



# Ordering a Document

## Land Enquiry Services Quick Guide

Last Updated: July 2021  
Version: 2

# Ordering a Document

A copy of a document can be ordered through Land Enquiry Services located on the Landgate corporate website. Add the document to the shopping cart, pay with your credit card or billing account, and receive a PDF copy via email within 30 minutes of successful submission.

## Searching in Land Enquiry Services

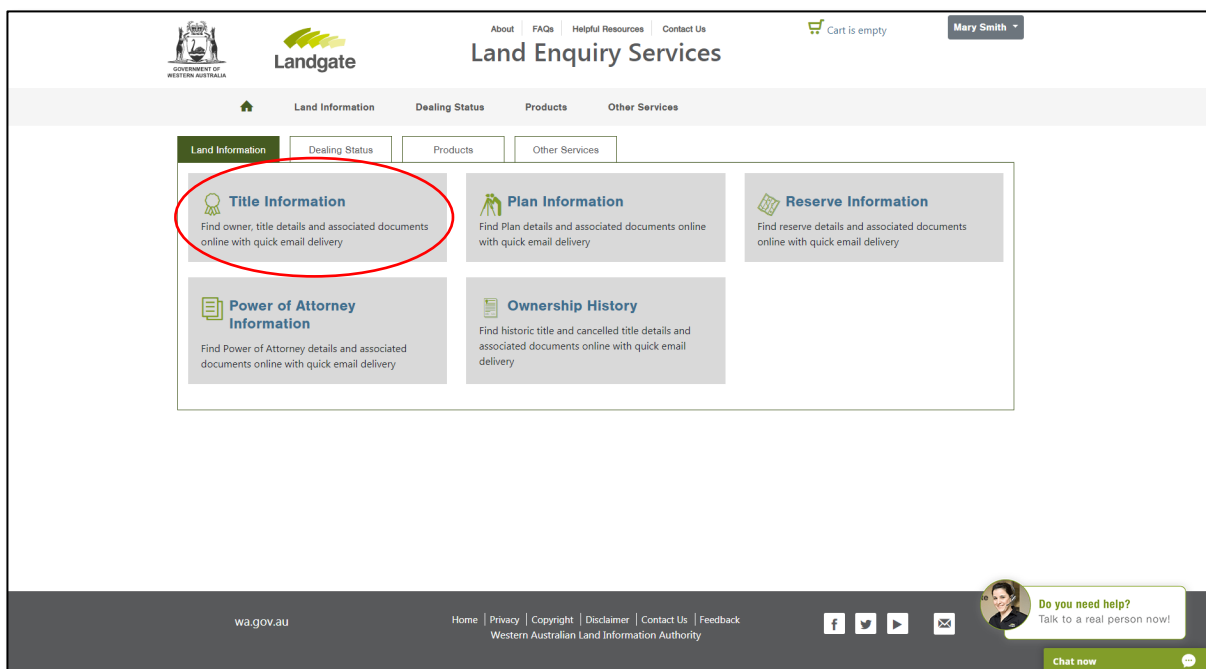
There are two ways to order a document depending on whether you have the document number.

- [1.1 - I do not have the document number](#)
- [1.2 - I do have the document number](#)

### 1.1 I do not have the document number

Search 'Title Information' to locate the property and see the current documents affecting that property in the online shop. You will be able to select the documents you want to purchase.

To start this search, open Land Enquiry Services and select 'Title Information'.



Select the desired enquiry option to search the criteria you have available and then select 'search'. Click on the property result to see the products available.

### Title Information

Enquiry Options

Enter a property address \*

1 MIDLAND Square, MIDLAND 6056

Select Result	Certificate of Title	Parcel Identifier	Address
<a href="#">→</a>	LR3096/809	Lot 11681 On Diagram 80203	1 Midland Square, MIDLAND 6056

Once on the Title Details screen, scroll down to the products at the bottom of the page. The current documents associated with this property will appear as products to add to cart. You are ready to complete your order.

<p><b>Unimproved Value Report for</b></p> <p>1 Midland Square, MIDLAND 6056</p> <p><a href="#">View more details</a></p> <p>\$8.85 <input type="button" value="Add to Cart"/></p>	<p><b>Document</b></p> <p>Sundry- Miscellaneous (not affecting nix &amp; does not cancel the title)</p> <p>O715428</p> <p><a href="#">View more details</a></p> <p>\$27.20 <input checked="" type="button" value="Add to Cart"/></p>	<p><b>Document</b></p> <p>Sundry- Miscellaneous (not affecting nix &amp; does not cancel the title)</p> <p>O715429</p> <p><a href="#">View more details</a></p> <p>\$27.20 <input type="button" value="Add to Cart"/></p>	<p><b>Tit</b></p> <p>LR</p> <p><a href="#">View</a></p> <p>\$32</p>
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If the document you want is not listed here, it could be a document no longer current. If you log in with your Landgate Login, you can see all associated documents with the property. You can [register a Landgate Login](#) for free if you don't have one.

