

Quick Tips

Search	What	Where	Hints & Tips
DEEDS OFFICE PROPERTY SEARCH	Returns information about a property that is registered in the Deeds Office.	On the menu panel: <ul style="list-style-type: none"> Property Deeds Office Property 	<ul style="list-style-type: none"> Make use of the Find Utility to ensure that the township, sectional scheme or farm is correctly listed.
DEEDS OFFICE DOCUMENT SEARCH	Find out about documents registered in the Deeds Office (e.g. Title Deeds, Ante-nuptial contracts, bonds).	On the menu panel: <ul style="list-style-type: none"> Documents Deeds Office Document 	<ul style="list-style-type: none"> Enter in the following format: T1234/2010.
DEEDS OFFICE SEQUESTRATION	Search the Deeds Office for any sequestration against an individual or company.	On the menu panel: <ul style="list-style-type: none"> Person Deeds Office Sequestration 	<ul style="list-style-type: none"> Often used as a final check before registration by conveyancers.
STREET ADDRESS/ERF CONVERSION	Enter a street address and receive the corresponding erf or sectional scheme details OR enter an erf/sectional scheme number and receive the street address.	On the menu panel: <ul style="list-style-type: none"> Property Street to Erf Erf to Street 	<ul style="list-style-type: none"> Capture the number and name of the street and pick the correct option from the result list.
MAP SEARCH	View a cadastral map and aerial photograph of the property which you are viewing. Switch erf numbers on, zoom in and view a legend of the map.	In Deeds Office Property Report: <ul style="list-style-type: none"> Additional Searches Map request 	<ul style="list-style-type: none"> If you happen to receive an error while performing this search, try again, as you do not get charged until you receive the actual map areas covered.
AUTOMATED VALUATION	Property Valuation providing highest, lowest and average values in an area. An estimation of the property's value and transfers within the immediate area.	On the menu panel: <ul style="list-style-type: none"> Property Automated Valuations 	<ul style="list-style-type: none"> Comparable sales are selected by: proximity to the subject property and similarity to the property type (i.e. Sectional schemes for sectional schemes). Up to 15 transfers are displayed. Valuation amounts are given when there is a medium to high confidence level (as calculated by Lightstone's statistical analysis).
WINDEED PROPERTY REPORT	A cost-effective alternative to a Deeds Office property search from the WinDeed database. Fantastic CMA option for estate agents.	On the menu panel: <ul style="list-style-type: none"> Property WinDeed Property Report 	<ul style="list-style-type: none"> Maps, comparable sales, municipal valuation and amenities will appear if available. Opportunity to edit the property details, such as number of rooms, bathrooms, etc.
WINDEED DATABASE PROPERTY	Search against the WinDeed database for Deeds Office Property information.	On the menu panel: <ul style="list-style-type: none"> An option available when making a Deeds Office Property Search (at the bottom of the search page) 	<ul style="list-style-type: none"> Nearly half the price of a live Deeds Office search. If results are being used for legal decision making, we suggest making a live Deeds Office search.
TRANSFERS	Our database includes Deeds Office transfers since December 2001. Transfer data may be requested for specified townships, municipalities, registration divisions, agricultural holdings, sectional schemes or farms for a specified period.	On the menu panel: <ul style="list-style-type: none"> Property Transfer Searches 	<ul style="list-style-type: none"> Transfers also available by suburb using the WinDeed database.

