

## Quick Start Guide

Want to make Property Guru work better for you? Then use this quick start guide to help you find your way around. This guide is a great introduction to the functions of Property Guru.

For a more detailed explanation of the Property Guru features use the modules found in the Property Guru Training Centre (under the Help Menu on the Property Guru website).

Of course, if you need additional training or support, then do not hesitate to contact our team. They are available during work hours, whether you need a refresher on the basics, or are keen to use the more specialised functions of the site.

Just call freephone 0508 483 772 to talk to one of our specialist trainers.

### 1. Searching for a Property in Property Guru

Property Guru works with you to help you easily find the property you are looking for. The address search is the most commonly used and when used, returns a list of properties, which can then be refined as required.

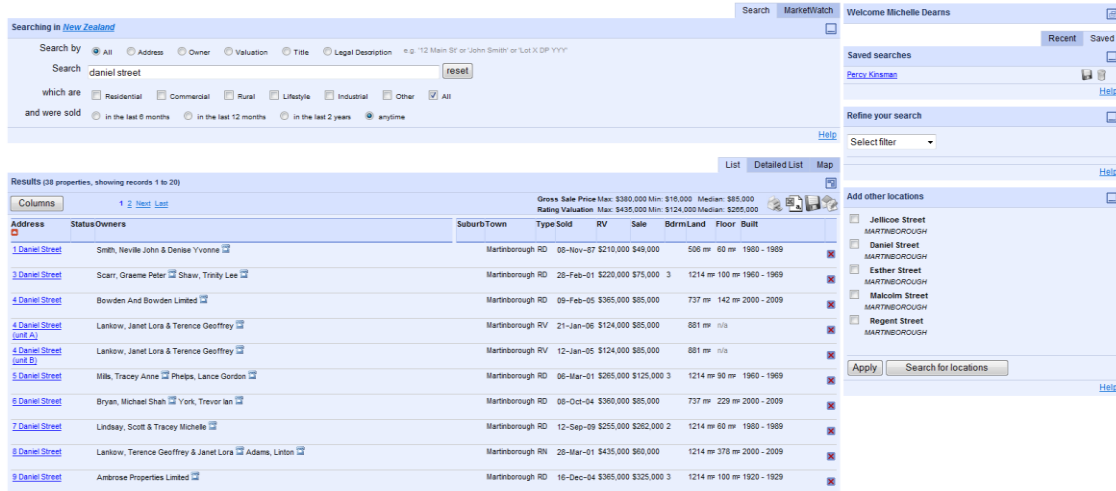
- To search for a particular address, click in the address bar (as shown below) and start typing the street number and name, followed by the suburb
- A list of possible results will appear after the first 5 characters are entered, matching what you have entered into the address bar
- The more characters you enter, the more refined the results list will be.



You can also locate properties using other details, for example owner, valuation, title or legal description. For more information on finding a Property see **Module 1**.

## 2. The list view in Property Guru

When completing a search within Property Guru that has a wide search area (for example, a whole street) Property Guru will return a list of results for all available properties within the given search area.



The screenshot shows the Property Guru search results for 'daniel street' in New Zealand. The search criteria are set to 'daniel street' and 'Residential'. The results are displayed in a list view with columns for Address, Status/Owners, Suburb/Town, Type/Sold, RV, Sale, Bdr/Land, Floor, and Built. The results are for 'daniel street' in Martinborough.

