



# PropertyHUB User Guide



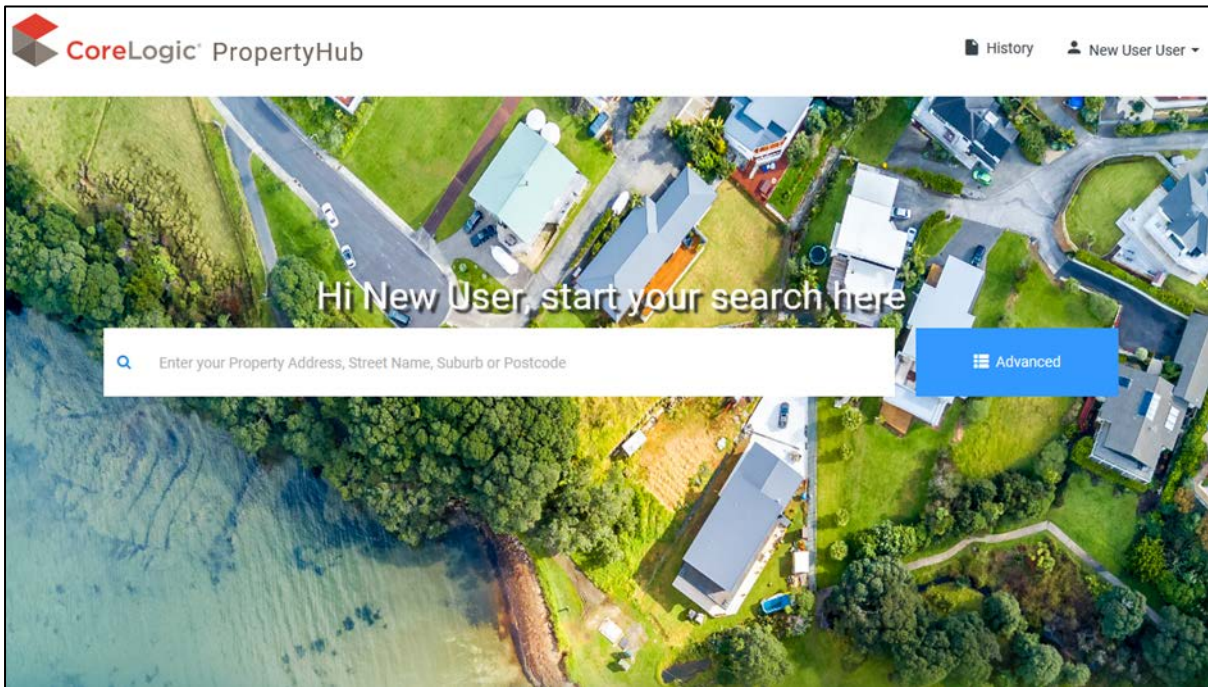
## Table of Contents

|                                 |    |
|---------------------------------|----|
| 1.0 Purpose .....               | 3  |
| 2.0 Accessing PropertyHUB ..... | 4  |
| 2.1. RPP Subscribers .....      | 4  |
| 2.2. Non RPP Subscribers .....  | 4  |
| 2.3. First Time Login .....     | 4  |
| 3.0 Ordering a Valuation .....  | 5  |
| 3.1. Address Selection .....    | 5  |
| 3.2. Lender Selection.....      | 6  |
| 3.3. Business Rules .....       | 7  |
| 3.4. Instruction details .....  | 8  |
| 3.5. Payment .....              | 9  |
| 3.6. Order Conformation .....   | 10 |
| 4.0 History tab .....           | 11 |

# 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.



## 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 your 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.

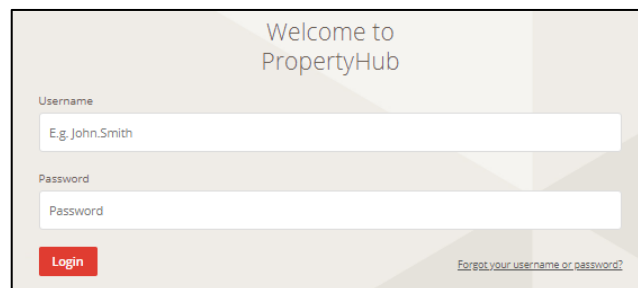
### 2.3. First login

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.

