



**prover** | don't guess it |  
**PROVE IT** |

## **Help Guide:**

**How to generate and edit your  
Comparative Property Report**



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You can access supporting tools by clicking on the menu item at the top of the page:



| MENU          | DESCRIPTION   |
|---------------|---|
| Search        | The <i>Search</i> page is the default page displayed to users after they have initially logged on. Here you can search all property information in <i>prover</i> and create your own personalized report. |
| Street Report | The street report allows you to search for properties by street, multiple streets, or suburb, refine the search to only show properties of interest, then export into a CSV file.                         |
| Help          | Download this document. View Frequently Asked Questions.  |

**Helpful tip:** You can contact our help desk 9:00am to 5:00pm Monday - Friday, excluding public holidays, on 0800 145 554

The home page has four main sections:

1. **Find a Property/Sold Nearby** – Here you can search by Owner, Title or other search criteria from the dropdown box. It uses predictive searching.
2. **Search Results** – Displays the properties matching your search criteria.
3. **Map/Aerial Photos/Contours** – Displays a map of the property you searched on. You can change how the map is displayed by clicking on the *Aerial Photos* or *Contours* tab.
4. **Report Items/Saved Reports** – This contains the properties that will display in your report. The property you searched on is automatically added to your report. In the odd occasion that your search provides more than one result, you will need to select the relevant subject property/s.

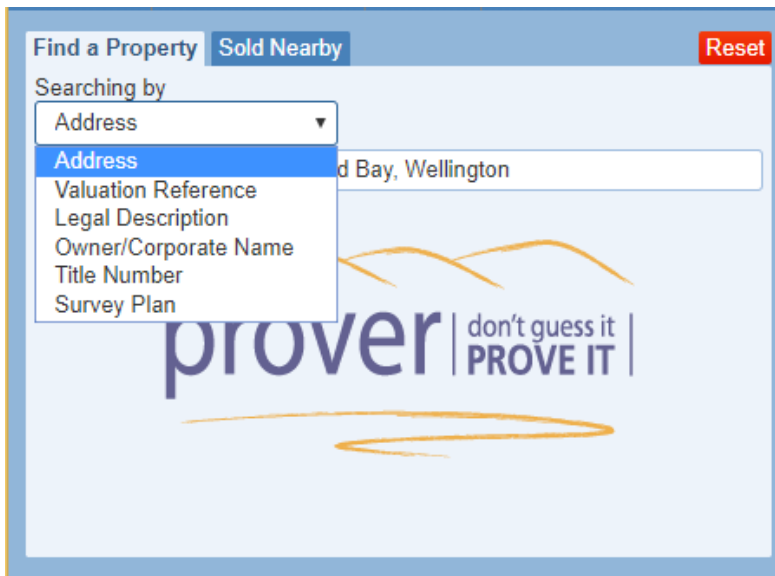
The screenshot displays the Prover Report Builder interface. At the top, there are navigation tabs for 'Search', 'Street Report', and 'Help'. The main search area includes a 'Find a Property' section with a dropdown menu set to 'Sold Nearby' and a search input field containing '7 Beach Street, Island Bay, Wellington'. Below this, a search results section shows one result for '7 Beach Street, Island Bay, Wellington City' with details such as 'Last sold 7 Nov 2000 - \$440,000', 'Owners Housing New Zealand Li...', 'CV \$1,360,000', and 'Area Land: 751 m²'. To the right, a map view shows the property location with a red outline and various map controls. At the bottom right, a 'Report Contents' section shows the 'Subject Property' details and sections for 'Sold Nearby (0)' and 'Included Maps (0)'. The footer contains 'Terms and conditions' and 'Copyright © 2018 Custom Software Ltd.'.



