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Electronic application for Property Declaration **(Merging the owner identification number with the number shown on the certificate of registration)**

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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 1MB 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.