

# Search Certificate of Immovable Property for Adjacent Properties

**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 Adjacent Properties, without the physical presence of the applicants at the District Land Offices, saving time, money and staff. The reasons for submitting this application are to provide the required information so that the applicant can apply for an application of Boundary Dispute or of Access Acquisition. Please note that such applications are not accepted for properties which are illegally occupied due to turkish invasion.

The new application "**Search Certificate of Immovable Property for Adjacent Properties**" 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 Adjacent Properties in relation with properties belonging to the individual.
2. **Company/Organization** - The Company/Organization has the ability to submit an application for the issuance of a search certificate of Immovable Property for Adjacent Properties in relation with 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 Adjacent Properties in relation with properties belonging to the represented owner. The represented owner can be either an Individual or 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 Adjacent Properties in relation with properties belonging to the represented owner, for whom has been appointed as an Administrator. The represented owner can **only** be an Individual.
5. **Liquidator** - The Liquidator can be an Individual/Company-Organization and has the ability to submit an application for the issuance of a search certificate of Immovable Property for Adjacent Properties in relation with properties belonging 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:



Your account can't be validated by the system, please try later. If the problem persists, please communicate with the administrator of the system.

Tel: +357 22608044, +357 22608033 or Email: DLS\_Portal\_Helpdesk@dls.moi.gov.cy

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.



Your account has been deactivated

Please contact DLS Administrator for more information

Tel: +357 22608044, +357 22608033 or Email: DLS\_Portal\_Helpdesk@dls.moi.gov.cy

Figure 2: "Your account has been deactivated"

In case that none of the above conditions 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 Adjacent Properties**".

⊕ SEARCH CERTIFICATE OF PROPERTY ALIENATION BY AREA / PERSON / PERIOD

⊕ COPY OF OFFICIAL CADASTRAL PLAN

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

⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PROPERTY OWNERSHIP HISTORY

⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR CONTRACTS OF SALES OF A SPECIFIC PURCHASER

⊕ COPY OF CERTIFICATE OF REGISTRATION (TITLE) OF IMMOVABLE PROPERTY

⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE

⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR ADJACENT PROPERTIES

Figure 3: List of Applications - Search Certificate of Immovable Property for Adjacent Properties

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 4** is presented.

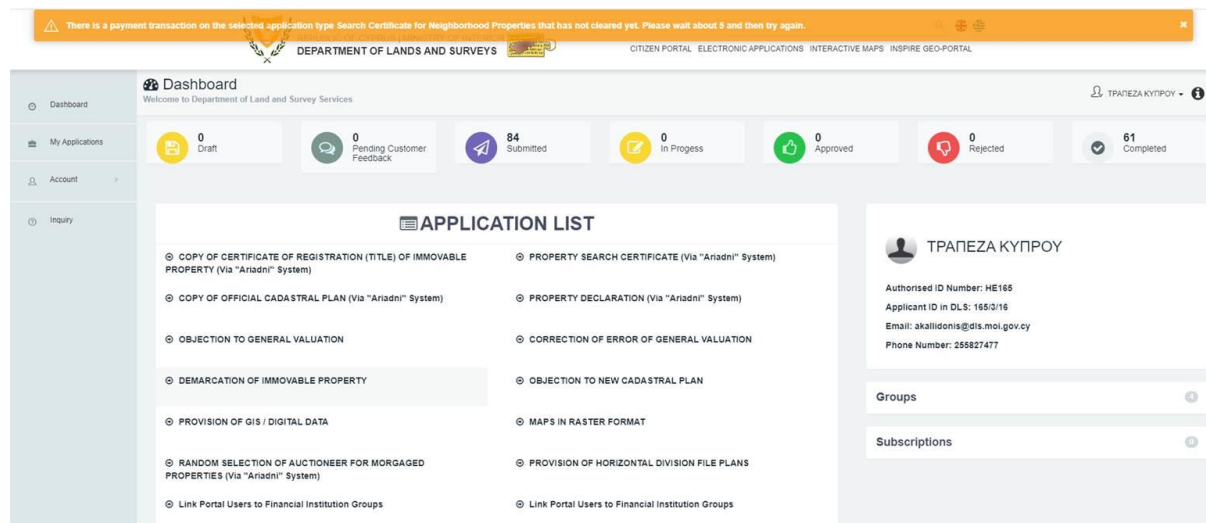


Figure 4: List of Applications - Search Certificate of Immovable Property for Adjacent Properties

