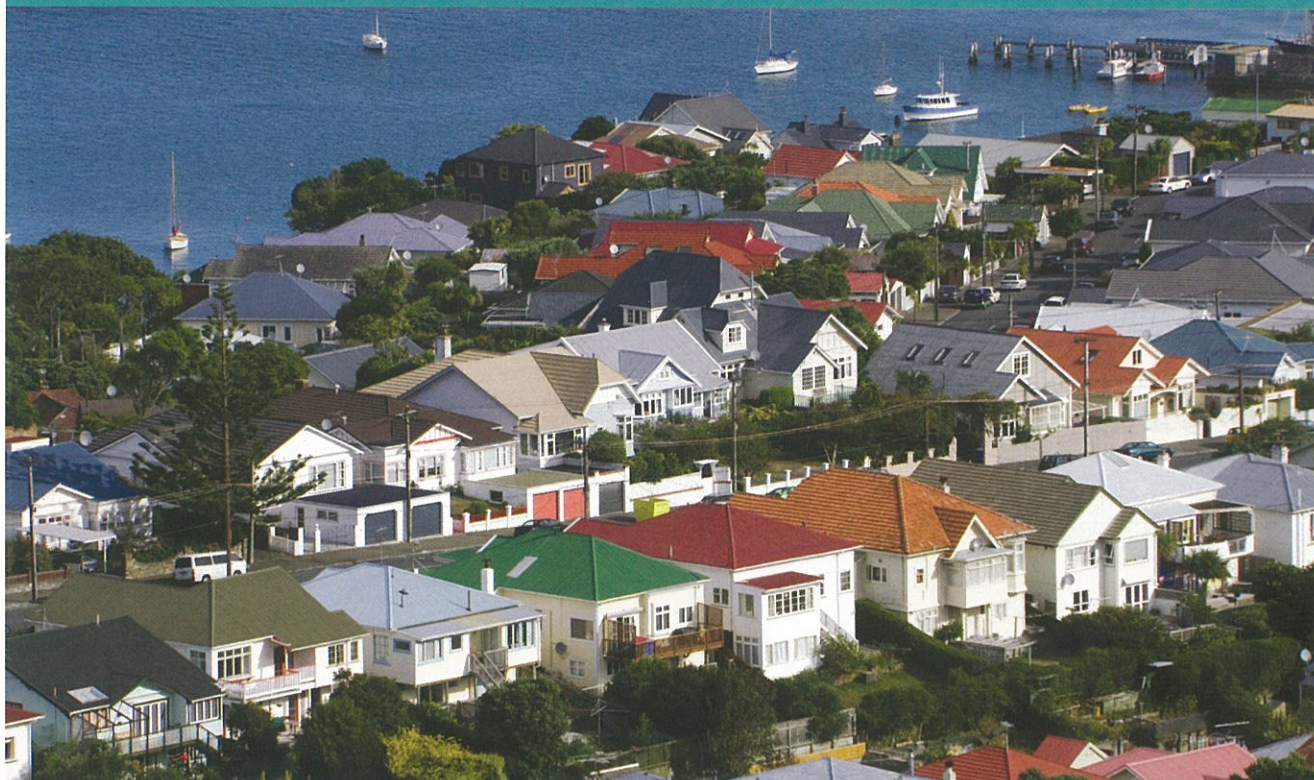




REINZ
REAL ESTATE INSTITUTE
OF NEW ZEALAND

Find. Compare. Build. **Done.**



PROPERTYSMARTS™

NZ'S MOST UP-TO-DATE
PROPERTY INFORMATION TOOL

WHAT IS PROPERTYSMARTS?

Access to the latest property market and sales information is everything in the ever-changing property market.

Introducing PropertySmarts, an online property information tool with a difference.

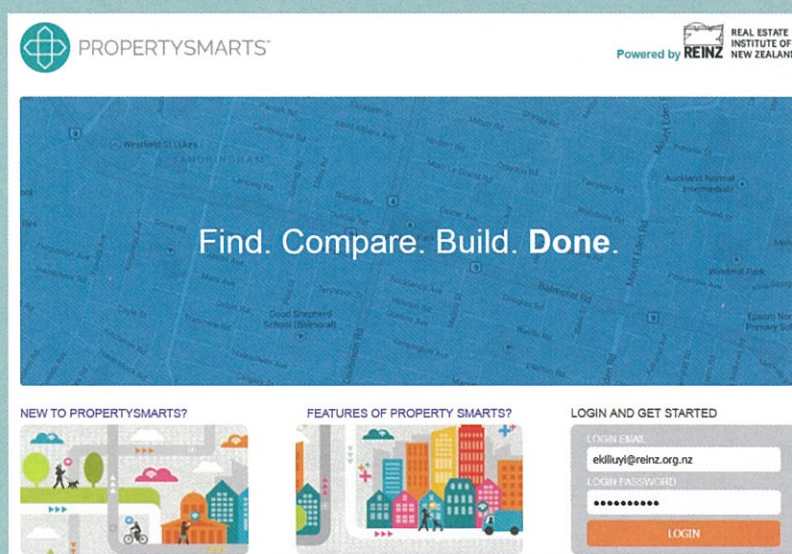
PropertySmarts includes up-to-date unconditional sales data providing real estate professionals with the **most current property data in NZ**.

Property data is also sourced from other providers including:

- Realestate.co.nz, including current & past listings plus access to their photo library.
- Council (settled) sales data and District Valuation Roll (DVR) data
- Land Information NZ (LINZ) title data

With this data, real estate professionals can prepare a quality CMA in PropertySmarts with ease, speed, and much more...

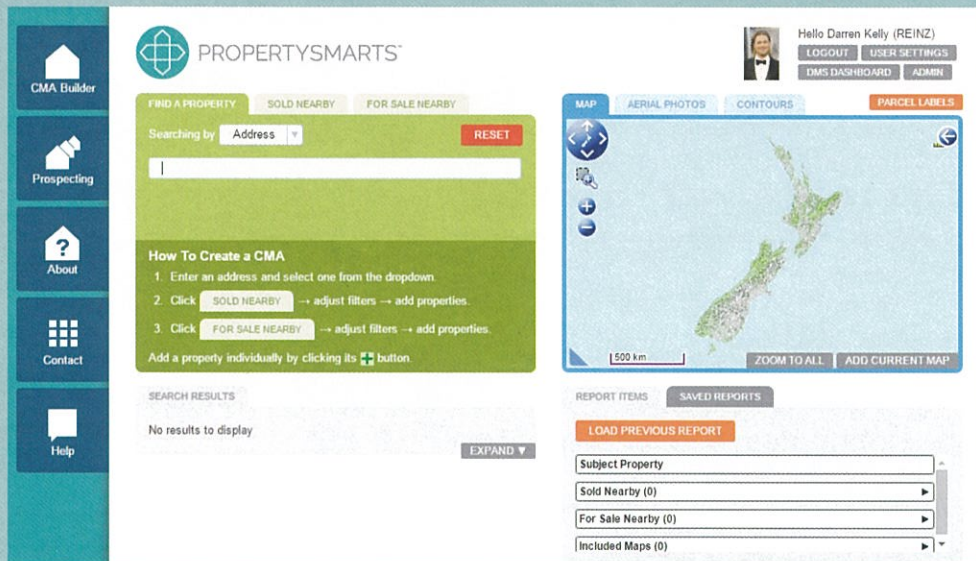
www.propertysmarts.co.nz






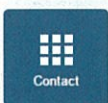

Helpful tips: *If your office/agency has an Intranet, we recommend adding a PropertySmarts link to your Intranet – allowing your real estate professionals to access PropertySmarts quickly and easily.*

HOME PAGE OVERVIEW

Once you've logged into PropertySmarts, the following page appears:






You can access supporting tools by clicking on the icons on the left including:

