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## **Electronic application for a Simple Property Search Certificate**

**Aim:** The aim of the electronic application (on-line application) for issuing a **Simple Property Search Certificate** is a friendly and quick way to issue the certificate without visiting any District Land office to submit the application. The **Simple Property Search Certificate** provides information concerning the immovable property of a Physical or a Legal person and can be requested by the registered owner of the property or the owner's Representative, (with a power of attorney). This certificate can also be requested by a Financial or Governmental organization requesting the information for specific reasons.

**System Login:** When you login into the system, you must select the value **"Simple"** from the drop down list of the field **"Search Type"**. In case you request the certificate on behalf of a financial organization, you have to select the submission reason from the drop down list of the field **"Reason for Search"**. Then, by pressing the **"Continue"** button the districts appear, from which you can select one or more districts, or the choice **Pancyprian**.

**Property List:** Automatically, your properties will be displayed in the **"Property List"** table. The list contains all the properties registered in the Department of Lands and Surveys, on your name, based on your identity card number. If you are the owner of any property which is not registered based on your identity card number, the relevant property will not be visible in the list.

**Properties which are not displayed in the Property List:** If you realize that any of your property is not displayed in the Property list, this means that the specific property is registered in the Department of Lands & Surveys with a "special number" other than your identity card.

*This number is a "special number", which was used for the registration of the properties in the computerized system of the Department of Lands and Surveys, to replace owner's actual identity card number, in cases where this was unknown. The Department of Lands and Surveys is making continuous efforts to replace these numbers with the actual identity card numbers.*

*Citizens' contribution in this effort is important and valuable, therefore our request is to respond positively through the online services that are available to you at this time or by any other occasion. The aim is to improve the quality of services and proper service offered by the Department to the public, either through online services, or by personal visits to the District Lands Offices.*

Therefore, you can apply to the District Land Office of your District, declaring your properties which were not displayed in the **"Property List"**. A DLS officer will then examine your entries, and after the necessary investigation, you will be informed accordingly.

**Address field:** After completing your selection, press the button **"Next"** in order to define either the e-mail and/or the postal address where the certificate will be sent to you:

1. Email Address: The unofficial copy of the certificate in digital format will be sent to the email address which you have provided during your online registration, unless you have entered a new address in this form.
2. Postal Address: The Official copy of the certificate will be sent to the mailing address of your choice or to any other address you will provide on this form or will be received from the District Land Office, of your preference.



**Contact Telephone Number:** You may optionally enter a contact telephone number, for your better service.

**Search Certificate for Official or Unofficial use:** You may request an official and / or unofficial Search Certificate.

1. The Official Search Certificate is the Certificate that carries a seal and signed by an officer from the Department of Lands and Surveys. The official Search Certificate is mailed in hardcopy format to the address of your choice or received from the District Land Office of your preference. Moreover, the Certificate is sent to your email address in digital PDF format shortly after the submission of your application.
2. The Unofficial Search Certificate is the Certificate that does not carry a seal and is not signed by an officer from the Department of Lands and Surveys. The Certificate is sent ONLY in digital PDF format, to your address, (e-mail), shortly after the submission of your application for unofficial use.

**Fees:** The fees for issuing a Simple Property Search Certificate, are calculated based on the number of Districts as follows:

1. For one District fees are €10,00.
2. For more than one District or the option pancyprian, fees are €20,00.

**Note: The payment of the fees is mandatory regardless of whether formal or informal request certificate.**



## **Electronic application for a Property Search Certificate with Encumbrances and Prohibitions**

**Aim:** The aim of the electronic application (on-line application) for issuing a **Property Search Certificate with Encumbrances and Prohibitions** is a friendly and quick way to issue the certificate without visiting any of the District Land office to submit the application. The **Property Search Certificate with Encumbrances and Prohibitions** provides information concerning the immovable property and encumbrances found on the aforesaid ownership such as a mortgage, contract of sale, etc. as well as information related to personal owner's prohibitions. This certificate can be requested by the registered owner of the property or the owner's Representative, (with a power of attorney), as well as from a Financial or Governmental organization requesting the information for specific reasons.

**System Login:** When you login into the system, you must select the value "With Encumbrances/prohibitions" from the drop down list of the field "**Search Type**". In case you request the certificate on behalf of a financial organization, you have to select the submission reason from the drop down list of the field "**Reason for Search**". Then, by pressing the "**Continue**" button the districts appear, from which you can select one or more districts, or the choice **Pancyprian**.

