PropertyHUB User Guide

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1. Purpose

This document has been released to coincide with the release of the newly redeveloped Property HUB v2.0 and is intended to be used as a quick reference user guide.

The major drive for the redevelopment of the PropertyHUB platform is creating a Broker centric, central portal for all mortgage originations, to all lenders across the country. The new site continues to provide all users with property valuation ordering, whilst allowing RPP subscribers to leverage their property data analytics and insights all in one central location.

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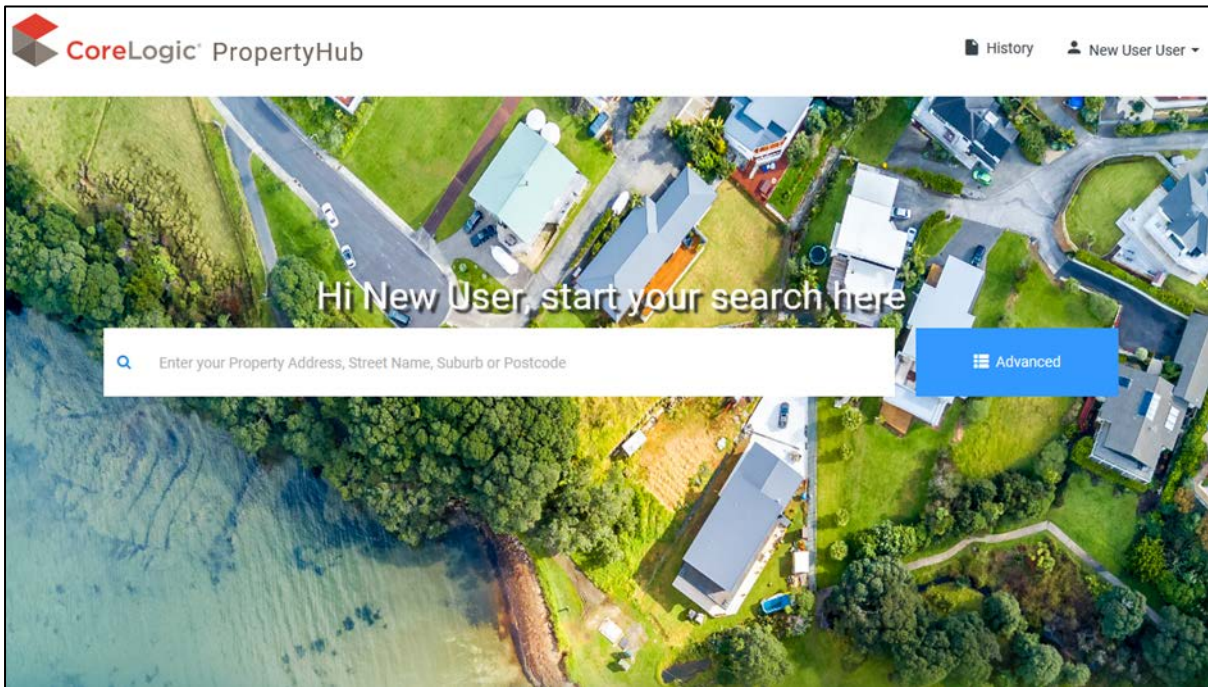
2. Accessing the PropertyHUB

https://propertyhub.corelogic.asia/

The first screen you will see when landing on the PropertyHUB website is a small window asking for your email address. After you type in your email address, the website will check to see if you have an RPP subscription associated with that address.

If you do have an RPP Subscription, you will be diverted to the login screen. If you do not have an RPP Subscription, you will be diverted to the registration screen, and you can

create a new PropertyHUB user profile.

2.1. RPP Subscribers

Using your existing RPP Username and Password you can log into the new PropertyHUB platform. If you can't remember what your RPP login credentials are, you can use the 'forgot you username or password' option.

2.2. Non RPP Subscribers

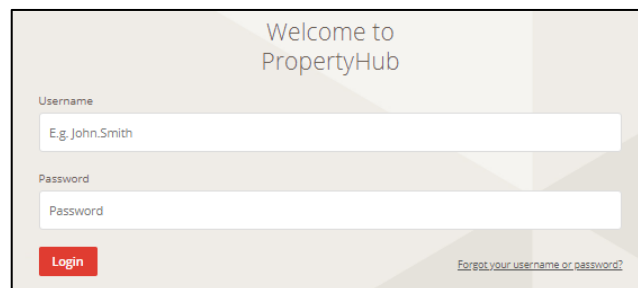If you do not have an existing RPP subscription, you will be prompted to create a new PropertyHUB user profile.

