

Customising Search Results in Property Guru

Property Guru has the unique ability of allowing you to generate lists of properties (for example by entering a street or suburb) which you are then able to easily refine to create a list of comparable properties.

This module shows you how to customise your search results in order to generate lists that can be easily used for prospecting and sales comparisons purposes. A list of properties is most commonly created by using a street or suburb search, following on from the instructions in Module 1.

2.1 – Adding or Removing Information from your list of results

When a list of results is displayed in Property Guru, it provides summary details about the properties in columns. These can then be manipulated to include/exclude information, as required. The default set of columns— can be changed at any time, to reflect the information you wish to view or present to a client.

By clicking on the '**Columns' button**' above the list of results, a menu will appear that allows you to select or deselect the desired information to be displayed.

										List	Detailed List	Мар
Coults (44 proper	rties, showing records 1 to 20)											5
Columns	1 <u>2</u> <u>3</u> Next Last						rice Max: \$340 tion Max: \$460					
Address	Owners	Suburb	Town	Туре	Sold	RV	Sale	Bdrm	Land	Floor	Built	
3 Daniell Street			Featherston	OX		\$460,000	n/a		1841 m ²	390 m²		×
10 Daniell Street	Pearce, Raewyn Vera 🖀		Featherston	L	18-May-09	\$205,000	\$210,000	3-4	1250 m ²	250 m ²		×
16 Daniell Street	Big J Investments Limited 🖀		Featherston	RH	12-Jun-02	\$195,000	\$116,000	3	887 m ²	150 m²		×
18 Daniell Street	Oakly, Katherine Anne & Michael Thomas 🖀		Featherston	RD	25-Feb-04	\$200,000	\$127,000	3	971 m²	120 m ²	1960 - 1969	×
19 Daniell Street	Trust House Limited 🖀		Featherston	RD		\$160,000	n/a		746 m ²	130 m²	1970 - 1979	×
20 Daniell Street	Berry, Stuart Carne 🖀		Featherston	RD	16-Mar-00	\$180,000	\$75,000	3	1065 m ²	90 m²	1960 - 1969	×
21 Daniell Street	Patel, Hirabhai Durlabhbhai & Nilam Hirabhai 🖀		Featherston	RD	20-May-04	\$165,000	\$130,000	3	754 m ²	100 m ²	1980 - 1989	×
22 Daniell Street	Stepien, Antoni 🖀		Featherston	RD		\$180,000	n/a		1086 m ²	120 m ²	1960 - 1969	×
23 Daniell Street	Murray, Robert William 🖀		Featherston	RD	24-Jan-08	\$150,000	\$170,000	3	755 m²	90 m²	1970 - 1979	×
24 Daniell Street	Malneek, Deborah Lynne 🖀 Phelps, Dianne Rose 🖀		Featherston	RD	08-Feb-10	\$205,000	\$205,000	3	1147 m ²	90 m²	1960 - 1969	×
26 Daniell Street	Clark, Leonard Malcolm & Julie Lynette 🖀		Featherston	RD	16-Apr-87	\$180,000	\$72,500		1093 m ²	110 m ²	1960 - 1969	×
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In the upper, left-hand corner of the menu there are the words 'All', 'None', and 'Default'.

- If you click on 'All' all options in the menu will be selected
- If you click 'None' all options on the menu will be de-selected
- If you click on '**Default**', the default columns in the normal search result will be re-instated.



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Select: <u>All</u> , <u>None</u> ,
Rating Value Xalug Value Valuation Date Land Value Valuation Date Last Sale Price Valuation Date Last Sale Date Valuation Date Last Sale Tenure Purchase Relationship Values Val Ref Legal Description Tenure Val Ref Legal Description Tenure Values Advertised Date Update Results drooms: ilding Age: tegooy:

Columns of information can be added or removed by ticking or '**un-ticking**' the boxes you wish to include/exclude. Only those items <u>with</u> a '**tick**' next to them will appear on the list.