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

1. **General Information** - This section shows general information about the current application.
2. **Property List** - This section presents the details of the applicant/represented owner and the criteria, based on which the properties are presented on the Property List. The criteria are user type selection and district selection (except Kyrenia district). In order to proceed to the next section, the user must select a property from the Property List with a left click.
3. **Adjacent Properties** - In this section the user must enter the adjacent properties related to the property which ~~that~~ has been already selected in the section "**Property List**".
4. **Attachment Files** - In this section the applicant can optionally attach files related to this application. The applicant can proceed to the specific section if at least one property is entered in the section "**Adjacent Properties**".
5. **Delivery Methods** – For this specific application, the official document is sent by post to the applicant, after checking the application specifications from a responsible officer at a District Land Office. The applicant can proceed to the specific section only if the "**Continue**" button in the "**Application Details**" section is selected.
6. **Fee Payment** - In this section the applicant can proceed with the payment. The applicant can proceed to the specific section if the "**Continue**" button in the "**Delivery Methods**" section is selected.

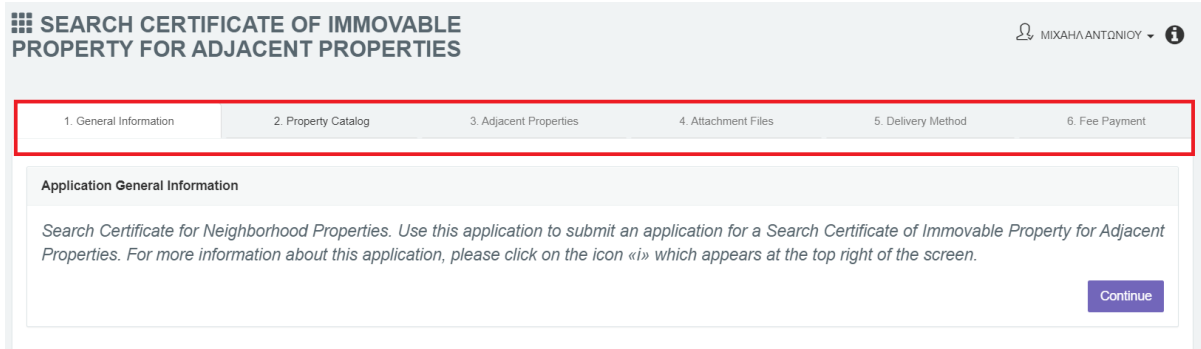


Figure 5: Application "Search Certificate of Immovable Property for Adjacent Properties"- Application Modules

### 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.

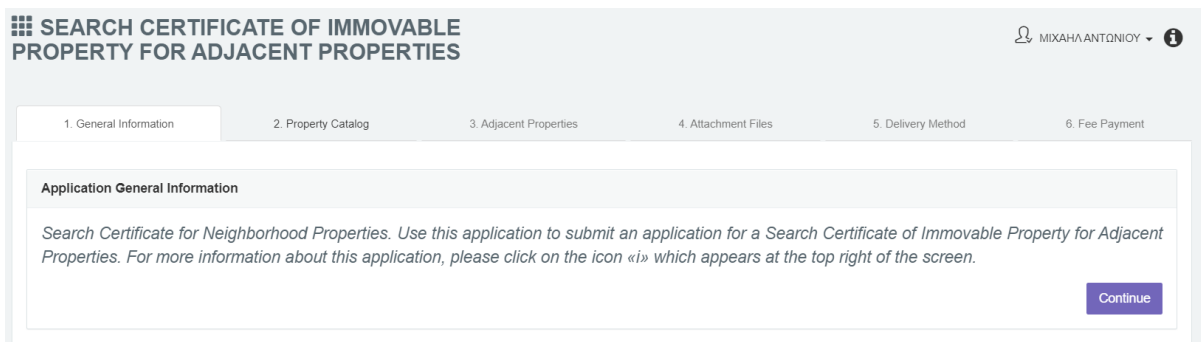


Figure 6: Application "Search Certificate of Immovable Property for Adjacent Properties"- General Information Section

