

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.

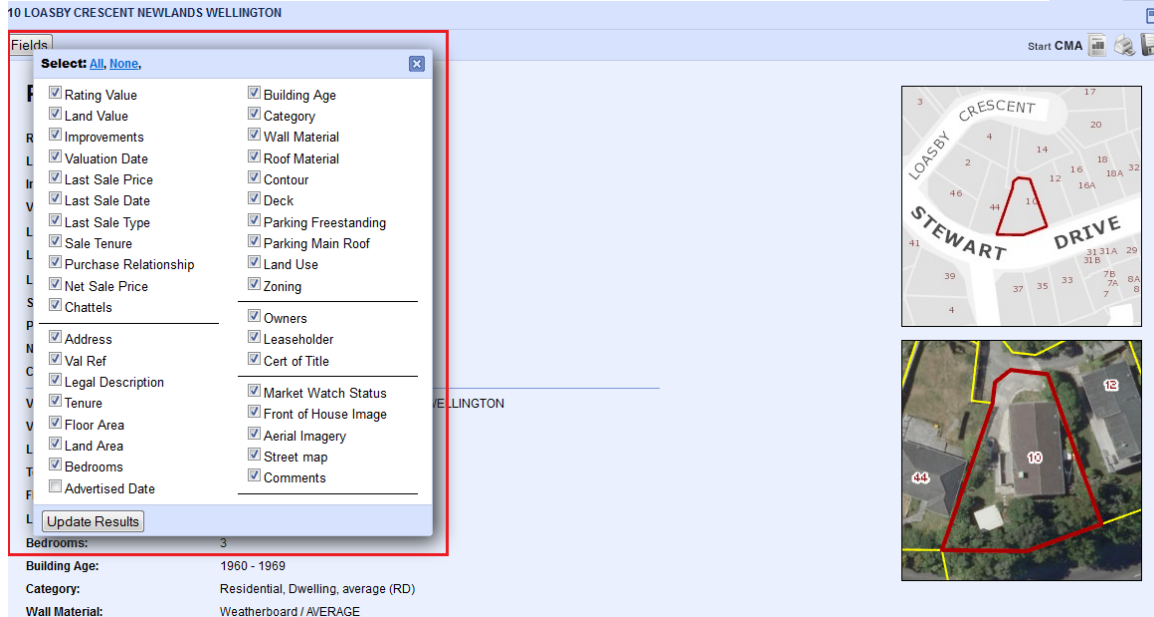


The screenshot shows a search results page for '44 properties, showing records 1 to 20'. A 'Columns' button is circled in red. The table below shows the following columns: Address, Owners, Suburb, Town, Type, Sold, RV, Sale, Bdrm, Land, Floor, Built. The data rows are as follows:

Address	Owners	Suburb	Town	Type	Sold	RV	Sale	Bdrm	Land	Floor	Built
3 Daniel Street			Featherston	OX		\$460,000	n/a		1841 m ²	390 m ²	
10 Daniel Street	Pearce, Raewyn Vera		Featherston	IL	18-May-09	\$205,000	\$210,000	3-4	1250 m ²	250 m ²	
16 Daniel Street	Big J Investments Limited		Featherston	RH	12-Jun-02	\$195,000	\$116,000	3	887 m ²	150 m ²	
18 Daniel Street	Oaky, Katherine Anne & Michael Thomas		Featherston	RD	25-Feb-04	\$200,000	\$127,000	3	971 m ²	120 m ²	1960 - 1969
19 Daniel Street	Trust House Limited		Featherston	RD		\$160,000	n/a		746 m ²	130 m ²	1970 - 1979
20 Daniel Street	Berry, Stuart Carne		Featherston	RD	16-Mar-00	\$180,000	\$75,000	3	1085 m ²	90 m ²	1960 - 1969
21 Daniel Street	Patel, Hirabhai Durlabhbai & Nilam Hirabhai		Featherston	RD	20-May-04	\$165,000	\$130,000	3	754 m ²	100 m ²	1980 - 1989
22 Daniel Street	Stepien, Antoni		Featherston	RD		\$180,000	n/a		1086 m ²	120 m ²	1960 - 1969
23 Daniel Street	Murray, Robert William		Featherston	RD	24-Jan-08	\$150,000	\$170,000	3	755 m ²	90 m ²	1970 - 1979
24 Daniel Street	Malneek, Deborah Lynne & Phelps, Dianne Rose		Featherston	RD	08-Feb-10	\$205,000	\$205,000	3	1147 m ²	90 m ²	1960 - 1969
26 Daniel Street	Clark, Leonard Malcolm & Julie Lynette		Featherston	RD	16-Apr-87	\$180,000	\$72,500		1093 m ²	110 m ²	1960 - 1969