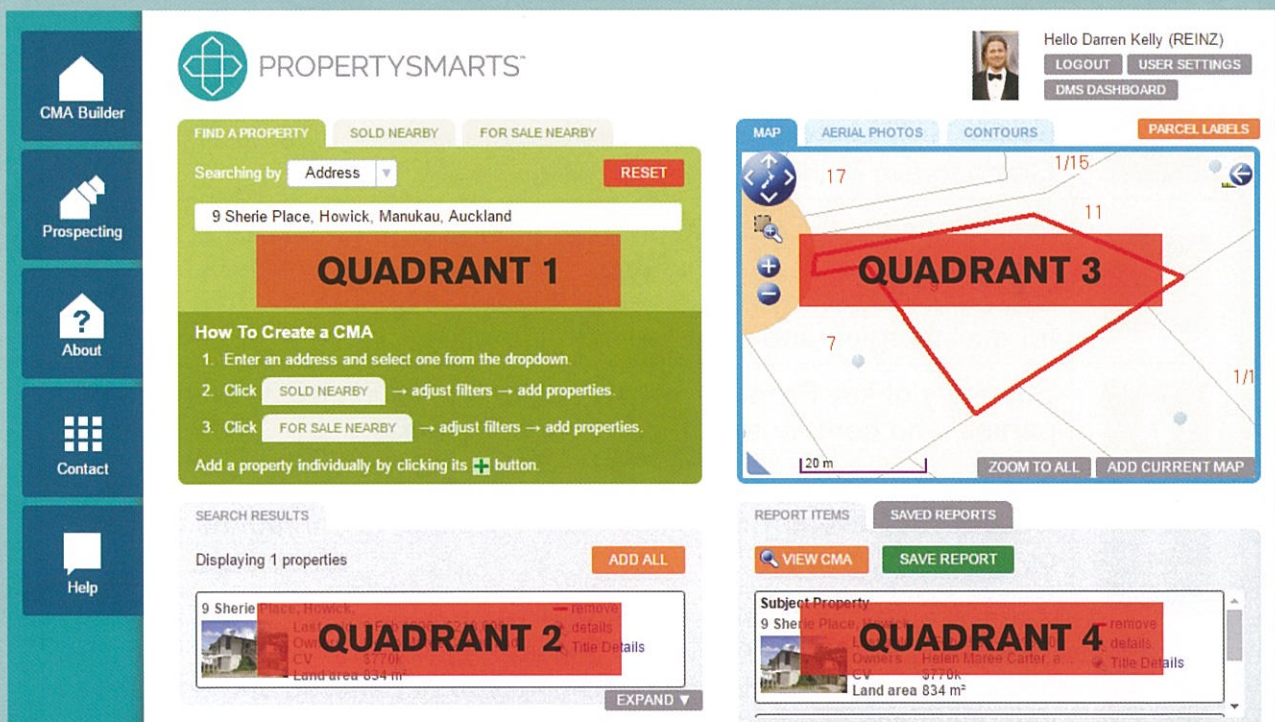
ICON	DESCRIPTION
	The CMA Builder is the default page displayed to users after they have initially logged on. Here you can create your own personalised Comparative Market Analysis (CMA).
	Prospecting is the foundation for your next direct marketing campaign. Search an area (street; multiple streets; suburb), refine the search to only show properties of interest, then export into a CSV file for mail merging and personalised addressing.
	Summary of key PropertySmarts features, plus information on the key parties who contribute towards PropertySmarts.
	Should you have any questions, don't hesitate to contact us via email or toll free number.
	The Help page and FAQ link at the bottom (FAQs Terms & Conditions) of the page are useful sources to help you get started and answer any questions you have.

Helpful tips: *The Help Page includes a number of short duration video tutorials to help you get started. The FAQ link at the bottom provides answers to frequently asked questions.*


CMA BUILDER

Once you've logged into PropertySmarts, the 'CMA Builder' page appears. This page has 4 quadrants (red boxes highlighted in screenshot below)

1. Search engine (green upper left quadrant (- 2. Search Results (lower left quadrant) – Displays Subject and Comparable properties based on your search result with summary information (- 3. Mapping quadrant (upper right quadrant)– where you can choose to view the aerial photos or boundary maps (- 4. Report items (lower right quadrant) – summarising the properties included in your CMA.



The screenshot displays the PropertySmarts CMA Builder interface. On the left is a navigation sidebar with icons for CMA Builder, Prospecting, About, Contact, and Help. The main content area is divided into four quadrants, each highlighted with a red box and labeled 'QUADRANT 1' through 'QUADRANT 4'.
- **QUADRANT 1 (Search engine):** Features a search bar with the address '9 Sherie Place, Howick, Manukau, Auckland' and a 'RESET' button. Below it are instructions on 'How To Create a CMA' and buttons for 'SOLD NEARBY' and 'FOR SALE NEARBY'.
- **QUADRANT 2 (Search Results):** Shows 'Displaying 1 properties' with an 'ADD ALL' button. A property card for '9 Sherie Place, Howick, Manukau, Auckland' is shown with an 'EXPAND' button.
- **QUADRANT 3 (Mapping):** Displays a map with a red polygon around the subject property. Navigation controls and a 'ZOOM TO ALL' button are visible.
- **QUADRANT 4 (Report items):** Shows 'REPORT ITEMS' and 'SAVED REPORTS' sections. A 'VIEW CMA' button is present, and a 'Subject Property' card for '9 Sherie Place, Howick, Manukau, Auckland' is displayed with details like 'Land area 834 m²'.

Helpful tips: Click on the expand button () under Search Results (Quadrant 2 above) to view all properties based on your search result.

USER SETTINGS

Your 'user settings' can be updated by clicking on the user settings button (**USER SETTINGS**) at the top right (above the map view).



Here you can:

- Add a photo of yourself (JPEG format)
- Update your personal details (name; email; phone numbers etc.)
- Insert your company logo

Once done, this information will appear in the footer in your CMA.

User Settings

These settings are used to fill in fields inside the CMAs that you generate. They are saved automatically when you edit them. Changes will apply to all existing reports as well as future reports you create.

<h4>Images</h4> <p>The maximum uploadable image size is 15MB. Images less than 5MB are preferable.</p> <h4>Profile Picture</h4>  <p>UPLOAD FILE</p> <h4>Company Logo</h4>  <p>UPLOAD FILE</p> <p>Changing the company logo changes it for everyone in your office.</p>	<h4>Personal Details</h4> <p>Display Name <input type="text" value="Darren Kelly"/></p> <p>Email <input type="text" value="dkelly@reinz.co.nz"/></p> <p>This is the email that will be displayed on your CMAs. Your login remains as dkelly@reinz.co.nz</p> <p>Phone Number <input type="text" value="09 356 1767"/></p> <p>Office Number <input type="text" value="(09) 356 1700"/></p> <p>Mobile Number <input type="text" value="021 944 243"/></p> <p>Address <input type="text" value="L1 Windsor Court, 128 Parnell Rd Parnell"/></p>
--	---

FINISH

Helpful tips: *You will only need to load your user settings once (unless you want to change). If you work with another agent, enter 2 names, phone numbers etc. in the appropriate fields.*

CREATING YOUR CMA

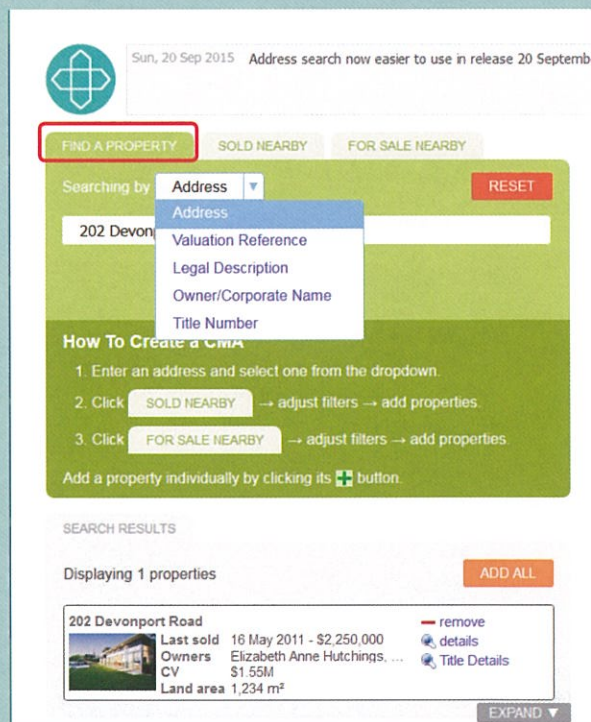
Search For Your Subject Property

Okay – let's create a CMA in PropertySmarts.