2.3. First login

When accessing the site for the first time, the terms and conditions are presented for your acceptance. These are the conditions CoreLogic provide for accessing the site. Please read carefully the terms and accept at the bottom of the page.
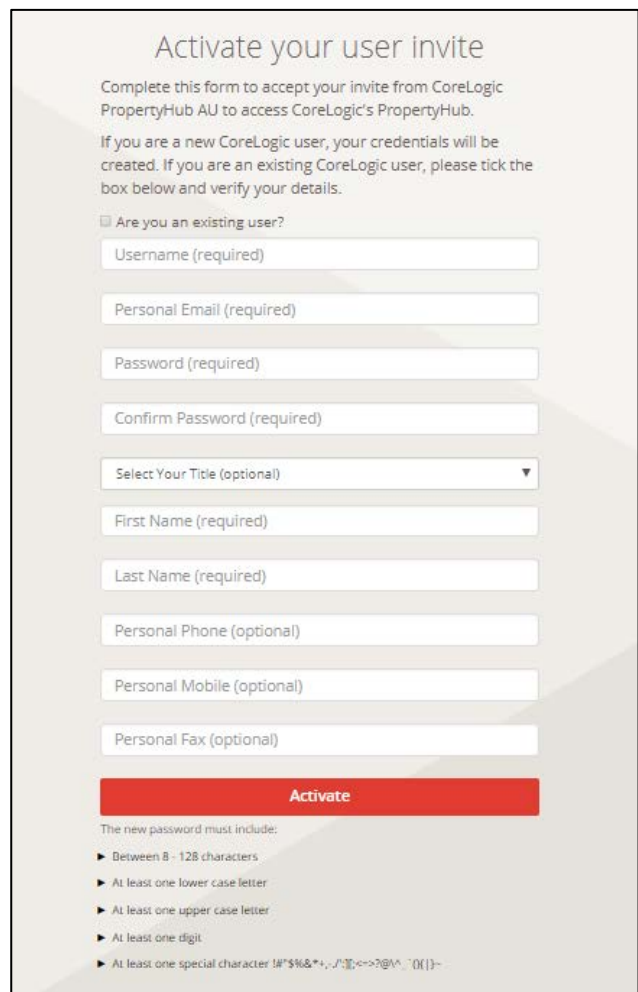
An aggregator selection question will then appear. If you do not have an aggregator association, or your institution does not appear in the drop down box, the popup box can be closed.

3. Ordering a New Valuation

3.1. Address Selection

After typing in your required property address, you will land on the property information screen. This screen will display different information to users who have an RPP subscription, compared to users who do not have an RPP subscription. For users who have an RPP subscription the PropertyHUB now displays extensive readily-available information on the property and surrounding suburb. This means RPP users can now utilise data regarding comparable properties, market trends, local demographics, school catchment zones, interactive maps, suburb reports, and so much more!

With RPP Subscription


Without RPP subscription

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Regardless of if you do or Do Not have an RPP Subscription, all Property HUB users can order property
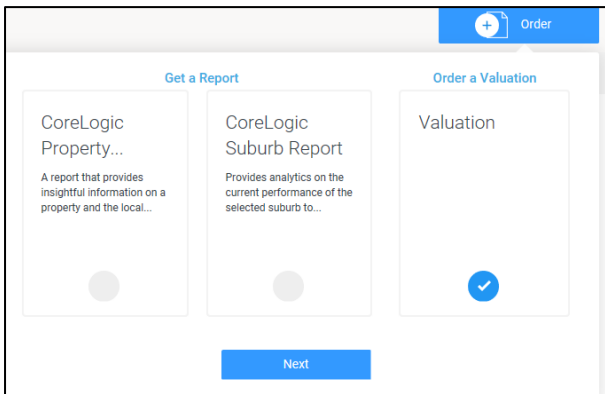
Valuations by clicking on the blue 'Order' button.