### Section "Property Catalog"

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 a Search Certificate of Immovable Property for Adjacent Properties in relation to their own properties or for properties belonging to a specific Individual or Company/Organization acting as an Agent/Representative, Administrator or Liquidator.

The applicant has the following four options:

#### **Individual or Company/Organization for their own properties**

- By selecting in the option "**Person**", the Individual's/Company's Name, a specific District or "Pancyprian" and then the "**Continue**" button, a Property List will be displayed with the properties belonging to the specific Individual/Company. (See **Figure 7** and **Figure 8**).

The screenshot shows a web application interface with a header and a navigation bar. The header contains the title 'SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR ADJACENT PROPERTIES' and a user profile 'MIXAHΛ ANTΩNIOY'. The navigation bar has six tabs: '1. General Information', '2. Property Catalog', '3. Adjacent Properties', '4. Attachment Files', '5. Delivery Method', and '6. Fee Payment'. The main form area is titled 'Property Owner' and contains two sections: 'Person \*' and 'District \*'. In the 'Person \*' section, the radio button for 'ONOMA EPITHETO - 999999' is selected and highlighted with a red box. Below it is an unselected radio button for 'Agent/Representative'. In the 'District \*' section, the radio button for 'Nicosia' is selected. Other districts listed are 'Famagusta', 'Larnaca', 'Limassol', and 'Paphos'. A blue 'Continue' button is located at the bottom right of the form.

Figure 7: Application for "Search Certificate of Immovable Property for Adjacent Properties"- Owner Properties (Individual)

The screenshot shows the same web application interface as Figure 7. In this instance, the radio button for 'COMPANY AA LTD - HE1767' is selected in the 'Person \*' section and highlighted with a red box. The 'Agent/Representative' radio button remains unselected. The 'District \*' section shows 'Nicosia' as the selected district. The 'Continue' button is visible at the bottom right.

Figure 8: Application for "Search Certificate of Immovable Property for Adjacent Properties"- Owner Properties (Company/Organization)

### Agent/Representative

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

Once all the required fields are filled, the system checks whether an 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). If the communication with the external

information systems is not possible, a corresponding error message is displayed (see **Figure 1**). Otherwise, if an answer is received from the respective information system the following error message is shown:



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

In other case, if none of the above conditions applies, a District or Pancyprian is selected and by pressing the "**Continue**" button, the Property List displays the properties belonging to the represented owner.

