



Property Solutions Supplementary User Guide May 2016





Don't know the po Enter the details manually		Have the address details or co- ordinates? Use our search tools to pin point the address.	
Manually Enter Addres	\$ >		
		Find Address >	
* Address line 1	Test property		
Address line 2			
* Town	Gateshead		
County			
Postcode	NE8 4DS		
Developer name			
Off site road name			
* Local authority	Please Select	Y	
Next > Cancel			
			The second second
Terms and conditions Statutory	information Privacy policy	Reseller agreement Sitemap Cookies	© Northumbrian Water Limited 2016

Putting a valid postcode into the manual address input will populate the Local Authority field

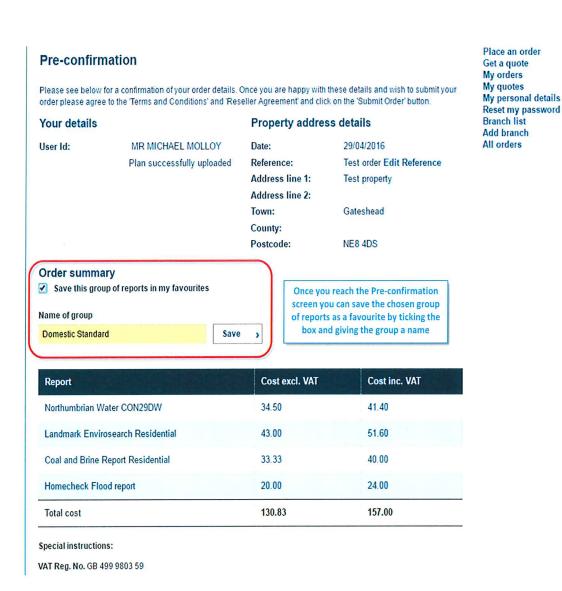




Don't know the pos Enter the details manually Manually Enter Address	below. ordinates? Use our search tools to pin point the address.	
* Address line 1	Test property	
Address line 2		
* Town	Gateshead	
County		
Postcode	NE8 4DS	
Developer name		
Off site road name		
* Local authority	GATESHEAD METROPOLITAN BOROUGH COUNCIL	
Next > Cancel		
Terms and conditions Statutory in	formation Privacy policy Reseller agreement Sitemap Cookies	Ø Northumbrian Water Limited 2016







On first and subsequent use you will be able to save a group of searches as a Favourite





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Products

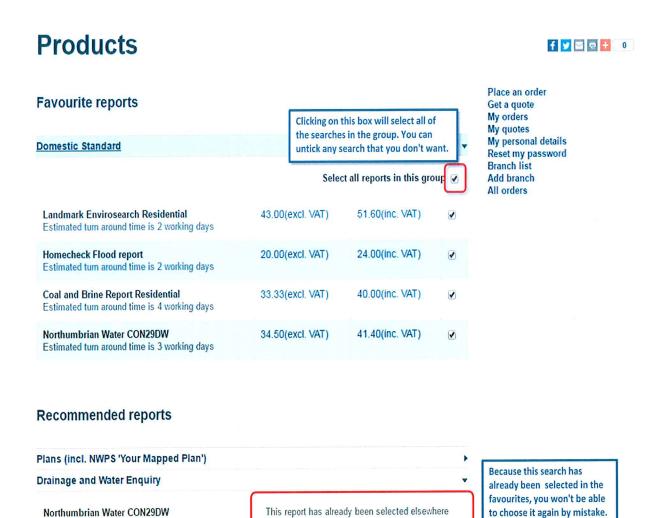
Miscellaneous Reports



The next time you Place an order you will have the Favourite that you saved at the top of the Products page







Expand the Favourite and you can choose all of the reports with one click.

You can add searches or take away searches by ticking or un-ticking the checkboxes.





Your details

User Id:

Property address details

MR MICHAEL MOLLOY

04/05/2016

Saved Order Example Edit

Reference

Address line 1:

Reference:

Saved Order

Address line 2:

Town:

Gateshead

County:

Postcode:

NE8 4DS

Order summary

Save this group of reports in my favourites

Report	Cost excl. VAT	Cost inc. VAT	
Northumbrian Water CON29DW	34.50	41.40	
Landmark Envirosearch Residential	43.00	51.60	
Coal and Brine Report Residential	33.33	40.00	
Homecheck Flood report	20.00	24.00	
Total cost	130.83 157.00		

Special instructions:

VAT Reg. No. GB 499 9803 59

 $\hfill \square$ I have read and agreed to the terms and conditions of the specific products I wish to order.

 $\hfill \square$ I have read and agreed to the reseller agreement for ordering conveyancing searches.

< Previous

Submit Order >

Save Order >

If you want to get prices for a client you can save the order instead of submitting. You can now amend the saved order before submitting as an order.

