# Ordering Legal Documents (such as a Certificate of Title) in Property Guru

Property Guru provides access to all legal documentation for a given property at a reduced cost for Property Guru Subscribers. We offer a **priority service,** meaning that any document order will be completed and returned within a maximum of three hours during the business hours of 8am – 5pm Monday to Friday).

Accessing legal documentation through Property Guru is easy! With a few clicks of the mouse you can order legal title and ownership information (complete with colour diagrams), as well as any easements or interests held against a property.

Accessing Legal Documentation

The document ordering page can be accessed at any point after you have logged in from the Property Guru main menu. You do not have to search for a property first unless you need to find the required reference code, for example the title reference number.
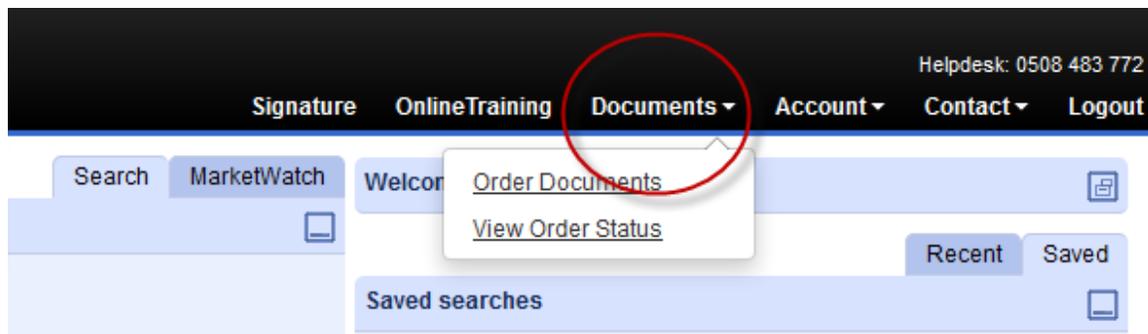
By placing your curser of the word '**Document**' (in bold, black lettering at the top of the web page) a menu will appear allowing you to select '**Order Documents**'.

Clicking on Order Documents will load a new page in which you will need to enter your document order details. You are also able to order these directly from the Property Summary page (refer to Module 4 for more information).

6.1 - Quick ordering of documents

You are able to '**quick order**' most of the documents available in Property Guru by simply clicking on the '**Order this title**' button at the bottom of the Property Summary page:

Valuation Address:	10 LOASBY CRESCENT NEWLANDS WELLINGTON
Valuation Reference:	16770/49700
Legal Description:	LOT 21 DP 25188
Tenure:	Not Leased (Owner is Occupier)
Floor Area:	100 m²
Land Area:	534 m²
Bedrooms:	3
Building Age:	1960 - 1969
Category:	Residential, Dwelling, average (RD)
Wall Material:	Weatherboard / AVERAGE
Roof Material:	Steel / G-Iron / AVERAGE
Contour:	Easy to moderate fall
Deck:	Y
Parking Freestanding:	0 cars
Parking Main Roof:	0
Land Use:	Single Unit excluding Bach
Zoning:	9A
Owners:	Driesenaar, Renuka Kaushal
Certificate Of Title:	WND1/149 (Freehold) Order this Title
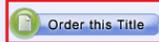
Types of legal documents

