

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 cursor 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:



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.

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 701993
Land Registration District Wellington
Date Issued 28 January 2016

Prior References
[147336](#)

Type Fee Simple
Area 1014 square metres more or less
Legal Description Lot 2 Deposited Plan 488864

Check Legal Description before ordering

Registered Owners
 Wellington City Council

Subject to a right to convey electricity (in gross) over part marked B on DP 488864 in favour of Wellington Electricity Lines Limited created by Easement Instrument [10146133.2](#) - 28.1.2016 at 3:00 pm

HISTORIC
➔
ORDER TITLE

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

QuickMap Title Ordering



If you want to order this title, then choose the delivery time frame from the options below and click on the 'Next' button.

The following form will give you the option to enter a reference number and confirm the order. Otherwise click on the Close button to close this form.

Note: The information shown below is correct as at 21-Jun-2020

Title: 701993

Status: Live
Description: Lot 2 Deposited Plan 488864
Land District:
Register Type: Computer Freehold Register
Title Type: Freehold

Click button for **FREE** Title Preview and to view related Certificate of Titles and Title Instruments.

PREVIEW

Title Ordering Options

Description	Time Frame	Cost
<input checked="" type="radio"/> Express - Guaranteed Search	10 to 30 Minutes ⁽¹⁾	\$7.90 +GST
<input type="radio"/> Express - Title Search	10 to 30 Minutes ⁽¹⁾	\$7.90 +GST
<input type="radio"/> Express - Historic Title	10 to 30 Minutes ⁽¹⁾	\$7.90 +GST

⁽¹⁾Normal Business Hours Apply. Documents ordered outside normal hours will be processed at the beginning of the next working day. Cached documents are emailed immediately.

CLOSE
NEXT

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)

Complete 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 ✖

ORDER TITLE

Quickmap Title Details

Information last updated as at 21-Jun-2020



RECORD OF TITLE
DERIVED FROM LAND INFORMATION NEW ZEALAND
FREEHOLD

Identifier	701993
Land Registration District	Wellington
Date Issued	28 January 2016

Prior References
[147336](#)

Type	Fee Simple
Area	1014 square metres more or less
Legal Description	Lot 2 Deposited Plan 488864

Registered Owners
 Wellington City Council

Subject to a right to convey electricity (in gross) over part marked B on DP 488864 in favour of Wellington Electricity Lines Limited created by Easement Instrument 10146133.2 28.1.2016 at 3:00 pm

HISTORIC

View Historic Information



ORDER TITLE

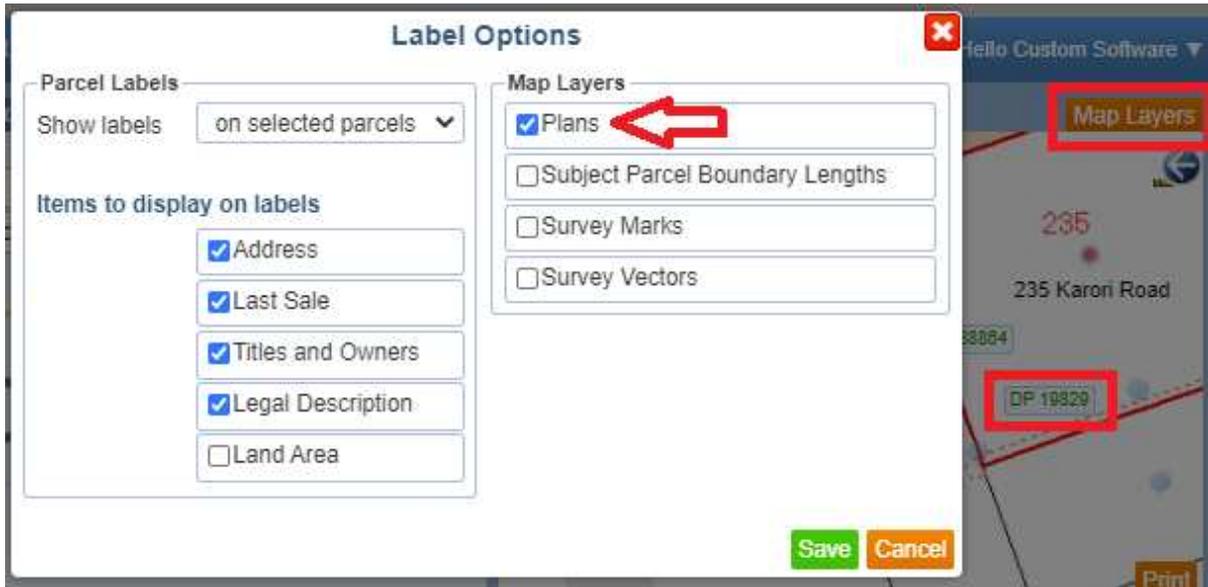
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How to view / order a Survey Plan:

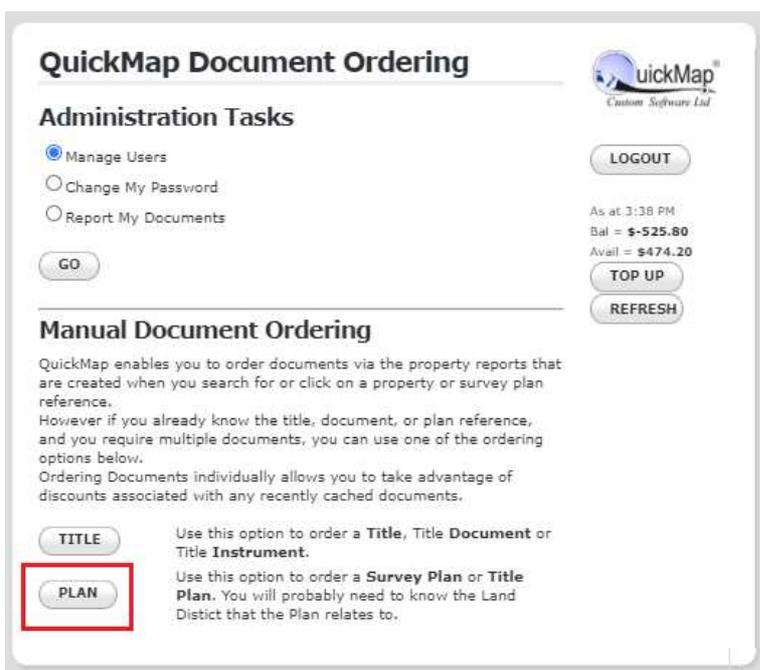
97% of Pre 300,000 series Landonline plans and around 20% of post 300,000 series plans are available for free download in PropertySmarts.

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.



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.



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 **WN13C/127**
 Land Registration District **Wellington**
 Date Issued 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

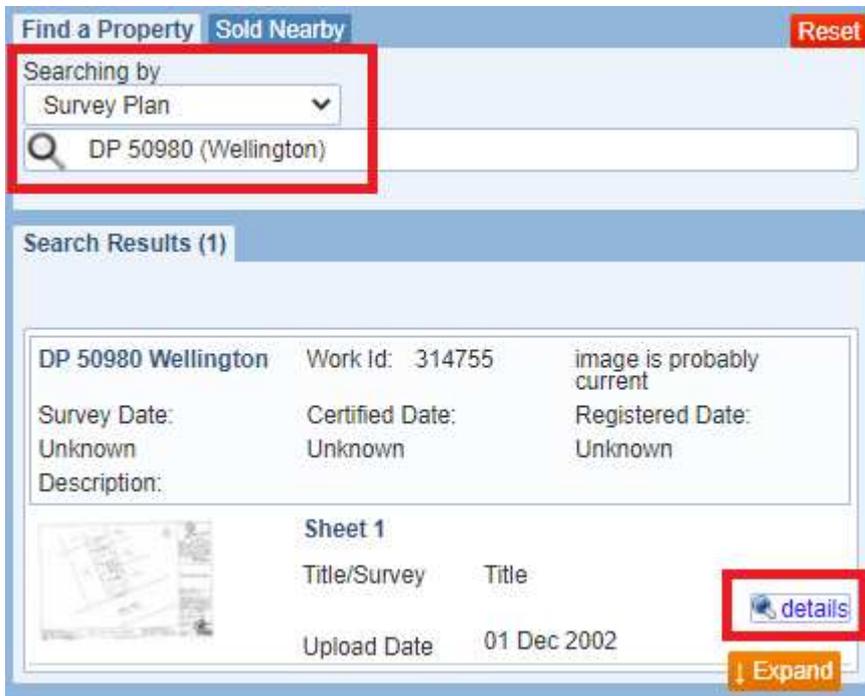
Estate Leasehold
 Term 999 years commencing on 4.3.1980

Legal Description Flat 1 Deposited Plan 50980 and Garage 1 Deposited Plan 50980

Registered Owners

Phyllis

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.



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