Definition of Certificate of Title

“Document issued by Registrar of Titles for real estate registered under the Torrens System, which is considered conclusive evidence of the present ownership and state of the title to the property described therein.” (www.brandonlclark.com/glossary.php)

Use of Certificate of Title Record Type

The Certificate of Title record type is to be used to identify the original certificates of title for land owned by the University. Copies of certificate of titles that relate to leased premises and other purposes are not to be captured using this record type. E.g. use Internal Document or Inwards Correspondence depending on how the copies are sourced.

On sale of a University owned property, the original (physical) certificate of title is required to be transferred to the new owners.

A Certificate of Title that is to be retained by the University is contained within a folder, AMS:09/34 and may be placed "alternatively within" the relevant Property Folder.

When a property has been sold, and the original hard copy Certificate of Title transferred to the new owner, remove from AMS:09/34 and confirm that the electronic document is “alternatively within” the relevant Property Folder for reference purposes. The transfer date must be added to the metadata field in TRIM.

The electronic document will remain within the Property Folder until destruction (minimum seven (7) years after property disposal).
How to Process a Certificate of Title into TRIM

1. Image the Certificate of Title.
3. Select the Record Type ‘Certificate of Title’.
4. On the TRIM Entry form, General tab:
   a. Use the information found in the ‘description’ field of the certificate of title and the street address to populate the Title (free text) field. Also add the address of the property if it can be established.
   
   E.g.

   **DESCRIPTION OF LAND**
   
   City of HOBART
   Fl 1 on Stratum Plan 58736 (formerly being STR1282) and five undivided 1/10 shares in the common property shown in the said Stratum Plan.
   Derived from Stratum Plan 58736
   Derivation: Part of 1,000 Acres Gtd. to R.L. Murray.
   Prior CT 3915/23

   b. The ‘date of issue’ data is obtained from date indicated on the certificate of title.

   ![Date of issue](image)

   c. Specify the Current Location as AMS:09/34 unless the document is to be assigned to an individual officer prior to placement on the folder.

5. Notes Tab – place notes if required.
6. Related Records Tab – Place document ‘alternatively within’ the property folder. If a certificate of title is superseding another certificate of title, use this relationship to link them. Place any other relationship as required.
7. On saving the document you will need to overwrite the record number with the numbers located in the Volume and Folio Number fields.

8. Place original certificate on the AMS:09/34 folder in safe.