

## Benefit

Ownership and Sales Reports are a quick and easy way to work around the website.

## Features

- Generate a report of all Sales in a street/suburb/LGA/or on a Plan
- Generate a report of all properties in a street/suburb/LGA with ownership info
- Export data to Excel

## Reports

1. Select 'Reports' under the Search Menu.
2. 'Specify Report Type' - Sales or Ownership.
3. Type details in either 'Search by Street' or 'Search by Area'. You also have the option to search by LGA, Plan or Building Name.
4. Under 'Refine Search' add your search criteria (date range, sale prices, land size etc) under either the 'Simple Search' or 'Advanced Search' tab. Leave the sale dates blank to get a list of all sales for the past 25 years.
5. Choose to do an 'Advanced Search' which allows you to search by Land Use and/or Zoning. Click Go.

## Refine Search

6. Once the Search Results display you can:
  - Click individual properties to get to the Property Report
  - Click 'Tools' to shortcut to specific task within PriceFinder e.g Maps, CMA, Phone etc
  - Click 'Print Page & Export Options' and select 'Print Current View' or 'Export to Excel'.