It's easy to find the property you are appraising (Subject Property) in PropertySmarts.

Search for your subject property in the Find a Property tab
(**FIND A PROPERTY** - highlighted red below)

1. Search for your subject property by address, valuation reference, legal description, owner or title number.
2. The search engine is predictive and will help you find your subject property.
3. When you find the right property, it appears under 'Search Results' (lower left quadrant) along with summary property information.



Sun, 20 Sep 2015 Address search now easier to use in release 20 September

FIND A PROPERTY SOLD NEARBY FOR SALE NEARBY

Searching by **Address** **RESET**

- Address
- Valuation Reference
- Legal Description
- Owner/Corporate Name
- Title Number




How To Create a CMA

1. Enter an address and select one from the dropdown.
2. Click **SOLD NEARBY** → adjust filters → add properties.
3. Click **FOR SALE NEARBY** → adjust filters → add properties


Add a property individually by clicking its **+** button.

SEARCH RESULTS

Displaying 1 properties **ADD ALL**

	202 Devonport Road	remove
Last sold	16 May 2011 - \$2,250,000	 details
Owners	Elizabeth Anne Hutchings, ...	 Title Details
CV	\$1,55M	
Land area	1,234 m ²	


EXPAND ▼

Helpful tips: The Help page ( icon on left) has a number of video tutorials to help you get started. Similarly, the FAQ link (bottom left) provides answers to frequently asked questions. The FAQ page will assist you with any formatting of the valuation reference, legal descriptions etc.

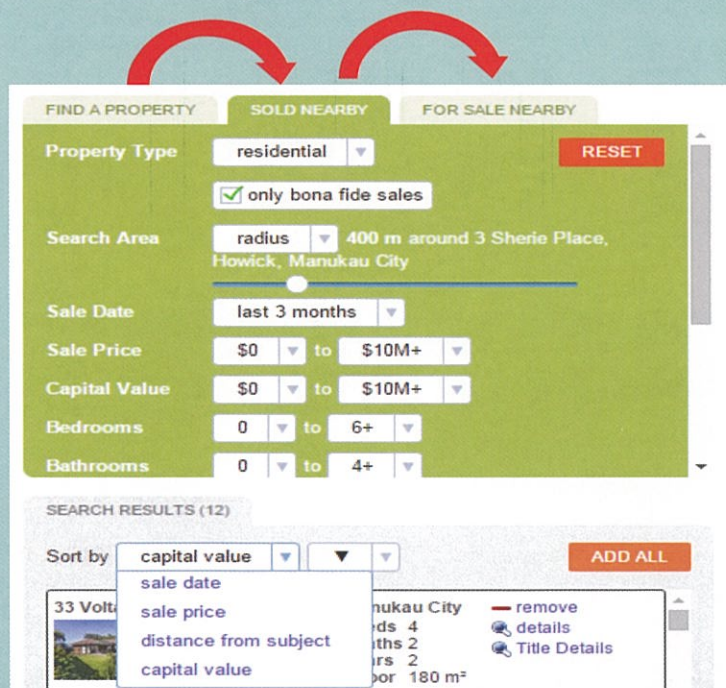
CREATING YOUR CMA

Find Comparable Properties

Move to Sold Nearby and For Sale nearby tabs to add Comparable properties (**SOLD NEARBY** | **FOR SALE NEARBY**).

1. To find comparable properties, move from the 'find a property' tab to the 'sold nearby' and 'for sale nearby' tabs (red arrows below).
2. The 'Property Type' drop down box includes Residential (default), Rural and Commercial properties. To search for comparable properties, slide the radius slider to the desired distance. Click on the dot in the slider and drag your mouse to change the radius. 
 - Searching for Residential or Commercial properties, the radius slider can extend to 4km; Rural properties to 30km.
3. Change the other filters as required e.g.: Sale Date, Sale Price, CV, Bedrooms, Land Area etc. to include Sold comparable properties in your CMA.

Change image to the following...



The screenshot shows a search interface with three tabs: 'FIND A PROPERTY', 'SOLD NEARBY', and 'FOR SALE NEARBY'. Two red curved arrows point from the 'FIND A PROPERTY' tab to the 'SOLD NEARBY' and 'FOR SALE NEARBY' tabs. The 'SOLD NEARBY' tab is active. The search filters include: Property Type (residential), only bona fide sales (checked), Search Area (radius 400 m around 3 Sherie Place, Howick, Manukau City), Sale Date (last 3 months), Sale Price (\$0 to \$10M+), Capital Value (\$0 to \$10M+), Bedrooms (0 to 6+), and Bathrooms (0 to 4+). Below the filters is a 'SEARCH RESULTS (12)' section with a 'Sort by' dropdown menu (capital value selected) and an 'ADD ALL' button. A scroll bar is visible on the right side of the search results area.

Helpful tips: Use the scroll bar to the right to view all filters. Building Age, Roof & Wall filters appear below the Bathroom filter. You can sort comparable properties in your CMA by Sale date, Sale Price, Distance & CV.

CREATING YOUR CMA

Adding Comparable Properties To CMA

Changing the slider and/or filters changes the number of comparable properties that appear under Search Results.

- You can add all properties to your CMA by clicking the Add All button (**ADD ALL**).
- Or add properties individually by clicking on the '+' button next to each property (**+ sold nearby**).
- These properties will be added under 'Report Items' (lower right quadrant). You can view the properties you have added by clicking on the arrow head (**Sold Nearby (3)**) under Report Items.

The screenshot displays a real estate website interface. On the left, under 'SEARCH RESULTS', three properties are listed: 38A Vincent Street, 49 Vincent Street, and 115A Union Road. Each listing includes a photo, sale date, price, CV, land area, and floor area. To the right of each listing are 'remove', 'details', and 'Title Details' options. An 'ADD ALL' button is highlighted in a red box. On the right side, under 'REPORT ITEMS', there is a 'Subject Property' section for 9 Sherie Place, Howick, with its own details and options. Below this are three expandable sections: 'Sold Nearby (3)', 'For Sale Nearby (6)', and 'Included Maps (0)'. At the bottom of the search results, there is a 'COLLAPSE' button. The footer contains 'FAQs | Terms & Conditions', the slogan 'Find. Compare. Build. Done!', and 'Copyright © 2015 REINZ Ventures Limited.'

Helpful tips: The Expand button (**EXPAND ▼**) allows you to see all comparable properties based on your search result. Click on this, then use the scroll bar on the right hand side of the screen. The Collapse button (**COLLAPSE ▲**) collapses this view. There is no restriction on the number of comparable properties you can include in your CMA.

CREATING YOUR CMA

Adding Other Properties

- Sold and/or For Sale properties not included in your search result can easily be added to your CMA (e.g. private sales).
- Go back to the Find A Property tab (**FIND A PROPERTY**). Enter the address of the property you want to add to your CMA in the search engine.
- Summary information is displayed under Search Results. Click on the green '+' signs to add this property to your 'sold nearby' or 'for sale nearby' properties in your CMA.






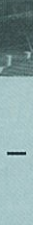
The screenshot shows the 'FIND A PROPERTY' tab selected. The search bar contains '13 Sherie Place, Howick'. Below the search bar, there are instructions on 'How To Create a CMA' and a 'SEARCH RESULTS' section. The search results section displays '1/12 Sherie Place' with a small map thumbnail and a table of property details. The table includes 'Last sold', 'Owners', 'CV', and 'Land area'. To the right of the table are three green '+' buttons for 'sold nearby', 'for sale nearby', and 'Title Details'. An 'EXPAND' button is located at the bottom right of the search results card.


