

How to Use the Vacancy Counter Report in REST Professional

Overview

The Vacancy Counter Report can be produced to provide a list of available or upcoming rentals to prospective tenants. The report includes photos, advertising details, the property address, property descriptions and the vacancy date. Properties marked as “not for relet” or as “being renovated” are not included on this report.

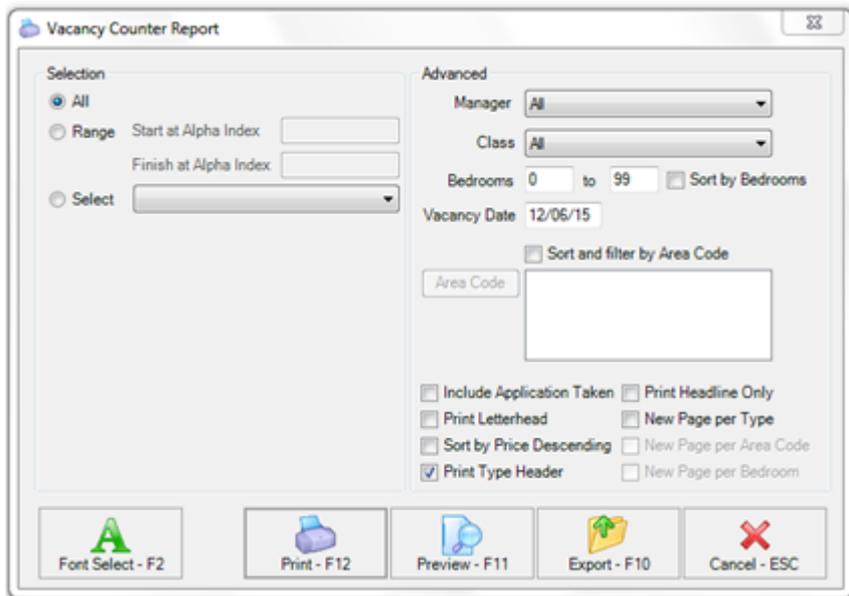
All information and images that appear on this report are generated from the advertising tab of the Property card including the most recent two open/inspection times.

This document will cover:

- How to generate the Vacancy Counter Report including definitions
- Example of Vacancy Counter Report

How to Generate the Vacancy Counter Report (including definitions)

1. Go to **Reports > Properties > Vacancy Counter Report**
2. Select your criteria:
 - **All** - To display all available properties
 - **Range** - To display only a range of properties between a specific Alpha
 - **Select** - To display only specific rental properties



3. Select your criteria under **Advanced**. See the table below for more information on the advanced setting options

Manager	<ul style="list-style-type: none"> To print the properties for a particular manager, choose the manager from the dropdown list. Leave as ALL to print all properties regardless of the manager.
Class	<ul style="list-style-type: none"> To print the properties for a particular type, such as Residential, Commercial or Industrial Leave as ALL to print all properties, regardless of the class type.
Bedrooms	<ul style="list-style-type: none"> You may select to print all or only selected properties by bedroom size. To print the report based on bedroom size, select Sort by Bedrooms and enter the values in the fields available. This report uses the Bedrooms entered in the Property > Advert > Details tab
Sort and Filter by Area Code	<ul style="list-style-type: none"> Select Sort and Filter by Area Code to enable area codes to be selected.
Vacancy Date	<ul style="list-style-type: none"> Produces the report with properties that are becoming vacant as at this date. If you wish to print the report for vacant properties only, leave this date as today's date. If you wish to include properties becoming vacant in the next days or weeks, change the date to the appropriate date. Rest will look to the vacate date of the tenant card unless there is a later date on the adverts tab > advertise tab.
Include Application Taken	<ul style="list-style-type: none"> Includes any properties where a Holding Deposit has been received and receipted but the initial rent payment has not been received.
Print Headline Only	<ul style="list-style-type: none"> This prints only the Headline description as shown on the Property Detail Card > Advertising > Headline
Print Letterhead	<ul style="list-style-type: none"> If you are printing the report on letterhead stationery, select this option. Otherwise, REST will use the agency name and address in Company Details.
New Page per Type	<ul style="list-style-type: none"> Prints the report on a separate page for each different type. This is defined from the Property Detail Card > Notes > Property Descriptions > First description (which is defaulted to Dwelling - Apartment, House, Villa)

Sort by Price Descending	<ul style="list-style-type: none"> The report is designed to naturally sort the properties in ascending price order. Selecting Sort by Price Descending will sort the properties in descending price order.
New Page per Area Code	<ul style="list-style-type: none"> Each Area Code will appear on a separate page
Print Type Header	<ul style="list-style-type: none"> The header as defined in "New Page per Type" is shown at the beginning of each relevant section. This is defined from the Property Detail Card > Notes > Property Descriptions > First description (which is defaulted to Dwelling - Apartment, House, Villa)
New Page Per Bedroom	<ul style="list-style-type: none"> Prints the report on a separate page for each different bedroom composition.

4. Click on **Preview-F11** to view or **Print-F12** to print the report

Example of Vacancy Counter Report

Rockend Real Estate
 1 Chandos Street
 ST LEONARDS NSW 2065
 Tel:(02) 9966 0900 Fax:(02) 9966 0922

Apartments



POINT PIPER 3 3 1 \$2,950.00 per month
 15/55 Wolseley Road
 Great apartment in the heart of Point Piper, located on the harbour. This will excite you from the moment you walk in. Call today.

Available Now

Open Day: Monday, 23/11/15 4:15 PM - 4:30 PM
 Wednesday, 25/11/15 1:00 PM - 1:15 PM

NOTE: REST will show up to two inspections/open times on the report

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