Address	Status/Owners	Suburb/Town	Type/Sold	RV	Sale	Bdr/Land	Floor	Built
1 Daniel Street	Smith, Neville John & Denise Yvonne	Martinborough RD	08-Nov-07	\$210,000	\$49,000	506 m²	60 m²	1980 - 1989
3 Daniel Street	Scarr, Graeme Peter & Shaw, Trudy Lee	Martinborough RD	28-Feb-01	\$220,000	\$75,000	3	1214 m²	100 m² 1960 - 1969
4 Daniel Street	Bowden And Bowden Limited	Martinborough RD	09-Feb-05	\$365,000	\$85,000	737 m²	142 m²	2000 - 2009
4 Daniel Street (Unit A)	Larkow, Janet Lora & Terence Geoffrey	Martinborough RV	21-Jan-06	\$124,000	\$85,000	881 m²	n/a	
4 Daniel Street (Unit B)	Larkow, Janet Lora & Terence Geoffrey	Martinborough RV	12-Jan-05	\$124,000	\$85,000	881 m²	n/a	
5 Daniel Street	Mills, Tracey Anne & Phelps, Lance Gordon	Martinborough RD	06-Mar-01	\$265,000	\$125,000	3	1214 m²	90 m² 1960 - 1969
6 Daniel Street	Bryan, Michael Shah & York, Trevor Ian	Martinborough RD	08-Oct-04	\$360,000	\$85,000	737 m²	229 m²	2000 - 2009
7 Daniel Street	Lindsay, Scott & Tracey Michelle	Martinborough RD	12-Sep-09	\$255,000	\$262,000	2	1214 m²	60 m² 1980 - 1989
8 Daniel Street	Larkow, Terence Geoffrey & Janet Lora & Adams, Linton	Martinborough RV	28-Mar-01	\$435,000	\$60,000		1214 m²	378 m² 2000 - 2009
9 Daniel Street	Ambrose Properties Limited	Martinborough RD	18-Dec-04	\$365,000	\$325,000	3	1214 m²	100 m² 1920 - 1929

For example, to search for a **street or suburb**:

- Start typing the street name first (without the number)
- Property Guru will return a broader search result, for example a whole street.
- The list of possible results will narrow, the more of the address you enter
- From this list you are able to select any property simply by clicking on the address of the desired property (all listed addresses are underlined in blue) in order to display individual Property Summary Report information.

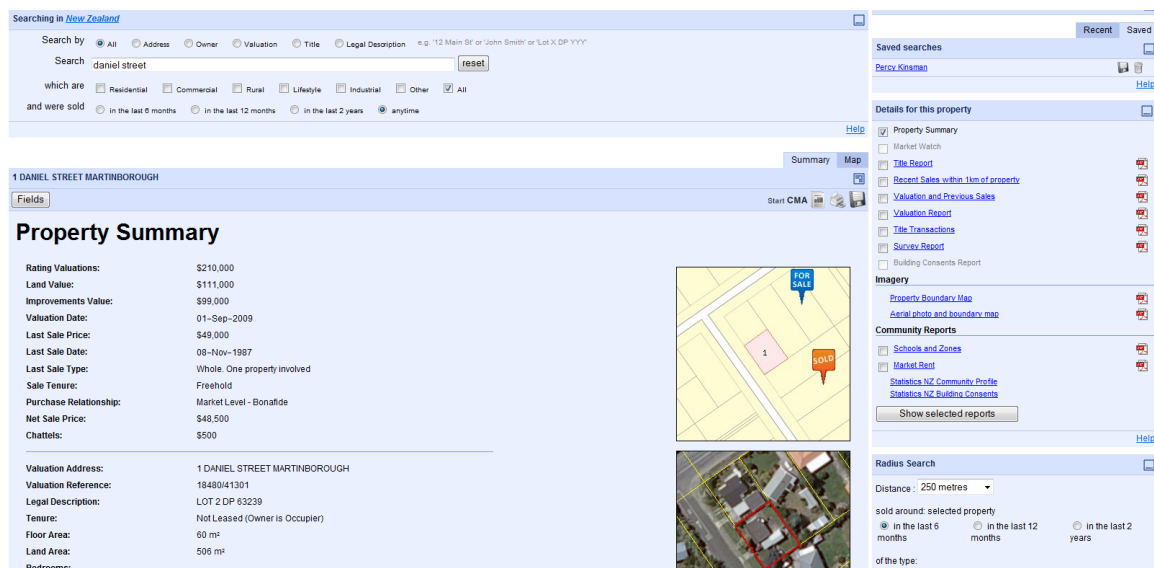
Note: the use of commas (,) to separate out the details (street, suburb and town) can help the search engine recognise what it is you are after.

For more information on Property Guru lists see **Module 2**.

## 3. The Property Summary Report

When you have completed a search by selecting a specific property, Property Guru will display the Property Summary page. This gives you a full overview of an individual property including:

- sale and valuation details
- aerial imagery (where available)
- a map of the location that highlights the property's land parcel and legal boundaries.