**Property List:** Automatically, your properties will be displayed in the "**Property List**" table. The list contains all the properties registered in the Department of Lands and Surveys, on your name, based on your identity card number. If you are the owner of any property which is not registered based on your identity card number, the relevant property will not be visible in the list.

**Properties which are not displayed in the Property List:** If you realize that any of your property is not displayed in the Property list, this means that the specific property is registered in the Department of Lands & Surveys with a "special number" other than your identity card.

*This number is a "special number", which was used for the registration of the properties in the computerized system of the Department of Lands and Surveys, to replace owner's actual identity card number, in cases where this was unknown. The Department of Lands and Surveys is been making continuous efforts to replace these numbers with the actual identity card numbers*

*Citizens' contribution in this effort is important and valuable, therefore our request is to respond positively through the online services that are available to you at this time or by any other occasion. The aim is to improve the quality of services and proper service offered by the Department to the public, either through online services, or by personal visits to the District Lands Offices.*

Therefore, you can apply to the District Land Office of your District, declaring your properties which were not displayed in the "**Property List**". A DLS officer will then examine your entries, and after the necessary investigation, you will be informed accordingly.



**Address field:** After completing your selection, press the button “Next” in order to define either the e-mail and/or the postal address where the certificate will be sent to you:

1. **Email Address:** The unofficial copy of the certificate in digital format will be sent to the email address which you have provided during your online registration, unless you have entered a new address in this form.
2. **Postal Address:** The Official copy of the certificate will be sent to the mailing address of your choice or to any other address you will provide on this form or will be received from the District Land Office, of your preference.
3. **Contact Telephone Number:** You may optionally enter a contact telephone number, for your better service.

**Search Certificate for Official or Unofficial use:** You may request an official and / or unofficial Search Certificate.

1. The Official Search Certificate is the Certificate that carries a seal and signed by an officer from the Department of Lands and Surveys. The official Search Certificate is mailed in hardcopy format to the address of your choice or received from the District Land Office of your preference. Moreover, the Certificate is sent to your email address in digital PDF format shortly after the submission of your application.
2. The Unofficial Search Certificate is the Certificate that does not carry a seal and is not signed by an officer from the Department of Lands and Surveys. The Certificate is sent ONLY in digital PDF format, to your address, (e-mail), shortly after the submission of your application for unofficial use.

**Fees:** The fees for issuing a Search Certificate with Encumbrances and Prohibitions, are calculated based on the number of the Districts as follows:

1. For one District fees are €15.00.
2. For more than one District or the option pancyprian, fees are €30.00.

**Note:** The payment of the fees is mandatory regardless of whether official or unofficial request certifica



**CONTACT TELEPHONE NUMBERS FOR ELECTRONIC APPLICATION FOR A  
PROPERTY SEARCH CERTIFICATE**

To get information about the progress of your online application please contact the following phones, if it is necessary.

No.	District Land Office	Name	Phone Number
1	Nicosia	Evi Panayidou	22400737
		Antigoni Savvidou	22400694
		Androulla Kyriakou	22400775
2	Kyrenia	Marina Savva	22400641
3	Famagusta	Flora Yeoryiou	23840629
		Malamo Patsalou	23840607
4	Larnaca	Chrystalla Touloupi	24803832
		Antigoni Mikallou	24803393



5	Limassol	Yeoryia Tsitsi	25804656
		Andri Hadjiyeoryiou	25804659
6	Paphos	Despina Athinodorou	26804135
		Stalo Aristodemou	26804104



## **Application for a copy of OFFICIAL Cadastral Plan**

**Aim:** The aim of the electronic application (on-line application) of issuing a copy of OFFICIAL Cadastral Plan is a friendly and quick way to issue the cadastral plan without visiting any of the District Land office to submit the application. A copy of cadastral plan can be requested by anyone, without necessarily being the owner of the specific property.

**System Login:** When you login into the system, you have to press the button "**Continue**". All the districts appear from which you can select one or more districts, or the option "Pancyprian."

**Property Catalogue:** Automatically, your properties will be displayed in the "**Property catalogue**" table. This catalogue, contains all the properties registered in the Department of Lands and Surveys, on your name based on your identity card number. If you are the owner of any property which is not registered based on your identity card number, the relevant property will not be visible in the list.

From this catalogue, you can select one or more properties for which you wish to apply for official copies of cadastral plan. You have the option to filter the property catalogue depending on the district you will choose. If you wish to request copies of cadastral plans for all your properties that appear in the Catalogue, you can press the "**Select all**" button which appears just above the catalogue.

