovable Property for a Specific Property Type, without the physical presence of the applicants at the District Land Offices, saving time, money and staff.

The new application "**Search Certificate of Immovable Property for a Specific Property Type**" is available to the following types of users:

1. **Individual** -An Individual has the ability to submit an application for the issuance of a search certificate of Immovable Property for a Specific Property Type for applicant's properties .
2. **Company/Organization** – A Company/Organization has the ability to submit an application for the issuance of a search certificate of Immovable Property for a Specific Property Type for applicant's properties.
3. **Agent/Representative** – The Agent/Representative can be an Individual or a Company/Organization and has the ability to submit an application for the issuance of a search certificate of Immovable Property for a Specific Property Type for the properties belong to the represented owner. A represented owner can be either an Individual or a Company/Organization (companies registered in the Department of Registrar of Companies and Official Receiver).
4. **Administrator** - The Administrator can be an Individual and has the ability to submit an application for the issuance of a search certificate of Immovable Property for a Specific Property Type for the properties belong to the represented owner, for whom has been appointed as Administrator. The represented owner can **only** be an Individual.
5. **Liquidator** - The Liquidator can be an Individual or Company and has the ability to submit an application for the issuance of a search certificate of Immovable Property for a Specific Property Type for the properties belong to the represented owner, for whom has been appointed as a Liquidator. The represented owner can **only** be a

Company/Organization (companies registered in the Department of Registrar of Companies and Official Receiver).

Login to the System

The user, by using credentials, can log into the System. In case the communication with the external information systems is not successful, the following error message is displayed:

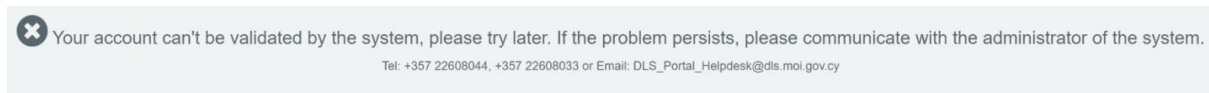


Figure 1: Error message in case it is not possible to contact the Department of Population and Immigration Archive / Companies Registrar and Official Recipient Department.

Subsequently, the system checks whether the applicant is a deceased person (in case the applicant is an Individual) or a company under liquidation / dissolved company (in case the applicant is a Company registered in the Department of Registrar of Companies and Official Receiver). The relevant information is obtained from the information systems of the Civil Registry and Migration Department (CRS) and the Department of Registrar of Companies and Official Receiver (RCOR) respectively. If one of the above cases is applied, the account of the applicant in the '**DLS Portal**' is deactivated and the following error message is displayed.

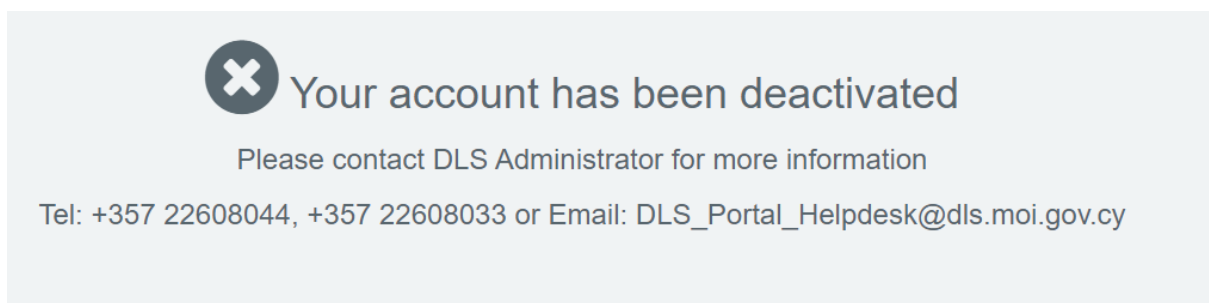


Figure 2: "Your account has been deactivated"

In case that none of the above conditions takes happens cases applies, the "**Dashboard**" screen is automatically displayed, in which a list of available electronic applications is shown and the user can select from the list the application "**Search Certificate of Immovable Property for a Specific Property Type**".