Property	Last sold	Owners	CV	Land area	Actions
1/12 Sherie Place	Unknown	Denis Frederick Coombe	\$660k		 + sold nearby + for sale nearby details Title Details

Helpful tips: You can also add a property from the map. Left mouse click on the property you want to add. Click on the green '+' signs to add this property to your sold or for sale nearby properties in your CMA.

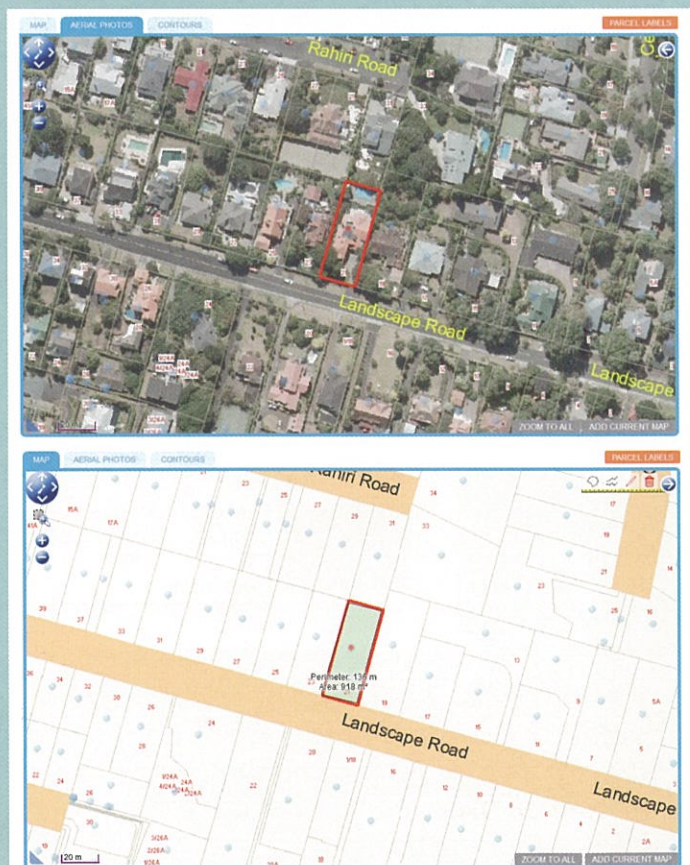
CREATING YOUR CMA

Adding Maps

- You can add a map (or maps) to your CMA – including standard boundary maps and/or an aerial view.
- Within the mapping quadrant (upper right – Quadrant 3), zoom in or out using the +/- signs (), to the desired view. Then select 'Add Current Map' button () at bottom of map view.
- The mapping feature in PropertySmarts allows you to determine areas and distances.
 - For areas, click on the arrow at the top right, then the polygon shape (). Then click your mouse at various points on map and close these points to calculate the area.
 - Click on the jagged lines to determine the distance between 2 or more points ().
 - The pencil and trash shapes () allow you to remove one or all areas/distances respectively.
- The Parcel Labels button () allows you to display specific information on each property when you hover your mouse over properties within the map.

Helpful tips: You can increase the size of the map view by clicking on the blue triangle at the bottom left ().

Please treat areas and distances as indicative only. The property with a red boundary line in the map is your subject property. Properties with blue boundary lines are your comparable properties (sold & for sale).




CREATING YOUR CMA

Detailed Information On Every Property

PropertySmarts includes detailed information on properties throughout NZ. Click on the 'Details' hyperlink next to each property ([details](#) - highlighted red below) to display:

Subject Property
 9 Sherie Place, Howick,



Last sold 9 Feb 1996 - \$218,000
 Owners Helen Maree Carter, and ...
 CV \$770k
 Land area 834 m²

[remove](#)
[details](#)
[Title Details](#)

- Scroll through the property photos from realestate.co.nz (where available). If the property has not been listed with realestate.co.nz previously, PropertySmarts includes an aerial boundary view of the property.
- Key property features (bedrooms; bathrooms; land/floor area; exterior & roof construction etc.
- Legal details including ownership, parcel and title references.
- Sales history including council sales and vast majority of REINZ sales each month.
- Listing history through realestate.co.nz with agency and listing status.
- Rate-able value direct from the council database with issue date.



Capital Value	\$290,000	Floor Area	70 m ²
Exterior	Wood (incl Weatherboard) - Average	Land Use	Residential 1932's Fair
Roof	Steel/G-iron - Average	Building Age	Mixed/Renov
Bedrooms	2		
Bathrooms	1		
Car Spaces	1		
Last Listed	21 November 2014		
Last Sold	31 January 2015		
	\$348,000		
	(Edit Property Details)		

Features

Lot Features

- Close to school
- Close to shops
- Close to public transport
- Close to gas in street

Legal Details

Owners	Parcels	Titles
Peter Jackson Tania Jackson	486 3462 G (Lot 1 DP 15649)	RU650 254 G (Lot 1 Deposited Plan 15649 and Flat 1 Deposited Plan 15649)

Legal Description

FLAT 1 DP 15649 ON LOT 1 DP 15649 1/2 SH T1E1 M2

Sales History

Value	Sale Date	Sale Price	Capital Value	Land Value	Source	Vendor/Purchaser
02430 20800-A	01 January 2013	\$348,000	\$290,000	\$0	REINZ	P. Private Treaty (ang)
02430 20800-A	23 March 1989	\$65,000	\$45,000	\$20,000	Headway	Null
02430 20800-A	17 April 1987	\$18,000	\$15,000	\$20,000	Headway	Null

Listing History

Value	Listed	Status	Last Status Change	Listing Type	Listed By


Helpful tips: You can use the [Title hyperlink](#) to check details and also the [council hyperlink](#) to confirm rateable information.

CREATING YOUR CMA

Putting It All Together


The Report Items tab (lower right – quadrant 4) includes the properties and maps that will be added to your CMA.


- Click on the arrow head (▶) to the right to expand the view. Click again (▼) to collapse this view.
- The Save Report button (**SAVE REPORT**) will save your CMA workings to date (i.e.: subject property; comparable properties & maps). Any CMA you have created will be saved under the 'Saved Reports' tab (**SAVED REPORTS**).
- Once saved, click on 'View CMA' (**VIEW CMA**). This will open another window.


 **VIEW CMA**
SAVE REPORT

Subject Property

9 Sherie Place, Howick, — remove



Last sold 9 Feb 1996 - \$218,000  details


Owners Helen Maree Carter, and ...  Title Details


CV \$770k


Land area 834 m²

Sold Nearby (3) ▼

38A Vincent Street — remove




Sold 27 Sep 2015 Beds 4  details


Price \$940,000 Baths 2  Title Details


CV \$770,000 Cars 2

Land 471 m² Floor 214 m²

49 Vincent Street — remove




Sold 31 Aug 2015 Beds 3  details


Price \$730,000 Baths 1  Title Details


CV \$580,000 Cars 2

Land 372 m² Floor 88 m²

115A Union Road — remove



Sold 11 Jul 2015 Beds 3  details

Price \$680,000 Baths 2  Title Details

CV \$690,000 Cars 2

Land 404 m² Floor 150 m²

For Sale Nearby (6) ▶

Included Maps (1) ▶


Helpful tips: All CMA's you have created will be saved under the 'Saved Reports' tab. You can access and update/edit if required at a later time.


