

Validating a property transfer certificate

1. Property transfer certificates are displayed on your TRO home page.
2. Click on the **Validate** button as follows:

Property transfer certificate

Create	Copy certificate	Validate						
Certificate number	Party name	Type name	Your reference	Status	Issued date	Edit	Copy	PDF
8752816300	DTF	Transferee	Test certificate	Issued	09-May-2017			

3. The validate transfer certificate screen is displayed as follows:
Validate transfer certificate

Certificate number

4. Enter the **Certificate number you wish to validate**.
5. Click on the **Validate** button.
6. The validate transfer certificate screen is displayed as follows:

Validate transfer certificate

Certificate number	8752816300
Certificate time / date	13:54 10/05/2017
Certificate type	Transferee (Purchaser)
Name	DTF
Address or Client reference	Test certificate
Status	Unused
	<input type="button" value="Return"/>

7. Click on the **Return** button to return to your home screen.