- ⊗ MAPS IN RASTER FORMAT
- ⊗ RANDOM SELECTION OF AUCTIONEER FOR MORGAGED PROPERTIES (Via "Ariadni" System)
- ⊗ PROVISION OF HORIZONTAL DIVISION FILE PLANS
- ⊗ Link Customer to Financial Institution Groups
- ⊗ Link User(FIU) to Manager(FIM)
- ⊗ Export Mortgage Cancellation Applications
- ⊗ SEARCH CERTIFICATE FOR A PROPERTY OF A SPECIFIC OWNER WITH (OR WITHOUT) ENCUMBRANCES
- ⊗ SEARCH CERTIFICATE OF PROPERTY ALIENATION BY AREA / PERSON / PERIOD
- ⊗ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR CONTRACTS OF SALES OF A SPECIFIC PURCHASER
- ⊗ COPY OF OFFICIAL CADASTRAL PLAN
- ⊗ COPY OF CERTIFICATE OF REGISTRATION (TITLE) OF IMMOVABLE PROPERTY
- ⊗ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC OWNER WITH (OR WITHOUT) ENCUMBRANCES AND PROHIBITIONS
- ⊗ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS
- ⊗ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE

Figure 3: List of Applications - Search Certificate of Immovable Property for a Specific Property Type

By selecting the application, the system initially checks if there is any pending payment transaction for the specific application, from the applicant. If payment is pending, then an error warning message is displayed. Otherwise, the screen of **Figure 5** is presented.

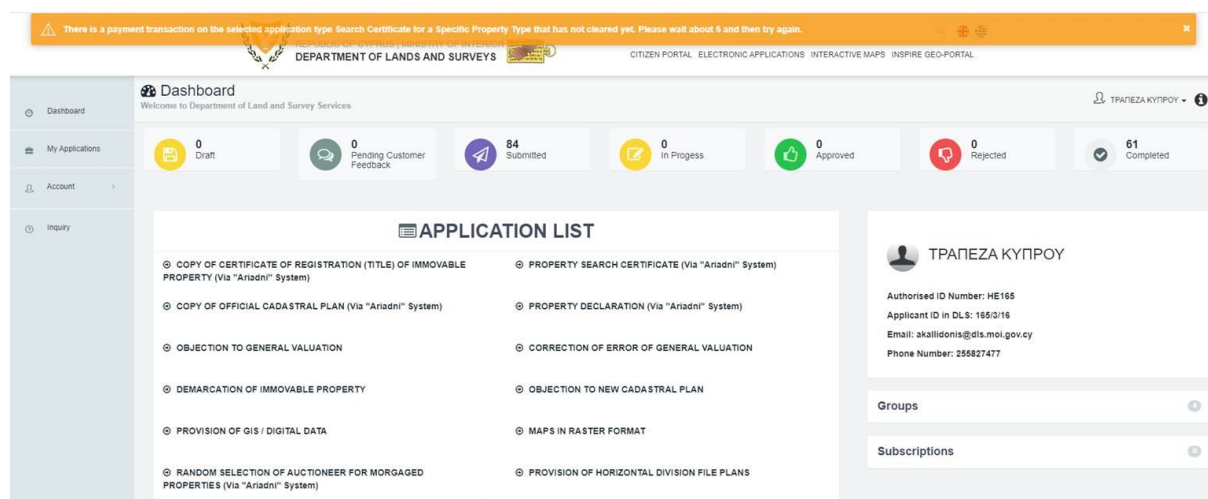


Figure 4: List of Applications - Search Certificate of Immovable Property for a Specific Property Type

As shown below, the application consists of the following sections:

1. **General Information** - This section shows general information about the current application.

2. **Application Details**- This section presents the details of the applicant/represented owner and the criteria based on which the properties are presented in the Property List. The criteria are user type selection, District or Pancyprian selection and property type.
3. **Attachment Files** - In this section the applicant can optionally attach files related to this application. The applicant can proceed to the specific section only if the **"Continue" button** in the **"Application Details"** section is selected.
4. **Delivery Methods** - In this section the applicant chooses the delivery method of the document. The applicant can proceed to the specific section only if the **"Continue" button** in the **"Application Details"** section is selected.
5. **Fee Payment** - In this section the applicant can proceed with the payment. Upon successful completion of the payment, the system automatically generates the search certificate in PDF format and the document is saved in the application, on the DLS Portal. The applicant can proceed to the specific section if the **"Continue" button** in the **"Delivery Methods"** section is selected.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE

1. General Information 2. Application Details 3. Attachment Files 4. Delivery Method 5. Fee Payment

Application General Information

Use this application to submit an application for a Search Certificate for a Specific Property Type. For more information about this application, please click on the icon «i» which appears at the top right of the screen.