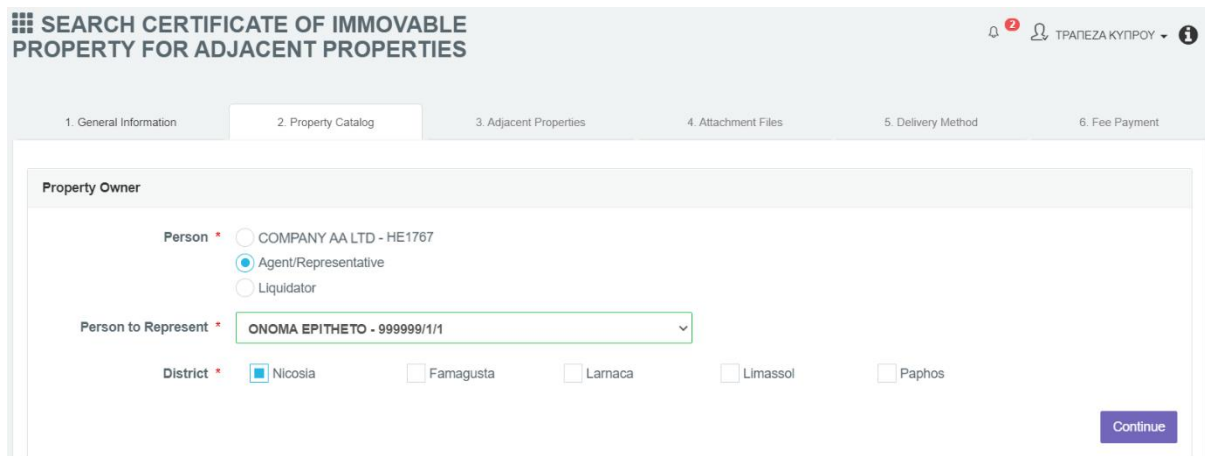
The screenshot shows the application interface for "SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR ADJACENT PROPERTIES". The top navigation bar includes a notification bell with a red '2', a user profile icon, and the text "ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ" with an information icon. Below the navigation bar are six tabs: "1. General Information", "2. Property Catalog" (active), "3. Adjacent Properties", "4. Attachment Files", "5. Delivery Method", and "6. Fee Payment". The main content area is titled "Property Owner" and contains the following fields: "Person" with radio buttons for "COMPANY AA LTD - HE1767", "Agent/Representative" (selected), and "Liquidator"; "Person to Represent" with a dropdown menu showing "ONOMA EPITHETO - 999999/1/1"; and "District" with checkboxes for "Nicosia" (checked), "Famagusta", "Larnaca", "Limassol", and "Paphos". A blue "Continue" button is located at the bottom right of the form.

Figure 10: Application "Search Certificate of Immovable Property for Adjacent Properties"- Represented Person = Individual

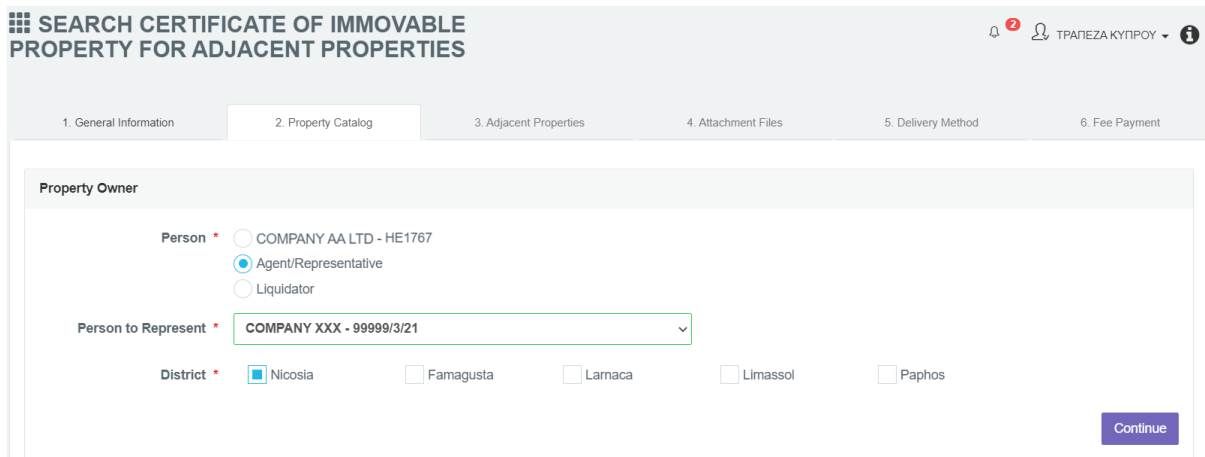
The screenshot shows the application interface for "SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR ADJACENT PROPERTIES". The top navigation bar includes a notification bell with a red '2', a user profile icon, and the text "ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ" with an information icon. Below the navigation bar are six tabs: "1. General Information", "2. Property Catalog" (active), "3. Adjacent Properties", "4. Attachment Files", "5. Delivery Method", and "6. Fee Payment". The main content area is titled "Property Owner" and contains the following fields: "Person" with radio buttons for "COMPANY AA LTD - HE1767", "Agent/Representative" (selected), and "Liquidator"; "Person to Represent" with a dropdown menu showing "COMPANY XXX - 99999/3/21"; and "District" with checkboxes for "Nicosia" (checked), "Famagusta", "Larnaca", "Limassol", and "Paphos". A blue "Continue" button is located at the bottom right of the form.

