

Prover Document Ordering

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Document ordering through Prover

The Documents are ordered through the Quickmap Document Ordering Facility and are sourced from Land Information New Zealand (LINZ).

Setting up your account:

To get set up your Quickmap Document Ordering Account please email support@quickmap.co.nz with your request.

The Document Ordering Dashboard:

The Document Ordering Dashboard is found in the top right corner, hover your curser over your name to see the drop-down menu.



Your email address and password should be auto-populated, and once you've logged in, you'll have access to these administrative tasks:



| | DMS Dashboard | |
|--|--|-------------------|
| QuickM | ap Document Ordering | CuickMap |
| Administ | tration Tasks | |
| Manage Us | ers . | LOGOUT |
| O Change My | / Password | |
| O Report My | Documents | As at 2:03 PM |
| GO | | Avail = \$-525.80 |
| Manual [| Document Ordering | REFRESH |
| QuickMap enal are created wh reference. However if you and you requir options below. Ordering Docu discounts asso | bles you to order documents via the property reports that hen you search for or click on a property or survey plan a already know the title, document, or plan reference, re multiple documents, you can use one of the ordering ments individually allows you to take advantage of iciated with any recently cached documents. | |
| TITLE | Use this option to order a Title , Title Document or Title Instrument . | |
| PLAN | Use this option to order a Survey Plan or Title Plan . You will probably need to know the Land Distict that the Plan relates to. | |

Manage Users:

Please contact support at Quickmap to manage your users.

Change My Password:

To change your password please contact the Quickmap support team.

Report My Documents:

From "Report My Documents" you can view a history of all documents that have been ordered from you or anyone else in your office. Use the dropdown box to list documents ordered by individual users or Choose All users.

A helpful tip is to include your initials in the 'Reference' field when ordering documents so that when you or your office manager exports a list of all documents ordered you can determine who has ordered what.



| My Docu | ments | | | Custom Software Ltd |
|--------------------|--|----------------------|-----------------------------|-----------------------|
| O Today | Last Month | OLast | 9 Months | TASKS |
| O Last Week | O Last 3 Mont | hs O _{Last} | 12 Months | |
| O Last Fortni | ght O Last 6 Mont | hs O All | | |
| All Users | | | \supset | |
| Date 18/06/2020 | Document Type Title - Historic Copy | Document 12345 | Reference Historic Title | Cost ex GST \$0.00 |

Topping up your account:

You can top up your pre-pay account using the TOP-UP button, which will link you to a secure page to top up your account via credit card.

A PAID invoice / receipt will be sent out to a designated email address for your office.

Alternatively, we can top-up your account manually and issue an invoice for you to pay via internet banking. Simply email support@quickmap.co.nz with this request, a \$50 minimum top-up applies for this request.

If your office orders more than \$50 + GST worth of documents per month then we can set you up on a monthly invoicing system, where you will be invoiced at the start of the month for all documents ordered in the previous month.

Ordering a TITLE

Click on' Title Details' to View the Title preview.

Note: if there is more than one Title on the parcel, you would need to click on 'Details' > 'Parcel Details' to see the 'Title Details' button.

The Title Preview is a snapshot of the Certificate of Title details, showing the same information as the Certificate of Title but without the diagram. These are updated weekly.





Before ordering the Title check the details, i.e. the legal description, to make sure it is the correct one. Prover retrieves and provides data from a variety of third-party sources (such as local councils) and sometimes these sources can list the incorrect details and link incorrect Title to the address / parcel.

The 'Order Title' button at the top and bottom of the Title preview will then link you to the Title Ordering page.

| | Identifier Land Registration I Date Issued | District | 701993 Wellington 28 January 2016 | |
|---|---|--|--|---|
| | Prior References <u>147336</u> | | | |
| | Type | Fee Sim | ple | |
| | Area | 1014 sq | uare metres more or less | |
| ſ | Legal Description | Lot 2 D | eposited Plan 488864 | Check Legal Description |
| | Registered Owners Wellington City Cou | ncil | | before ordering |
| | Subject to a right to o created by Easement | convey el Instrume | ectricity (in gross) over pa nt <u>10146133.2</u> - 28.1.2016 | rt marked B on DP 488864 in favour of Wellington Electricity Lines Limited 5 at 3:00 pm |
| | HISTORIC | | | |
| | The information prov warranties or assura Custom Software Lin | vided on ti inces of ai nited will | his report forms a guidelin ny kind in relation to the a not be liable for any claim | ie only. As a result, Custom Software Limited cannot and does not provide any ccuracy of the information provided through this report, the Site and Service. Is in relation to the content of this report, the site and this service. |