[Continue](#)

Figure 5: Application "Search Certificate of Immovable Property for a Specific Property Type" - Application Modules

Section "General Information"

By selecting the application, the specific section is displayed on the screen in which general information related to the selected application is presented.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE

1. General Information 2. Application Details 3. Attachment Files 4. Delivery Method 5. Fee Payment

Application General Information

Use this application to submit an application for a Search Certificate for a Specific Property Type. For more information about this application, please click on the icon «i» which appears at the top right of the screen.

[Continue](#)

Figure 6: Application "Search Certificate of Immovable Property for a Specific Property Type" - General Information Section

Section "Application Details"

In this section (depending on the status of the applicant), the corresponding fields are displayed on the screen.

1. **Individual or Company/Organization acting for their own property or acting as an Agent/Representative, Administrator or Liquidator.**

An Individual or Company/Organization can apply for Search Certificate of Immovable Property for a Specific Property Type for their own properties or for properties belonging to a specific Individual or Company/Organization for which acts as an Agent/Representative, Administrator or Liquidator.

The applicant has the following four options:

Individual or Company/Organization for their own properties:

- By selecting at the field "**Person**", the Individual's/Company's Name, a specific District or 'Pancyprian' and then the "**Continue**" button, a Property List will be displayed showing the properties, of a specific property type, which belong to the specific Individual/Company . (See **Figure 7** and **Figure 8**).

The screenshot shows the '2. Application Details' tab of the application form. Under the 'Property Owner' section, the 'Person' radio button is selected and highlighted with a red box, with the text 'ONOMA EPITHETO - 999999' next to it. The 'Agent/Representative' radio button is unselected. Below this, the 'District' section has several checkboxes: 'Nicosia' (selected and highlighted with a blue box), 'Kyrenia', 'Famagusta', 'Larnaca', 'Limassol', and 'Paphos'. There is also an unchecked checkbox for 'PANCYPRIAN'. A 'Continue' button is located at the bottom right of the form.

Figure 7: Application for "Search Certificate of Immovable Property for a Specific Property Type" - Owner Properties (Individual Person)

The screenshot shows the '2. Application Details' tab of the application form. Under the 'Property Owner' section, the 'Person' radio button is selected and highlighted with a red box, with the text 'COMPANY AA LTD - HE1767' next to it. The 'Agent/Representative' radio button is unselected. Below this, the 'District' section has several checkboxes: 'Nicosia' (selected and highlighted with a blue box), 'Kyrenia', 'Famagusta', 'Larnaca', 'Limassol', and 'Paphos'. There is also an unchecked checkbox for 'PANCYPRIAN'. A 'Continue' button is located at the bottom right of the form.

Figure 8: Application for " Search Certificate of Immovable Property for a Specific Property Type" -Owner Properties (Company-Organization)

Agent/Representative

- By selecting the **"Agent/Representative"** option in the **"Person"** field, a list of properties is displayed on the screen and the applicant must select from the drop-down list the Individual or Company/Organization. The list contains the property owners which the applicant represents based on a power of attorney document which has been already lodged in a District Land Office (DLO).

Once all the required fields are filled in, the system checks whether the Individual or Company/Organization for whom the request is submitted concerns a deceased person or a company under liquidation / a dissolved company, respectively. The relevant information is obtained from the Civil Registry and Migration Department (CRS) or from the Department of Registrar of Companies and Official Receiver (RCOR), as well. If the communication with the external information systems is not possible, then the corresponding error message is displayed (see **Figure 1**). Otherwise, if an answer is received from the respective information system and one of the above cases is valid the system presents the following error message:

 **The power of attorney document is not valid because the company has been dissolved or the person is dead. Please select another option.**

Figure 9: Application "Search Certificate of Immovable Property for a Specific Property Type"
- Error message that power of attorney is not valid.

In other case, if none of the above conditions applies, and a District or Panyprian is selected, then the Property List displays the properties (of a specific type), belonging to the represented owner .