The following table gives an overview of the documents available to Property Guru users and the information they include.
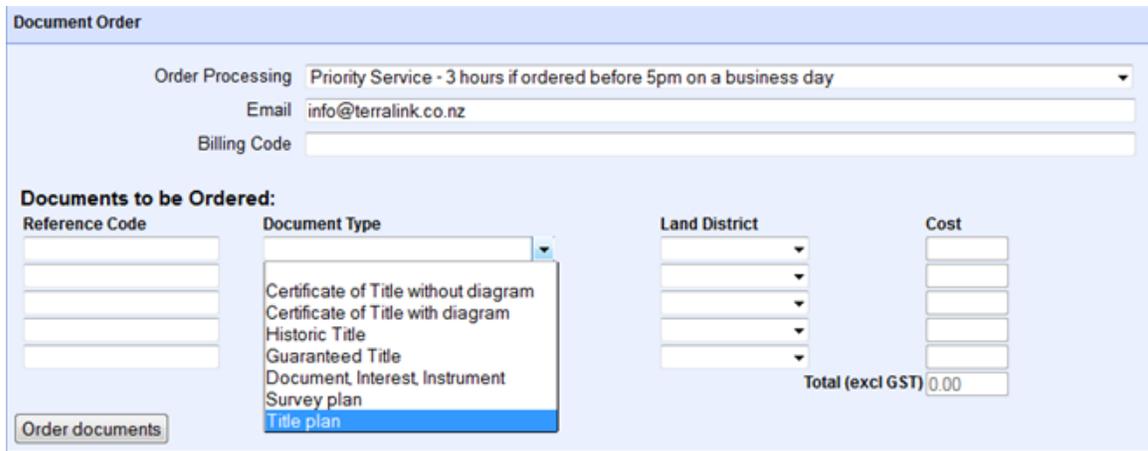
Document type	Description
Certificate of Title with/without diagram	The Certificate of Title details the legal owner of the property and shows everything registered against the property title. The Certificate of Title details whether there are any Mortgages, Leases, Easements, land usage restrictions, or other interests registered against the property title. It will also tell you whether the land is freehold or leasehold. When ordering a **Certificate of Title with a Diagram**, it will include a separate page with a simple diagram of the deposited plan of the property, normally showing the property's area and dimensions. If you require a more detailed plan, please order the Title Plan or Survey Plan.
Historic Title	A scan of the original Certificate of Title, issued for the property showing all interests, both live and cancelled, at the time of the conversion of the property title to the new electronic document system (between 1999-2002 depending on the region of the country). It also displays the current official Certificate of Title, which only shows the current interests in the property.
Guaranteed Title	Details the same information as a Certificate of Title, as well as any interests that have been lodged with Land Information New Zealand, but have not yet been registered against the Title. The Guarantee of Title is the main document used in the transfer of ownership in a property. Prior to the transfer, this document is used to ensure that there are no transactions about to be lodged against the property title.
Document	A summary of the instruments and the unique document references

Document type	Description
/Interest/ Instruments	is recorded on the Certificate of Title. If you are looking for a particular instrument, then a Title Transactions report can help define which reference relates to which document.
Survey Plans	Shows the legal boundaries of properties, including the appellation or legal description. Also includes observations that the surveyor made or calculated to define the property boundaries in relation to the surrounding properties and to the survey network of known marks.
Title Plans	Title plans, also known as unit or flats plans, show the portion(s) of ownership of a property and the titles associated with them. Any common and individual areas are detailed, along with the dimensions and actual areas.

6.2 - Placing a Document Order

Placing a document order is simple in Property Guru. You are able to place as many as five separate documents with one order request, with the total cost being displayed in the bottom right hand side of the panel.
By entering the Title Reference Code in the field and then selecting the appropriate document type from the drop down menu, you are able to place an order. You will also need to select the land district as some titles have the same code but are in different districts.

The 'Email' address displayed will be the email address the completed order is sent to – this is easily changed by just typing in an alternative address, if required (Note: the system automatically defaults to your login email address).
You can also enter a 'billing code' which will appear on any invoice at the end of the month. This is an optional field but useful for tracking what documents were ordered for a client, for example.

Once you are satisfied with the order details you can select 'Order documents' to send the details to us for processing.

6.3 - Document Reference numbers

Each document order requires its own unique reference code specific to both the property and the type of document that you require.

Document Type	Reference required	Where to find the Reference
Certificate of Title without Diagram	Certificate of title identifier eg. NA7A/56 or 47952	Property Summary report Title report
Certificate of Title with Diagram	Certificate of title identifier eg. NA7A/56 or 47952	Property Summary report Title report
Historic Title	Certificate of title identifier eg. NA7A/56 or 47952	Property Summary report Title report
Guaranteed Title	Certificate of title identifier eg. NA7A/56 or 47952	Property Summary report Title report
Instrument	Instrument reference number eg. 6082739.1	Title Transaction report
Survey Plan	Plan type and number eg. DP11223 / ML678 /SO32145	Survey report
Title Plan	Plan type and number eg. DP11223 / ML678 /SO32145	Survey report

6.4 - View Order Status

After you have placed an order you are able to monitor its status while you are logged into Property Guru:

Click on the word '**Documents**' (in bold black lettering above the search panel), will cause a menu to appear. Clicking on '**View Order Status**' will load the Document Order Status page (pictured above)

This gives you the following information:
- the log-in name of the person that ordered the document
- the CoreLogic tracking reference
- the document order reference used
- the date that the document order was placed
- the billing code (if one was entered)
- the order status of the document – '**Processed**' means that document has been sent to you and '**Not Actioned**' means that the document order is still waiting to be processed by the document ordering team.