

Map Search

Locate the property



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Map Search

Create a case and order an office copy by entering a title number or clicking on a map

- Once you have logged in choose Map Search from Add Case
- Enter the title number or property name/number and postcode in the search field
- Select the property from the result

If there is a freehold and leasehold associated with the property you can choose either to be the primary. Freehold titles are shown in green and leasehold in orange.

You can choose to view Titles, Help text or the Legend on the right hand side of the plan

Legend

Layers

- Freehold title extent
- Leasehold title extent
- Other title extent

Title Outlines

- Freehold title outline
- Leasehold title outline



The plan will show the extent of the title boundary

- Click FREEHOLD TITLES and LEASEHOLD TITLES to view outlines
- Click the property to select all titles
- Select additional titles by clicking on the plan



Adding a related title

Related Titles

44 Kensington Road Selly Park Birmingham B29 7LW

Group titles by:
Freehold Leasehold

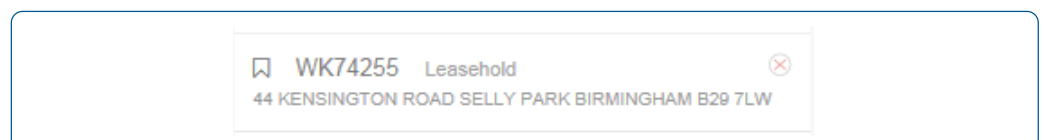
Related Titles

- WK74255 Leasehold
44 Kensington Road Selly Park Birmingham B29 7LW

- Click RELATED TITLES at the right hand side of the screen
- Select the related title(s)

Multiple titles can be selected with the Related Titles tickbox

- Click DONE
- Select the X to remove any titles before ordering



Ordering the office copies

Ordering the searches

The titles selected will show on the right hand side of the screen

- Click NEXT

The case reference is compiled of the primary title number and the date. You can enter your own case reference if required.

The sector and transaction is set from your account defaults and can be changed.

- Click the tickboxes to order the Register, Plan or both

Deselect a title with the tickbox if you do not want to order at this time

If you are ordering titles against different addresses you can choose which address is the primary

| Primary | Selected | Title Number | Title Description | Tenure | Register | Plan |
|-------------------------------------|-------------------------------------|--------------|--|-----------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | WM313689 | 44 KENSINGTON ROAD SELLY PARK BIRMINGHAM B29 7LW | Freehold | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | WK74255 | 44 KENSINGTON ROAD SELLY PARK BIRMINGHAM B29 7LW | Leasehold | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- Click CREATE CASE

| Title Number | Title Description | Tenure | Register | Plan | Non-VATable | VATable | VAT | Total |
|--------------|--|-----------|-------------------------------------|------|-------------|---------|-------|-------|
| WM313689 | 44 KENSINGTON ROAD SELLY PARK BIRMINGHAM B29 7LW | Freehold | <input checked="" type="checkbox"/> | | £3.00 | £0.05 | £0.17 | £4.02 |
| WK74255 | 44 KENSINGTON ROAD SELLY PARK BIRMINGHAM B29 7LW | Leasehold | <input checked="" type="checkbox"/> | | £3.00 | £0.05 | £0.17 | £4.02 |
| Order Total | | | | | £6.00 | £1.70 | £0.34 | £8.04 |

The screen will show the cost of the searches

- Click ORDER

You will be taken to the case details screen where you can create a plan and order additional searches.