**Properties which are not displayed in the Property Catalogue:** If you realize that any of your properties is not displayed in the Property Catalogue, this means that the specific property is registered in the department of Lands & Surveys with a special number different than your identity card.

*This number is a "special number", which was used for the registration of the properties in the computerized system of the Department of Lands and Surveys, to replace owner's actual identity card number, in cases where this was unknown. The Department of Lands and Surveys has been making continuous efforts to replace these numbers with the actual identity card numbers.*

*Citizens' contribution in this effort is important and valuable therefore, our request is to respond positively through the online services that are available to you at this time or by any other occasion. The aim is to improve the quality of services and proper service offered by the Department to the public, either through online services, or by personal visits to the District Lands Offices.*

Therefore, you can apply to a District Land Office or use the online service "**Property Declaration**" and declare your property which is not appear in the "Property Catalogue". A DLS officer will then examine your entries, and after the investigation you will be informed accordingly.

**Additional Properties:** With this option, you can enter the data of your property which is not displayed in the "Property Catalogue" and apply for a copy of a cadastral plan. In this field you also have the option to request for a Cadastral plan for a property which does not belong to you.

When you fill in the fields for a property, click the button "**Save**". Automatically the data of the property you have just saved will appear in the property catalogue at the bottom of the form. You can, after select a property from the list, in order to modify the data, with the button "**Modify**" or to delete it completely, with the button "**Delete**".

*Note: For many plots which are situated in the occupied areas the List of values of the field "Plan" contains the values of the available plans without their last two characters, (W1, W2, E1, E2). So if your plan is "44W1" the displayed value which you should choose is "44".*





**Postal Address field:** After you selecting the properties from the "Property Catalogue", and / or inserting properties data in the "**Additional Properties**", you select the button "**Continue**" in order to define the postal address where the cadastral plan will be sent to you. The Official copy of the cadastral plan will be sent to the mailing address of your choice or to any other address you will provide on this form or will be received from the District Land Office, of your preference.

**Contact Telephone Number:** You may optionally enter a contact telephone number, for your better service.

**Official / Unofficial Cadastral plan:** In this phase you may request **ONLY OFFICIAL CADASTRAL PLAN:**

1. **Official** Cadastral plan is the plan that is sealed and signed by an officer from the Department of Lands and Surveys. The official Cadastral Plan is mailed in hardcopy format to the address of your choice or received from the District Land Office of your preference.
2. **Unofficial** Cadastral plan is the Cadastral plan that **is not sealed** and **not signed** by an officer from the Department of Lands and Surveys. This plan is NOT charged NEITHER mailed to your postal address. **IN THIS PHASE YOU DO NOT HAVE THE ABILITY TO REQUEST UNOFFICIAL CADASTRAL PLAN.**

**Fees:** The fees for the **official** Cadastral plan, is as follows:

1. The fees for the issue of a whole cadastral plan are **€4, 00** for each copy.
2. The fees for the issue of part of a cadastral plan are **€2, 00** for each copy.



## **Application for a Copy of Certificate of Registration, (Title) of Immovable Property**

**Aim:** The aim of the electronic application (on-line application) of issuing a copy of **Certificate of Registration** is a friendly and quick way to issue the certificate without visiting any District Land office to submit the application. A Copy of **Certificate of Registration** can be requested by the owner of the property or the owner's representative.

**System Login:** When you login into the system, you must press the button "**Continue**". The districts appear, from which you can select one or more, or the choice "**Pancyprian**".

**Property List:** Automatically, your properties will be displayed in the "**Property List**" table. The list contains all the properties registered in the Department of Lands and Surveys, on your name, based on your identity card number. If you are the owner of any property which is not registered based on your identity card number, the relevant property will not be visible in the list.

From this list, you can select **one to ten properties** for which you wish to apply for a Copy of **Certificate of Registration**. You have the option to filter the Property Catalogue depending on the district you will choose and you may request to show your co-owners, on the Certificate.

**Properties which are not displayed in the Property List :** If you realize that any of your property is not displayed in the Property Catalogue, this means that the specific property is registered in the department of Lands & Surveys with a "special number" other than your identity card.