EDITING YOUR CMA




Report Details Tab

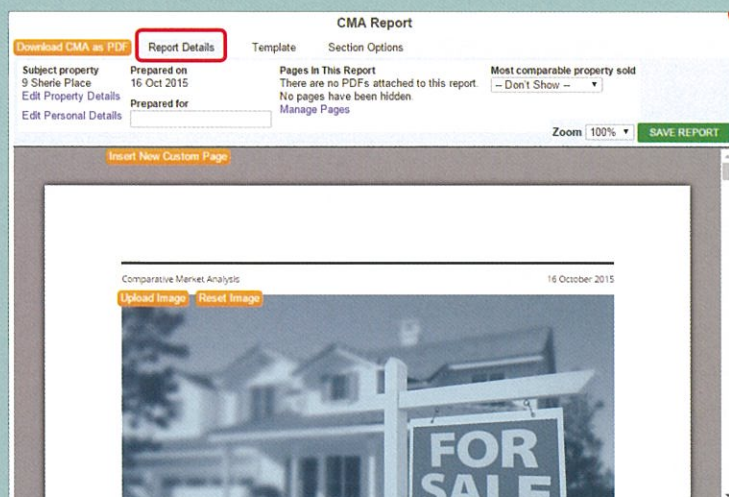
You're almost there.

Now that you've identified and added your subject and comparable properties and maps to your CMA, it's now time to polish it off before downloading as a PDF.

First, click on the View CMA button (). This opens another window, similar to below.

Under the Report Details tab ( - highlighted red).

- Enter the person(s) or trustee(s) name in the 'Edit Personal Details' box (). These details will automatically load on the front/cover page of your CMA.
- The 'Edit Property Details' hyperlink () allows you to edit details associated with your subject property. Any changes you make will only impact on your CMA.
- The 'Most Comparable Property Sold' drop down box () includes all the Sold Comparable properties in your CMA. Clicking on a property within this list will add this property to page 2 (Subject Property page), adding greater context to your appraisal price.







Helpful tips: The 'Most Comparable Property Sold' drop down box displays all Sold comparable properties added to your CMA. Clicking on a property from this list will display this property under the heading 'Most Relevant Recent Sale' on page 2. Or you can leave this field blank by clicking on 'Don't Show'.

EDITING YOUR CMA

Add Supporting Pages

PropertySmarts allows you to add supporting pages (PDF) to your CMA (e.g.: your profile; office profile etc.)

1. Click on the Manage Pages hyperlink () in the Report Details tab. The window below will open.
2. Click on the Choose File button () to upload a PDF from your hard drive, flash drive or similar. The doc will appear in the table to the right called uploaded PDF's.
3. Insert the required PDF's into the CMA by clicking 'insert' from the table ().
4. Define where you would like the PDF to be located within your CMA by dragging it up or down or using the arrow heads to the right ().

Manage Report Pages

Report Layout - for this report

Cover Page	Hide
Subject Property Summary	Hide
Agent & agency profile.pdf	Remove
Comparable sales	Hide
Currently for sale	Hide
Suburb statistics	Hide
Title Details	Hide
Maps	Hide

Upload PDF

[Choose File...](#)

Uploaded PDFs - available in all reports




Action	File Name	Upload Time	Uploaded By
Insert Delete	Agent & agency profile.pdf	24 Feb 2015 9:00 am	Darren Kelly

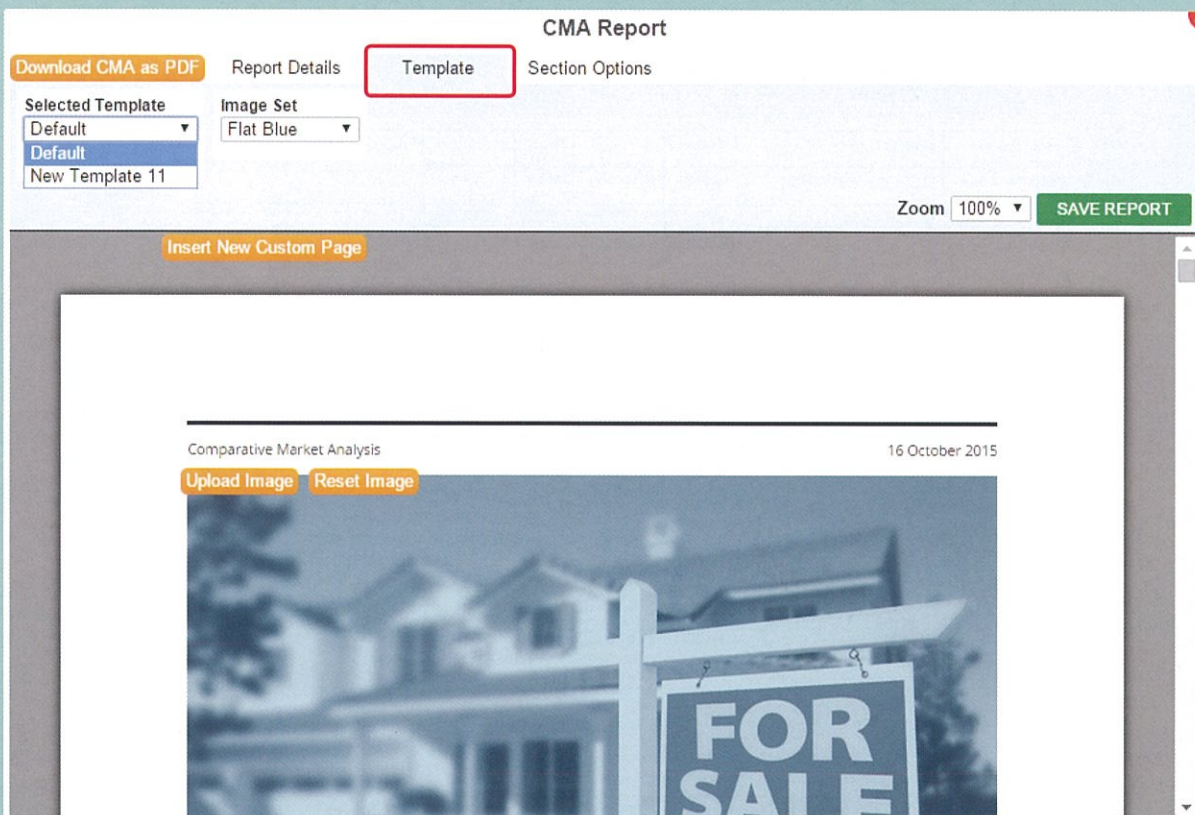
Helpful tips: There is no limit to how many PDF pages you can add. Any PDF's you want to add into your CMA will be included in the Uploaded PDF's table. To add pages into a CMA, simply 'Insert' the required pages from this table. Note: Any PDF's you add into your CMA will only show when you download your CMA as a PDF. These pages will not be displayed in the CMA Report view.

EDITING YOUR CMA

Template Tab

PropertySmarts allows agencies to create their own CMA template with associated branding, colours, imagery and fonts.

- Once created these are added to the Selected Template drop down box under the Template tab.
- The Image Set drop down box () allows users to change the property feature icons within the CMA (e.g.:  4  3  1)
- Only the original author can modify a template.



The screenshot shows the 'CMA Report' interface with the 'Template' tab selected. It includes a 'Download CMA as PDF' button, 'Report Details', 'Template', and 'Section Options' tabs. The 'Selected Template' dropdown is set to 'Default', and the 'Image Set' dropdown is set to 'Flat Blue'. A 'Zoom 100%' dropdown and a 'SAVE REPORT' button are also visible. The main content area shows a preview of a CMA report with a 'FOR SALE' sign and a house image. The report title is 'Comparative Market Analysis' and the date is '16 October 2015'. There are 'Upload Image' and 'Reset Image' buttons above the image.

Helpful tips: Agency customised CMA templates can be pushed out to specific users in an office or across multiple offices. Unsure how to create your own office template? Don't hesitate to contact us. We're here to help.

EDITING YOUR CMA

Section Options Tab

The Section Options tab allows users to hide specific sections within the CMA.

Users can choose to show/hide:

- Commission field on page 2 (Subject Property page) of CMA. If you show this field, you can enter the Commission based on estimated appraisal price.

COMMISSION

Enter the commission you expect to take here.

- Comparable Sale Statistics table in the Sold Nearby page. This table includes Sales Price & CV medians and means for the Sold Comparable Properties you have chosen.