On the Title ordering page you will see various title ordering options:

| If you want to order t the options below and | his title, then choose the deliver click on the 'Next' button. | ry time frame from | Custom Software Ltd |
|--|---|---|--|
| The following form wil Otherwise click on the | l give you the option to enter a Close button to close this form | reference number and co | onfirm the orde |
| Note: The information | shown below is correct as at 2 | 1-Jun-2020 | |
| Title: 701993 | | | |
| Status: | Live | | |
| Description: | Lot 2 Deposited Plan 488 | 864 | |
| Land District: | | | |
| Register Type: | Computer Freehold Register | | |
| Title Type: Click button for FREE | Freehold Title Preview | | PREVIEW |
| Title Type: Click button for FREE and to view related Co Title Ordering | Freehold Title Preview rtificate of Titles and Title Inst | ruments. | PREVIEW |
| Title Type: Click button for FREE and to view related Co Title Ordering | Freehold Title Preview rtificate of Titles and Title Instr Options | ruments. | PREVIEW |
| Title Type: Click button for FREE and to view related Co Title Ordering Description | Freehold Title Preview rtificate of Titles and Title Instr J Options | Time Frame | Cost |
| Title Type: Click button for FREE and to view related Co Title Ordering Description © Express - Guarant | Freehold Title Preview ertificate of Titles and Title Instr Options | Time Frame 10 to 30 Minutes ⁽¹⁾ | Cost \$7.90 +GST \$7.90 +GST |
| Title Type: Click button for FREE and to view related Co Title Ordering Description © Express - Guarant O Express - Title Sea O Express - Historic | Freehold Title Preview rtificate of Titles and Title Instr J Options red Search urch Title | Time Frame 10 to 30 Minutes ⁽¹⁾ 10 to 30 Minutes ⁽¹⁾ 10 to 30 Minutes ⁽¹⁾ | Cost \$7.90 +GST \$7.90 +GST \$7.90 +GST |
| Title Type: Click button for FREE and to view related Co Title Ordering Description © Express - Guarant O Express - Title Sea O Express - Historic (1)Normal <u>Business Ho</u> at the beginning of the | Freehold Title Preview rtificate of Titles and Title Instr J Options red Search irch Title <u>burs</u> Apply. Documents ordered a next working day. Cached doc | Time Frame 10 to 30 Minutes ⁽¹⁾ 10 to 30 Minutes ⁽¹⁾ 10 to 30 Minutes ⁽¹⁾ 10 to 30 Minutes ⁽¹⁾ outside normal hours will uments are emailed imm | Cost \$7.90 +GST \$7.90 +GST \$7.90 +GST \$7.90 +GST I be processed rediately. |



Description of Title Ordering Options:

Guaranteed Search

A Guaranteed copy of the Title consists of the current Title, the Title diagram (if available), details of any pending transactions, and the Title diagram or the Supplementary Record Sheet if it is a Unit Title. The Guaranteed Title is used when transferring ownership of a property to ensure that there are no transactions about to be lodged against the Title.

Title Search

A Title Search Copy displays: The Computer Registered Title and, if available, a simple diagram of the deposited plan, usually including area and dimensions of the property.

This document provides details of current ownership and memorials currently registered against the Title. This would be used if a Guaranteed Title was not available, e.g. if the Title has been cancelled, or it is a deed of easement that is not a title type that can have a guarantee.

Historic Title

The Historic Title Displays both current and historic information relative to the Title and consists of:

- the current Title without diagram
- Historic information listing prior owners and cancelled memorials
- a scanned image of the original paper Title (if applicable)

Compete the order by clicking Next then entering a note for your own reference, such as your name or initials, then Click 'Place Order'. Your Email address and password details should already be populated.

The document and a receipt will then be emailed to the email address provided by the registered user. Documents are normally delivered within 30 minutes and to date we have managed to deliver 50% of documents in under 10 minutes. Any Documents ordered outside the normal working hours of 9am -5pm, Monday to Friday, will processed at the beginning of the next working day.

How to order an INSTRUMENT

All instruments are listed on the bottom of the Title Preview. You can also see a list of historic memorials by clicking on the HISTORIC button.