Branch list

Add branch All orders

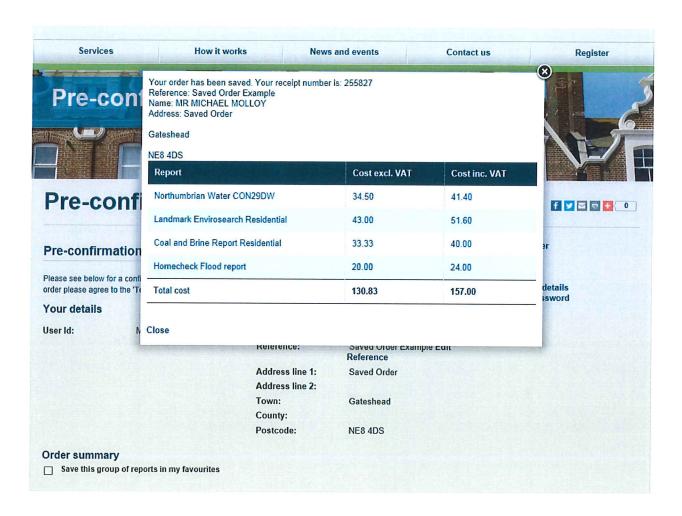
Cancel

If you want to get prices for your client before submitting an order you can save the order.

If the client then decides that he doesn't need a search, or wants an extra search, you can amend the saved order before submitting it as a full order.



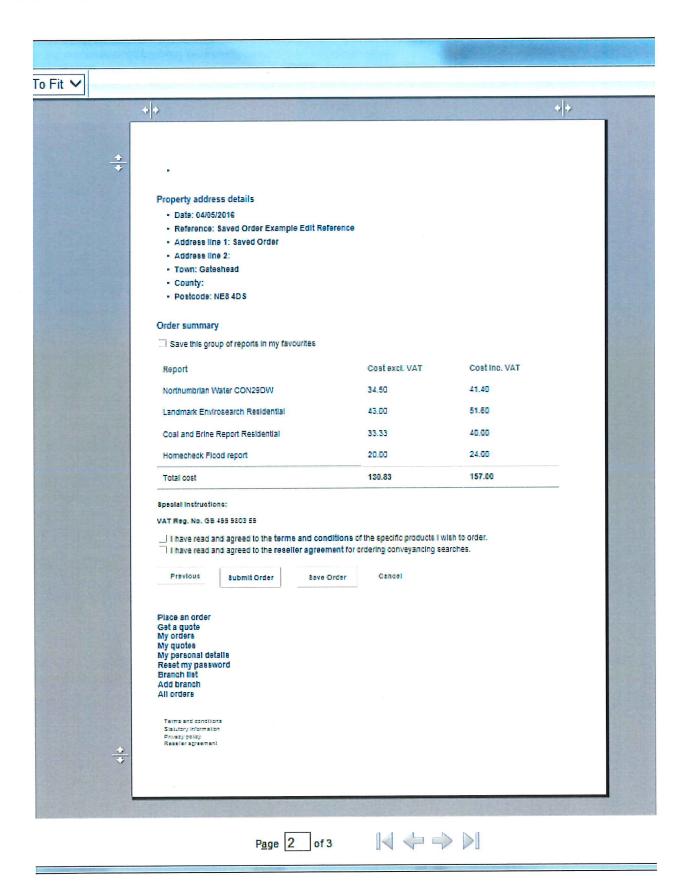




If you want a file copy of the saved order, right click on this screen and chose print or print preview.

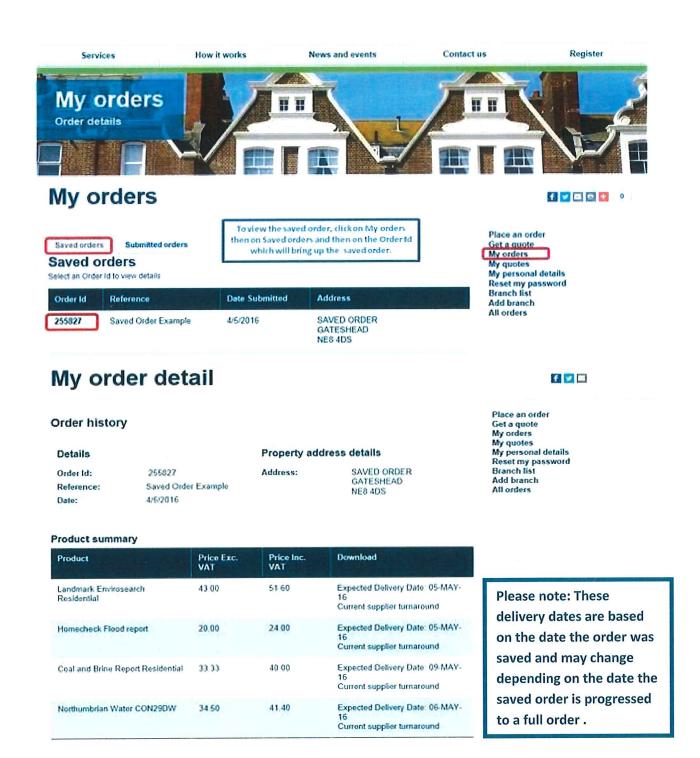












If you want to amend or progress a saved order to a full order, click on My orders then Saved orders then the Contact ID.





