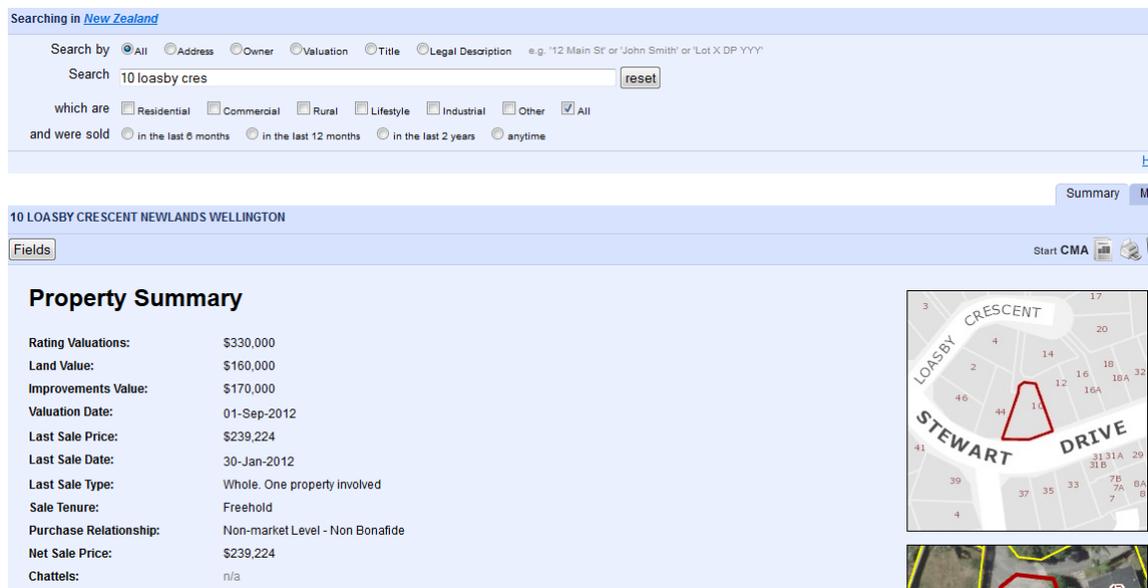# Locating a Specific Property – The Property Summary Page

Although Property Guru captures a range of data for large areas and multiple properties the Property Summary page contains in-depth and detailed information for individual properties throughout the country.

The Property Summary page also contains a number of property reports and legal documents, as well as a comprehensive overview of a property's history and its ratings value.

4.1 - The Property Summary page

The Property Summary page will give you a full overview of an individual property, including sale and valuation details, aerial imagery (where available); and a map of the location that highlights the property's land parcel and legal boundaries.

The following information is available at your fingertips from the Property Summary report:
- Detailed reports for the property, including legal documents – refer to Module 5 for more information
- Imagery for the property – refer to Module 7 for more information
- Community reports – refer to Module 5 for more information
- Radius search function –generates a list of comparable properties that have recently sold within a given time period
- Legal Document ordering for the property – this is as easy as clicking the '**Order this title**' button displayed on the page
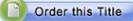
4.2 Adding Comments to a property

You are able to add comments to individual properties through the Property Summary page and the detailed list view. The comment (up to 1,000 characters) will permanently stay with that property for you to refer to. Please note - When you enter a comment it automatically adds the date that the comment was entered.

Valuation Address:	10 LOASBY CRESCENT NEWLANDS WELLINGTON
Valuation Reference:	16770/49700
Legal Description:	LOT 21 DP 25188
Tenure:	Not Leased (Owner is Occupier)
Floor Area:	100 m²
Land Area:	534 m²
Bedrooms:	3
Building Age:	1960 - 1969
Category:	Residential, Dwelling, average (RD)
Wall Material:	Weatherboard / AVERAGE
Roof Material:	Steel / G-Iron / AVERAGE
Contour:	Easy to moderate fall
Deck:	Y
Parking Freestanding:	0 cars
Parking Main Roof:	0
Land Use:	Single Unit excluding Bach
Zoning:	9A
Owners:	Driesenaar, Renuka Kaushal
Certificate Of Title:	WND1/149 (Freehold) Order this Title
Comments:	Add comment

Property Feedback

Report created on January 28th, 2015

4.3 The Property Summary Icon Panel

Above the Property Summary report is an icon panel that shows the valuation address of the property you are currently viewing and allows access to additional information. This includes the:

'**Fields**' button, used to add/remove the fields of information on the Property Summary report.