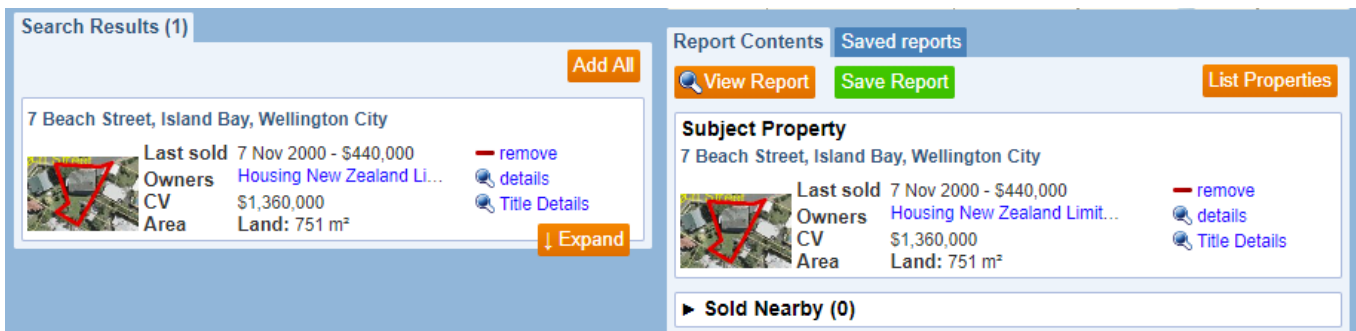
# CREATING YOUR REPORT

## Search for your Subject Property


To create a report in Prover, start by searching for the property you are evaluating:



The results of the search appear underneath in the Search Results tab and also populates the details as the 'Subject Property' in your Report Contents Tab.



Note: If more than one property is returned from your search criteria, then no properties will be added to your Report Items, you will need to click the [More possibly related properties](#) link then select [+subject property](#) to add your required property\ to your Report Items.

In the situation that the street number in your search is not found, you will be prompted with a selection of other street numbers to choose from. Select one and expand the map, locate your property, click its blue icon  and select the [+subject property](#) option.

**TIP:** Re-selecting the search option in the 'Searching by' field (in the Find a Property tab) will populate the most recent search in the search field.



The 'Sold Nearby' tab enables you to find properties that are comparable to your subject property to add to your report:

**Property Type** drop down box includes Residential (default), Rural and Commercial properties.

A **bona fide** sale is REAL sale. i.e. it was on the Market and was confirmed a real sale.

**Sale Date** defaults to sales in the last three months, so change this to get a larger comparable sales data set.

**Search Area** - changes the number of comparable properties around your target property.

- **radius** - use the slider to increase or decrease the search area around your subject property.
- **New Zealand** - searches all of New Zealand and offers filter options.
- **current map view** - uses the map scale displayed on the screen and will also offer filter options.

Other filter include options such as Sale Price, CV, Bedrooms, Land Area etc.

The results populate in the Search Results. Click on the **+sold nearby** option to add properties to your report.

They will show in your Report Items under **Sold Nearby (1)**

**Helpful tip:**

Should you wish to add *all* the sold nearby properties to your report just click on the **Add All** button.

Other properties, not included in your search results, can easily be added to your Report (e.g. private sales).

1. Enter the address of the property you want to add to your Report in the search engine.
2. Click on the **+sold nearby** sign to add the property to your report.