Figure 11: Application "Search Certificate of Immovable Property for Adjacent Properties"- Represented Person = Company/Organization

### **Administrator**

- By selecting the "**Administrator**" option in the "**Person**" field, a list of values 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 Pancyprian is selected, the Property List displays the properties belonging to the represented owner.

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

**Property Owner**

Person \*  ONOMA EPITHETO - 999998  
 Agent/Representative  
 Administrator

Administrator For \* NAME SURNAME - 999999/1/1

District \*  Nicosia     Kyrenia     Famagusta     Larnaca     Limassol     Paphos

Figure 12: Application "Search Certificate of Immovable Property for Adjacent Properties"- Represented Person = Company/Organization

### Liquidator

- By selecting the **"Liquidator"** option in the **"Person"** field a list of values 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 Pancyprian is selected, the Property List displays the properties belonging to the represented owner.

**Property Owner**

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

Liquidator for \* COMPANY XXX - 99999/3/21

District \*  Nicosia     Kyrenia     Famagusta     Larnaca     Limassol     Paphos

Figure 13: Application "Search Certificate of Immovable Property for Adjacent Properties" – Administrator

### Property List

On the Property List is shown basic information of the owner's properties. At the top of the table, there are filters from which the applicant filters the properties shown on the list.

The "**District**" filter is prefilled to the initially selected value. If the user filters a different district from the one that was initially selected, by pressing the "**Filter**" button, the list of properties is renewed with the presented properties of the specific district.

Property Type	District	Municipality / Community	Quarter	Sheet	Plan	Block	Parcel Block	Reg Block/Registration No	Share	Scale	Location	Extent
BUILDING SITE	Nicosia	DIMOS EGKOMIS		21	52W2	4	7087	0/10239	1/1	1:2500	KOKKINOKAYKALLA	545
BUILDING SITE	Nicosia	DIMOS EGKOMIS		21	52W2	4	7088	0/10240	1/1	1:2500	KOKKINOKAYKALLA	574
BUILDING SITE	Nicosia	DIMOS EGKOMIS		21	52W2	4	7089	0/10241	1/1	1:2500	KOKKINOKAYKALLA	558

Figure 14: Application for "Search Certificate of Immovable Property for Adjacent Properties"– Search List and hide the selected properties in a separate table

In order to proceed to the next section, the user must select a property by left-clicking. After selecting a specific property, a confirmation message is displayed (see below).

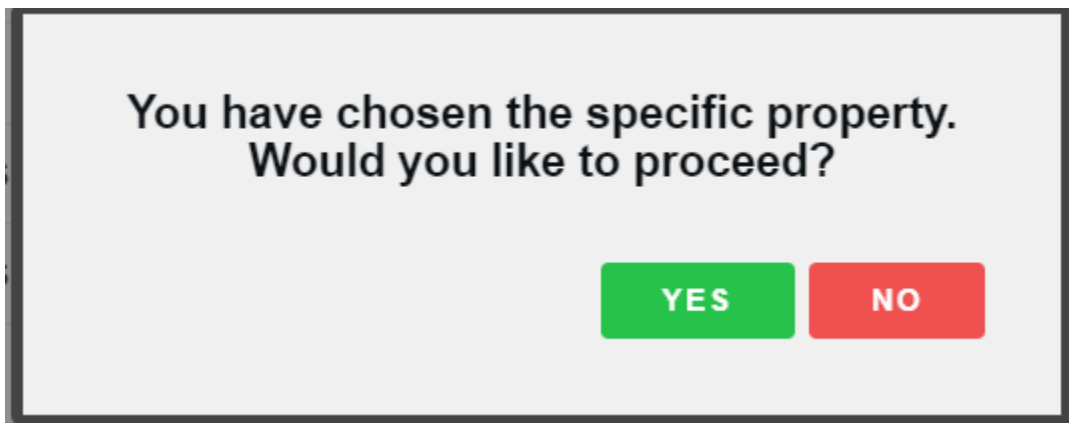


Figure 15: Application "Search Certificate of Immovable Property for Adjacent Properties" - Section "List of Properties" - Confirmation message for the selection of a specific property

