How to Use the Property Vacancy Report in REST Professional

Overview

The Property Vacancy Report produces a list of properties that are vacant or are becoming vacant as at the entered date. Properties marked as 'not for relet' or as 'being renovated' are not included on this report. The list includes the property address, owner details, property descriptions, vacancy date and key number.

Steps

1. Go to Reports > Properties > Property Vacancy Report
2. Select your Criteria under Advanced

Manager - 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 - You may choose to print all properties, or select from the list and print Residential, Commercial, Holiday, Industrial or Common properties only.

Vacancy Date - REST uses this date to include properties that are becoming vacant as at this date.

Include Occupied - Tick this check box if you would like to run this report for all properties not just those that are vacant.

Sort and Filter by Area Code - Tick this check box if you use area codes and you would like to sort this

report using the area codes filter

3. After your criteria has been selected click on Preview-F11 or to print click on Print-F12

Example of Vacancy Report

V A C A N C Y   R E P O R T   F O R   P R O P E R T I E S   V A C A N T   A T   10/09/13

For All Managers   From: 1 to: ZZZZZZZZZ - Residential

Property Alpha Index & Address	Property Description		Rent		Status
BROS25/5 5/25 Brosnan Place BRIGHTON LE SANDS NSW 2216 Manager: Clark Property Off:BG	DWELLING BEDROOMS WATER SAVING BATHROOMS FEATURES GENERAL Area Code	Apartment 2 non water saving 1.5 Water Views Close to Shops Brighton Le Sands	Rent Ok to Re-Let Authority Key Type Code	310.00 W1 Y 17/10/06 A	FOX Vacant since 01/12/10 1014 days
GIBSON40/3 3/40 Gibson Street NORTH SYDNEY NSW 2060 Manager: Clark Property Off:BG	DWELLING BEDROOMS WATER SAVING BATHROOMS FEATURES GENERAL Area Code	Apartment 1 + Study Street 1 Swimming Pool CBD Location North Sydney	Rent Ok to Re-Let Authority Key Type Code	240.00 W1 Y 21/02/03 64 A	DAVIS Vacant since 12/03/09 1643 days
	OLDER STYLE 2 BEDROOM UNIT WITH REAR NORTH FACING DECK				
LOUISA24/8 8/24 Louisa Road BIRCHGROVE NSW 2041 Manager: Lois Assistant PM:MM, Leasing Off.:BL Property Off:BG	DWELLING BEDROOMS WATER SAVING BATHROOMS FEATURES GENERAL Area Code	Apartment 2 non water saving 1 Water Views Close to Village Birchgrove	Rent Ok to Re-Let Authority Key Type Code	425.00 W1 Y 09/10/05 56 A	PORTMAN Vacant since 24/10/06 2513 days
WYLDE2A 2A Wylde Street POTTS POINT NSW 2011 Manager: Clark Assistant PM:MM, Leasing Off.:BL Property Off:BG	DWELLING BEDROOMS WATER SAVING BATHROOMS FEATURES GENERAL Area Code	Apartment 2 Security 2 Harbour Views Close to CBD Potts Point	Rent Ok to Re-Let Authority Key Type Code	1700.00 W1 Y 09/10/05 10 A	No tenant Vacant since unknown

Number of items - 4

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