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DOTS	Track the progress of a document going through the registration process at the Deeds Office.	On the menu panel: <ul style="list-style-type: none"> Documents DOTS Person, Property or Barcode 	<ul style="list-style-type: none"> Make use of the Lookup function to make sure that the township, sectional scheme or farm is correctly listed. Optional function to automatically track (DOTS ADT) to receive an email each day with status until registration.
DOTS AUTOMATED DOCUMENT TRACKING (ADT)	Automatically tracks documents through registration process, sending daily email of status.	From DOTS Search result, choose, 'Auto Track Document'	<ul style="list-style-type: none"> Monthly charge for 30 days of tracking (automatically renewed). Highlights Rejection Status. Warns about any matter delayed. Documents tracked for 5 days after Rejection.
DEEDS OFFICE DOCUMENT COPY	Allows user to request documents held at the Deeds Office i.e. Title Deeds, Ante-nuptial agreements.	In Deeds Office Property Report: <ul style="list-style-type: none"> Property Information Additional Searches Deeds Office Document Request 	<ul style="list-style-type: none"> Scanned documents at the Deeds Office are delivered immediately. Unscanned documents may not available electronically and must be ordered over the counter at the appropriate Deeds Office.
SG DIAGRAMS	The Office of the Surveyor General (SG) currently contains the computerised images of diagrams, general plans and sectional title plans. These images can now be downloaded directly to your computer.	In Deeds Office Property Report: <ul style="list-style-type: none"> Property Information Additional Searches SG Diagram Request 	When requesting sectional title plans, there are 2 options available: The Scheme diagram (units) and the underlying erf.
DEEDS OFFICE PERSON SEARCH	Returns property ownership information for an individual, company, close corporation or trust directly from the Deeds Office where the property is registered.	On the menu panel: <ul style="list-style-type: none"> Person (Natural / Juristic) Deeds Office Person 	<ul style="list-style-type: none"> For names with prefixes like van der Merwe and Du Plessis, leave off the prefix, e.g., JK van der Merwe becomes Merwe JK (that is Merwe[space]J[space]K). Double-barrelled or hyphenated surnames can be entered into Lexis WinDeed, but they require a special format. If the name is Albert Brian Smith-Jones, it would be held by Lexis WinDeed as Jones Albert Brian Smith. Therefore, the way to make the enquiry would be to enter Jones A B (that is Jones[space]A[space]B). When searching on a company, leave out the PTY Ltd and CC.
WINDEED SPIDER SEARCH	In-depth and national property ownership profile done on an individual, company or trust, and provides all associated people and companies relating to property. All currently owned properties and previously owned properties, as well as contracts and documents.	On the menu panel: <ul style="list-style-type: none"> Person Spider 	<ul style="list-style-type: none"> Can be performed with a name /initial and surname OR an ID number. For names with prefixes like van der Merwe and Du Plessis, leave off the prefix, e.g., JK van der Merwe becomes Merwe J K (that is Merwe[space]J[space]K). Double-barrelled or hyphenated surnames can be entered into Lexis WinDeed, but they require a special format. If the name is Albert Brian Smith-Jones, it would be held by Lexis WinDeed as Jones Albert Brian Smith. Therefore, the way to make the enquiry would be to enter Jones A B (that is Jones[space]A[space]B). When Searching on a company, search by registration number; alternatively leave out the PTY, CC, etc. If results are being used for legal decision making, we suggest making live Deeds Office searches.
DIRECTOR SEARCH	Allows you to receive details about directors or members who are registered with companies, closed corporations or organisations in South Africa at CIPC. Information includes ID number, company status, director type, residential address, appointment date and resignation date.	On the menu panel: <ul style="list-style-type: none"> Person Director 	<ul style="list-style-type: none"> Unlike a Deeds Office Search, the Director Search accommodates prefixes and double-barrelled surnames (if relevant). The rule of "Less is More" applies. Lexis WinDeed deals with CIPC data capture errors by returning a list of other possible matches. You have the option to search on some or all of the variations supplied and you will receive a consolidated report.
COMPANY SEARCH	Utility allows you to search for companies, close corporations or organisations registered in South Africa at CIPC. Information includes current and previous Directors and Auditors, capital contribution structure (when available) and history of changes.	On the menu panel: <ul style="list-style-type: none"> Person Company 	<ul style="list-style-type: none"> There is a data format change that CIPC has adopted in line with the new Companies Act. This change affects search results and the input required to make a Company search with Lexis WinDeed. The registration number of the company has changed from YYYY/NNNNNN/TT to LYYYY/NNNNNN/TT with L being one of the following: <ul style="list-style-type: none"> B – Close Corporation M – Company (Reg according to old Company Act) K – Company (Reg according to new 2008 Company Act) C – Co-operative Lexis WinDeed deals with CIPC data capture errors by returning a list of other possible matches. You have the option to search on some or all of the variations supplied and you will receive a consolidated report.
BANK ACCOUNT VERIFICATION	Verify the bank details of a consumer or business.	On the menu panel: <ul style="list-style-type: none"> Person Bank Account Verification 	<ul style="list-style-type: none"> Only supports SAIDs. Provides matches for: ABSA, FNB, Standard Bank, Nedbank, Capitec and African Bank. Compares on an exact match between input and account name at the bank.
VAT NUMBER	Confirms a valid VAT number for a registered VAT vendor/company.	On the menu panel: <ul style="list-style-type: none"> Person VAT Number 	<ul style="list-style-type: none"> Use Company name, registration number or VAT number as search criteria. Search results will only appear for registered VAT vendors.

