# triSearch®

Userguide

# triSearch<sup>®</sup>

### Step 1: Launching triSearch

- Enter the intended triConvey Matter (Ensure matter has all purchaser's information and property details for most efficient data population).
- Select the triSearch integration button at the top of the tool bar.
- Click 'New Search' to open the search platform (the platform will automatically default to your matter State).

	Richard Greenleaf & Marge Sherwood 2022-06-00525 (NSW) - Sale - Tom Ripley - 1 Main Street, Manly NSW
	OPEN 🔘 MM ML 🧷 Sale Post Exchange +
FILE N	MATTER EMAILS MEMOS EVENTS TASKS TRISEARCH COMMUI
New Search	PEXA Fee Summary
Last Updated	I Description
29/03/2023	InfoTrack: - Section66W
29/03/2023	InfoTrack: eCos Front Pages - QUEENS SQUARE 1 PRINCE ALBERT RD SYDNEY N
28/03/2023	InfoTrack: eCOS Combined Document - Compiled Contract
28/03/2023	InfoTrack: - Section66W
28/02/2023	InfoTrack: eCos Front Pages - OLIFENS SOLIARE 1 DRINCE ALREAT RD SVDNEV N

Q				All Services ~	Reporting	~	
22-00610							
NSW Sale Services							
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My Orders				triSearch			
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Service			Description		Statut	User.	\$1300
NSW: Title Search			1863/1000001		EXPIRED	TA	02/0
			Show 20 ~	Page 1 of 1 +			
			a cost fullinguest all contra san				

#### **Step 2: Order property Enquiries**

- Select property enquiries from options.
- Click continue after confirming title particulars & information is correct.

#### **Step 3: Select Certificates**

- Tick boxes for selected certificates and documents you want to order.
- Note: All certificates are categorised into respective authorities.
- When ready to order, click 'Next' at bottom of page.

triSearch		Q		All Services -
N	ISW L	.RS Titles & Plans		
	0	Certificate		
		NSW Title Search 1863/1000001 Almedy laws see1		
		Plan Image 1000001		
	0	Plan 888 1000001		
	n ci	ty Of Sydney Council Certificate	Standard ETD	triSearch ETD
	0	Building Certificate (requires survey report)	10-15 Days	
		Outstanding Notices Combined	10 Days	1 Day
		Section 10.7 (2) & (5) Certificate	5 Days	2 Days
		Section 10.7 (2) Certificate	5 Days	1 Day
	D	Section 603 Certificate	5 Days	1 Day
		Section 880 Certificate	10 Days	
		Swimming Pool Compliance Certificate	14 Days	

	Q Sharil tarying reflere and more.			All 5	ervices ~	Reporting ~	1
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	7 41-43 Byrnes St, M	Mareeba Qlo	488	80		٥	
	Enquiry Details						
	Enquiry Type *			Natura of property *			
	a mut entral y type here		~	150Hect		*	
	Area	Measure	• Intern	Settlement date *	Purchase	Price	
	Fotor and form	M2 :	~	100) YWY ( AAAA:	Frank D	100	
	Contact name *			Contact email *			
	triconveyadmin2			helvi.rossi@trisearch.com	n.au		
	Contact phone *						

#### Step 4: Check Details

#### Skip this step if you're conducting a NSW Matter.

- Check purchaser & vendor details populated.
- Select 'Nature of Property'
- Click 'Next' when ready.

## Step 5: Final Summary

- Check final summary and estimated turn-around times.
- Click 'Place Order' when ready.

Toper ues		
Dueens Square 1 Prince Albert Rd, Sydney 2000		1863/1000001
elected certificates		
Name	Estimated Return	
NSW Title Search		\$17.20
Section 10.7 (2) & (5) Certificate	2 Days	\$100.80
Cultural Heritage Unit: Aboriginal Sites Search (Extensive)	1 Day	\$75.60
Sydney Water: Section 66 Certificate	1 Day	\$14.39
		Felit contificato solociles
		Total \$207.99
		Concession of

STAGES - PDA	DING EXCHANCE / NEGOTIATION	000	ANGE WITH COOLING-OTT	UNCONDITIONAL	MOTINEN	entek 🛉 🕴
MATTER DETAILS						
Infa	2022-06-00525 (NSW) - ML	/IL				
Vendor	Richard Greenleaf   Marge 5	herwood	NOI			
Matter Type	Sale					
Purchaser	Tom Ripley					
Solicitor	Highsmith Conveyancing Contact Patricia Highsmith	astid getterne				
Property Dutails	1 Main Street, Manly NSW 2	095				
Conveyancing Details	Settlement: 20/03/2023 Pric	e; \$900.000.	00			
Settlement Financials	Adjustment Date: 14/03/202	2.3.				
ALL FILES FAVOURU	TS DOCUMENTS COM	AUNICATE	IMAILS TRISEARCH		Sec.	
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Name		Status	* To From	Date modified	Date created	ste
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InfoTrack: eCOS C	ont Pages - InfoTrack: eEos Pa_	0		3/05/2023	3/05/2023	223 KB

#### Step 6: Checking Status

- All disbursements are displayed in triSearch tab of Matter.
- Searches can be found in Matter card once fulfilled.