



# How to request a copy of a land record

## Land Information New Zealand looks after millions of land records for the Crown including property titles, related land documents and survey records.

These records have been stored and managed by Land Information New Zealand (LINZ) and its predecessors for more than 170 years. One of our main functions is to ensure the details on land title records are correct so the Crown can guarantee title to land.

### What land records are used for

LINZ land records are primarily used to:

- Register transactions – when property is ‘dealt with’ including when it is bought or sold
- Identify ownership and ‘registered interests’ – e.g. easements (rights over neighbouring property)
- Identify legal (survey) boundaries
- Record survey dimensions.

LINZ also recognises customers use land records for:

- Treaty of Waitangi research
- Research into land a past family member may have owned
- Genealogical research.

### Types of records

The most commonly ordered types of land records are:

#### **Computer Register (Certificate of Title) - current with diagram**

shows current proprietor, legal description, registered rights and restrictions, and includes a plan or diagram of the land

#### **Computer Register (Certificate of Title) - historic**

shows all interests registered when title created, and since; may include an image of the original paper Certificate of Title

#### **Computer Register (Certificate of Title) - guaranteed search**

current register, plus any documents recently lodged with LINZ but not yet formally registered; mostly used by solicitors during property dealings

#### **Cadastral Survey Plan - title sheet**

shows the plan deposited when the title was created; can be a simple plan of the boundaries, area and dimensions, or a detailed survey plan, or a combination

#### **Cadastral Survey Plan - survey sheet**

shows detailed survey observations; may include a simpler plan of only the property’s boundaries, area and dimension

#### **Instrument (Document)**

a mortgage, easement or caveat. The instrument reference is recorded on the title or computer register it is registered against. Each needs to be named and a copy ordered separately.

You will need to identify the type of record you require a copy of, when completing a land record order form.

See page 2 for information on ordering options.

### Important note for Landonline customers

If you are a Landonline customer and the record is in Landonline, use e-search to locate the record and print directly from Landonline. You will be invoiced in the usual manner.

If the record is not in Landonline, create a Manual Request in Landonline. LINZ will endeavour to send the copy (if available) via your preferred method of delivery within two working days.

If the record can not be located, LINZ will contact you to request more information.

### Information you will need to order a copy of a land record

All LINZ land records have a unique reference number. With 30 million records to choose from, you will need to provide us with the:

1. Record reference number, for example:
  - Computer register (title) reference, including the Land District code (e.g. HB1/A1), and/or
  - Survey Plan number, including the correct prefixes or suffixes for plan numbers (e.g. DP456A).
2. Land district
3. Record type – see list at left for examples.

You may need to do some research before you request a copy of a record from LINZ. A good starting point is to identify the property from its legal description and order a copy of the current computer register (title).

The computer register (title) will tell you:

- Who currently owns the property
- Who has an interest in the property other than the owner (e.g. the mortgagee)
- Previous owners, sometimes dating back many years (historical version)
- Prior computer register (title)
- Easements and covenants relating to the property

The computer register also acts as an index to documents that have other historic information.

## Other ways to find information

To find a computer register (title) reference, begin with the legal description of the property.

You can find a property's computer register (title) reference from:

### **Rates demands/Rating valuation notices**

All property owners receive rates demands and rating valuation notices.

The legal description for the property appears on these documents (e.g. LOT 1 DP 12345). Once you have the legal description, you can order a copy of the plan and/or the computer register (title).

Alternatively you can employ a land professional to research property information for you. Contacts can be found under the "Land Information" section of the Yellow Pages.

### **Local authorities**

Councils and libraries have useful information, particularly for historical research.

You can find the legal descriptions of your own and other properties from 'rating rolls'. These rolls date back many years but please note that you need to provide LINZ with the current legal description for a property.

Some councils make rating and other property information available on the internet.

### **Electoral rolls**

Libraries and local electoral offices have copies of electoral rolls available for inspection. You can cross reference an address with the 'rating roll' to find a property's legal description.

### **Viewing or searching original land records**

Most land records are available to be copied. However, some original records can not be copied due to their size, binding or fragility.

Please refer to the factsheet 'Viewing original Land Records' available on the LINZ website.

## How much do record copies cost?

Each document ordered costs \$15.00.

Copies of land records must be paid for in advance.

### **How long does it take?**

LINZ aims to process land record orders within two business days after receiving your request.

## How to request a copy of a Land Record from LINZ

- Order online using the Land Record Order Service on the LINZ website.
  - Go to [www.linz.govt.nz/survey-titles](http://www.linz.govt.nz/survey-titles).
  - Click on the link to Order a Copy of a Land Record and complete the online form.
  - Credit card payment is required using a secure payment system.
- Post or courier your completed land record order form to:
  - LINZ Processing Centre
  - Private Bag 4721
  - Christchurch 8140

You must pay by cheque with this option.