The screenshot shows the Property Guru interface. At the top, there's a search bar with 'daniel street' entered. Below it, filters for 'which are' (Residential, Commercial, Rural, Lifestyle, Industrial, Other) and 'and were sold' (in the last 6 months, in the last 12 months, in the last 2 years, anytime) are visible. The main section displays the 'Property Summary' for '1 DANIEL STREET MARTINBOROUGH'. It includes details like Rating Valuations (\$210,000), Land Value (\$111,000), Improvements Value (\$99,000), Valuation Date (01-Sep-2009), Last Sale Price (\$49,000), Last Sale Date (08-Nov-1987), Last Sale Type (Whole: One property involved), Sale Tenure (Freehold), Purchase Relationship (Market Level - Bonafide), Net Sale Price (\$48,500), and Chattels (\$500). A map shows the property location with a 'FOR SALE' sign. To the right, there's a sidebar with 'Saved searches', 'Details for this property' (Property Summary, Market Watch, Title Report, Recent Sales within 1km of property, Valuation and Previous Sales, Valuation Report, Title Transactions, Survey Report, Building Consents Report), 'Imagery' (Property Boundary Map, Aerial photo and boundary map), 'Community Reports' (Schools and Zones, Market Rent, Statistics NZ Community Profile, Statistics NZ Building Consents), and 'Radius Search' (Distance: 250 metres, sold around selected property, in the last 6 months, in the last 12 months, in the last 2 years).

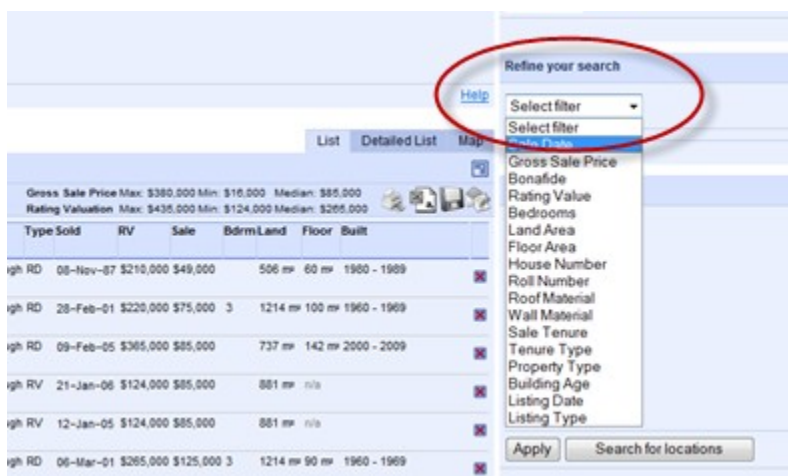
From this page, you are able to access Property Reports (see Module 5 for more information) and find comparable sales using the radius search.

For more information on the Property Summary Report please see **Module 4**.

## 4. Refining your Search Results in Property Guru

The 'Refine your search' function is a powerful tool that allows you to manipulate a list of results by applying one or more filters.

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



The screenshot shows the 'Refine your search' panel. It has a 'Select filter' dropdown menu with a list of filters: Gross Sale Price, Bonafide, Rating Value, Bedrooms, Land Area, Floor Area, House Number, Roll Number, Roof Material, Wall Material, Sale Tenure, Tenure Type, Property Type, Building Age, Listing Date, and Listing Type. The 'Apply' button is at the bottom. The background shows a table of search results with columns: Type Sold, RV, Sale, Bdrms, Land, Floor, and Built.

Type Sold	RV	Sale	Bdrms	Land	Floor	Built
igh RD	08-Nov-87	\$210,000	\$49,000	506 m²	60 m²	1980 - 1989
igh RD	28-Feb-01	\$220,000	\$75,000	3	1214 m²	100 m² 1960 - 1969
igh RD	09-Feb-05	\$365,000	\$85,000	737 m²	142 m²	2000 - 2009
igh RV	21-Jan-06	\$124,000	\$85,000	881 m²	n/a	
igh RV	12-Jan-05	\$124,000	\$85,000	881 m²	n/a	
igh RD	06-Mar-01	\$265,000	\$125,000	3	1214 m²	90 m² 1960 - 1969

- 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  
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 blue icon when clicked, simply removes any applied filters.

For example, 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

Sale Date 01-Jan-05 - 01-Jan-10

Property Type is Rd, Rc, Ra, Rf, Rh, Rr...

Refine your search

Sale Date

after

January 1990

Apply

For more information on refining your search results please see **Module 2**.