'**Start CMA**' button; provides access to the Comparative Market Analysis and is described in more detail in Module 10.

Printer icon, opens the Property Summary report in a new window as a .PDF document. You can then either save the report (as a .PDF document) to your computer or print the report directly. Refer to Module 2 for further information.


Save icon, that allows you to save the property search to your Property Guru account for later reference and is explained in greater detail in Module 3.

4.4 - Changing the Fields of Information in the Property Summary Report

You can add or remove information from the Property Summary report. For example, there may be details that a prospective client does not need to see and so they can be removed. Once an information field has been removed you can easily re-insert it, if necessary.
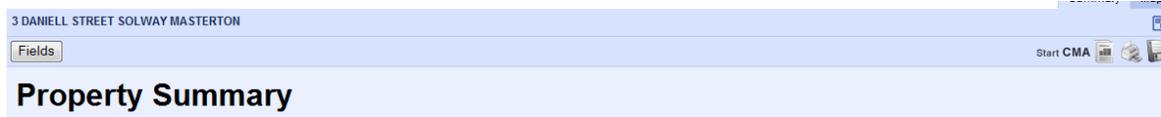
By default all information fields will appear on the Property Summary report, however by clicking on the '**Fields**' button (found on the icon panel above the Property Summary report) a menu will appear that allows you to select the specific fields of information you would like to add or remove from the report.
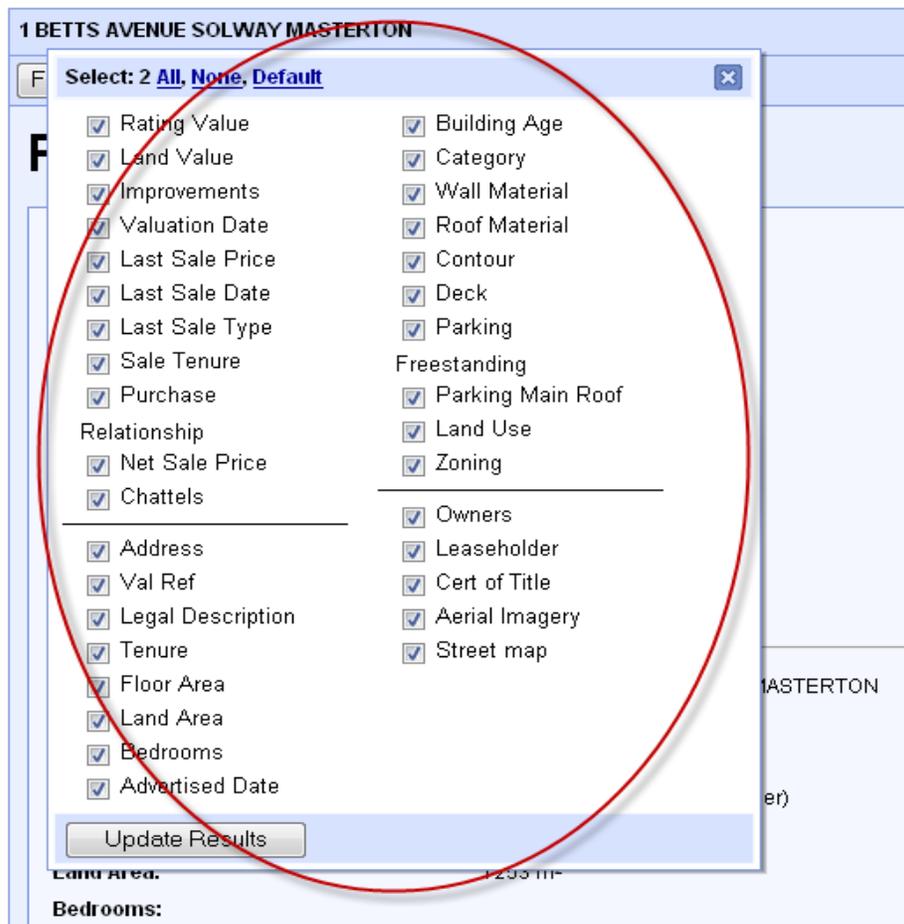
You can change the fields that are displayed by using the links '**All, None, Default**', or by using the check boxes next to each individual field. Tick or '**un-tick**' the boxes to change the information that is displayed in the Property Summary report.