Items <u>without</u> a 'tick' next to them will not be displayed on the list as a column of information.

Once you have edited the information you would like to see on the list, select the '**Update Results**' button (in the bottom left-hand corner of the menu). This will refresh the results list to display the information you have chosen to view.

2.2 - Sorting the list by Columns of Information

The list displayed in the property return results is automatically sorted by address (in ascending order) however this can easily be changed to ascending or descending order by any other column - you just need to select to sort the order from another column.

Columns	1 2 3 4 5 8 <u>Next Last</u>					6,000 Median: \$12 6,000 Median: \$18		
Address	StatusOwners	Subbrb Town	Type Sold	RV	Sale	Bdrm Land	Floor	Built
Official Income Serve		Dates at 1	-	6405 000	- 1-	744	- 1-	

To change the sort order, hover your curser under the title of a given column and two arrows in blue boxes will appear (screen shot above uses '**Town**' as an example). Upwards facing arrows sort the list in ascending order; downward facing arrows sort the list in descending order. If you leave your cursor hovered over one of these two arrows, a tool tip (or an information box) will appear highlighting which way that particular arrow will sort the list. Once selected, the list will refresh by the column and order chosen. A sorted column will show a red arrow indicating whether it is ascending or descending.



2.3 - Removing Individual Properties from the list of results

If you have a property in the list of results that you wish to remove, Property Guru has a simple solution. To the right of each property entry there is a red X. By clicking on this "X" the property will be removed from the list.

earching in <u>New</u>	Zealand	!											[
Search by	All	OAddress OOwner OValuation OTitle OLegal Description e.g.	'12 Main St' or	'John Smith' c	r 'Lot X D	P YYY							
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Which are Residential Commercial Rural Lifestyle Industrial Other V All													
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Columns	1	<u>2 3 4 5 6 Next Last</u>					ation Max: S						
ddress	Status	Owners	Suburb	Town	Туре	Sold	RV	Sale	Bdrm	Land	Floor	Built	
Alder Place		Frater, Andrew John & Ann Elizabeth 🛱 Korte, Richard John 🛱	Newlands	Wellington	RD	22-Aug-07	\$330,000	\$350,000	3	521 m²	150 m²	1960 - 1969	ſ
Alder Place		Niven, Colin Brian & Sara Jane 🖀	Newlands	Wellington	RD	11-Nov-93	\$350,000	\$120,000	4	516 m²	140 m ²	1960 - 1969	
Alder Place		Bayliss, Jason Glen 🖀 Jones, Samantha Margaret 🖀	Newlands	Wellington	RD	25-Jan-01	\$445,000	\$187,000	3	508 m²	178 m²	1960 - 1969	
Alder Place		Najbert, Stanislaw Tadeusz & Vyvette Dawn 🖀	Newlands	Wellington	RD	19-Jun-02	\$330,000	\$180,000	3	516 m²	140 m ²	1960 - 1969	
Alder Place		Braddock, Claire Marie 🖀 Lenssen, Christopher Peter 🖀	Newlands	Wellington	RD	03-Mar-14	\$375,000	\$405,000	3	534 m²	130 m²	1960 - 1969	
Alder Place		Conway, Ellen 🖀 Dorricott, Elleen & Henry & Susan Lewsley 🖀	Newlands	Wellington	RD	18-May-99	\$350,000	\$180,000	3	516 m²	150 m²	1960 - 1969	
Alder Place		Foster, David Michael 🖀 Roberts, Nerys Wynn 🖀	Newlands	Wellington	RD	21-Jan-09	\$405,000	\$400,000	3-4	534 m²	148 m²	1960 - 1969	
Alder Place		Schmidt, Ilineo 🖀	Newlands	Wellington	RD	04-Dec-03	\$385,000	\$300,000		516 m²	180 m²	1960 - 1969	

Removed properties are listed in the '**Previously Removed Properties**' section found in the upper right hand corner of the Property Guru screen. To restore any previously removed properties to your list, click on the arrow beside the property.

