Valuation Services Client Portal
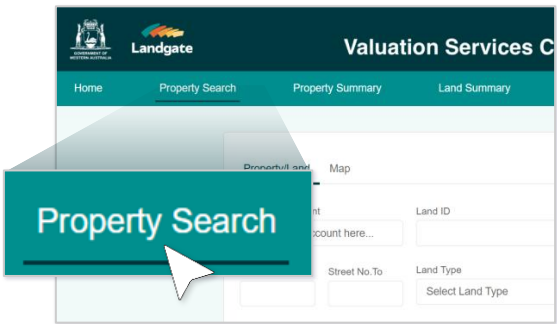# **Property Search (LGA)**
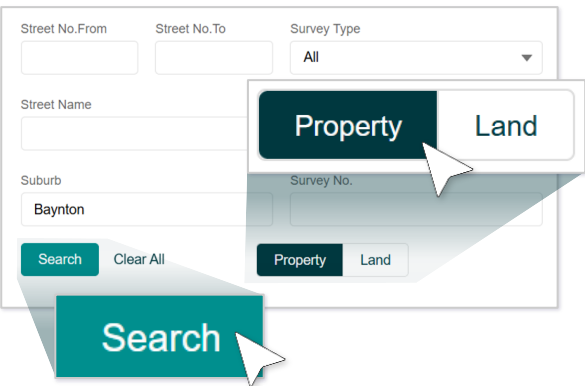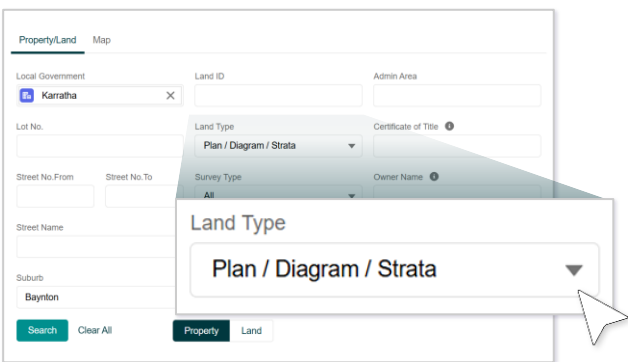
What is covered in this quick reference guide?

Performing a Property or Land Search

1 Navigate to the **Property Search page** by clicking on the **Property Search tab**.

2 All fields in the **Property/Land** search are **optional**. Use as many fields as you would like to narrow down your search.
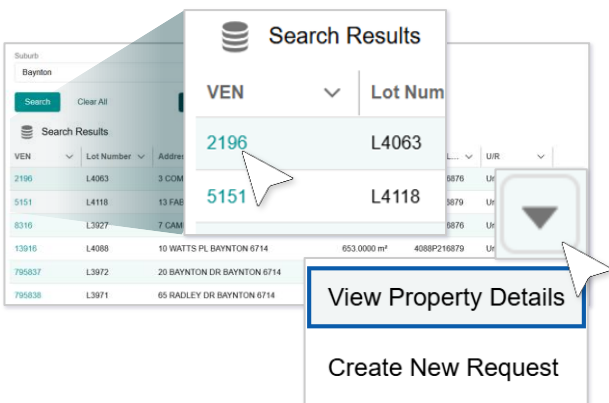
Note: Changing the **Land Type** will change what fields are available to you.

3 Use the **Property or Land toggle** to swap between viewing **search results lead** by **VEN** or **Land ID**.
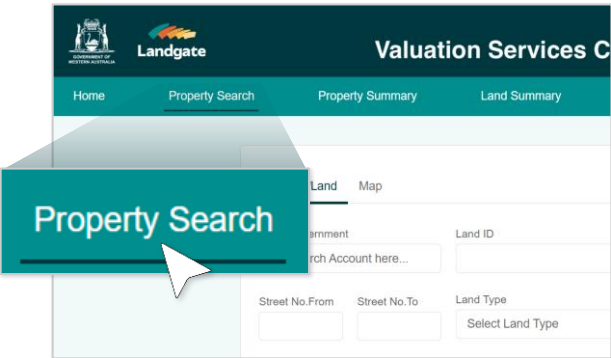
4 Click **Search**.

5 If you performed a **property search** click on a **VEN** to view a **property's summary**. If you instead performed a **land search**, click on the **Land ID** instead to view the **land's summary**. You can also use the **dropdown arrow** and select **View Property Details** or **View Land Details** respectively.
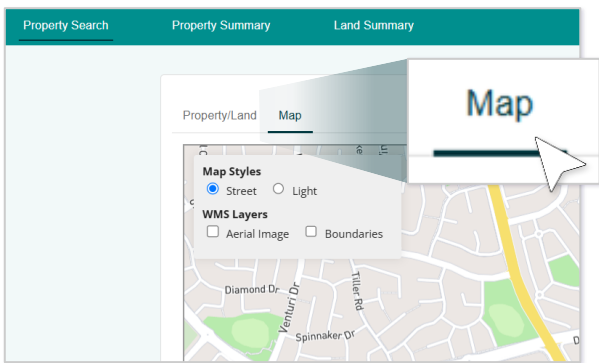
Note: A **new browser tab** will open with the **Property Summary** or **Land Summary** respectively.
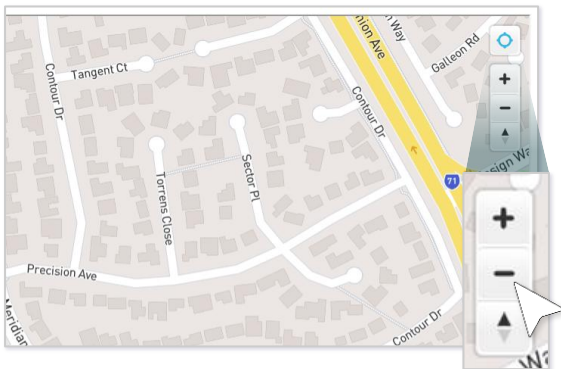
Using the Interactive Map

