
 The easiest way to report data to us is online via the Report Results tab.

## Reporting your Sales Results

Go to the **Report Results** tab. The screen will then default to 'My Listings' and you will see a list of the properties you currently have on RealestateView. To report a sales result, go to the **Select** button for the relevant property.

*\*Please note: if you intend to report your data online, make sure you report the result online **first**, before archiving / deleting the property from your multiloader.*



	Home	Property Search	CMA Report	Rentals Search	Report Results	My Account	Agent Profiles	Help	Logout
	My Listings	Enter Property Sales Data	Recently Reported						
Report Sales Results > My Listings									
If you list properties on RealestateVIEW.com.au, your current listings will appear in this list here. To report one of these as sold, simply click the "select" button next to that address - the address, description and other details will be filled in automatically.									
	Address	Price	Date Listed	Property Type	Land Area	Build Area	Year		
Select	636 Blackburn Rd NOTTING HILL 3168	Contact Agent	24/06/2013	Apartment			1	1	
Select	15 Ellis Park Av MULGRAVE 3170	Contact Agent	01/08/2013	House	427 sqm.		4	2	
Select	3 Bernie Smith St MULGRAVE 3170	Contact Agent	01/08/2013	House	318 sqm.		3	2	

Most of the property details will already be populated, meaning the minimum required is the Method of Sale, Sale Date and Sale / Passed in Price. If you would like to provide more detailed information, go to **More Options** in the bottom right.

Unit No. / Street No. 100 Street Address Ellis Park Av, MULGRAVE - Vic

Report your sales data... Clear

Property Type: HOUSE

Bedrooms: 4 Rooms: 6 Bathrooms: 2 Carports:

Land Area: 427 sqm. Land Type: Nothing selected

Property Description: An amazing opportunity awaits... Here is your chance to be a part of Mirvac's prestigious home on Waverley Parks doorstep! You will find a large open plan lounge and dining, spacious modern kitchen and large island bench, plus an adjoining meals/family area. Upstairs there are 4 good sized bedrooms (master with built in robes and ensuite), central family bathroom and downstairs powder room. Situated on a corner block

Method of Sale: Private Sale

Publish in Media: Yes, publish my sale

Sale Date: 22 November 2013

Sale/Passed in Price: \$ 700,000

Auction Date:

Settlement:

Conjunctional Agent:

Later Offer: \$

Reserve Price: \$

More Options

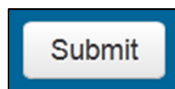
# PROPERTY DATA QUICK GUIDE:

The **More Options** Screen contains fields such as “Listing Agent,” “Lot Number,” “Year Built” and “Rural Land Area.”

The 'More Options' form contains the following fields:

- Listing Agent:** Text input field.
- Garages:** Text input field.
- Storeys:** Text input field.
- Year Built:** Text input field.
- Map Ref:** Text input field (pre-filled with '80 J 4').
- Walls:** Dropdown menu (pre-filled with 'Nothing selected').
- Roof:** Dropdown menu (pre-filled with 'Nothing selected').
- House Style:** Dropdown menu (pre-filled with 'Nothing selected').
- Condition:** Dropdown menu (pre-filled with 'Nothing selected').
- Rural Land Area:** Text input field with unit 'ha.'.
- Building Area:** Text input field with unit 'sqm.'.
- Front Dimension:** Text input field with unit 'm.'.
- Side Dimension:** Text input field with unit 'm.'.
- Lot Number 1, 2, 3:** Text input fields.
- Volume 1, 2, 3:** Text input fields.
- Plan Number 1, 2, 3:** Text input fields.
- Certificate Title:** Text input field.
- Block Number:** Text input field.
- Parish:** Text input field.
- Crown Allotment:** Text input field.
- Study:** Dropdown menu.
- Furnished:** Dropdown menu.
- Owner Occ.:** Dropdown menu.

Once you have filled out all the relevant fields, hit **Submit**.



If you do not list any properties on RealestateView, but would still like to report your results to us online, go to the **Report Results** tab and select **Enter Property Sales Data**. Fill out all the required information and select **Submit**.

The 'Report Results' tab is highlighted with a red box. Below it, the 'Enter Property Sales Data' form is visible. The form has a blue header with the text 'Enter a property address...'. Below this, there are input fields for 'Unit No.', 'Street No.', and 'Street Address' (pre-filled with 'e.g. Camberwell Rd, Camberwell 3124 VIC'). Below these fields is a section titled 'Report your sales data...' with a 'Clear' button. This section contains several dropdown menus and text input fields:

- Property Type:** Dropdown menu (pre-filled with 'Nothing selected').
- Method of Sale:** Dropdown menu (pre-filled with 'Nothing selected').
- Publish in Media:** Dropdown menu (pre-filled with 'Yes, publish my sale').
- Bedrooms:** Text input field.
- Rooms:** Text input field.
- Bathrooms:** Text input field.
- Carparks:** Text input field.
- Land Area:** Text input field with unit 'sqm.'.
- Land Type:** Dropdown menu (pre-filled with 'Nothing selected').
- Sale Date:** Text input field with a calendar icon.
- Publish this weekend:** Checkbox.
- Sale/Passed in Price:** Text input field with a dollar sign.
- Disclose price in media:** Checked checkbox.