3.2. Lender Selection

The next screen will ask you to select which lender you are lodging the valuation request for. Choosing a lender is new feature for the PropertyHUB and several institutions are presented on the site. If the financial institution appears on this screen you can select it and proceed with the valuation request. If you have not yet ordered a valuation for the lender within the new PropertyHUB, you will need to first register / request authorisation from the lender.
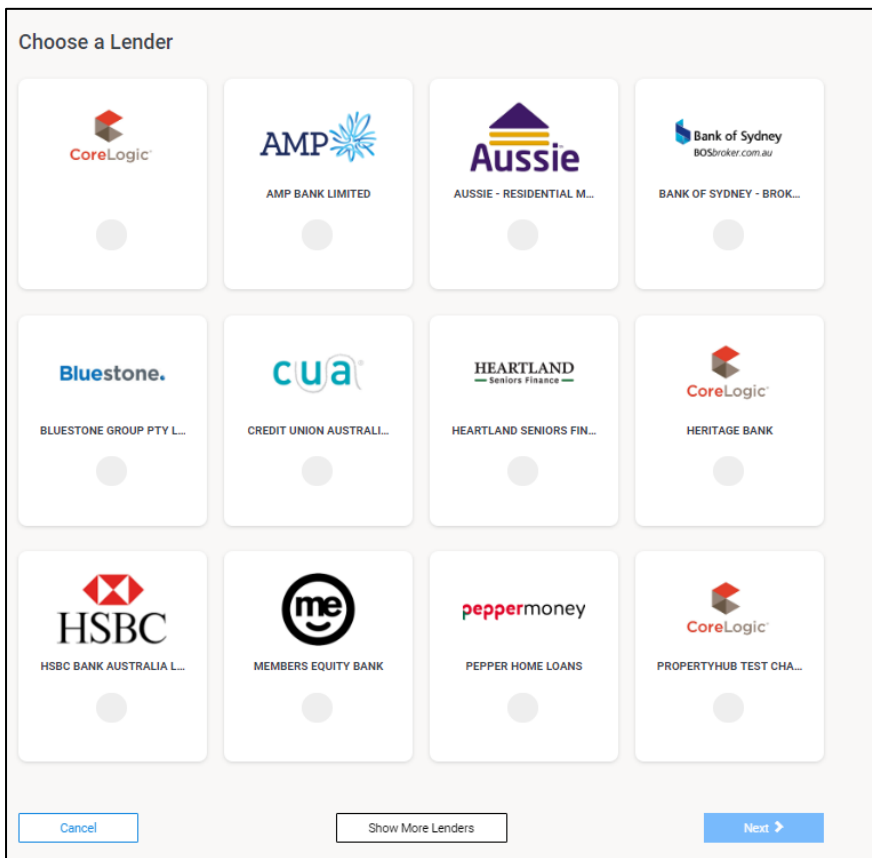
3.3. Business Rules

Business rules are not utilised by all clients, but for those who do employ a business rules file, the PropertyHUB will determine the most appropriate service type for you, based on the information you input. For Clients who do not use business rules, fewer questions will be asked and the user will be able to select the service type themselves.

With Bussiness Rules

Business Rules Questions

Tell us about the property and loan
By answering the questions accurately you will help ensure that the valuation type you ordered is correct and does not need re-processing later.

Property Information

Property Type *	Please select... ▼
Owners Estimated Value / Purchase Price *	

Loan Information

Total Loan Amount *	Calculated LVR Ratio: -%
Loan Purpose (for this security only) *	Please select... ▼
Are there multiple Securities *	○ Yes ○ No
Application ID	

Do any of these apply?
- ☐ Low Doc Loan
- ☐ DHA / NRAS
- ☐ Leasehold Estate Security
- ☐ Off The Plan
- ☐ Display Home
- ☐ Company Title
- ☐ Not Habitable e.g. no kitchen, bathroom
- ☐ Property Size is less than 40m2 or greater than 2ha
- ☐ Property Being Purchased IS NOT Arm's Length / Or is Without Intervention of a Real Estate Agent
- ☐ Non-residential e.g. commercial, mixed use
- ☐ Development Site where the Estimated Value is on the basis of a subdivision
- ☐ Property size is greater than 40ha
- ☐ Self Managed Superannuation Fund
- ☐ Serviced / Managed Apartment, or Studio Apartment
- ☐ Student Style Accommodation
- ☐ Multiple Dwellings on a Single Title (n.b. 3 or more properties are classed as commercial property)

Cancel   Next >

Without Bussiness Rules

Business Rules Questions

Tell us about the property and loan
By answering the questions accurately you will help ensure that the valuation type you ordered is correct and does not need re-processing later.