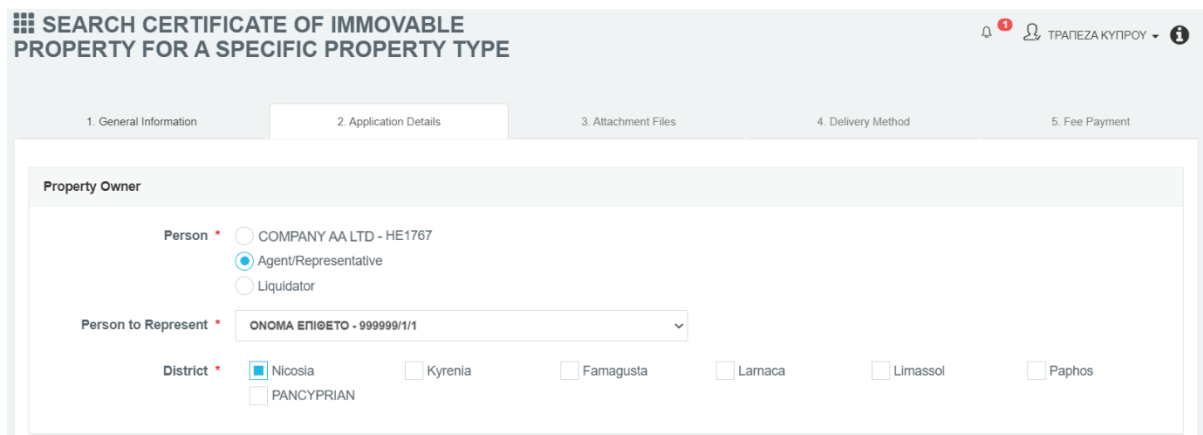


Figure 10: Application " Search Certificate of Immovable Property for a Specific Property Type"
- Represented Person = Individual

Figure 11: Application "Search Certificate for Periodic Property Ownership History" - Represented Person = Company-Organization

Administrator

- By selecting the **"Administrator"** option in the **"Person"** field, a list of properties is displayed on the screen and the applicant must select the owner from the drop-down list, which contains only Individuals. In this case, the system does not check whether the Individual for whom the request is submitted concerns a deceased person. By pressing the **"Continue"** button and once a specific District or Pancyprrian is selected, the Property List displays the properties (of a specific type) belonging to the represented owner.

Figure 12: Application " Search Certificate of Immovable Property for a Specific Property Type" - Represented Person = Company-Organization

Liquidator

- By selecting the **"Liquidator"** option in the **"Person"** field, a list of properties is displayed on the screen and the applicant must select the owner from the drop-down list, which contains only Companies/Organizations (companies registered in the Department of Registrar of Companies and Official Receiver). In this case, the system does not check whether the Company/Organization for which the request is submitted concerns a company under liquidation / dissolved company. By pressing the **"Continue"** button and once a specific District or Pancyprrian is selected, the Property List displays the properties (of a specific type) belonging to the represented.

Property Owner

Person * ☐ COMPANY AA LTD - HE1767
☐ Agent/Representative
☐ Financial Institution
☒ Liquidator

Liquidator for *

District * ☐ Nicosia ☐ Kyrenia ☐ Famagusta ☐ Larnaca ☐ Limassol ☐ Paphos
☐ PANCYPRIAN

Figure 13: Application "Search Certificate of Immovable Property for a Specific Property Type" – Liquidator

Property List

In the Property List basic information of the owner's properties is presented, based on the district and property type selections. At the top of the table, there is a list of values for property type and the filters from which the applicant can filter the properties shown on the list.

The "**Property Type**" field is mandatory and is automatically filled in by the system with the first value available in the drop down list. The list of values presents the types of properties that belong to the owner.

The "**District**" filter is prefilled to the initially selected value. In case the user selects as a filter a different district from the one that was initially selected, the message "Please click" Filter to continue "is displayed. By selecting the "**Filter**" button, the list of properties is renewed and the properties of the specific district are presented. **The properties presented in the Property List are those that will be included in the search certificate.**



Figure 14: Application "Search Certificate of Immovable Property for a Specific Property Type" – Error message for clicking the 'Filter' button when the district is different from the initial value

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC OWNER WITH (OR WITHOUT) ENCUMBRANCES AND PROHIBITIONS

1. General Information 2. Application Type Selection 3. Application Details 4. Attachment Files 5. Delivery Method 6. Fee Payment

Choose Delivery Method

☒ I wish to send me an official document in printed form

☐ Postal Address

☐ PO Box

[Continue](#)

1. By selecting "**Postal Address**" section "**Delivery Address**" is displayed on the screen and the applicant must select one of the following options:

- Send to the address which is recorded in the Department of Lands and Surveys.
- Send to the address where I will provide. By selecting the specific value, the fields of the Address are presented and the applicant is obliged to fill them in.
- The applicant has the opportunity to enter an address abroad

1. General Information 2. Application Type Selection 3. Application Details 4. Attachment Files 5. Delivery Method 6. Fee Payment