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.



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

Items **without** 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

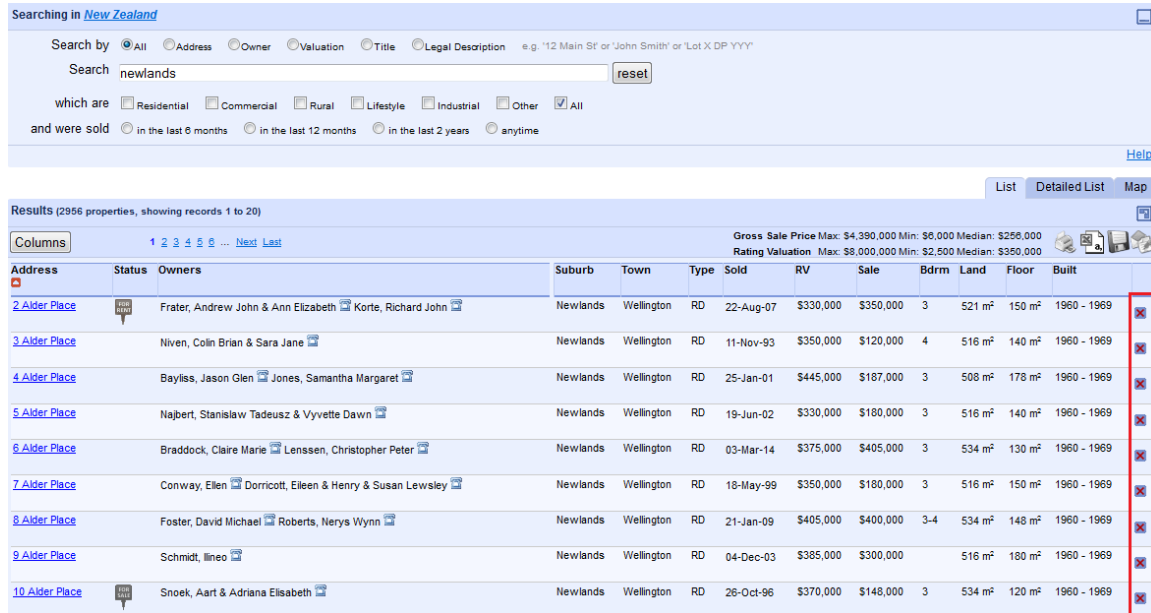
The list displayed in the property return results is automatically sorted by address (in ascending order) however this can easily be changed to ascending or descending order by any other column - you just need to select to sort the order from another column.



To change the sort order, hover your cursor 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.