DISTRICT reset e.g. '12 Courtenay Drive'	Help
al 🗌 Other 🗹 All	Previously removed properties
	3 Daniell Street, James Ormond, N 🧔
(<u>Help</u>	4 Daniell Street, Margyn & Nichol 🧔
List Detailed List Map	5 Daniell Street, Valmai & Robert 2
Z	6 Daniell Street, Barbara Knight 2 7 Daniell Street, Clive & Sarah P 2
Gross Sale Price Max: \$249,000 Min: \$7,080 Median: \$139,500 Rating Valuation Max: \$355,000 Min: \$3,000 Median: \$210,000	Help

2.4 – Searching for other locations and adding them to a list

If you have searched for a particular street or area and would like to add additional locations, use the '**Add other location**' panel found to the right hand side of the list of results. This feature will list a series of locations that are within close proximity to the street or suburb you have already searched for.



Columns												Add other locations		
lddress 3	Status	Owners	Suburb	Town	Туре	Sold	RV	Sale	Bdrm	Land	Floor	Built		South Belt SOLWAY
Betts Avenue		Cressy, Derek & Rosalind Dianne 🙄	Solway	Masterton	RD	17-May-91	\$230,000	\$75,000		1253 m	140 m	1960 - 1969		Ivondale Grove SOLWAY
Detts Avenue		Madden, Donna Mare 🖬 Macdonaid, Shane Crag 🚏	Solway	Mesterton	RD	08-May-04	\$205,000	\$100,000	4	917 m/	110 m	1960 - 1969		Barley Street
Bette Avenue		Paku, Leah Maree 🖬	Solway	Masterton	RD	01 - Apr - 07	\$250,000	\$270,000	3	950 m	160 m	1960 - 1969		Betts Avenue SOLWAY
5 Betts Avenue		Jones, Pauline Lise & Robert Gary 🖬	Solway	Masterion	RD	28-Sep-00	\$185,000	\$120,000		985 m	100 m	1960 - 1969		South Road
7 Betts Avenue		Williams, Kim Elizabeth & Risewyn Elizabeth 🖾 Curtis, Laurence Arthur 🖾	Solway	Masterton	RD	23-Jul-09	\$190,000	\$210,000	3	966 m	90 m	1960 - 1969	*	Mattden Place
9 Betts Avenue	P	Bunney, Charmaine Rose & Evan Gordon 🕎	Solway	Masterton	RD	15-Jan-01	\$185,000	\$91,000	3	947 m	100 m	1960 - 1969	5	Apply Search for locations
11 Detta Avenue		Oakly, Cynthia Rose 🗳	Solway	Masterton	RD		\$195,000	nik		927 m	120 m	1960 - 1969		
12 Betts Avenue		Stewart, Andrew Paul & Kathleen Margaret 📴	Solway	Masterton	RD	15-Mar-02	\$265,000	\$159,000	4	1057 m	230 m	1970 - 1979		
3 Detts Avenue		Dutty, Cytithia Ann 🖬	Solway	Masterton	RD	29-34-11	\$160,000	\$140,000		900 m-	100 m-	1960 - 1969		
15 Betts Avenue		Walace, Edward Tinothy 🖾	Solway	Masterton	RD	19-May-10	\$180,000	\$190,000	3	1096 m	100 m	1960 - 1969		

Just tick the box next to the location/s you want to add. Once you are satisfied with your selection of other locations, click '**Apply**'. These locations will now be added to your current list of results.

You can also choose to add your own locations. By clicking on the '**Search for locations**' button, a new menu will appear with a search field that allows you to manually type in the street or road name you would like to add. When you have finished adding the locations, close the dialogue box - the selected location/s will appear above the list of suggested locations with a green '**tick**' next to it.