LR3096/809

1 Midland Square, MIDLAND 6056

Affecting This Title

Add Document to Cart	Document Number	Doc
<input type="checkbox"/>	O715429	Sun canc
<input type="checkbox"/>	O715428	Sun canc

**Historical**

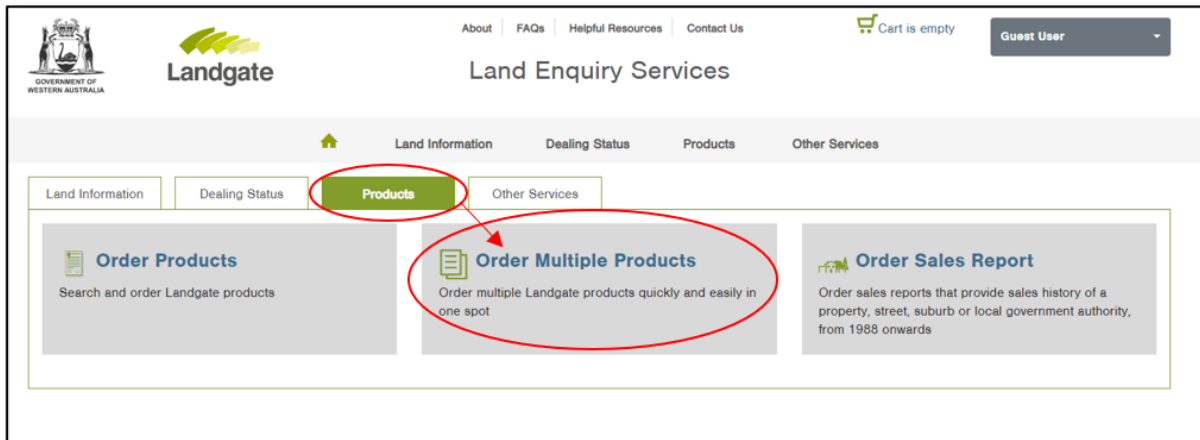
Add Document to Cart	Document Number	Doc
<input type="checkbox"/>	O715427	Misc
<input type="checkbox"/>	O710202	Misc
<input type="checkbox"/>	O704026	Misc

To purchase these historical documents, tick the box of the documents you want and you can add them to your cart. You are ready to complete your order.

## 1.2 I do have the document number

If you have a document number, you can use the Multiple Ordering function of Land Enquiry Services to type the document number in and place your order.

To start this search open Land Enquiry Services, choose the 'Products' tab and select 'Order Multiple Products'.



Select the correct product for your search criteria:

- **Document** – this product is for documents that have an alpha-numeric registration number which consists of a letter from the alphabet followed by up to six numbers (e.g. L123458)
- **Power of Attorney Document** – this product is for alphanumeric documents specifically for Power of Attorney or Enduring Power of Attorney only
- **Year Document** – this product is for documents that are in the older format where they contained dates and a document type (e.g. Transfer 2456/1912).

Select Product:	Enter Document Numbers	Customer Reference
Certificate of Title	e.g. N123456	
Plan or Strata Plan		
Property Interest Report		
<b>Document</b>		
Power of Attorney Document		
Year Document		
Memorial Book		
Title Watch		

Enter the number in the first column and continue down the list ensuring each line is a new number. The product heading will note how many entries you have made, allowing you to keep track of entries added if you switch between products.

### Order Multiple Products

Select Product:	Enter Document Numbers	Customer Reference
Certificate of Title	L123456	
Plan or Strata Plan		
Property Interest Report		
<b>Document</b>		
Power of Attorney Document		
Year Document		
Memorial Book		
Title Watch		

The Excel spreadsheet shows a list of document numbers: G163535, N274694, C784051, K742707, m821585, n421190. The 'Order Multiple Products' form is overlaid, showing these numbers entered into the 'Enter Document Numbers' field for each product type.

### DID YOU KNOW?

If you have a list of document numbers separated by commas, you can copy and paste them into the Order Multiple Products screen.

Land Enquiry Services automatically separates each product into a new line saving you time and increasing accuracy.

Once you have entered all the document numbers you want, you can click the 'Add Products to Cart' button at the bottom of the product list. Land Enquiry Services will check all numbers to alert you of any potential mistakes. If the number cannot be found in Landgate's records, it will return as an error.

You are ready to complete your order.

## Completing Your Order

Click onto the cart icon at the top of the page to view the items you have added to your order.

Product Details **Review Cart** Your Details Confirm Order Receipt Help

### Review Your Shopping Cart

Product Name	Reference	Delivery	Unit Price	Price
Document Mortgage	L123456	Email	\$27.20	\$27.20
<b>Total *</b>				<b>\$27.20</b>

Select Next, enter your payment details and ensure they are correct before proceeding to the confirmation screen.

Read the confirmation screen carefully to ensure your cart contains all the correct items, then confirm and submit your order.

Once Landgate has successfully received payment, you will be provided with the request number and confirmation of the email address the product will be sent to.



**ORDER SUCCESSFUL**

**Landgate Request Number**      85107466      [Print Page](#)

If your order has not been received within 30 minutes, please don't re-order. Contact Customer Service who can assist you; this will avoid you being charged twice for the same product.