Searching in **New Zealand**

Search by All Address Owner Valuation Title Legal Description e.g. '12 Main St' or 'John Smith' or 'Lot X DP YYYY'

Search

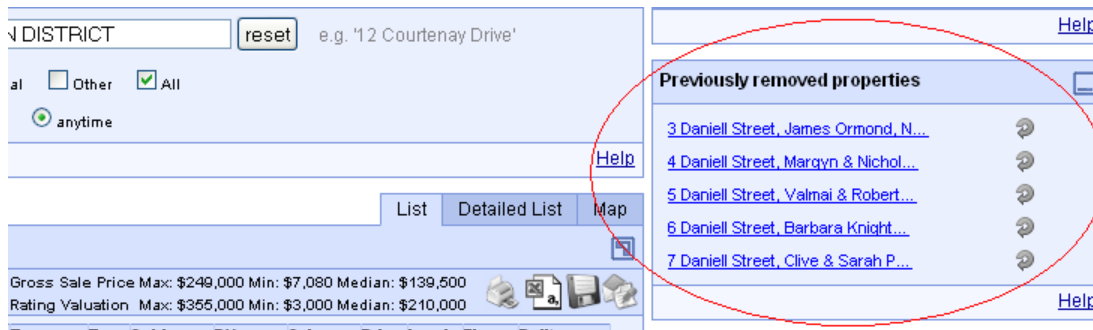
which are Residential Commercial Rural Lifestyle Industrial Other All

and were sold in the last 6 months in the last 12 months in the last 2 years anytime

Results (2956 properties, showing records 1 to 20)

Address	Status	Owners	Suburb	Town	Type	Sold	RV	Sale	Bdrm	Land	Floor	Built
2 Alder Place		Frater, Andrew John & Ann Elizabeth & Korte, Richard John	Newlands	Wellington	RD	22-Aug-07	\$330,000	\$350,000	3	521 m ²	150 m ²	1960 - 1969
3 Alder Place		Niven, Colin Brian & Sara Jane	Newlands	Wellington	RD	11-Nov-93	\$350,000	\$120,000	4	516 m ²	140 m ²	1960 - 1969
4 Alder Place		Bayliss, Jason Glen & Jones, Samantha Margaret	Newlands	Wellington	RD	25-Jan-01	\$445,000	\$187,000	3	508 m ²	178 m ²	1960 - 1969
5 Alder Place		Najbert, Stanislaw Tadeusz & Vyvette Dawn	Newlands	Wellington	RD	19-Jun-02	\$330,000	\$180,000	3	516 m ²	140 m ²	1960 - 1969
6 Alder Place		Braddock, Claire Marie & Lensen, Christopher Peter	Newlands	Wellington	RD	03-Mar-14	\$375,000	\$405,000	3	534 m ²	130 m ²	1960 - 1969
7 Alder Place		Conway, Ellen & Dorricott, Eileen & Henry & Susan Lewsley	Newlands	Wellington	RD	18-May-99	\$350,000	\$180,000	3	516 m ²	150 m ²	1960 - 1969
8 Alder Place		Foster, David Michael & Roberts, Nerys Wynn	Newlands	Wellington	RD	21-Jan-09	\$405,000	\$400,000	3-4	534 m ²	148 m ²	1960 - 1969
9 Alder Place		Schmidt, Ineoo	Newlands	Wellington	RD	04-Dec-03	\$385,000	\$300,000		516 m ²	180 m ²	1960 - 1969
10 Alder Place		Snoek, Aart & Adriana Elisabeth	Newlands	Wellington	RD	26-Oct-96	\$370,000	\$148,000	3	534 m ²	120 m ²	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 e.g. '12 Courtenay Drive'

al Other All

anytime

List Detailed List Map

Gross Sale Price Max: \$249,000 Min: \$7,080 Median: \$139,500
Rating Valuation Max: \$355,000 Min: \$3,000 Median: \$210,000

Previously removed properties

- [3 Daniell Street, James Ormond, N...](#)
- [4 Daniell Street, Margyn & Nichol...](#)
- [5 Daniell Street, Valmai & Robert...](#)
- [6 Daniell Street, Barbara Knight...](#)
- [7 Daniell Street, Clive & Sarah P...](#)

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.