Sale Price	\$350,000 to \$1,310,000	Median	\$711,000	Mean	\$787,021	The median sale price of the houses listed below is 20.51% above the capital value.
Capital Value	\$355,000 to \$980,000	Median	\$590,000	Mean	\$622,777	

- Suburb Statistics – associated with the subject property. Users can show/hide various sections from this page.

Helpful tips: The 'Comparable Sale Statistics' table in the Sold Nearby page presents Sales Price and CV means and medians for the comparable properties chosen for your CMA. It provides insightful information of what is happening in the area.

EDITING YOUR CMA

Subject Property Page (Page 2)

The 2nd page of your PropertySmarts CMA is dedicated to your Subject Property (i.e.: the property you are appraising).

Fields you can edit in this page include:

- Comparable Market Value Range
- Most Relevant Recent Sale (through 'Most Comparable Property Sold' drop down box)
- My Appraisal – i.e.: price you believe the property is worth. You could leave this blank if the recommendation is that the property be auctioned.
- Commission, based on the estimated appraisal price.
- Description and features

CMA Report

[Download CMA as PDF](#) | [Report Details](#) | [Template](#) | [Section Options](#)

Subject property: 9 Sherie Place
Prepared on: 16 Oct 2015
Pages In This Report: There are no PDFs attached to this report. No pages have been hidden.
Most comparable property sold: 49 Vincent Street

Prepared for:

Zoom: 100% | [SAVE REPORT](#)

DESCRIPTION
This Comparative Market Analysis provides an estimate of the probable selling price for 9 Sherie Place.
The estimated selling price is based on other properties deemed 'comparable' - either sold or currently for sale in the area - plus supporting market information.

COMPARABLE MARKET VALUE RANGE
Put a range here

MOST RELEVANT RECENT SALE
49 Vincent Street which sold for \$730,000 on 31 August 2015

MY APPRAISAL
Enter what you think the property is worth/will sell for here.

COMMISSION
Enter the commission you expect to take here.

CAPITAL VALUE \$770,000 | **LAND AREA** 834 m²
LAND VALUE \$580,000 | **FLOOR AREA** 160 m²
BEDROOMS 3 | **BATHROOMS** 1
CAR SPACES 2 | **FEATURES** Enter the key features here.

Helpful tips: Click in the Description field to add a detailed description of the subject property. Similarly, you can also edit the fields listed above by clicking under the heading.

EDITING YOUR CMA

Comparable Properties

The Comparable properties you have chosen follow your Subject Property page.

First, 'Sold Nearby' followed by 'For Sale Nearby'.

There are 3 buttons next to each comparable property – Edit; Remove & Description.

- Click on the Edit button (**Edit**) to edit details associated with that property.
- Click on the Remove button (**Remove**) to remove this comparable property from your CMA.
- Click on Description (**+ Description**) to add a description of this property.

The screenshot shows the 'CMA Report' interface. At the top, there are tabs for 'Download CMA as PDF', 'Report Details', 'Template', and 'Section Options'. Below these, there are fields for 'Subject property' (9 Sherie Place), 'Prepared on' (2 Nov 2015), 'Pages In This Report' (No pages have been hidden), and 'Most comparable property sold' (Don't Show). A 'SAVE REPORT' button is visible on the right. The main content area displays three comparable properties, each with a photo, a title, and a table of details. The first property is '52 Botany Road', the second is '2/30 Pegler Drive', and the third is '30B Vincent Street'. Each property entry has three buttons: 'Edit', 'Remove', and '+ Description'. The 'Edit' button for the first property is highlighted with a red box.

Property	Last Sold	Capital Value	Land Value	Land Use	Land Area	Floor Area	Roof	Walls
52 Botany Road	\$828,000 - 30 Sep 15	\$570,000 - 01 Jul 14	\$350,000 - 01 Jul 14	Residential	359 m ²	109 m ²	Tile Profile	Brick
2/30 Pegler Drive	\$692,000 - 30 Sep 15	\$520,000 - 01 Jul 14	\$325,000 - 01 Jul 14	Residential	829 m ²	110 m ²	Tile Profile	Brick
30B Vincent Street	\$445,000 - 04 Apr 12							

Helpful tips: Adding a description to a comparable property in your CMA provides greater context to your CMA. You can add a description up to one page in length. For example:

"Inferior location; more land bigger house"

"Attached 1970's unit with new kitchen. This would be considered Inferior because it is not standalone and is smaller"

"Very comparable, double garage, front house on a cross lease, permanent material."

EDITING YOUR CMA

Editing Property Details

You can edit the details associated with any property in PropertySmarts – including .

- Subject Property – click on the ‘Edit Property Details’ hyperlink ([Edit Property Details](#)) – top left of CMA Report
- Comparable Properties – by clicking on the Edit button ([Edit](#)) to the left of every comparable property, it will open the following window. This will allow you to edit the details associated with the property.

This window has 2 tabs (highlighted red below):

1. Property Details – allowing you to edit the Address, Bedrooms, Bathrooms, Exterior/Roof Construction and Condition, Building Age and more. Click on Save ([SAVE](#)) when finished.

2. Sales – where you can edit the sale date and price. Click on Save ([SAVE](#)) when finished.

Sale Information	Source	Actions
Sale Date: 9 February 1996 Sale Price: \$218,000 Capital Value: \$217,000 Land Value: \$89,000	Headway	
Sale Date: 1 July 1989 Sale Price: \$135,000 Capital Value: \$67,000 Land Value: \$22,500	Headway	
Sale Date: 12 September 1988 Sale Price: \$135,000 Capital Value: \$67,000 Land Value: \$22,500	Headway	
Sale Date: 11 May 1982 Sale Price: \$68,000 Capital Value: \$28,000 Land Value: \$9,500	Headway	

Helpful tips: Please note, any changes you make will only change the information in your CMA.

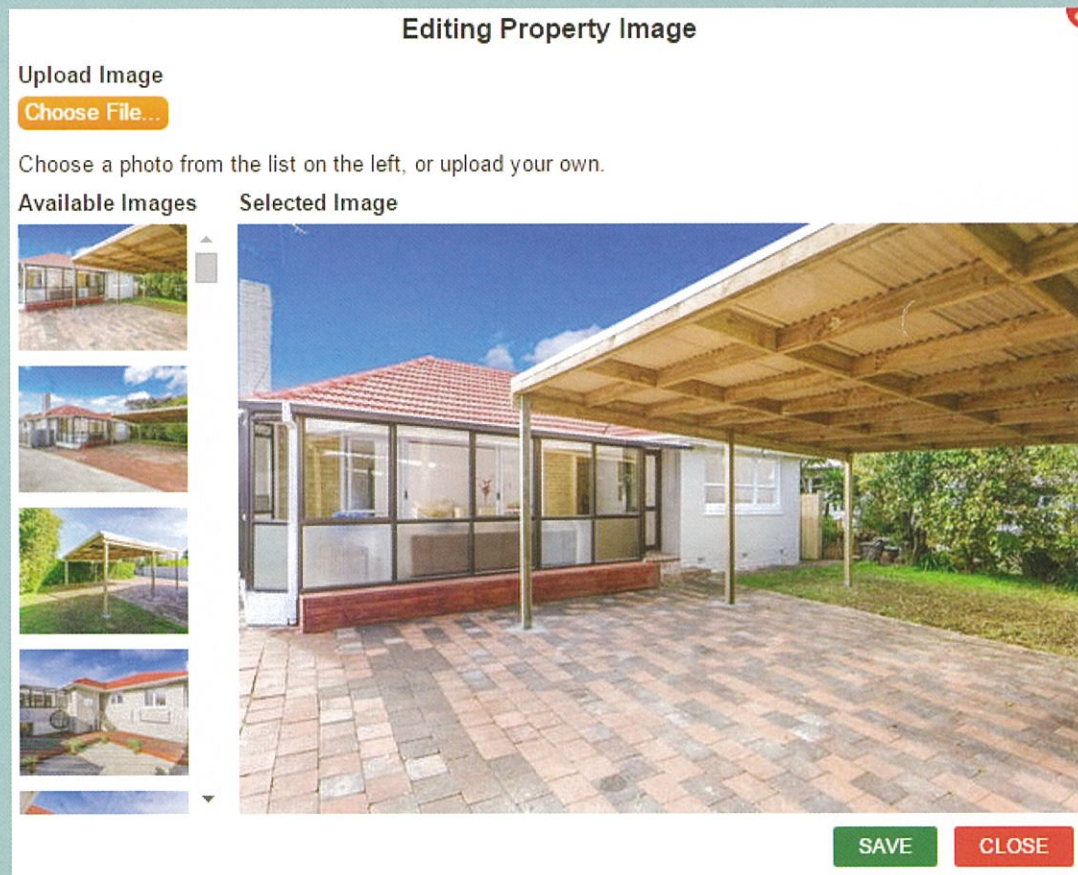
EDITING YOUR CMA

Changing Property Photos

Don't like a property photo? Change it. Easily. Quickly.