### Section "Adjacent Properties"

Once a specific property is selected, the user can record adjacent properties based on geographical criteria. Specifically, it is mandatory to fill the following fields:

- Property District
- Property Municipality / Community - The values in the drop-down list are filtered based on the selected district
- Property Quarter - The values in the drop-down list are filtered based on the selected district and municipality

If the adjacent property is recorded based on the "**Registration Number**" it is mandatory to fill the following fields:

- Registration Block Number - The values in the drop-down list are filtered based on the selected district, municipality and quarter

- Registration Number If the adjacent property is recorded based on the "**Survey Reference**" it is **mandatory to fill** the following fields:
- Sheet - The values in the drop-down list are filtered based on the selected district, municipality and quarter
- Plan - The values in the drop-down list are filtered based on the selected sheet
- Block - The values in the drop-down list are filtered based on the selected plan
- Scale - The values in the drop-down list are filtered based on the selected block
- Parcel Number

Once all the required fields are filled in, the user must select the "**Add**" button to record the new property.

The screenshot shows a form titled "Selection Criteria" with the following fields:

- Property District \* (dropdown): Nicosia
- Property Municipality / Community \* (dropdown): AGIOI TRIMITHIAS
- Property Quarter \* (dropdown): (0)
- Parcel selection based on: \* (dropdown): Registration Number
- Registration Block Number \* (dropdown): Please select Registration Block Number
- Registration No \* (text input): Registration No

An "Add" button is located in the bottom right corner of the form.

Figure 16: Application "Search Certificate of Immovable Property for Adjacent Properties"- Registration of property based on Registration Number.

The screenshot shows a form titled "Selection Criteria" with the following fields:

- Property District \* (dropdown): Nicosia
- Property Municipality / Community \* (dropdown): AGIOI TRIMITHIAS
- Property Quarter \* (dropdown): (0)
- Parcel selection based on: \* (dropdown): Survey Reference
- Sheet \* (dropdown): Please select Sheet
- Plan \* (dropdown): Please select Plan
- Block \* (dropdown): Please select Block
- Scale \* (dropdown): Please select Scale
- Parcel No \* (text input): Parcel No

An "Add" button is located in the bottom right corner of the form.

Figure 17: Application "Search Certificate of Immovable Property for Adjacent Properties" - Registration of a property based on Spatial Reference

Once the property is added, an information message is displayed, confirming that property has been recorded successfully.

Selection has been done successfully. You can proceed with a new property selection or continue the application by clicking the "Continue" button

Figure 18: Application "Search Certificate of Immovable Property for Adjacent Properties" - Confirmation message of successful property registration

In order to edit or delete a property that has been already recorded in the List of Properties, the user can select a specific property and then pressing the "Edit" or "Delete" button respectively. By selecting the "Continue" button the user proceeds to the next section.

