



## How to Generate the Owners/Tenants by Property Report in REST Professional

This report will show you the contact information for the owner and tenant for each property and will be listed in property order. If you would like to monitor who runs this report, you may set up a system option so that REST displays a warning when the report is run and records the date and operator name in the File Changes Report. If the option for sensitive alerts is on, an email will be sent to the email address chosen for alerts, for more information on setting up this alert, please see document [Sensitive Change Alert Setup and Use in REST Professional](#)

This report will include Property Alpha, Property Address, Key numbers, Owner details and Tenant Details,

### Steps

1. Go to **Reports > Property > Owners / Tenants by Property**
2. If the sensitive change alert is setup, a warning will appear to advise you are about to run the sensitive report and if you continue it will record the date, time and operator under on the File Changes report and also send a sensitive alert email. Select **'Yes'** to continue
3. Enter the selection criteria:
  - **Month to Print** – Select the month you require to print the report for
  - **Status** – Select from Active, Archived, All Properties
  - **Manager** – Select All, or select a property manager
  - **Class** – Residential, Commercial, Holiday (if applicable) industrial etc.
  - **Sort and filter by area code** – Select an area code if area codes are setup
  - **Include all tenant contacts** – this will include primary, lease, accounts and repairs contacts
4. Click **Print-F12** or **Preview-F11**

PROPERTY CONTACT REPORT

For All Managers  
 Active Status: Active  
 Property Account

From: 1 to: ZZZZZZZZZZ - All Properties

Property Account	Owner	Tenant
ARCH34 34 Archer Street ANNANDALE NSW 2038 Key No. 16	Patrick Dempsey 128 Glebe Point Road GLEBE NSW 2037 (H) 02 95 17 45 89 (W) 02 92 35 47 85 (M) 0407 642 158 (F) (E) support@rockend.com.au	Heather Locklear (H) 02 94 50 76 89 (W) 02 92 37 89 78 (M) 0419 085 6 45 (F) 02 92 37 89 77 (E) heather@melrose.com.au fo (H) (W)
BAY23/04 4/23 Bay Street BALMAIN NSW 2041 Key No. 46	Shaion Stone 23 Crystal Street NEWTOWN QLD 4305 (H) 07 69 45 35 26 (W) 07 69 87 88 77 (M) 0412 454 3 47 (F) 07 69 87 88 88 (E) support@rockend.com.au	Brad Pitt & Angelina Jolie (H) 9966 879 0 (W) 9966 543 5 (M) 0419 987 6 87 (F) 9966 543 3 (E) bradp@troy.com
BEACH96 96 Beach Street COOGEE BEACH NSW 2034 Key No. 42	Colin Flith 95 Florida Road PALM BEACH NSW 2108 (H) (02) 99 58 74 58 (W) (02) 92 38 54 78 (M) 042 4 897 5 68 (F) (E) support@rockend.com.au	Clive Owen (H) 02 93 68 73 13 (W) (M) 041 4 619 4 72 (F) (E) owen@casinogroupe.com.au gfdz (H) (W)
BROS25/11 11/25 Brosnan Place BRIGHTON LE SANDS NSW 2216 Key No. 27	Cate Blanchett 24 Ocean Road WOOLLAHRA NSW 2025 (H) (02) 93 26 99 25 (W) (02) 93 26 99 45 (M) 041 4 613 8 29 (F) (E) support@rockend.com.au	Jessica Simpson (H) (W) (E) jess@hazardcounty.com

08/07/2016 12:20 pm AEST