4.5 - Adding other reports to the Property Summary

Property Guru provides a series of in-depth reports for all properties. These include reports detailing title and ownership information, valuation and sales history, survey information and building consents amongst others.

The reports and the information they contain will be covered in more detail in Module 5, however they can also be added to the Property Summary report to create a comprehensive overview of the property that can then be saved and/or printed as needed.

To the right of the Property Summary page is a series of reports found under the '**Details for this property**' panel:

Tick or '**un-tick**' the reports you would like to include or exclude from your Property Summary report. Once complete, click on the '**Show selected reports**' button to add the selected reports to the bottom of the Property Summary report. When you save or print the Property Summary report these will appear as a part of that report.
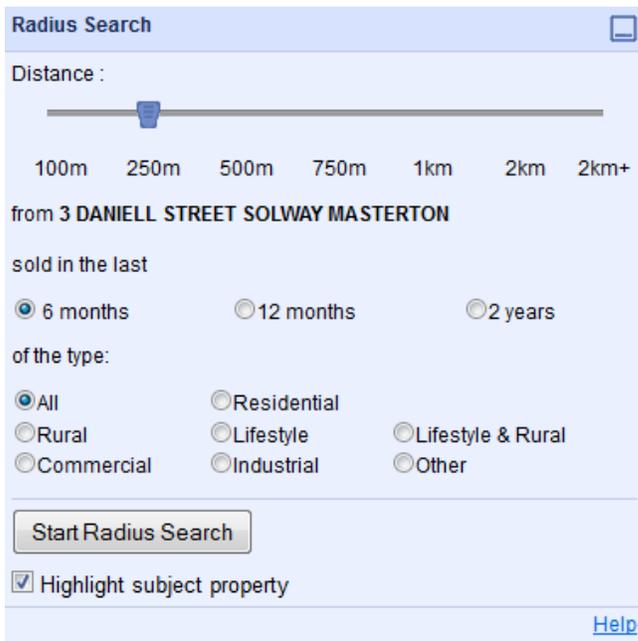
4.5 – Finding Comparable properties using the Radius Search

The radius search can be used to produce a list of properties that have recently sold in the area. You are able to select the desired distance for the search radius (250m, 500m, 750m and so on), the property types, and the sale date range, in order to produce a list of properties.
The radius search is only available from the Property Summary page.

The Radius Search panel is located to the right of the Property Summary report, about half way down the page.
Use the slide bar under the word '**Distance**' to select the desired radius. You can then select the sale date range, (6 months to last 2 years). Next, select the property type you would like to see in the list. This can be set to '**All**' property types or a specific property type (e.g. residential) depending on the individual property you are basing the report on.

By clicking on '**Start Radius Seach** ', Property Guru will search and display the list of results. For more information on changing the list of results, refer to Module 2.

You are able to tick or untick the **'Highlight subject property'** box. This will ensure your target property is at the top of your returned results and highlighted in yellow. When you export the list of results the target property will also be at the top of the exported results.

4.6 – Finding Comparable properties using the Radius Search for Lifestyle and Rural Properties

When completing a radius search for a Lifestyle or Rural property you will be able to do an extended search. The Radius for these types of properties is now extended to include 10km, 25km and 50km. You need to have initially searched for a Lifestyle or Rural property to have this option available.