

# **Property Solutions Supplementary User Guide May 2016**

### Don't know the postcode?

Enter the details manually below.

Manually Enter Address >

### Have the address details or co-ordinates?

Use our search tools to pin point the address.

Find Address >

\* Address line 1

Address line 2

\* Town

County

Postcode

Developer name

Off site road name

\* Local authority

Next >

Cancel

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

### Don't know the postcode?

Enter the details manually below.

[Manually Enter Address >](#)

### Have the address details or co-ordinates?

Use our search tools to pin point the address.

[Find Address >](#)

\* Address line 1

Address line 2

\* Town

County

Postcode

Developer name

Off site road name

\* Local authority

[Next >](#)

[Cancel](#)

## Pre-confirmation

Please see below for a confirmation of your order details. Once you are happy with these details and wish to submit your order please agree to the 'Terms and Conditions' and 'Reseller Agreement' and click on the 'Submit Order' button.

### Your details

User Id: MR MICHAEL MOLLOY  
Plan successfully uploaded

### Property address details

Date: 29/04/2016  
Reference: Test order [Edit Reference](#)  
Address line 1: Test property  
Address line 2:  
Town: Gateshead  
County:  
Postcode: NE8 4DS

[Place an order](#)  
[Get a quote](#)  
[My orders](#)  
[My quotes](#)  
[My personal details](#)  
[Reset my password](#)  
[Branch list](#)  
[Add branch](#)  
[All orders](#)

### Order summary

☒ Save this group of reports in my favourites

Name of group

Domestic Standard

Save

Once you reach the Pre-confirmation screen you can save the chosen group of reports as a favourite by ticking the box and giving the group a name

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

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

## Products



### Favourite reports

Domestic Standard

You will now have a favourite at the top of the Products page. Clicking on the ► to the right will expand the list

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

### Recommended reports

Plans (incl. NWPS 'Your Mapped Plan')	►
Drainage and Water Enquiry	►
Official Local Authority Searches	►
Part II Enquiries	►
Personal L A Search	►
Environmental Reports	►
Mining Reports	►
Flooding Reports	►
Planning Reports	►
Chancel Repair Reports	►
LAND REGISTRY	►
Utilities Reports	►
Gas Searches	►
Electricity Searches	►
Telecommunication Searches	►
Transportation Reports	►
Miscellaneous Reports	►

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

## Products



### Favourite reports

#### Domestic Standard

Clicking on this box will select all of the searches in the group. You can untick any search that you don't want.

Select all reports in this group ☒

Landmark Envirosearch Residential Estimated turn around time is 2 working days	43.00(excl. VAT)	51.60(inc. VAT)	<input checked="" type="checkbox"/>
Homecheck Flood report Estimated turn around time is 2 working days	20.00(excl. VAT)	24.00(inc. VAT)	<input checked="" type="checkbox"/>
Coal and Brine Report Residential Estimated turn around time is 4 working days	33.33(excl. VAT)	40.00(inc. VAT)	<input checked="" type="checkbox"/>
Northumbrian Water CON29DW Estimated turn around time is 3 working days	34.50(excl. VAT)	41.40(inc. VAT)	<input checked="" type="checkbox"/>

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

### Recommended reports

#### Plans (incl. NWPS 'Your Mapped Plan')

#### Drainage and Water Enquiry

Northumbrian Water CON29DW

This report has already been selected elsewhere

Because this search has already been selected in the favourites, you won't be able to choose it again by mistake.

**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: MR MICHAEL MOLLOY

### Property address details

Date: 04/05/2016  
Reference: Saved Order Example Edit Reference  
Address line 1: Saved Order  
Address line 2:  
Town: Gateshead  
County:  
Postcode: NE8 4DS

[Reset my password](#)  
[Branch list](#)  
[Add branch](#)  
[All orders](#)

### Order summary

☐ Save this group of reports in my favourites

Report	Cost excl. VAT	Cost inc. VAT
<a href="#">Northumbrian Water CON29DW</a>	34.50	41.40
<a href="#">Landmark Envirosearch Residential</a>	43.00	51.60
<a href="#">Coal and Brine Report Residential</a>	33.33	40.00
<a href="#">Homecheck Flood report</a>	20.00	24.00
<b>Total cost</b>	<b>130.83</b>	<b>157.00</b>

### Special instructions:

VAT Reg. No. GB 499 9803 59

- ☐ I have read and agreed to the [terms and conditions](#) of the specific products I wish to order.
- ☐ I have read and agreed to the [reseller agreement](#) for ordering conveyancing searches.

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.