Place an order Get a quote My orders My quotes My personal details Reset my password Branch list Add branch All orders

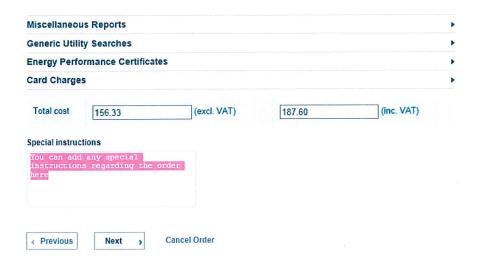
Domestic Standard				
	Select	all reports in this grou	р	
Landmark Envirosearch Residential	This report has already been selected elsewhere			
Homecheck Flood report	This report has already been selected elsewhere			
Coal and Brine Report Residential	This report has already been selected elsewhere			
Northumbrian Water CON29DW	This report has already been selected elsewhere			
invironmental Reports				
Landmark Envirosearch Residential Estimated turn around time is 2 working days fining Reports	43.00(excl. VAT)	51.60(inc. VAT)	✓	
Coal and Brine Report Residential Estimated turn around time is 4 working days	33.33(excl. VAT)	40.00(inc. VAT)	•	
looding Reports				
Homecheck Flood report Estimated turn around time is 2 working days	20.00(excl. VAT)	24.00(inc. VAT)	✓	
lanning Reports				
hancel Repair Reports				
ChancelCheck Estimated turn around time is 3 working days	20.00(excl. VAT)	24.00(inc. VAT)	V	
AND REGISTRY				
Index Map Search (SIM) (Price for up to 5 titles) Estimated turn around time is 4 working days	5.50(excl. VAT)	6.60(inc. VAT)	✓	
Franchise and Manors Estimated turn around time is 4 working days	5.00(excl. VAT)	6.00(inc. VAT)		
Evidence of Title Estimated turn around time is 4 working days	10.00(excl. VAT)	12.00(inc. VAT)		

You will proceed to the Products screen where the searches that you chose for the saved order will already be selected. You can add or remove other searches by ticking or un-ticking the check boxes.

(In this case a Chancel Check and Index Map Search have been added)







The Total cost will be updated as you add or remove searches and you can add special instruction regarding the order.

From this point the procedure is exactly the same as when placing an order.

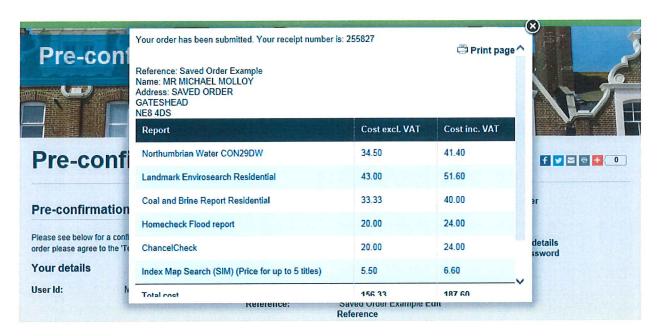
Order summary

Save this group of reports in my favourites

Report	Cost excl. VAT	Cost inc.	. VAT
Northumbrian Water CON29DW	34.50	41.40	
Landmark Envirosearch Residential	43.00	51.60	
Coal and Brine Report Residential	33.33	40.00	
Homecheck Flood report	20.00	24.00	
ChancelCheck	20.00	24.00	
Index Map Search (SIM) (Price for up to 5 titles)	5.50	6.60	
Total cost	156.33	187.60	
pecial instructions: You can add any special instructions reg	arding the order here		
AT Reg. No. GB 499 9803 59 I have read and agreed to the terms and conditions of I have read and agreed to the reseller agreement for o			Check that the products ordered are correct (if wrong you can use the Previou button to go back and amend the order) Tick the check boxes and Submit the ord
Previous Submit Order >	Save Order	Can	icel







You can print this page for your records. Please note that reports sent out will no longer have an advice note attached.



If you have any questions please contact Property Solutions.

Tel: 0870 241 7408 or Email: propertysolutions@nwl.co.uk