To order the instrument or memorandum, simply Click on the blue hyperlink instrument number then follow the Instrument ordering prompts.



| | Title 701993 | E |
|--|--|---|
| J 🖶 | | |
| ORDER TITLE | Quickmap Title Details Information last updated as at 21-Jun-2020 | (STATED T |
| DERIV | RECORD OF TITLE ED FROM LAND INFORMATION NEW FREEHOLD | ZEALAND |
| | | |
| Identifier Land Registration District Date Issued | 701993 Wellington 28 January 2016 | |
| Prior References <u>147336</u> | | |
| Type Fee Sin Area 1014 sq Legal Description Lot 2 D | ple uare metres more or less eposited Plan 488864 | |
| Registered Owners Wellington City Council | click to order instrument | |
| Subject to a right to convey el created by Easement Instrume | e <mark>ctricity (in gros</mark>) over part marked B on DP 488864 in favour of Welling t <u>10146133.2</u> - 28.1.2016 at 3:00 pm | ton Electricity Lines Limited |
| | View Historic Information | ORDER TITLE |
| The information provided on t warranties or assurances of a Custom Software Limited will | his report forms a guideline only. As a result, Custom Software Limited can ny kind in relation to the accuracy of the information provided through thi not be liable for any claims in relation to the content of this report, the situ | nnot and does not provide any s report, the Site and Service. e and this service. |

How to view / order a Survey Plan:

97% of Pre 300,000 series Landonline plans and around 20% of post 300,000 series plans are available for free download in PropertySmarts.

To view the survey plans on the map, tick on the 'Map Layers' button in the top right corner of the map, then tick on the Plans box.

You can then click on the plan number on the map to bring up the Survey Plan Details, and if the Plan is available you can click on 'Details" to download a copy.



| | L | abel Options | Fello Custom Software |
|------------------------------|-------------------------|---------------------------------------|--------------------------------------|
| Parcel Labels | 6 | Map Layers | |
| Show labels | on selected parcel | s 🗸 🛛 🛛 🖓 Plans < | Map Layer |
| items to displ | lay on labels | Subject Parc | el Boundary Lengths |
| Address | | Survey Mark | s 235 |
| | | Survey Vector | 235 Karon Road |
| | Titles and Owner | s | 88.00.4 |
| | Legal Description | 12 | (DP 19329) |
| | Land Area | | |
| DP 19829 Welli | ngton | Plan Details for D Work Id: 301334 | P 19829 image is probably current |
| Survey Date: Description: | 01 Mar 1957 | Certified Date: Unknown | Registered Date: Unknown |
| - | Sheet 1 Title/Survey | Combined | R, detai |

If the plan is not available for free download and you wish to order a copy you can do this by signing into your Document Ordering Dashboard. Click on PLAN then enter in all of the Plans details in Step 2.



the state



How to find a Flats Plan:

Click on the Title Details of the Property to find the Legal Description for the Flats Plan. For example,

| Identifier Land Registration I Date Issued | District Wellington 21 March 1980 |
|--|---|
| Prior References WN320/159 | |
| Estate | Fee Simple - 1/2 share |
| Area | 637 square metres more or less |
| Legal Description | Lot 17 Deposited Plan 1859 |
| Registered Owners Phyllis | |
| Estate | Leasehold Term 999 years commencing on 4.3.1980 |
| Legal Description | Flat 1 Deposited Plan 50980 and Garage 1 Deposited Plan 50980 |
| R () 10 | |

Registered Owners

Dharllin Varrage

Then, go to the 'Find a Property Tab' and change the 'Searching by' category to 'Survey Plan' and enter in the legal description, e.g. DP 50980, then click on details.

| ind a Property Sold N | earby | Res |
|--|---------------------|------------------------------|
| Searching by Survey Plan | ~ | |
| Q DP 50980 (Welling | ton) | |
| earch Results (1) | | |
| | | |
| DP 50980 Wellington | Work Id: 314755 | image is probably current |
| Survey Date: | Certified Date: | Registered Date: |
| Unknown | Unknown | Unknown |
| Description: | | |
| Vaidt 18 | Sheet 1 | |
| And the second sec | Title Our and Title | e |
| | Title/Survey Tit | Medatail |

If you have any queries or would like some assistance at any stage please contact the support team at support@quickmap.co.nz or phone 0800 145 554