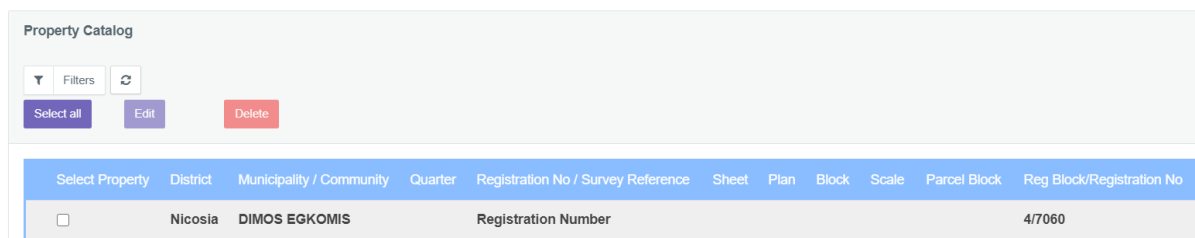


Figure 19: Application "Search Certificate of Immovable Property for Adjacent Properties" - Edit / Delete an existing property

### Section "Attachment Files"

In this section, the applicant has the option to attach files related to the application and it is possible to proceed to this section only if the "Continue" button in the "Adjacent Properties" section is selected.

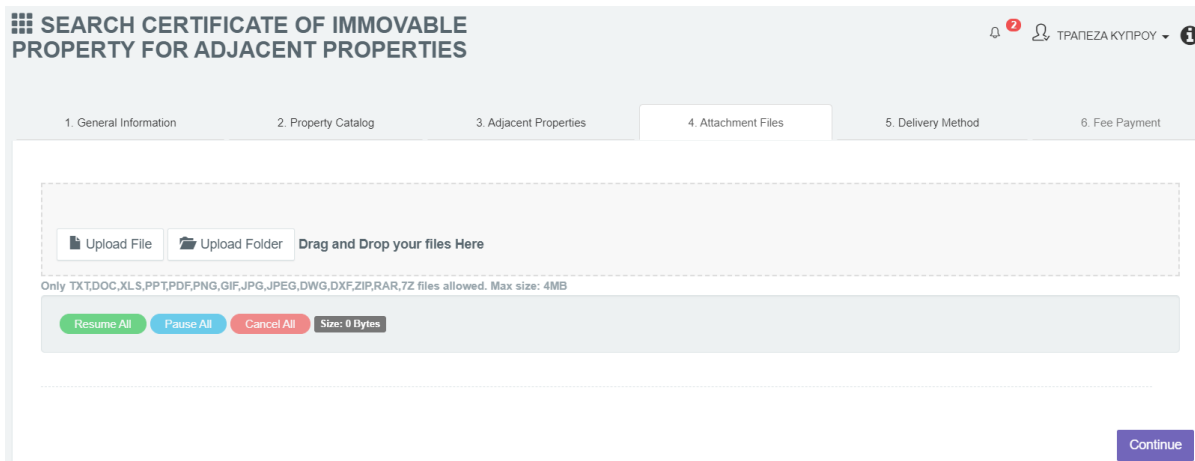


Figure 20: Application "Search Certificate of Immovable Property for Adjacent Properties" - Attached Files

### Section "Delivery Method"

The certificate will be sent as an official document in printed form, by post, and the applicant must determine the delivery address, by selecting one of the two following options:

1. Postal Address and
2. PO Box

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

Figure 21: Application "Search Certificate of Immovable Property for Adjacent Properties " - Methods of Delivery - Sending an official document to the address of the applicant registered in the Department of Lands and Surveys

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 \*

Country \*

District \*

Municipality / Community \*

Quarter \*

Address \*

House No. \*     House Suppl. No. \*     Flat No. \*     Flat No. \*

Postal Code \*

[Continue](#)

Figure 22: Application "Search Certificate of Immovable Property for Adjacent Properties " - Methods of Delivery - Sending an official document to a new address in Cyprus

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 \*

Country \*

Address \*

Postal Code \*

[Continue](#)

Figure 23: Application "Search Certificate of Immovable Property for Adjacent Properties " - 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 24: Application "Search Certificate of Immovable Property for Adjacent Properties " - Contact Telephone

### Section "Fee Payment"

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



Figure 25: Application for "Search Certificate of Immovable Property for Adjacent Properties" - Payment Information

The basic information of the application is shown at the top and at the bottom is shown the total cost, which is automatically calculated by the system.