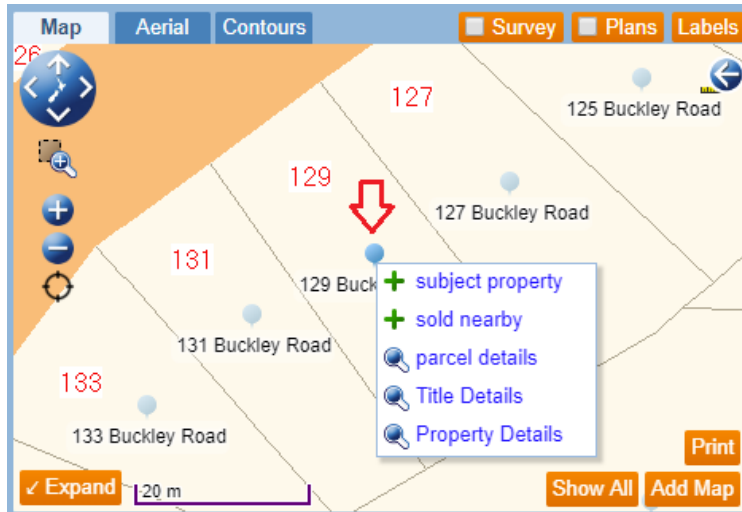
The screenshot shows the Prover search interface. At the top, there are tabs for 'Find a Property' and 'Sold Nearby', with a 'Reset' button. Below the tabs, a search bar contains the address '129 Buckley Road, Southgate, Wellington'. The search results section shows one result for '129 Buckley Road, Southgate, Wellington City'. The result includes a small map, a 'Last sold' status of 'Unknown', 'Owners' as 'Wellington City Council', 'CV' of '\$730,000', and 'Area' of 'Land: 698 m²'. To the right of the result, there are three buttons: '+ subject property', '+ sold nearby' (highlighted with a red box), and 'details'. Below these buttons are 'Title Details' and a 'Shrink' button.

3. To *remove* a Sold Nearby property from your report, click the **- remove** option.

The screenshot shows the Prover report interface. At the top, there are tabs for 'Report Contents' and 'Saved reports', with buttons for 'View Report', 'Save Report', and 'List Properties'. The 'Subject Property' section shows '7 Beach Street, Island Bay, Wellington City' with a 'Last sold' date of '7 Nov 2000 - \$440,000', 'Owners' as 'Housing New Zealand Limit...', 'CV' of '\$1,360,000', and 'Area' of 'Land: 751 m²'. To the right of the subject property, there are three buttons: '- remove' (highlighted with a red box), 'details', and 'Title Details'. Below the subject property, there is a section for 'Sold Nearby (1)' with one result for '129 Buckley Road, Southgate, Wellington City'. This result includes a small map, 'Sold' status of 'No sale', 'Beds' of '0', 'Baths' of '0', 'CV' of '\$730,000', 'Cars' of '0', and 'Floor' of '90 m²'. To the right of the sold nearby property, there are three buttons: '- remove' (highlighted with a red box), 'details', and 'Title Details'.

## CREATING YOUR REPORT Adding Other Properties – Method 2

Properties can be added to your report by clicking on a property's blue icon on the Map. This will bring up a menu which allows you to add additional details to your report, or view details of that property.



- **Parcel details** displays summary information of the parcel, all titles and properties (valuations) on that parcel.
- **Title details** opens a preview of the title for that property.
- **Property Details** shows detailed information including property features and details.
- Select **+subject property** or **+sold nearby** to add or remove other parcels to your subject property.

The **parcel details** form shows summary information of the parcel, all titles and properties (Valuations) on that parcel. This is a handy way to check for other titles that may affect your property (e.g. cross lease titles). *It's always a good idea to check the parcel details for your subject property to make sure you haven't missed anything.*

Parcel Details for Lot 25 DP 19604 ✕

**Address**  
129 Buckley Road

**Parcel Details**

| Parcel Id | Legal Description | Parcel Intent                                | Non-survey Definition | Parcel Area        | Total Area |
|-----------|-------------------|--|-----------------------|--------------------|------------|
| 3982053   | Lot 25 DP 19604   | Digital Cadastral Database Conversion (DCDB) |                       | 698 m <sup>2</sup> |            |

**Titles**

| Title     | Legal Description           | Owners                  | Actions                       |
|-----------|-----------------------------|-------------------------|-------------------------------|
| WND1/1406 | Lot 25 Deposited Plan 19604 | Wellington City Council | <a href="#">title details</a> |

**Valuations**

| Valref                      | Capital Value | Land Value | Address                                      | Legal Description | Council         | Improvements | Last Valued      |
|-----------------------------|---------------|------------|--|-------------------|-----------------|--------------|------------------|
| <a href="#">17050-01326</a> | \$730,000     | \$480,000  | 129 Buckley Road, Southgate, Wellington City | LOT 25 D P 19604  | Wellington City | DWG OI       | 1 September 2018 |

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You can add a map (or maps) to your Report – including standard boundary maps and/or an aerial view.