PropertySmarts allows you to choose the best photo for your CMA.

- To change a photo, click on the property photo you want to change.
- Pick a photo from the realestate.co.nz photo library (where available).
- Or add your own – up to 15MB.



Helpful tips: You can change both the subject property photo and comparable properties. If the property hasn't listed with realestate.co.nz, PropertySmarts has an aerial boundary view of the property.

SUPPORTING PAGES THAT ADD VALUE

Title Preview

Every PropertySmarts CMA includes a 'Title Preview' of the subject property.


- Users generally do not need to purchase a title when appraising a property.
- Title ordering is also available directly through PropertySmarts.
- The Title Preview page included in the CMA is not a legal document.

Title preview

Prepared for: John Smith
Subject property: 9 Sherie Place Howick
Prepared on: 29 January 2015

Information last updated as at 03 Jan 2015

**COMPUTER FREEHOLD REGISTER
UNDER LAND TRANSFER ACT 1952**



Identifier NA27A/1485
Land Registration District North Auckland
Date Issued 05 June 1974

Prior References
[NA157091](#)

Type Fee Simple
Area 833 square metres more or less
Legal Description Lot 16 Deposited Plan 70573

Proprietors
Helen Marce Carter and Mathew John Carter

[7428698.2](#) Mortgage to ASB Bank Limited - 21.6.2007 at 9:00 am

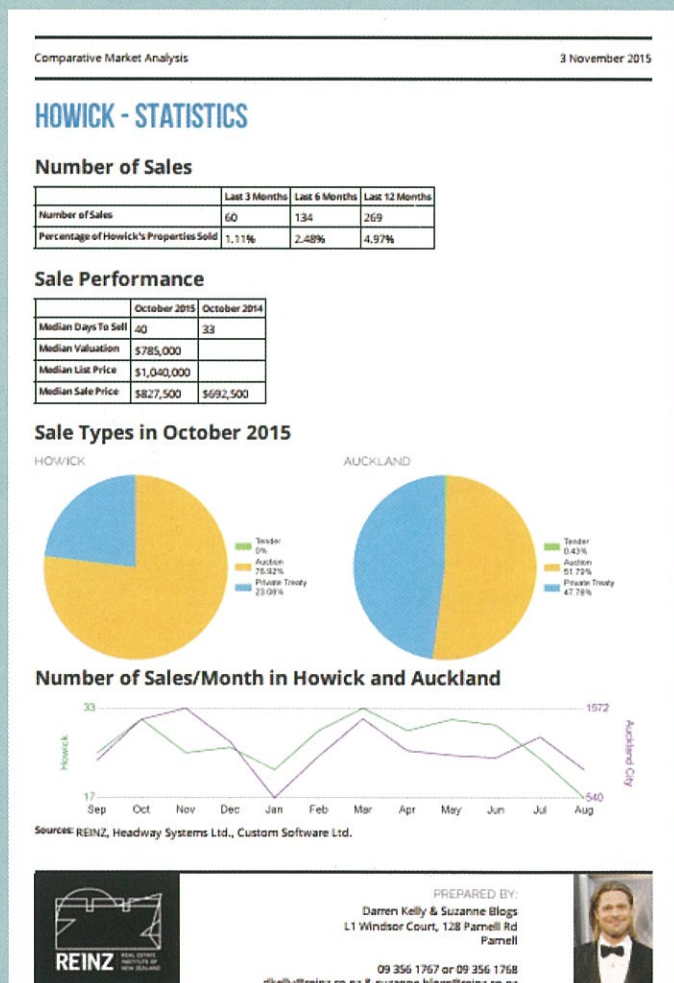
Helpful tips: *The Title Preview page is a great way to get an overview of the title when appraising the (subject) property, without needing to purchase a full title.*

SUPPORTING PAGES THAT ADD VALUE

Suburb Statistics

Every PropertySmarts CMA includes a 'Suburb Statistics' page - including:

- Number of Sales (top table) – reflecting the number of sales in the subject property suburb in the last 3, 6 & 12 months. The percentage (%) represents the number of sales as a percentage of total properties in the suburb.
- Sale Performance (mid table) – Year on year comparison of medians including days to sell, CV, List price and Sales Price.
- Sale Types. These pie graphs refer to the percentage (%) of properties sold via Private Treaty (List price), Auction or Tender.
- Number of Sales/Month in [Subject Property Suburb] and Region. The graph at the bottom of the page, shows sales per month for the suburb vs. region over a 12 month period.

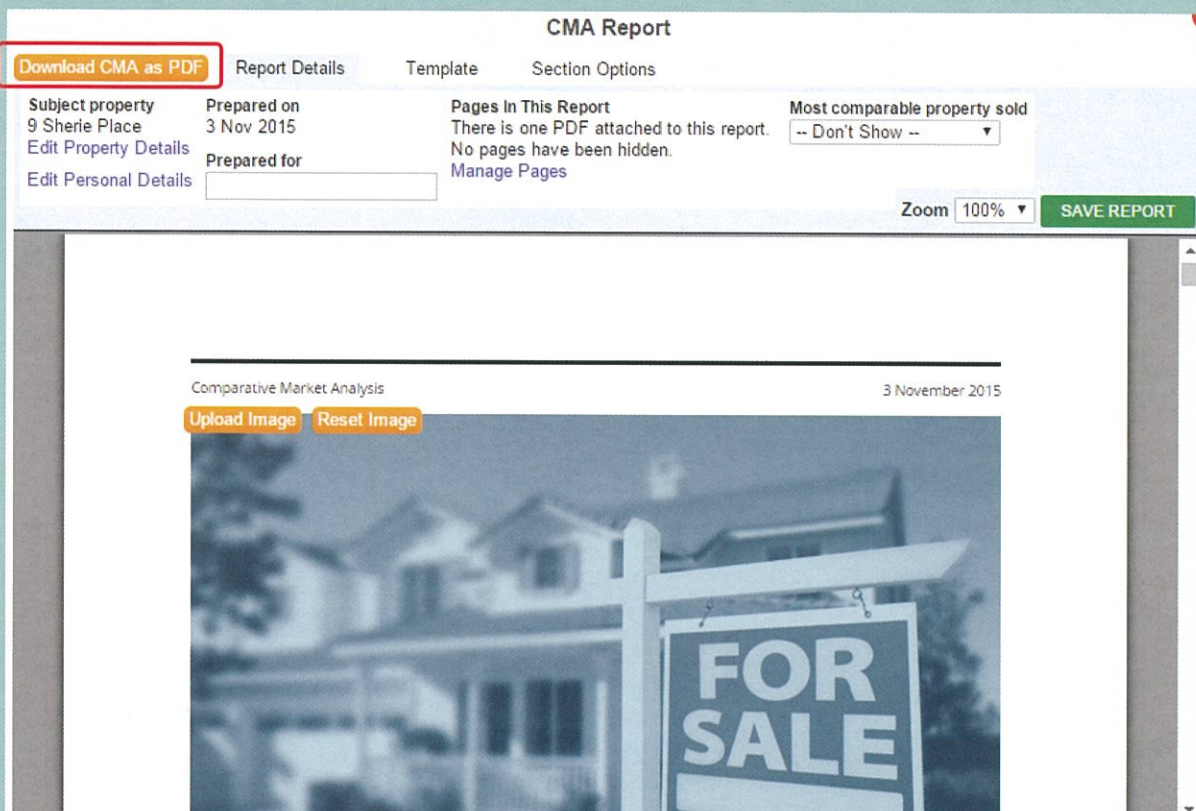


Helpful tips: You can choose to hide statistics on this page. Click on the Section Options tab at the top.