**The cost is € 10 per recorded property.**

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

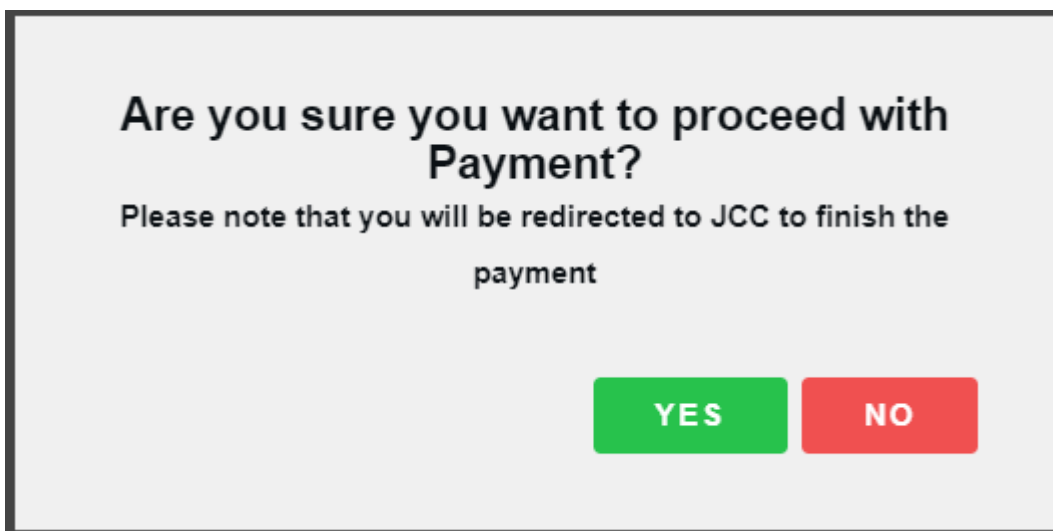


Figure 26: Application "Search Certificate of Immovable Property for Adjacent Properties" – Payment confirmation message




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



Card Number :

Expiry Date (Month / Year) :

CVV2/CSC : 

**SUBMIT**

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



Session Timeout  
04:48

Figure 27: Application "Search Certificate of Immovable Property for Adjacent Properties" – Payment

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 Cost of the search certificate).

**Submission Details** Print

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<b>Application</b> # <b>DLS1330</b> Application Type: SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR ADJACENT PROPERTIES Submission Date: 26/04/2021 Status: <span>Pending Delivery of Certification</span>	<b>Submitted By</b> ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ Authorised ID Number: HE165 Applicant ID in DLS: 165/3/16 Telephone Number: 21212121 Email: akallidonis@dls.moi.gov.cy
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#	Receipt No	Transaction No	Payment Date	Total
1		T023492-91320a399a6e4dccb4c5ef5c4a70	26/04/2021	€10.00

Figure 28: Submission details after payment

From this screen, by selecting the e-application number (DLSXXX), 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 ADJACENT PROPERTIES DLS1330**

General Information | Application Details | Attachment Files | Messages | Invoices | Notifications | Application History

**Application General Information**

Case Number: DLS1330

Create Date: 26/04/2021

Submission Date: 26/04/2021

Expire Date:

Application Origin: DLS Portal

Application Status: Pending Delivery of Certification

Application Sub Status:

Comment:

Assigned To:

Figure 29: 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 left-click on the specific application which can be reviewed on the screen that appears.

**My Applications**

Filters

**Filter Options**

Date Created by: | Date Created To: |

Case Number Type: | Application Type: |

Status: | DLS Portal X |

All Applications  
 ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ  
 Agent

**T Filter**

Submitted at	Case Number Type	Application Type	Status	Create Date	Submission Date	DLO File Number	DLS Department
DLS Portal	DLS1330	SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR ADJACENT PROPERTIES	Pending Delivery of Certification	26/04/2021	26/04/2021		

Figure 30: Select "My Applications" and select a specific application

Upon submission of the application, the status of the application is set to "**Pending Delivery of Certification**" status and after the responsible officer of the District Land Office has prepared, printed, sealed, signed and mailed the official document, the status of the application is set 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).