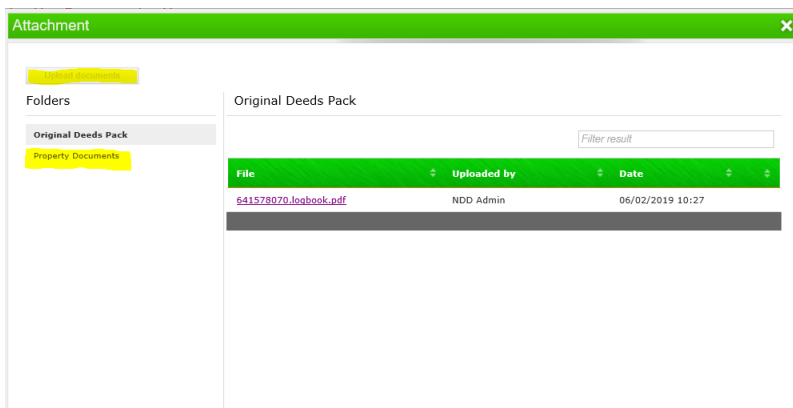




**THE NATIONAL DEEDS DEPOSITORY**  
**The Property Logbook Company**

**UPLOADING OF DOCUMENTS**

Once you are successfully logged in, please click on the “paperclip” icon



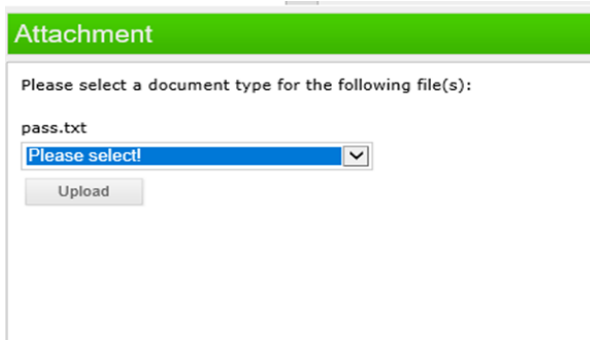
The paperclip should be illuminated (as shown) to indicate that your Deeds Pack has been uploaded to the system. Once you have clicked on the icon, it should show a screen similar to that above.

Uploading of documents is very straightforward as you will **only upload documents to the “Property Documents” folder.**

Firstly, click on the **“Property Documents”** folder and click on **“Upload documents”** button.

Select the document to be uploaded.

You will then be given the option of destination folders.



Please choose the folder which best corresponds to the document you are about to upload. If there is no corresponding folder, please choose “OTHER” at the foot of the option list.

Once the destination folder has been selected, click on “Upload” button

The document will then upload and be saved to the selected destination folder.

The image will be recorded and date stamped on the Logbook.

The Property Logbook will be updated and time stamped as seen below.

If you upload the wrong image or have uploaded an image to the wrong folder, please click on the “X” alongside the record and it will be deleted from the folder and removed from the Logbook.

ADDITIONAL DOCUMENTS UPLOADED DURING HOME OWNERSHIP

<b>NEW WINDOWS OR DOORS</b> <ul style="list-style-type: none"><li>- Guarantee &amp; specification</li><li>- FENSA certificate</li><li>- Other</li></ul>	<b>CAVITY INSULATION</b> <ul style="list-style-type: none"><li>- Guarantee</li><li>- Other</li></ul>
<b>NEW CENTRAL HEATING BOILER</b> <ul style="list-style-type: none"><li><b>Installation Certificate (06/02/2019) ✓</b></li><li>- Building Regs Compliance Certificate</li><li>- Guarantee</li><li>- Other</li></ul>	<b>WALL TIES</b> <ul style="list-style-type: none"><li>- Specification</li><li>- Guarantee</li><li>- Other</li></ul>
<b>ELECTRICAL WORK</b> <ul style="list-style-type: none"><li><b>NICEIC Electrical certificate (06/02/2019) ✓</b></li><li>- Building Regs compliance certificate</li><li>- Other</li></ul>	<b>INSTALLING NEW KITCHEN EQPT</b> <ul style="list-style-type: none"><li>- Building Regs compliance certificate</li><li>- Gas compliance certificate</li><li>- Other</li></ul>
<b>EXTENSIONS</b> <ul style="list-style-type: none"><li>- Building Regs completion certificate</li><li>- Other</li></ul>	<b>ROOMS IN ROOF</b> <ul style="list-style-type: none"><li>- Building Regs completion certificate</li><li>- Planning permission</li><li>- Other</li></ul>
<b>MINOR BUILDING WORKS</b> <ul style="list-style-type: none"><li><b>Building Regs completion certificate (06/02/2019) ✓</b></li></ul>	<b>WORK TO DRAINS</b> <ul style="list-style-type: none"><li>- Specification</li><li>- Building Regs completion certificate</li><li>- Other</li></ul>
	<b>OTHER PROPERTY DOCUMENTS NOT SPECIFIED ABOVE</b> <ul style="list-style-type: none"><li>- Other</li></ul>

Download

Your Property Record and Logbook is now automatically saved. To view your Logbook, please click on your Logbook reference number.

Please ensure you keep your Property Logbook up to date by following this process every time you have important property documents and certificates to upload.

To download your Property Logbook, Original Deeds Pack images and uploaded documents, please click on the paperclip and then click on “Download All”. The folders and images will be downloaded and bookmarked.

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