Results (10 properties, showing records 1 to 10)

Gross Sale Price Max: \$270,000 Min: \$75,000 Median: \$159,000
Rating Valuation Max: \$265,000 Min: \$160,000 Median: \$192,500

Address	Status	Owners	Suburb	Town	Type	Sold	RV	Sale	Bdrm	Land	Floor	Built
1 Betts Avenue		Cressy, Derek & Rosalind Dianne	Solway	Masterton	RD	17-May-91	\$230,000	\$75,000		1253 m ²	140 m ²	1960 - 1969
3 Betts Avenue		Macklin, Donna Marie & Macdonald, Shane Craig	Solway	Masterton	RD	08-May-04	\$205,000	\$180,000	4	917 m ²	110 m ²	1960 - 1969
4 Betts Avenue		Paku, Leah Maree	Solway	Masterton	RD	01-Apr-07	\$250,000	\$270,000	3	950 m ²	160 m ²	1960 - 1969
6 Betts Avenue		Jones, Pauline Lisa & Robert Gary	Solway	Masterton	RD	26-Sep-03	\$185,000	\$120,000		865 m ²	100 m ²	1960 - 1969
7 Betts Avenue		Williams, Kim Elizabeth & Raevyn Elizabeth & Curtis, Laurence Arthur	Solway	Masterton	RD	23-Jul-09	\$190,000	\$210,000	3	866 m ²	90 m ²	1960 - 1969
9 Betts Avenue		Bunney, Charmaine Rose & Evan Gordon	Solway	Masterton	RD	15-Jan-01	\$185,000	\$91,000	3	847 m ²	100 m ²	1960 - 1969
11 Betts Avenue		Oakly, Cynthia Rose	Solway	Masterton	RD		\$195,000	n/a		927 m ²	120 m ²	1960 - 1969
12 Betts Avenue		Stewart, Andrew Paul & Kathleen Margaret	Solway	Masterton	RD	15-Mar-02	\$205,000	\$159,000	4	1057 m ²	230 m ²	1970 - 1979
13 Betts Avenue		Duffy, Cynthia Ann	Solway	Masterton	RD	29-Jul-11	\$160,000	\$140,000		908 m ²	100 m ²	1960 - 1969
15 Betts Avenue		Wallace, Edward Timothy	Solway	Masterton	RD	19-May-10	\$180,000	\$190,000	3	1096 m ²	100 m ²	1960 - 1969

Add other locations

South Belt SOLWAY

Ivondale Grove SOLWAY

Harley Street SOLWAY

Betts Avenue SOLWAY

South Road SOLWAY

Abbot's Place SOLWAY

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.

Gross Sale Price Max: \$270,000 Min: \$75,000 Median: \$159,000
Rating Valuation Max: \$265,000 Min: \$160,000 Median: \$192,500

Type	Sold	RV	Sale	Bdrm	Land	Floor	Built
RD	17-May-91	\$230,000	\$75,000		1253 m ²	140 m ²	1960 - 1969
RD	08-May-04	\$205,000	\$180,000	4	917 m ²	110 m ²	1960 - 1969
RD	01-Apr-07	\$250,000	\$270,000	3	950 m ²	160 m ²	1960 - 1969
RD	28--						
RD	23--						
RD	15--						
RD		\$195,000	n/a		927 m ²	120 m ²	1960 - 1969