1 Navigate to the **Property Search page** by clicking on the **Property Search tab**.
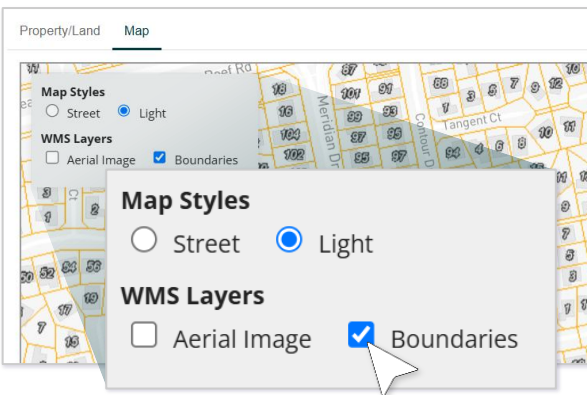

2 Click on **Map**.

3 **Zoom in and out** of the map using your **mouse scroll wheel** or the **+ and – buttons**.
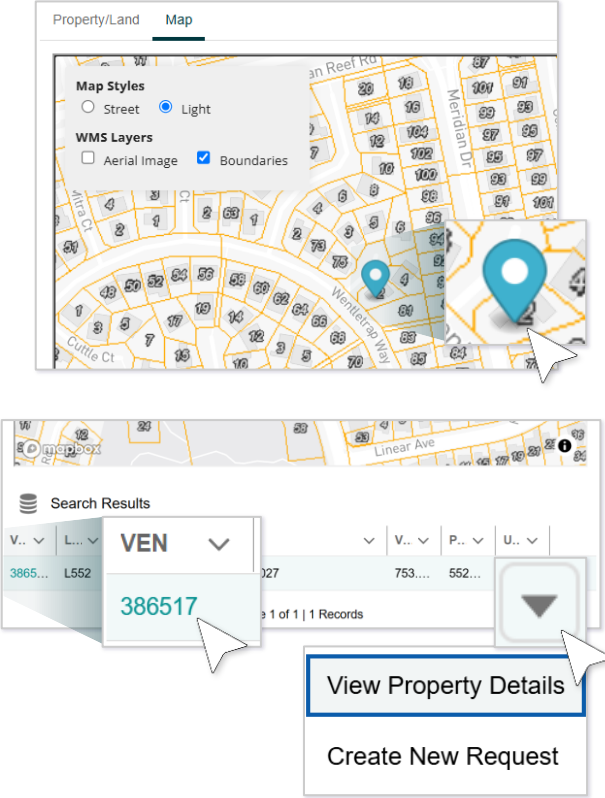

4 Swap between different **Map Styles** based on your preference.

5 Toggle **WMS Layers** to help you find the property you are looking for.

➦ *Continued on the next page…*

6 Once you have **found the property** on the map that you would like to view, **click on it**.

7 In the **Search Results table** below, click on the **VEN** to view the property's summary. You can also use the **dropdown arrow** and select **View Property Details**.
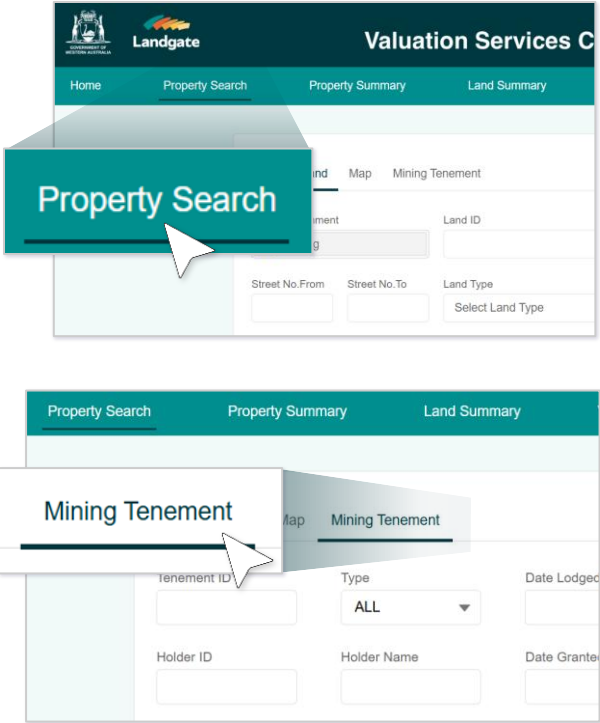
✱ **Note:** A **New Request** can also be initiated using the same dropdown **action list**.

Searching for a Mining Tenement

1 Navigate to the **Property Search page** by clicking on the **Property Search tab**.

2 Click on **Mining Tenement**.

↪ *Continued on the next page…*

3 Use any number of the **search fields** to narrow down your results, then click **Search**.

4 Click on a **Tenement ID** in the **Search Results table** to view the **Tenement's Details page**.

Note: Local Governments can view any tenement, however, they will only see the **tenement values** for their **own portion of a tenement**.