1. In your Subject Property tab, click once on the Aerial photo of the property to populate its map in the map section.
2. Within the Map section, zoom in or out using the +/- signs or your mouse scroll button to the desired view.

Select the **Aerial** tab should you wish to add the map as an aerial photo.

3. Select the **Add Map** button (found at the bottom right of the Map) when you are ready to add your map to your report.


The mapping feature of *prover* has Measuring Tools to assist you for when you need to determine areas and distances.



4. Click on the arrow at the top right of the map to expand the drawing tools:
 

*(Expand the map if required. Treat areas and distances as indicative only. The more you zoom in on the map, the more accurate it will be when you draw your polygon or line).*

  - For areas, select the polygon shape. Then click your mouse at various points on map and close these points to calculate the areas (double click to close, or click in the 'start' circle). The area measured will turn green and display the measurements.
  - Click on the jagged lines to determine the distance between 2 or more points. Double click to finish.
  - The pencil and trash shapes allow you to remove one or all areas/distances respectively.
5. Select the trash can option to clear all measurements.

The **Labels** button provides options of what details you may wish to have displayed on the properties (parcels) on the map. Use the dropdown to select the details to display as always, on selected parcels only, or only shown when you hover over a property's blue icon .

You can change the order in which the specific information is displayed on the map by dragging the item up or down in the *Label Options* form.

Label Options ✕

**Show labels**

always ▼

**Items to display on labels**

- Address
- Last Sale
- Titles and Owners
- Legal Description
- Land Area

Save
Cancel



To open the Property Details form, click on the [details'](#) hyperlink.

**Subject Property**  
7 Beach Street, Island Bay, Wellington City




Last sold 7 Nov 2000 - \$440,000  
 Owners Housing New Zealand Limit...  
 CV \$1,360,000  
 Area Land: 751 m<sup>2</sup>

[remove](#)  
[details](#)  
[Title Details](#)

7 Beach Street, Island Bay, Wellington City

[Edit Property](#) [Google Street View](#)



|                      |                                 |              |                     |
|----------------------|---------------------------------|--------------|---------------------|
| Valref               | 17030-67700                     | Improvement  | \$770,000           |
| Capital Value        | \$1,360,000                     | Land Value   | \$590,000           |
| Floor Area           | 240 m <sup>2</sup>              | Land Area    | 751 m <sup>2</sup>  |
| Exterior             | Wood (incl Weatherboard) (Good) | Roof         | Tile Profile (Good) |
| Bedrooms             |                                 | Building Age | 1910-1919           |
| Bathrooms            |                                 | Land Use     | Residential         |
| Car Spaces           |                                 | Estate       |                     |
| Last Sold            | 7 November 2000 — \$440,000     |              |                     |
| Category             | RD191A                          | Zone         | 9A                  |
| Residential Dwelling |                                 | Residential  |                     |

**Legal Details**

| Owners   | Parcels                    | Titles                                   |
|--|----------------------------|--|
| Housing New Zealand Limited<br>Housing New Zealand Limited | 3821165 (Pt Lot 4 DP 883 ) | WN447/36 (Part Lot 4 Deposited Plan 883) |

- ▶ Sales History
- ▶ Rateable Value
- ▶ Nearby Schools
- ▶ Parcel Details
- ▶ All titles on Parcels

**Legal Details:** this data sourced from LINZ

**Rateable Value:** this data sourced from the Council database

The data sourced from LINZ is highly reliable. However, on rare occasions the Council data can contain an incorrect title reference. A comparison of the legal description supplied by LINZ against the legal description supplied by the Council will help you confirm the information is correct.