To remove any locations simply '**un-tick**' the property and the list will refresh to show the updated results.

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RD	17-May-91	\$230,000	\$75,000		1253 m²	140 m²	1960 - 1969	×	Vondale Grove
RD	08-May-04	\$205,000	\$180,000	4	917 m²	110 m ²	1960 - 1969	×	Harley Street SOLWAY
RD	01-Apr-07	\$250,000	\$270,000	3	950 m²	160 m²	1960 - 1969	×	Betts Avenue SOLWAY
RD	28-: Find othe	er locations f	o add to you	r list					
RD	23-								reset
RD	15-								or locations
RD		\$195,000	n/a		927 m²	120 m²	1960 - 1969	×	

2.5 - Refining your Search Results

The "Refine your search" function is a powerful tool that allows you to manipulate a list of results by applying one or more filters. These filters when applied, refine the current list you have created to give a **truly comparable list** of properties. Applying one or more filters can quickly and simply transform a list by using filters such as sale date, sale price, floor area; and land area, to name a few.



This easy to use function is located in the '**Refine Your Search**' panel found in the upper-right hand side of the screen.

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There are a comprehensive set of filters you can use to refine your results and you can apply **multiple filters** to your results.

Each field you add will further refine your list of results – i.e. the changes are cumulative. For example, the screenshot below shows how to refine your results to show properties that are residential only, have sold between January 2005 and January 2010, and have between 3 and 5 bedrooms.

Bedrooms 3 - 5	e ×						
Sale Date 01-Jan-05 - 01-Jan-10	E ×						
Property Type is Rd, Rc, Ra, Rf, Rh, Rr	e ×						
Refine your search							
Sale Date							
January V 1990 V							
Apply							

Any filters applied will appear in a series of new panels above the '**Refine Your Search**' panel.



You will see next to each of the filters, two blue icons. The first will re-open the filter panel so that you can adjust the settings of that particular filter i.e. change the sale date period. The second when clicked, simply removes any applied filters.

2.6 - Detailed List View

The '**Detailed List**' view displays a more comprehensive view of your search results or property lists. When creating a comparable list of properties for a client, the Detailed List view offers a more professional report when printed, providing an aerial image along with a wider description on the properties shown. In most cases the Aerial Images of the property will have the legal property boundary included.

You are able to add comments to individual properties through the detailed list view and property summary page. The comment (up to 1,000 characters) will permanently stay with that property for you to refer to. By printing and exporting the detailed list view it will ensure the comments are included in the property information. Please note – When you enter a comment it automatically adds the date that comment was entered.

Results (2 properties, showing records 1 Fields	Gr	oss Sale Price Max: \$436,250 Min: \$400,00 ting Valuation Max: \$425,000 Min: \$420,00	
AMARTIN GROVE NORMANDALE LOWER HUTT Rating Valuations: \$375,000 Land Value: \$147,000 Improvements Value: \$228,000 Valuation Date: 01-Sep-13	Purchase Rel: Market Level - Bonafide Val Ref: 16103 / 54400 Legal Description: LOT 1 DP 43971 Tenure: Not Leased (Owner is Occupier) Floor Area: 140 m ² Land Area: 527 m ² Building Age: 1970 - 1979 Category: Residential, Dwelling, average	Deck: Y Parking Main Roof: 1 Land Use: Single Unit excluding Bach	

If there is too much information, you can always remove or add fields of information by clicking on the '**Fields**' button.

By clicking on the '**Fields**' button above, the fields selected/de-selected will dictate what fields are shown in the Detailed List view.

2.7 - Finding owner contact details – the White Pages search function

Property Guru has a direct link to the 'White Pages' website so that with a single click the 'White Pages website' will automatically open and any registered contact details will be found and displayed. In order to access this function you will need to click on the telephone icon found by an owner's name either in the search results list or Property Summary.

Refer to Module 3 for more information on saving and printing a list.