



How to Generate the Property Detail Report in REST Professional

Overview

You can print a Property Detail Report which will list details in the Property alpha index order. The information on this report includes, Property address, Owner name, GST start dates for fees, supervision and disbursement fees, rental rate, key numbers etc.

Steps

1. Go to **Reports > Property > Detail Report**

NOTE: If the sensitive change alert is setup, a warning will appear to advise you are about to run a sensitive report and if you continue it will record the date, time and user on the File Changes report and also send a sensitive alert email. For more information, please see document '**Sensitive Change Alert Setup and Use in REST Professional**'. Select **Yes** to continue

2. Enter the selection criteria:

- Month to print – select the required month
- Status - From the drop down menu, select from Active, Archived, All etc
- Range - Select from All, Range or Select a property
- Manager - Select the Property Manager to view individual portfolio or leave as All to view all properties
- Class - You may choose to print all properties, or select form the list and print: -
 - Residential properties only
 - Commercial properties only
 - Holiday properties only.
 - Industrial properties only

- Tick box – Select the tick box to Sort and Filter by area code

3. Click **Print-F12** or **Preview-F11**

PROPERTY DETAIL REPORT												
For All Managers											From: 1 to: ZZZZZZZZZZ - All Properties	
Active Status: Active												
Property Account / Owner	Report Order	Ch Let Fee	OK to Let	Authority Date	Rent M/F	Ten.Inv Comm	Supervn Disb Fee	% ?	Exp Limit	Mgr	Rent	
ARCH34 34 Archer Street ANNANDALE NSW 2038	1	Y	Y	01/07/07	7.00	0.00	0.00	N	0.00	CK	2850.00 M1	
Key: 16 GST Chargeable From: 26/06/07 Letting Fee: 1.5 week(s) 1082.22 Modern 3 bedroom, 2 bathroom house in quiet street Minutes to schools and shops. Perfect family home. Patrick Dempsey Inspecting Agent CK Repairs: BL Lett Clerk: BG												
BAY23/04 4/23 Bay Street BALMAIN NSW 2041	1	Y	Y	30/08/03	8.00	0.00	0.00	N	300.00	CK	520.00 W1	
Key: 46 GST Chargeable From: 01/07/00 Letting Fee: 1 week(s) 572.00 Modern 2 bedroom unit minutes to Balmain Village. Built ins, brand new bathroom, modern kitchen. Sharon Stone Inspecting Agent CK Repairs: BL Lett Clerk: BG Inspection Fee: 25.00												
BEACH96 96 Beach Street COOGEE BEACH NSW 2034	1	Y	Y	09/09/05	8.00	0.00	0.00	N	0.00	CK	430.00 W1	
Key: 42 GST Chargeable From: 09/10/02 Letting Fee: 1 week(s) 473.00 Colin Firth Inspecting Agent CK BDM:MM Repairs: BL Lett Clerk: BG Inspection Fee: 25.00												
BILLY22/6 6/22 Billyard Avenue Elizabeth Bay NSW 2011	1	Y	Y	27/10/15	8.00	0.00	0.00	N	0.00	CK	1200.00 W1	
Key: 300 GST Chargeable From: 01/07/05 Letting Fee: 1 week(s) 1320.00 Deony Olson Inspection Fee: 50.00												

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