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CONTACT INFORMATION	The Contact Information search allows you to get contact details for a specific individual.	On the menu panel: <ul style="list-style-type: none"> Person Contact Information 	<ul style="list-style-type: none"> Search by name and DOB or SAID. Includes date the content was last updated by our supplier.
HOME AFFAIRS IDV	Provides registered details on an individual with an SA ID number.	On the menu panel: <ul style="list-style-type: none"> Person Home Affairs ID Verification 	<ul style="list-style-type: none"> Includes Vitality Status (alive or deceased). Non SA Citizens marked will reflect "Foreign". No charge for "No result". No WinCredit Activation required.
EXPERIAN CONSUMER PROFILE	A Consumer Credit profile is a review of an individual's profile on the payment of their financial obligations to credit grantors, such as retailers, banks and other finance companies. Credit grantors use this information to help them assess the risk involved in granting credit.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau Experian Consumer Profile 	<ul style="list-style-type: none"> Requires WinCredit registration. Requires consent for most prescribed purposes (visit our website for more information). Includes Delphi score.
TRANSUNION CONSUMER PROFILE	A Consumer Credit profile is a review of an individual's profile on the payment of their financial obligations to credit grantors, such as retailers, banks and other finance companies. Credit grantors use this information to help them assess the risk involved in granting credit.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau TransUnion Consumer Profile 	<ul style="list-style-type: none"> Requires WinCredit registration. Requires consent for most prescribed purposes. Footprints all searches.
COMPUSCAN CONSUMER PROFILE	A Consumer Credit profile is a review of an individual's profile on the payment of their financial obligations to credit grantors, such as retailers, banks and other finance companies. Credit grantors use this information to help them assess the risk involved in granting credit.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau Compuscan Consumer Profile 	<ul style="list-style-type: none"> Requires WinCredit registration. Requires consent for most prescribed purposes (visit our website for more information). Includes Microlender enquiries.
XDS CONSUMER PROFILE	A Consumer Credit profile is a review of an individual's profile on the payment of their financial obligations to credit grantors, such as retailers, banks and other finance companies. Credit grantors use this information to help them assess the risk involved in granting credit.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau XDS Consumer Profile 	<ul style="list-style-type: none"> Requires WinCredit registration. Requires consent for most prescribed purposes. Most economical Consumer Profile search in our offering.
TRANSUNION BUSINESS PROFILE	A business profile is a review of an Organization's profile on the payment of its financial obligations to credit grantors such as retailers, banks and other finance companies.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau TransUnion Business Profile 	<ul style="list-style-type: none"> Requires WinCredit registration. Companies with turnover less than R1million are covered by the NCA. You will be prompted to select modules. Scan on File is the most comprehensive report.
TRANSUNION ID VERIFICATION	Verifies ID numbers against the Population Register. In this way the use of false IDs, or those belonging to deceased or emigrated persons, can be avoided. Identity numbers which are genuine are verified as such.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau TransUnion ID Verification 	<ul style="list-style-type: none"> Requires WinCredit registration.
TPN (TENANT PROFILE NETWORK)	Credit Bureau Search providing tenant profile on an individual person or company.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau TPN Enquiry 	<ul style="list-style-type: none"> Provides contact details, defaults and any notices from past leases.
JUDGMENT AND JUDGMENT DOCUMENT COPIES	Search for Judgments on an individual or company with option to request a copy of the judgment document.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau Judgment Enquiry 	<ul style="list-style-type: none"> Judgments will be available approximately 5 days after court. Judgment documents when requested will be returned immediately. Paid up Judgments are not available due to the Amnesty amendments to the NCA.
INOXICO TRACE ENQUIRY	Track someone down using name, ID number, date of birth or phone number.	On the menu panel: <ul style="list-style-type: none"> Credit Bureau Trace Enquiry 	<ul style="list-style-type: none"> Includes addresses, phone numbers and ID status. Non-footprinting. Requires WinCredit activation.
TRANSUNION TRACE	A flexible tracing solution allowing you to search using ID number, date of birth or phone number.	On the menu panel: <ul style="list-style-type: none"> Person TransUnion Trace 	<ul style="list-style-type: none"> Requires WinCredit activation. Includes addresses, phone numbers and ID status. Non-footprinting. No charge for Not Found. Batch searches available at reduced price for 500+.
COMPUSCAN TRACE	Obtain contact details for a specific individual by providing a first name, surname and ID number as search criteria.	On the menu panel: <ul style="list-style-type: none"> Person Compuscan Trace 	<ul style="list-style-type: none"> WinCredit activation is required. Includes addresses, phone numbers, employer information and mortality status. Non-footprinting.
XDS TRACE	Contact Information from XDS.	On the menu panel <ul style="list-style-type: none"> Credit Bureau XDS Trace 	<ul style="list-style-type: none"> Includes email address history and active Judgments. Allows for searching within an age range. WinCredit Activation required. No charge for no results. Non footprinting.