Choose Delivery Method

☒ I wish to send me an official document in printed form

☒ Postal Address

☐ PO Box

Delivery Address

Delivery Address * Send to the address, which is recorded in the Department of Lands and Surveys

Address * 001 KALLIPOLEOS DIMOS LEFKOSIAS 1071 Nicosia CYPRUS

[Continue](#)

Figure 17: Application "Search Certificate of Immovable Property for a Specific Property Type " - Methods of Delivery - Sending an official document to the address of the applicant registered in the Department of Lands and Surveys

The screenshot shows the 'Choose Delivery Method' section of a web application. At the top, there are six tabs: '1. General Information', '2. Application Type Selection', '3. Application Details', '4. Attachment Files', '5. Delivery Method', and '6. Fee Payment'. The '5. Delivery Method' tab is active. Below the tabs, there is a section titled 'Choose Delivery Method' with a checkbox labeled 'I wish to send me an official document in printed form'. Below this, there are two radio buttons: 'Postal Address' (selected) and 'PO Box'. Below the radio buttons, there is a section titled 'Delivery Address' with several fields: 'Delivery Address' (a dropdown menu with the text 'Send to the address where I will provide'), 'Country' (a dropdown menu with 'Cyprus' selected), 'District' (a dropdown menu with 'Please select District'), 'Municipality / Community' (a dropdown menu with 'Please select Municipality / Community'), 'Quarter' (a dropdown menu with 'Please select Quarter'), 'Address' (a dropdown menu with 'Please select Address'), 'House No' (a text input field), 'House Suppl. No' (a text input field), 'House Suppl. No' (a text input field), 'Fiat No' (a text input field), 'Fiat No' (a text input field), and 'Postal Code' (a text input field). A 'Continue' button is located at the bottom right of the form.

Figure 18: Application "Search Certificate of Immovable Property for a Specific Property Type" - Methods of Delivery - Sending an official document to a new address in Cyprus

The screenshot shows the 'Choose Delivery Method' section of a web application. At the top, there are six tabs: '1. General Information', '2. Application Type Selection', '3. Application Details', '4. Attachment Files', '5. Delivery Method', and '6. Fee Payment'. The '5. Delivery Method' tab is active. Below the tabs, there is a section titled 'Choose Delivery Method' with a checkbox labeled 'I wish to send me an official document in printed form'. Below this, there are two radio buttons: 'Postal Address' (selected) and 'PO Box'. Below the radio buttons, there is a section titled 'Delivery Address' with several fields: 'Delivery Address' (a dropdown menu with the text 'Send to the address where I will provide'), 'Country' (a dropdown menu with 'Australia' selected), 'Address' (a text input field), and 'Postal Code' (a text input field). A 'Continue' button is located at the bottom right of the form.

Figure 19: Application "Search Certificate of Immovable Property for a Specific Property Type" - Delivery Methods - Sending an official document to a new address outside Cyprus

2. By selecting "**PO Box**" the following fields are displayed and the applicant is obliged to fill them in:

- PO Box
- Postal Code

- District
- Municipality/Community

Additionally, the applicant can record a contact telephone number. The section **"Contact Telephone Number"** is visible only if the corresponding field in the applicant's profile doesn't have a value. By selecting the field **"Please update my profile with the telephone number that I have entered"**, the system will update the applicant's profile.

Figure 20: Application "Search Certificate of Immovable Property for a Specific Property Type " - Contact Telephone

Section "Fee Payment"

By selecting the method of delivery of the search certificate and selecting the **"Continue"** button in the **"Delivery Methods"** section, the applicant proceeds to the section **"Fee Payment"**.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE

ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ

1. General Information
2. Application Details
3. Attachment Files
4. Delivery Method
5. Fee Payment

Payment Details

Application

Application Type: SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE
Create Date: 26/04/2021
Status: New

Submitted By: ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ

Authorized ID Number: HE165
Applicant ID in DLS: 165/3/16
Telephone Number: 21212121
Email: akalidonis@dis.moi.gov.cy

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE
Base Fee: €10.00

Pay

Figure 21: Application for "Search Certificate of Immovable Property for a Specific Property Type" - Payment Information

At the top, the basic data of the application are presented and at the bottom the total cost which is automatically calculated by the system.

The cost is as follows:

- **€10 for a specific district**
- **€20 if the "Pancyprian" value is chosen.**

Selecting the **"Pay" button** a confirmation message is displayed as to whether the applicant wishes to proceed with payment. By pressing **"Yes" button the system** is transferred to the JCC website.

Are you sure you want to proceed with
Payment?