Add other locations

South Belt SOLWAY

Ivondale Grove SOLWAY

Harley Street SOLWAY

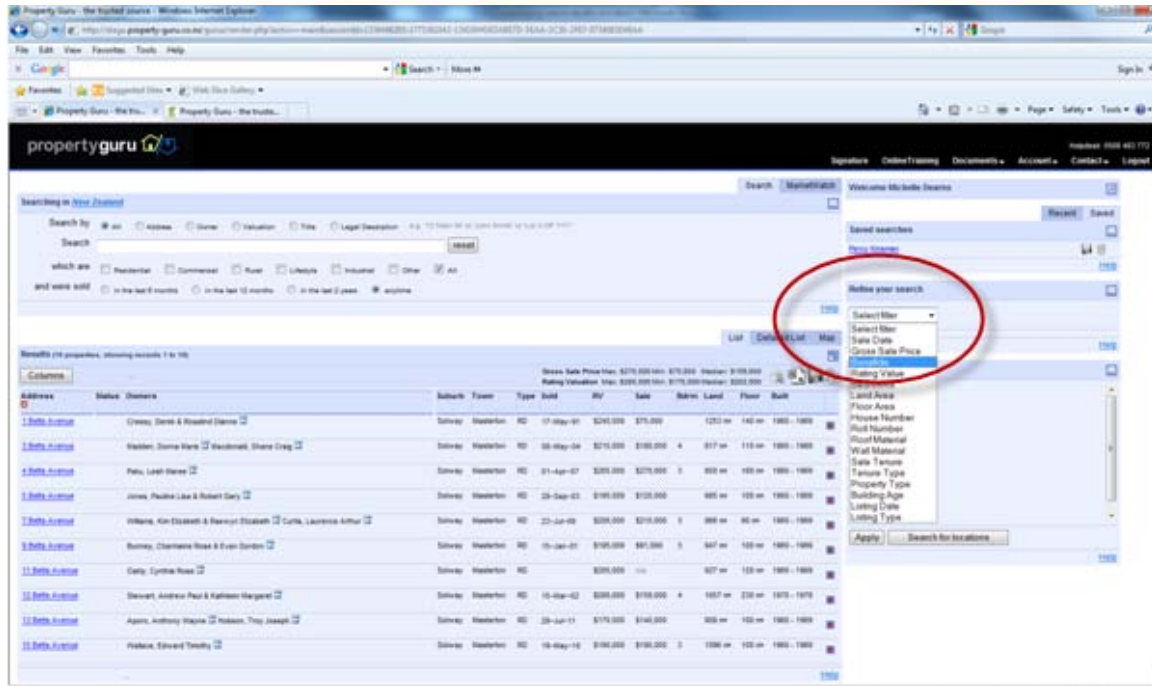
Betts Avenue SOLWAY

Find other locations to add to your list

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.



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.




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.



The screenshot displays the 'Detailed List View' for a property. At the top right, there are tabs for 'List', 'Detailed List', and 'Map'. Below the tabs, the header reads 'Results (2 properties, showing records 1 to 2)'. A 'Fields' button is visible on the left. The main content area is divided into several sections:


- Property Address:** 2 MARTIN GROVE, NORMANDALE, LOWER HUTT
- Valuation Data:** Rating Valuations: \$375,000; Land Value: \$147,000; Improvements Value: \$228,000; Valuation Date: 01-Sep-13; Last Sale Price: \$375,000; Last Sale Date: 26-Sep-09; Last Sale Type: Whole; Net Sale Price: \$369,000; Chattels: \$6,000; Sale Tenure: Freehold; Advertised Date: 19-Jan-14
- Purchase Details:** Purchase Rel: Market Level - Bonafide; Val Ref: 16103 / 54400; Legal Description: LOT 1 DP 43971; Tenure: Not Leased (Owner is Occupier); Floor Area: 140 m²; Land Area: 527 m²; Building Age: 1970 - 1979; Category: Residential, Dwelling, average
- Physical Characteristics:** Number of Bedrooms: 3; Wall Material: Weatherboard; Roof Material: Steel / G-Iron; Contour: Level; Deck: Y; Parking Main Roof: 1; Land Use: Single Unit excluding Bach; Zoning: 9A
- Ownership:** Owners: Jones, Jennifer Marie  Priest, Christopher Martin ; Certificate Of Title: WN15D/1178 (Freehold)
- Map:** An aerial photograph of the property with a red boundary line overlaid on the building and surrounding area.

At the bottom of the panel, there is a 'Comments:' field with a text input area.

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.