[Previous](#)

[Submit Order](#)

[Save Order](#)

[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.**

[Services](#)
[How it works](#)
[News and events](#)
[Contact us](#)
[Register](#)

# Pre-conf

## Pre-confi

### Pre-confirmation

Please see below for a confi  
order please agree to the 'T

#### Your details

User Id: M Close

Reference: Saved Order Example Edit

Address line 1: Saved Order

Address line 2:

Town: Gateshead

County:

Postcode: NE8 4DS

#### Order summary

☐ Save this group of reports in my favourites

Your order has been saved. Your receipt number is: 255827  
Reference: Saved Order Example  
Name: MR MICHAEL MOLLOY  
Address: Saved Order

Gateshead

NE8 4DS

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
<b>Total cost</b>	<b>130.83</b>	<b>157.00</b>

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



User Guide V1S 05/16



## My orders



[Saved orders](#)

[Submitted orders](#)

### Saved orders

Select an Order Id to view details

Order Id	Reference	Date Submitted	Address
255827	Saved Order Example	4/5/2016	SAVED ORDER GATESHEAD NE8 4DS

To view the saved order, click on My orders then on Saved orders and then on the Order Id which will bring up the saved order.

[Place an order](#)

[Get a quote](#)

[My orders](#)

[My quotes](#)

[My personal details](#)

[Reset my password](#)

[Branch list](#)

[Add branch](#)

[All orders](#)

## My order detail



### Order history

#### Details

Order Id: 255827  
Reference: Saved Order Example  
Date: 4/5/2016

#### Property address details

Address: SAVED ORDER  
GATESHEAD  
NE8 4DS

[Place an order](#)

[Get a quote](#)

[My orders](#)

[My quotes](#)

[My personal details](#)

[Reset my password](#)

[Branch list](#)

[Add branch](#)

[All orders](#)

### Product summary

Product	Price Exc. VAT	Price Inc. VAT	Download
Landmark Envirosearch Residential	43.00	51.60	Expected Delivery Date: 05-MAY-16 Current supplier turnaround
Homecheck Flood report	20.00	24.00	Expected Delivery Date: 05-MAY-16 Current supplier turnaround
Coal and Brine Report Residential	33.33	40.00	Expected Delivery Date: 09-MAY-16 Current supplier turnaround
Northumbrian Water CON29DW	34.50	41.40	Expected Delivery Date: 06-MAY-16 Current supplier turnaround

Please note: These delivery dates are based on the date the order was saved and may change depending on the date the saved order is progressed to a full order .

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.

## Favourite reports

### Domestic Standard

Select all reports in this group ☐

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

### Environmental Reports

Landmark Envirosearch Residential

Estimated turn around time is 2 working days

43.00(excl. VAT)

51.60(inc. VAT)



### Mining Reports

Coal and Brine Report Residential

Estimated turn around time is 4 working days

33.33(excl. VAT)

40.00(inc. VAT)



### Flooding Reports

Homecheck Flood report

Estimated turn around time is 2 working days

20.00(excl. VAT)

24.00(inc. VAT)



### Planning Reports

### Chancel Repair Reports

ChancelCheck

Estimated turn around time is 3 working days

20.00(excl. VAT)

24.00(inc. VAT)



### LAND 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)



### Utilities Reports

Place an order

Get a quote

My orders

My quotes

My personal details

Reset my password

Branch list

Add branch

All orders

**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)**



- Miscellaneous Reports ▶
- Generic Utility Searches ▶
- Energy Performance Certificates ▶
- Card Charges ▶

Total cost  (excl. VAT)  (inc. VAT)

**Special instructions**

You can add any special instructions regarding the order here

[< Previous](#) [Next >](#) [Cancel Order](#)

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
<b>Total cost</b>	<b>156.33</b>	<b>187.60</b>

Special instructions: You can add any special instructions regarding the order here

VAT Reg. No. GB 499 9803 59

- ☒ I have read and agreed to the [terms and conditions](#) of the specific products I wish to order.
- ☒ I have read and agreed to the [reseller agreement](#) for ordering conveyancing searches.

Check that the products ordered are correct (if wrong you can use the Previous button to go back and amend the order). Tick the check boxes and Submit the order

[< Previous](#) [Submit Order >](#)

[Save Order >](#) [Cancel](#)

Your order has been submitted. Your receipt number is: 255827

Reference: Saved Order Example  
Name: MR MICHAEL MOLLOY  
Address: SAVED ORDER  
GATESHEAD  
NE8 4DS

Print page

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
<b>Total cost</b>	<b>156.33</b>	<b>187.60</b>

Reference: Saved Order Example Edit Reference

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

Property address details

- Date: 04/05/2016
- Reference: Saved Order Example Edit Reference
- Address line 1: 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
ChancelCheck	20.00	24.00
Index Map Search (SIM) (Price for up to 5 titles)	5.50	6.60
<b>Total cost</b>	<b>156.33</b>	<b>187.60</b>

Special instructions: You can add any special instructions regarding the order here

VAT Reg. No. GB 499 9803 59

☒ I have read and agreed to the **terms and conditions** of the specific products I wish to order.

☒ I have read and agreed to the **reseller agreement** for ordering conveyancing searches.

Previous Submit Order Save Order Cancel

If you have any questions please contact Property Solutions.

Tel: 0870 241 7408 or Email: [propertyolutions@nwl.co.uk](mailto:propertyolutions@nwl.co.uk)