1. In the **Legal Details** section, click on the Title hyperlink under **Titles** to open the Title preview and note the *Legal Description*.
2. Ensure that the *Legal Description* under the **Rateable Value** Section matches the *Legal Description* shown under the **Legal Details** dropdown section.
3. If they don't match, open the link under **Parcels** and check the Legal Description under the Parcel Details. If there is any issue then *please contact us and we will investigate*.
4. Make sure the **Valref** number at the top of the **Property Details** page matches the **Valref** number under the **Rateable Value** dropdown.

### Legal Details

| Owners                      | Parcels                   | Titles                                   |
|-----------------------------|---------------------------|--|
| Housing New Zealand Limited | 3821165 (Pt Lot 4 DP 883) | WN447/36 (Part Lot 4 Deposited Plan 883) |
| Housing New Zealand Limited |                           |  |

► Sales History

▼ Rateable Value

| Valref                         | Value                                       | Address   | Legal Description | Improvements | Last Update <sup>A</sup> |
|--------------------------------|---|---|-------------------|--------------|--------------------------|
| 17030-67700<br>Wellington City | Capital<br>\$1,360,000<br>Land<br>\$590,000 | 7 Beach Street<br>Island Bay<br>Wellington City | PT LOT 4 D P 883  | DWG OBS OI   | 1 September 2018         |

5. If the legal descriptions are not the same or details are missing completely:

Click on the Council hyperlink found under the **Valref** in the **Rateable Value** and copy the Valuation number displayed in *their* website into Prover using the Valuation Reference search option. This should populate the property for you. *If not, please call us to investigate on 0800 145554*

- You can view and edit your report at any point by clicking on the [View Report](#) button.
- The [Save Report](#) button will save your Report workings to date (i.e. subject property, comparable properties & maps).
- Any Report you have saved can be viewed under the [Saved reports](#) tab. Here you can update, edit or delete any of your Reports at any time.

Report Contents **Saved reports**

[View Report](#) [Save Report](#) [List Properties](#)

**Subject Property**  
7 Beach Street, Island Bay, Wellington City

 Last sold 7 Nov 2000 - \$440,000 [remove](#)  
 Owners [Housing New Zealand Limit...](#) [details](#)  
 CV \$1,360,000 [Title Details](#)  
 Area Land: 751 m<sup>2</sup>

▶ **Sold Nearby (1)**

▶ **Included Maps (1)**

Report Contents **Saved reports**

If you accidentally delete a report, you can [restore it here](#).

| Subject Property  | Prepared For         | Created   |
|---|----------------------|---|
| 7 Beach Street, Island Bay,<br>Wellington City<br><a href="#">Open Report</a> |                      | 17 May 2019<br>11:56 am<br><a href="#">Delete</a> |
| 235 Karori Road, Karori,<br>Wellington City<br><a href="#">Open Report</a>    | Surveyors Conference | 19 Mar 2019<br>2:42 pm<br><a href="#">Delete</a>  |

Click on the details hyperlink next to the property you need to edit, then click 'Edit Property'


**Subject Property**  
7 Beach Street, Island Bay, Wellington City

Last sold 7 Nov 2000 - \$440,000  
 Owners Housing New Zealand Limit...  
 CV \$1,360,000  
 Area Land: 751 m<sup>2</sup>

[remove](#)  
[details](#)  
[Title Details](#)

7 Beach Street, Island Bay, Wellington City

[Edit Property](#) [Google Street View](#)



|               |                                 |              |                     |
|---------------|---------------------------------|--------------|---------------------|
| Valref        | 17030-67700                     | Improvement  | \$770,000           |
| Capital Value | \$1,360,000                     | Land Value   | \$590,000           |
| Floor Area    | 240 m <sup>2</sup>              | Land Area    | 751 m <sup>2</sup>  |
| Exterior      | Wood (incl Weatherboard) (Good) | Roof         | Tile Profile (Good) |
| Bedrooms      |                                 | Building Age | 1910-1919           |
| Bathrooms     |                                 | Land Use     | Residential         |
| Car Spaces    |                                 | Estate       |                     |
| Last Sold     | 7 November 2000 — \$440,000     |              |                     |
| Category      | RD191A<br>Residential Dwelling  | Zone         | 9A<br>Residential   |