OKAY, NOW LETS DOWNLOAD YOUR FINISHED CMA TO PDF

Now let's download your CMA to PDF. Simply click on the Download CMA as PDF button ([Download CMA as PDF](#)).

Save it to your hard drive, shared drive or USB flash drive. Then print it out for presenting to your client. Good luck!



The screenshot displays the 'CMA Report' interface. At the top, there are tabs for 'Report Details', 'Template', and 'Section Options'. The 'Report Details' tab is active, and the 'Download CMA as PDF' button is highlighted with a red box. Below the tabs, there are several sections: 'Subject property' (9 Sherie Place), 'Prepared on' (3 Nov 2015), 'Pages In This Report' (There is one PDF attached to this report. No pages have been hidden. Manage Pages), and 'Most comparable property sold' (Don't Show). There are also links for 'Edit Property Details' and 'Edit Personal Details'. A 'Zoom' dropdown is set to 100%, and a 'SAVE REPORT' button is visible. The main content area shows a 'Comparative Market Analysis' for '3 November 2015' with 'Upload Image' and 'Reset Image' buttons. Below this is a large image of a house with a 'FOR SALE' sign.

Helpful tips: Any other PDF pages you have added to your CMA will also download in the PDF. These pages will not be displayed in the CMA Report view.

PROSPECTING


PropertySmarts is much more than a CMA tool. You can also use PropertySmarts for 'Prospecting'.

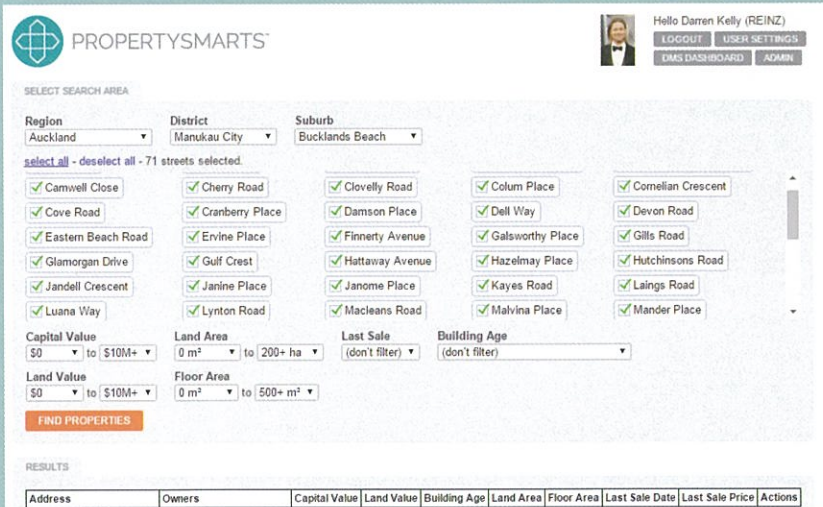
Prospecting allows real estate professionals to develop new business through a Direct Marketing campaign.

Prospecting allows real estate professionals to:

- Search an area (street; multiple streets; suburb);
- Refine the search to only show properties of interest; and
- Export resultant property details into a CSV/spread-sheet for mail-merging.

To get started with Prospecting...

1. Click on Prospecting to the left ().
2. Choose the Region, District & Suburb of interest.
3. Next select the street(s) you would like to target. Click 'select all' ([select all - deselect all](#)) to select all streets in the suburb.
4. Apply additional filters (CV; Land Area etc.) as appropriate.
5. Click on Find Properties ([FIND PROPERTIES](#)). The first 300 records will display in the table below. These can be downloaded into a CSV file ([Download CSV](#)) for mail merge.



PROPERTYSMARTS

Hello Darren Kelly (REINZ)
LOGOUT USER SETTINGS
DMS DASHBOARD ADMIN

SELECT SEARCH AREA

Region: Auckland | District: Manukau City | Suburb: Bucklands Beach

[select all - deselect all](#) - 71 streets selected.

<input checked="" type="checkbox"/> Camwell Close	<input checked="" type="checkbox"/> Cherry Road	<input checked="" type="checkbox"/> Clovelly Road	<input checked="" type="checkbox"/> Colum Place	<input checked="" type="checkbox"/> Cornelian Crescent
<input checked="" type="checkbox"/> Cove Road	<input checked="" type="checkbox"/> Cranberry Place	<input checked="" type="checkbox"/> Damson Place	<input checked="" type="checkbox"/> Dell Way	<input checked="" type="checkbox"/> Devon Road
<input checked="" type="checkbox"/> Eastern Beach Road	<input checked="" type="checkbox"/> Ervine Place	<input checked="" type="checkbox"/> Finnerly Avenue	<input checked="" type="checkbox"/> Galsworthy Place	<input checked="" type="checkbox"/> Gills Road
<input checked="" type="checkbox"/> Glamorgan Drive	<input checked="" type="checkbox"/> Gulf Crest	<input checked="" type="checkbox"/> Hattaway Avenue	<input checked="" type="checkbox"/> Hazelmay Place	<input checked="" type="checkbox"/> Hutchinsons Road
<input checked="" type="checkbox"/> Jandell Crescent	<input checked="" type="checkbox"/> Janine Place	<input checked="" type="checkbox"/> Janome Place	<input checked="" type="checkbox"/> Kayes Road	<input checked="" type="checkbox"/> Laings Road
<input checked="" type="checkbox"/> Luana Way	<input checked="" type="checkbox"/> Lynton Road	<input checked="" type="checkbox"/> Macleans Road	<input checked="" type="checkbox"/> Malvina Place	<input checked="" type="checkbox"/> Mander Place

Capital Value: \$0 to \$10M+ | Land Area: 0 m² to 200+ ha | Last Sale: (don't filter) | Building Age: (don't filter)

Land Value: \$0 to \$10M+ | Floor Area: 0 m² to 500+ m²

[FIND PROPERTIES](#)

RESULTS

Address	Owners	Capital Value	Land Value	Building Age	Land Area	Floor Area	Last Sale Date	Last Sale Price	Actions
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ONLINE & OFFLINE SUPPORT

ONLINE SUPPORT

1. 'How to' videos in Help page (<https://propertysmarts.co.nz:555/home/help>) e.g. overview; how to create a CMA etc.
2. Website FAQs (https://propertysmarts.co.nz:555/home/frequently_asked_questions)

OFFLINE SUPPORT

3. Pre-sale: membership@reinz.co.nz Toll Free 0800 473 469 (9am-5pm)
4. Post-sale: support@propertysmarts.co.nz Toll Free 0800 500 069 (9am-5pm)

The screenshot displays the PropertySmarts user interface. At the top left is the PropertySmarts logo. To the right, a user profile for Darren Kelly (REINZ) is shown with buttons for 'LOGOUT', 'USER SETTINGS', 'DMS DASHBOARD', and 'ADMIN'. The main content area is titled 'Help' and includes sections for 'Frequently Asked Questions' and 'Getting Started'. A video player is visible at the bottom of the page, showing a video titled 'PS Tutorial video - How to add...'. The video player shows a play button and a progress bar at 00:00.

Helpful tips: The videos in the Help page, and FAQ link will assist you in answering your questions. If you are still unable to find an answer, don't hesitate to call/email us. The videos in the Help page are between 2-8 minutes in duration – so they will not take long to view.

www.propertySMARTS.co.nz