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XDS CONSUMER TRACE	The most comprehensive Trace in the marketplace.	On the menu panel <ul style="list-style-type: none"> • Credit Bureau • XDS Trace 	<ul style="list-style-type: none"> • Allows for searching within an age range. • WinCredit Activation required. • No charge for no results. • Non footprinting.
TRANSUNION VEHICLE ENQUIRY	Obtain a vehicle report which provides specifications and valuation information on a specific vehicle.	On the menu panel: <ul style="list-style-type: none"> • Vehicle • TransUnion Vehicle Enquiry 	<ul style="list-style-type: none"> • Search by providing a licence plate number, VIN number or registration number as well as a vehicle registration year. • For an adjusted retail and trade price, the vehicle mileage and condition can also be supplied.
VEHICLE SEARCH	Registered vehicle information from the Dept of Transportation.	On the menu panel (when logged in to search.windeed.co.za and activated for these searches) <ul style="list-style-type: none"> • Person Vehicle Ownership or • Vehicle Details or • Vehicle Ownership History 	<ul style="list-style-type: none"> • Takes a few days to process. • No cancellations accepted after search request finalised. • Vehicle details available by owner or title holder. • Access restricted.

SPECIAL FEATURES OFFERED BY LEXIS WINDEED

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FIND UTILITY	The Find Utility helps to confirm your search criteria for a Deeds Office Property Search or WinDeed Property Report.	<ul style="list-style-type: none"> • Easily accessible from a link when performing a Deeds Office Property Search or Property Report 	<ul style="list-style-type: none"> • Helps to confirm Township Names, Registration Divisions, Sectional Schemes, Farm Names and Numbers. • Confirms property type and offers useful information about the number of erven in a township, portions of farms and units in sectional schemes.
DETAILED BILLING	View your detailed billing information for a specific day or month (or part thereof).	<ul style="list-style-type: none"> • Click on the Manage Account tab, then Transaction History, and filter accordingly 	<ul style="list-style-type: none"> • Filter according to your searches or searches performed within your company. • Filter by day or month. • Choose which day/month from which to retrieve billing information.
WINDEED NOTIFICATIONS	We keep you informed of the status of outstanding documents and other key WinDeed statuses while you search.	<ul style="list-style-type: none"> • New and unread notifications will be indicated in the top right-hand corner of the page. Select the icon to show more details. 	<p>You will receive the following types of notifications:</p> <ul style="list-style-type: none"> • Search Insure updates. • WinDeed Alerts. • ADT updates. • Document deliveries. • Completed batch searches.
SEARCHINSURE	SearchInsure keeps an eye on changes to key information on Deeds Office person/Property, Director or Company searches that you have performed for 90 days.	<ul style="list-style-type: none"> • Automatically enabled after performing a Deeds Office person/Property, Director or Company search 	<ul style="list-style-type: none"> • Active for 90 days after performing the search. • If there are key changes within that period, we will let you know via email and WinDeed Notifications. • The service is free.
DEEDS OFFICE BATCH SEARCHING	Process multiple Deeds Office Person and Property Searches at once. Searching is automated and results are immediate.	<ul style="list-style-type: none"> • Available for Deeds Office Person and Property searches. Access from the search input pages on search.windeed.co.za. 	<ul style="list-style-type: none"> • Searching is automated and results are immediate. • Batch searches can be loaded in two ways. • Find out more about Batch Searching by contacting our Lexis WinDeed Support Team.
WINDEED ALERTS	Monitor individuals, companies and properties and be notified of key changes to their profiles at the Deeds Office and CIPC.	On the menu panel: <ul style="list-style-type: none"> • Alerts • WinDeed Alerts 	<ul style="list-style-type: none"> • Receive email updates and in-product notifications when there is activity on monitored status'. • Watches will be automatically continued until de- activated through Lexis WinDeed. • Can be uploaded in large quantities in batch mode. • Person Alerts provide option to monitor key Credit Bureau status' of a consumer.
PRIMARY USER	Add, Remove and Manage users, default settings and searching rights on the Lexis WinDeed account.	On the menu panel: <ul style="list-style-type: none"> • Manage Accounts 	<ul style="list-style-type: none"> • One Primary User per organization. • Assistance available on our web site.

LexisNexis Risk Management (Pty) Ltd is a registered credit bureau (NCRCB26).