#### Editing 7 Beach Street, Island Bay, Wellington City

[Property Details](#) [Sales](#) [Images](#)

The details displayed here have been modified by you. [Reset Details](#)

Address

Bedrooms  Study

Bathrooms

Car Spaces

Building Age

Exterior Construction  Exterior Condition

Roof Construction  Roof Condition

Floor Area  m<sup>2</sup>

Land Area  m<sup>2</sup> Land Estate Description

Capital Value \$  Land Value \$

[Finish](#)

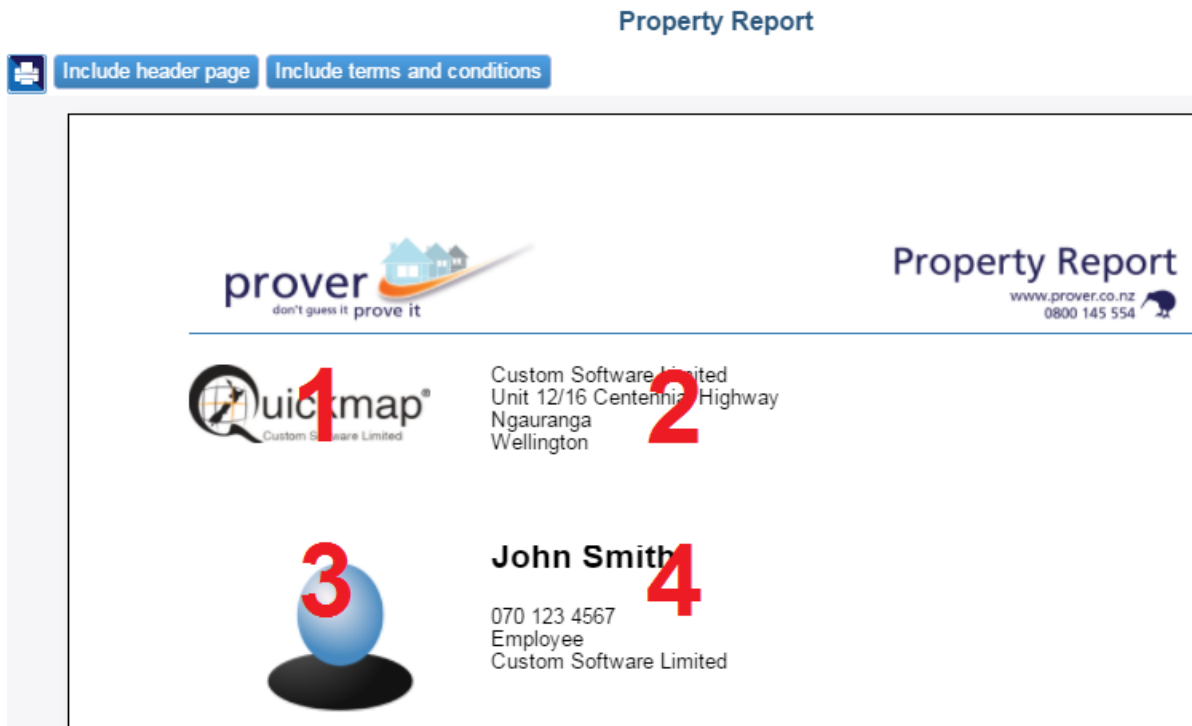
1. Property Details – allows you to edit the Address, Bedroom, Bathrooms, Exterior/Roof Construction & Condition, Building Age etc.
2. Sales - allows you to manually add sales to your report (e.g. Private Sales).
3. Images - allows you to change the photo, upload new photos and set a default photo.
4. Click Finish button to save your changes