Please note that you will be redirected to JCC to finish the
payment

YES

NO

Figure 22: Application "Search Certificate of Immovable Property for a Specific Property Type"
– Payment confirmation message



The screenshot shows the JCC gateway payment confirmation page. At the top, the JCC gateway logo is displayed. Below it, a message states: "If the transaction is approved, a purchase for 4.00 EUR will appear in your bank statement under the name DEPT OF LANDS & SURVEYS". The Visa and Mastercard logos are shown. The payment form includes fields for Card Number, Expiry Date (Month / Year), and CVV2/CSC. A green SUBMIT button is present. Below the button, there is a link: "Cancel and return to Merchant's website". At the bottom, the JCC PAYMENT SYSTEMS logo is displayed. In the bottom left corner, the Session Timeout is shown as 04:48.

JCC gateway

If the transaction is approved, a purchase for 4.00 EUR will appear in your bank statement under the name DEPT OF LANDS & SURVEYS

VISA mastercard

Card Number : 0

Expiry Date (Month / Year) : 01 21

CVV2/CSC : 

SUBMIT

[Cancel and return to Merchant's website](#)

JCC PAYMENT SYSTEMS

Session Timeout
04:48

Figure 23: Application "Search Certificate of Immovable Property for a Specific Property Type"
Upon successful payment

The application is submitted and the user is transferred to the "**Submission Details**" screen. This screen presents the basic information of the application (e-application number, Submission Date, Application Status, basic data of the Applicant) and basic information of the payment (Transaction Number, Payment Date and Total value of the search certificate). Upon successful completion of the payment, the system automatically generates the search certificate in PDF format and saves it in the application itself on the Web Portal (DLS Portal).

Submission Details

Application

DLS1329

Application Type: SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE

Submission Date: 26/04/2021

Status: Submitted, Pending Answer By CILIS

Submitted By

ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ

Authorised ID Number: HE165

Applicant ID in DLS: 165/3/16

Telephone Number: 21212121

Email: akallidonis@dls.moi.gov.cy

#	Receipt No	Transaction No	Payment Date	Total
1		T023491-5d5e4c50c2894e03b087ad413cd5	26/04/2021	€10.00

Figure 24: Submission details after payment

From this screen, by selecting the e-application number (DLSXXXX), the user is transferred to the specific e-application. The application consists of the following sections: 1) General Information, 2) Application Related Information, 3) Attachment Files, 4) Messages, 5) Data Downloads, 6) Invoices, 7) Notifications and 8) Application History.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE DLS1329

General Information
Application Details
Attachment Files
Messages
Data Downloads
Invoices
Notifications
Application History

Application General Information

Case Number

DLS1329

Create Date

26/04/2021

Submission Date

26/04/2021

Expire Date

Application Origin

DLS Portal

Application Status

Submitted

Application Sub Status

Comment

Automatically system generated status

Assigned To

Figure 25: Specific Application Selection – Application Details

The applicant can review the submitted application by selecting from the menu the option **"My Applications"**. From the list of applications that appears, the user can proceed left-click in the specific application with a left-click, which can be reviewed on the screen that appears. The applicant can also review, save and/or print the specific certificate document by selecting the **"Data Downloads"** section.

Submitted at	Case Number Type	Application Type	Status	Create Date	Submission Date	DLO File Number	DLS Department
DLS Portal	DLS1329	SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE	Submitted	26/04/2021	26/04/2021		

Figure 26: Select "My Applications" and select a specific application

File Name	Upload Date	Expire Date
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Figure 27: Module "My Applications" - Selection of a specific application - "Data Downloads" section

Upon submission of the application and if the applicant has not requested an official document, the status of the application is set to **"Completed"**, provided that the Certificate has been generated in PDF format. Otherwise, the status of the e-application is set to **"Pending Delivery of Certification"**. Once the responsible officer of the District Land Office has prepared, printed, sealed, signed and mailed the official document, the status of the application is changed to **"Completed"**.

The applicant is informed via email and/or SMS about the status of the e-application.

- The applicant receives an email when:

0. Application is submitted
1. There is a pending payment
2. A payment problem occurs
3. A meeting is required
4. Payment process is completed successfully
5. Information from the customer is required
6. The status of the application is 'Completed'

- And SMS when:

1. The status of the application is 'Completed '
2. Customer information is required
3. A meeting is required
4. There is a pending payment
5. A payment problem occurs

All notifications of each e-application are also presented in the "Notifications" tab of each e-application (My Applications).