

How to Generate the Business Summary Report in REST Professional

Overview

This report produces an MS Excel Spreadsheet which includes all the information required to value your rent roll. The Business Summary Spreadsheet offers the ability to enter the current rent roll multiplier and will calculate the value of the rent roll by multiplying the annual commission by the multiplier. The Spreadsheet also calculates the average monthly rent, annual rent, average management fee %, monthly management fee and annual management fee.

By using the sort and filter capabilities of Excel, you can get reports showing management fees by type of property, number of bedrooms, area code, manger etc.

The numbers of bedrooms, bathrooms, parking and type of property are exported from the advertising details tab on the property screen.

If you have the Holiday Booking Module, a separate worksheet is created for holiday properties within the same Spreadsheet but does not include any totals or averages.

This report is only available in excel format.



This report is only visible and available to users with the highest REST access privileges and to further protect the data, REST adds an entry on the Files Changes Report every time this report is run. If you have enabled sensitive change alerts, an email is sent to warn that this report has been run.

Steps

1. Go to Reports > Other > Business Summary Report
2. Select the relevant search criteria
3. Enter the required rent roll multiplier. REST will calculate the value of the rent roll by multiplying the annual commission by the multiplier.
4. Click on Export F-10 & browse to where you wish REST to save this Spreadsheet once generated, Click save.

Business Summary Report

Selection

Month to Print:

All

Range Start at Alpha Index:

 Finish at Alpha Index:

Select:

Advanced Manager

Class:

Sort and filter by Area Code

Area Code:

Valuation Multiplier:

Display Street Name Only

Include Managers

Include Property Descriptors

Orientation F1 Font Select F2 Printer Select F3

Print - F12 Preview - F11 Export - F10 Cancel - ESC

Business Summary Spread Sheet Example

Business Summary Report.xls - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
	Alpha	Address	Suburb	Rate	Period	Monthly rent	Annual rent	Mngmnt Fee	Monthly Mng Fee	Yearly Mng Fee	Letting Fee
7	BROS25/5	5/25 Brosnan Place	BRIGHTON LE SANDS	\$335.00	W1	\$1,455.65	\$17,467.84	8.00%	\$116.45	\$1,397.43	\$368.50
8	CHANDOS8/1	1/8 Chandos Street	Balmain	\$400.00	W1	\$1,738.10	\$20,857.16	8.00%	\$139.05	\$1,668.57	\$440.00
9	CHANDOS8/2	2/8 Chandos Street	Balmain	\$450.00	W1	\$1,955.36	\$23,464.28	8.00%	\$156.43	\$1,877.14	\$495.00
10	CROWN42	42 Crown Street	Surry Hills	\$0.00	W1	\$0.00	\$0.00	7.00%	\$0.00	\$0.00	\$3,300.00
11	GALL24	24 Gallimore Avenue	BALMAIN EAST	\$340.00	W1	\$1,477.38	\$17,728.56	8.00%	\$118.19	\$1,418.28	\$374.00
12	GIBSON40/1	1/40 Gibson Street	NORTH SYDNEY	\$520.00	W1	\$2,259.52	\$27,114.28	8.00%	\$180.76	\$2,169.14	\$572.00
13	GIBSON40/2	2/40 Gibson Street	NORTH SYDNEY	\$410.00	W1	\$1,781.55	\$21,378.56	8.00%	\$142.52	\$1,710.28	\$451.00
14	GIBSON40/3	3/40 Gibson Street	NORTH SYDNEY	\$2,170.80	M1	\$2,170.80	\$26,049.61	7.00%	\$151.96	\$1,823.47	\$549.54
15	GIBSON40/4	4/40 Gibson Street	NORTH SYDNEY	\$510.00	W1	\$2,216.07	\$26,592.84	7.00%	\$155.12	\$1,861.50	\$561.00
16	HOSK14/28	28/14 Hosking Street	BALMAIN EAST	\$535.00	W1	\$2,324.70	\$27,896.44	7.00%	\$162.73	\$1,952.75	\$588.50
17	HUDSON10/1	Suite 1 / 10 Hudson Street	ST LEONARDS	\$1,276.50	M1	\$1,276.50	\$15,317.99	8.00%	\$102.12	\$1,225.44	\$323.15
18	HUDSON10/2	Suite 2 / 10 Hudson Street	ST LEONARDS	\$13,636.36	M1	\$13,636.36	\$163,636.33	8.00%	\$1,090.91	\$13,090.91	\$3,452.05
19	HUDSON10/3	Suite 3 / 10 Hudson Street	ST LEONARDS	\$1,598.50	M1	\$1,598.50	\$19,181.99	8.00%	\$127.88	\$1,534.56	\$404.66
20	HUDSON10/4	Suite 4 / 10 Hudson Street	ST LEONARDS	\$1,879.50	M1	\$1,879.50	\$22,554.01	8.00%	\$150.36	\$1,804.32	\$475.79
21	HUDSON10/5	Suite 5 / 10 Hudson Street	ST LEONARDS	\$1,600.00	M1	\$1,600.00	\$19,199.99	8.00%	\$128.00	\$1,536.00	\$405.04
22	KENT78/207	207/78 Kent Street	SYDNEY	\$410.00	W1	\$1,781.55	\$21,378.56	7.00%	\$124.71	\$1,406.50	\$451.00
23	LAVE25	25 Lavender Street	LAVERNER BAY	\$2,911.31	M1	\$2,911.31	\$34,935.72	7.00%	\$203.79	\$2,445.50	\$1,320.00
24	LOUISA16/7	7/16 Louisa Road	BIRCHGROVE	\$350.00	W1	\$1,520.83	\$18,250.00	7.00%	\$106.46	\$1,277.50	\$350.00
25	LOUISA24/8	8/24 Louisa Road	BIRCHGROVE	\$425.00	W1	\$1,846.73	\$22,160.72	7.00%	\$129.27	\$1,551.25	\$467.50
26	MANN32	32 Manning Street	QUEENS PARK	\$850.00	W1	\$3,693.45	\$44,321.44	8.00%	\$295.48	\$3,545.72	\$935.00
27	MORT25	25 Mort Street	BALMAIN	\$430.00	W1	\$1,868.45	\$22,421.44	8.00%	\$149.48	\$1,793.72	\$473.00
28	PAC1168/22	22/168 Pacific Highway	Artarmon	\$600.00	W1	\$2,607.14	\$31,285.72	8.00%	\$208.57	\$2,502.86	\$660.00
29	SHORT88	88 Short Street	BIRCHGROVE	\$540.00	W1	\$2,346.43	\$28,157.16	8.00%	\$187.71	\$2,252.57	\$594.00
30	TRAF264	264 Trafalgar Street	ANNANDALE	\$430.00	W1	\$1,868.45	\$22,421.44	7.00%	\$130.79	\$1,569.50	\$473.00
31	VIEW172	172 View Street	ANNANDALE	\$390.00	W1	\$1,694.64	\$20,335.72	8.00%	\$135.57	\$1,626.86	\$429.00
32	VIEW24/5	5/24 View Street	Annandale	\$550.00	W1	\$2,389.88	\$28,678.56	8.00%	\$191.19	\$2,294.28	\$605.00
33	WARA10/1	1 / 10 Waratah Street	KIRIBILLI	\$460.00	W1	\$1,998.81	\$23,985.72	8.00%	\$159.90	\$1,918.86	\$506.00
34	WELLS19	19 Wells Street	BALMAIN	\$680.00	W1	\$2,954.76	\$35,457.16	7.00%	\$206.83	\$2,482.00	\$748.00
35	WOLS55/15	15/55 Wolsley Road	POINT PIPER	\$2,830.00	M1	\$2,830.00	\$33,960.00	9.00%	\$254.70	\$3,056.40	\$716.42
36	WOLS55/24	24/55 Wolsley Road	POINT PIPER	\$2,250.00	M1	\$2,250.00	\$27,000.00	9.00%	\$202.50	\$2,430.00	\$1,139.18
37	WYLDE3A	3A Wylde Street	POTTS POINT	\$2,120.00	M1	\$2,120.00	\$25,439.99	7.00%	\$148.40	\$1,780.80	\$0.00
38	WYLDE4	4 Wylde Avenue	Potts Point	\$750.00	W1	\$3,258.93	\$39,107.16	8.00%	\$260.71	\$3,128.57	\$750.00
39	TOTAL (37)					\$86,824.90	\$1,041,898.98		\$6,724.90	\$80,699.00	
40											
41	Average Per Property					\$2,346.62	\$28,159.43	7.68%	\$181.75	\$2,181.05	
42	Average less Not for Relet					\$2,346.62	\$28,159.43	7.68%	\$181.75	\$2,181.05	
43	Yearly Mng Fee by Multiplier of \$0.0000									\$0.00	
44											
45	Reported Period: April 2013										
46											

Sheet1 | Sheet2 | Sheet3