*This number is a "special number", which was used for the registration of the properties in the computerized system of the Department of Lands and Surveys, to replace owner's actual identity card number, in cases where this was unknown. The Department of Lands and Surveys is making continuous efforts to replace these numbers with the actual identity card numbers.*

*Citizens' contribution in this effort is important and valuable therefore, our request is to respond positively, through the online services that are available to you at this time or by any other occasion. The aim is to improve the quality of services and proper service offered by the Department to the public, either through online services, or by personal visits to the District Lands Offices.*

Therefore, you can apply to a District Land Office or you can use the online service "**Property Declaration**" and declare your properties which were not displayed in the "**Property List**". A DLS officer will then examine your entries, and after the investigation you will be informed accordingly.

**Address field:** After completing your selection you press the button "**Continue**" in order to define either the e-mail and/or the postal address where the certificate will be sent to you:

1. Email Address: The unofficial copy of the certificate of registration in digital format will be sent to the email address which you have provided during your online registration, unless you have entered a new address in this form.



2. Postal Address: The Official copy of the certificate of registration will be sent to the mailing address of your choice or to any other address you will provide on this form or will be received from the District Land Office, of your preference.

**Contact Telephone Number:** You may optionally enter a contact telephone number, for your better service.

**Certificate of Registration for Official or Unofficial use:** You may request an official and / or unofficial Certificate of Registration.

1. The Official Certificate of Registration is the certificate that carries a seal and signed by an officer from the Department of Lands and Surveys. The official Certificate of Registration is mailed in hardcopy format to the address of your choice or received from the District Land Office of your preference. Also, the Certificate of Registration is sent to your email address in digital PDF format shortly after the submission of your application.
2. The Unofficial Certificate of Registration is the certificate that does not carry a seal and is not signed by an officer from the Department of Lands and Surveys. The certificate is sent ONLY in digital PDF format, to your e-mail address, shortly after the submission of your application for unofficial use.

**Fees:** The fees for issuing a certificate of registration is **€10,00** for each property.

**Note: The payment of the fees is mandatory regardless of whether official or unofficial request document.**



## **Electronic application for Property Declaration**

**Aim:** The aim of the electronic application (on-line application) **Property Declaration** is to facilitate the correction/replacement of special identity numbers that are registered in the computerized system of the Department of Lands and Surveys with the actual identity card numbers of the property owners.

The gathering and correction of special numbers in L.I.S. is of major importance and is one of the top priorities of the Department of Lands and Surveys, in order to ensure maximum quality and completeness of data present in the Land Information System.

**System Login:** When you login into the system, you can display the «**Property List**». The list contains all the properties registered in the Department of Lands and Surveys, on your name, based on your identity card number. If you are the owner of any property which is not registered based on your identity card number, the relevant property will not be visible in the list.

**Properties which are not displayed in the Property List:** If you realize that any of your property is not displayed in the Property list, this means that the specific property is registered in the Department of Lands & Surveys with a “special number” other than your identity card.

*This number is a special number, which was used for the registration of the properties in the computerized system of the Department of Lands and Surveys, to replace owner's actual identity card number, in cases where this was unknown. The Department of Lands and Surveys is making continuous efforts to replace these numbers with the actual identity card numbers.*

*Citizens' contribution in this effort is important and valuable therefore, our request is to respond positively through the online services that are available to you at this time or by any other occasion. The aim is to improve the quality of services and proper service offered by the Department to the public, either through online services, or by personal visits to the District Lands Offices.*

Therefore, you can use this online application and declare your property which is registered in the Department of Lands & Surveys with a “special number” other than your identity card. A DLS officer will then examine your entries, and after the investigation you will be informed accordingly.

You can declare your property in two ways:

1. **Enter Property Details:** With this option you may enter the details of the property either by unique Registration Number or by Geographical Reference. You can enter more than one property with the same application. In order to examine the application, it is necessary to attach (at the point "Attachment of details of the property" of the eservice):
  - a) Copy of both sides of the identity card / Residence Permit / Certificate of Registration
  - b) Any Relevant Certificate of Registration (Title) of Immovable Property  
(The files should be in PDF or JPG format and should not exceed 4MB in size)
2. **Attach files with the Property Details:** With this option you must necessarily attach documents 1a,1b.



**Email Address field:** After completing your on-line application for property declaration, all of your entries will then be examined/investigated by a DLS officer to verify its correctness. An e-mail will be sent to the email address which you have provided during your online registration, unless you have entered a new address in this form.

**Contact Telephone Number:** You may optionally enter a contact telephone number, for your better service.

**Fees:** Free of Charge.



## **Electronic application for Property Search Certificate for Sales/Contract of Sales**

**Aim:** The aim of the electronic application (on-line application) for issuing a **Property Search Certificate for Sales/Contract of Sales** is a friendly and quick way to issue the certificate without visiting any District Land office to submit the application. The **Property Search Certificate for Sales/Contract of Sales** provides information concerning the comparable sales and contract of sales of a specific region area. This certificate can also be requested by a registered Private Valuer, which is a member of Cyprus Scientific and Technical Chamber.