Property Information

Property Type *	Please select... ▼
Property Value *	

Cancel   Next >

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3.4. Instruction Details.

This screen is where you enter in any information you want to go through to the valuer such as:

➢ Borrower name
➢ Inspection contacting details
➢ Additional documents
➢ Additional comments

Instruction Details

Customers

First Name *

Last Name *

Phone Numbers

Email

Access Contacts

☐ Copy Customer Details

First Name *

Last Name *

Company Name

Phone Numbers *

Email

Attachments

Select document to upload.   Browse

Description

Comments

Comment

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3.5. Payment

Lenders will have varying payment methods applicable. Whilst some lenders process billing via a monthly account, most lenders process billing by requesting card details for Payment. If your lender's chosen billing method is on account, you will simply be asked for who to issue a copy invoice to.

If your lender's chosen billing method is by credit card, you will be asked to input credit card details.

3.6. Order Conformation

After progressing through the billing screen you will land on the conformation screen. You can access this at any time through the 'History' tab, and if the lender has enabled email notifications, you should also receive an automated email with this conformation included.
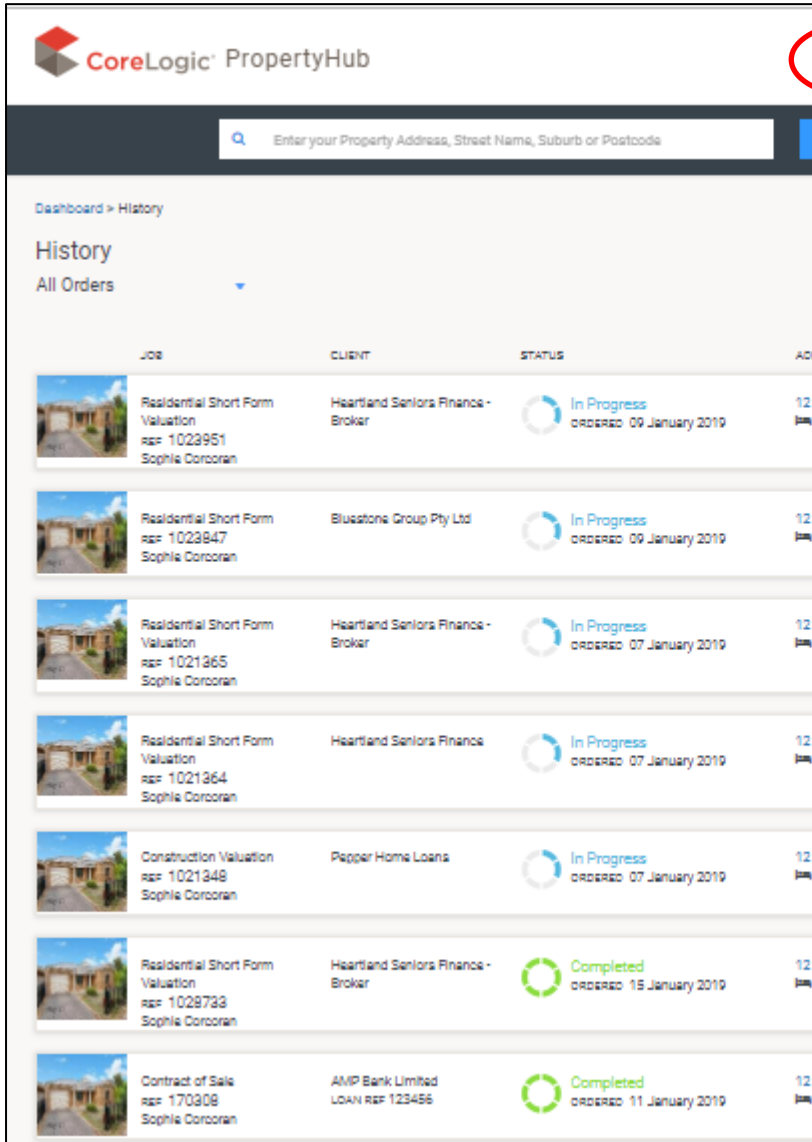
4. History Tab

New to the PropertyHUB V2.0 is the History tab. This feature will now enable users to review their prior orders and manage jobs through until completion. This will eliminate the need to use other sites (such as val-status) to check or update valuation requests.