At the very top of the first page of your report you have the options to **Include header page** (cover page) and/or **Include terms and conditions** (last page). Click on either option to turn it off or on. *Note that if the tab is coloured blue it means that the page is included.*

The header page of your report allows you to edit the contact details fields. *Note that this information will appear on all subsequent reports you create.*

1. Hover over and click on any of the fields to edit the sections highlighted in the screenshot below:
  1. Your Company Logo
  2. Your Company contact details
  3. Your personal profile photo
  4. Your personal contact details



The photo and descriptive property information in the cover page of the report can also be edited.

1. To change the photo from the default image, click on the photo.
2. Click on another image from the selection provided, or click **Upload Image** to insert a new photo from your PC, click the **Set Default Image** button
3. Edit the text fields above and below the photo as appropriate.



**Helpful tip:** Note that any changes will apply only to the specific report you are editing. The changes won't apply to any other reports you create.

Every Prover report includes a 'Title Details' page of the subject properties.

- Users generally do not need to purchase a title when appraising a property.
- Title ordering is also available directly through *prover*
- The Title Details page included in the report is not a legal document.



## Title Details - 7 Beach Street, Island Bay, Wellington City

Information last updated as at 05-May-2019

### RECORD OF TITLE DERIVED FROM LAND INFORMATION NEW ZEALAND FREEHOLD



Identifier **WN447/36**  
Land Registration District **Wellington**  
Date Issued 22 October 1935

#### Prior References

WN137/93

Type Fee Simple  
Area 754 square metres more or less  
Legal Description Part Lot 4 Deposited Plan 883

#### Registered Owners

Housing Corporation of New Zealand



642 Order in Council imposing Building Line Restriction

8345232.1 Certificate pursuant to section 115(2) of the Port Nicholson Block (Taranaki Whanui ki Te Upoko o Te Ika) Claims Settlement Act 2009 that the within land is RFR land as defined in section 92 and is subject to subpart 2 of Part 3 of the Act (which restricts disposal, including leasing of the land) - 17.11.2009 at 9:00 am

**Helpful tips:** The Title Details page is a great way to get an overview of the title when appraising the (subject)



The Historic Title details form is a useful tool for researching prior interests in a property. The Title itself may still be current, and the Historic Title form displays historic information such as listing prior owners and cancelled memorials.

1. You can view the Historic Title by first clicking the  [Title Details](#) button next to the relevant property in either the Search Results tab or the Report Items tab. Use property 7 Beach Street, Island Bay, Wellington for the example below.
2. At the bottom left of the Title Details form, click the  button to view the Historic Title memorials.

Title WN447/36




**COMPUTER FREEHOLD REGISTER  
DERIVED FROM LAND INFORMATION NEW ZEALAND**

|                            |                   |
|----------------------------|-------------------|
| Identifier                 | <b>WN447/36</b>   |
| Land Registration District | <b>Wellington</b> |
| Date Issued                | 22 October 1935   |

**Prior References**

[WN137/93](#)

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|                   |                                |
|-------------------|--------------------------------|
| Type              | Fee Simple                     |
| Area              | 754 square metres more or less |
| Legal Description | Part Lot 4 Deposited Plan 883  |

**Proprietors**

Housing Corporation of New Zealand

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[642](#) Order in Council imposing Building Line Restriction

[8345232.1](#) Certificate pursuant to section 115(2) of the Port Nicholson Block (Taranaki Whānui ki Te Upoko o Te Ika) Claims Settlement Act 2009 that the within land is RFR land as defined in section 92 and is subject to subpart 2 of Part 3 of the Act (which restricts disposal, including leasing of the land) - 17.11.2009 at 9:00 am

HISTORIC

ORDER TITLE

**Helpful tip:** The Historic Title form is an easy way to determine the vendor/purchaser for a Sale.