**System Login:** When you login into the system, you must fill all the mandatory fields and then press the button “**Submit**”.

**Type of Information:** You must enter the geographical area information and then specify range of dates (from - to). As far as the range of dates, there is a limitation of five years when the selection is made for map reference (i.e. sheet/plan) but there is no limitation by selecting parcel.

Then, you must select from the "List of Choices" the type of information you want. There are four options as below:

1. **Sales:** With this option you apply only for a property search certificate for sales. The date of agreement of “contract of sale”, (if exists), is considered as the date of sale.
2. **Contract of Sales and Sales:** With this option you apply for a property search certificate for Sales and Contract of Sales. The date of agreement of “contract of sale”, (if exists), is considered as the date of sale.
3. **Sales and Contract of Sales:** With this option you apply for a property search certificate for Sales and Contract of Sales. The date of sale is considered as the date of acceptance of sale and not the agreement date of contract of sales, (if exists).
4. **Contract of Sales:** With this option you apply for a property search certificate for existing contract of sales.

**Address field:** After completing your selection you press the button "**Continue**" in order to define either the e-mail and/or the postal address where the certificate will be sent to you:

1. **Email Address:** The unofficial copy of the certificate in digital format will be sent to the email address which you have provided during your online registration, unless you have entered a new address in this form.



2. **Postal Address:** The Official copy of the certificate will be sent to the mailing address of your choice or to any other address you will provide on this form or will be received from the District Land Office, of your preference.

**Contact Telephone Number:** You may optionally enter a contact telephone number, for your better service.

**Search Certificate for Official or Unofficial use:** You may request an official and / or unofficial Search Certificate:

1. The **Official** Search Certificate is the Certificate that carries a seal and signed by an officer from the Department of Lands and Surveys. The official Search Certificate is mailed in hardcopy format to the address of your choice or received from the District Land Office of your preference. Moreover, the Certificate is sent to your email address in digital PDF format shortly after the submission of your application.
2. The **Unofficial** Search Certificate is the Certificate that does not carry a seal and is not signed by an officer from the Department of Lands and Surveys. The Certificate is sent ONLY in digital PDF format, to your e-mail address, shortly after the submission of your application for unofficial use.

**Fees:** The fees to issue a property search certificate for Sales/Contract of Sales are calculated based on the number of the comparable sales or contract of sales within the geographic area you have chosen with the amount of € 0,26 for each comparable sale or contract of sales.

**Notes:**

1. **The payment of the fees is mandatory regardless of whether formal or informal request certificate.**
2. **Comparable sales and / or contract of sales for the occupied areas (Kyrenia and Famagusta), are not provided.**

**For issuing Search certificates of sales and /or contract of sales prior to 1995, you should apply to the Districts Land Offices.**



## **Random Selection of Auctioneer for Mortgaged Property**

**Purpose:** The purpose of the particular online service is the random selection of an auctioneer, to conduct the sale of a mortgaged property via auction in relation with the provisions and regulations, according to the Immovable Property (Transfer and Mortgage) Law, 1965. The system contains a list of active qualified auctioneers, appointed by the Director of the Department of Lands & Surveys.

Submission of online applications can be made by banks and cooperative credit institutions acting as Mortgagees.

**Introduction to System:** By entering the system and after having selected the particular online service, the required fields regarding the "**DLO File No**" and the optional field "**Mortgagor CIVIL ID/Registration No**" is shown respectively. In the mandatory field must be recorded the **District Code** in which the Mortgage has been lodged, the **Serial Number** and the **Year** of the file. Regarding the optional field, it can be recorded the "**Mortgagor CIVIL ID/Registration No**" in order to confirm the accuracy of data.

By pressing the button "**Continue**", the related information about Mortgagor, the details of the Mortgage and the ownerships which are charged by the particular Mortgage, are displayed accordingly.

By pressing the "**Submit**" button, the application is completed and the system assigns randomly an auctioneer. On the screen **Complete the Application**, you will get information for the number of electronic application, the details of the Mortgage and the full name of the selected auctioneer. In addition, after submitting your application, all the above information will be sent to the applicant's (the mortgagee) e-mail and to the auctioneer's email, as well.

**Note:** Any request for changing the selection must be submitted in a District Land Office, before the system allows a new random selection.