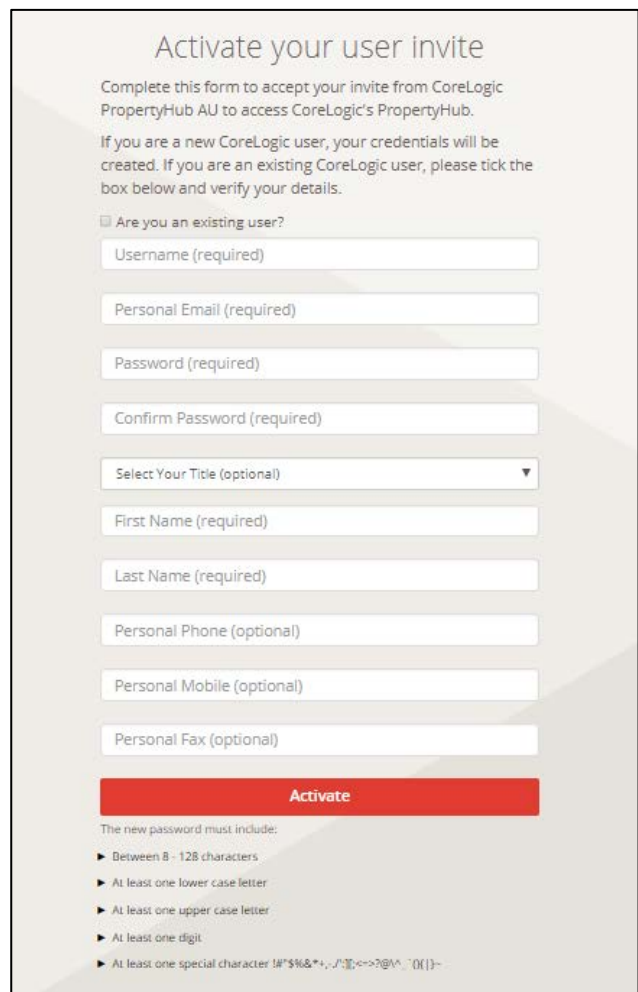
An aggregator selection question will then appear. If you do not have an aggregator association, or your institution does not appear in the drop down box, the popup box can be closed.



The image shows a login screen with the CoreLogic logo at the top. Below the logo is a text input field labeled "Email Address:" and a blue "Login" button.



The image shows a login screen titled "Welcome to PropertyHub". It features a "Username" field with the example "E.g. John.Smith", a "Password" field, and a red "Login" button. A link for "Forgot your username or password?" is located at the bottom right.



The image shows a registration screen titled "Activate your user invite". It includes instructions for new and existing users. A checkbox asks "Are you an existing user?". Below are several input fields: "Username (required)", "Personal Email (required)", "Password (required)", "Confirm Password (required)", "Select Your Title (optional)" (a dropdown menu), "First Name (required)", "Last Name (required)", "Personal Phone (optional)", "Personal Mobile (optional)", and "Personal Fax (optional)". A red "Activate" button is at the bottom. Below the button, it states "The new password must include:" followed by a list of requirements: "Between 8 - 128 characters", "At least one lower case letter", "At least one upper case letter", "At least one digit", and "At least one special character".

## 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

The screenshot shows the PropertyHub interface for the address 12 Warren Street Angle Park SA 5010. The user is logged in as Sophie Corcoran. The interface displays a search bar with the address, a navigation menu, and a main content area. The main content area includes a property photo, a map, and detailed information about the property.

**Property Insights**

12 Warren Street Angle Park SA 5010

Property Type: House  
Development Zone: Residential

300m<sup>2</sup> | 110 m<sup>2</sup>

**Last Sold for \$367,000**  
Consideration Represents Whole Interest For Property

Settlement Date: 20 Jul 2017  
Sold By: Ouivens Casserly  
Adelaide Henley Beach - Rla  
275403

Land Use: House

**Valuation Estimates**

Valuation Estimate | Rental Estimate

High Confidence

Low Estimate High  
\$375k \$412k \$449k

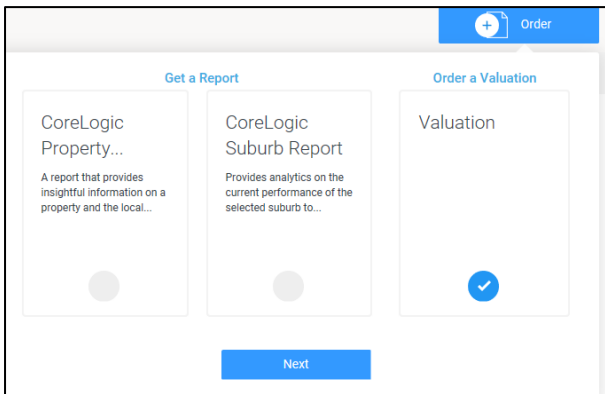
#### Without RPP subscription

The screenshot shows the PropertyHub interface for the address 12 Warren Street Angle Park SA 5010. The user is logged in as Sophie Corcoran. The interface displays a search bar with the address, a navigation menu, and a main content area. The main content area includes a property photo, a map, and detailed information about the property.

**Research access is not available for 12 Warren Street Angle Park SA 5010. To unlock the value of PropertyHub with an RP Data Professional subscription, please contact our customer.success@corelogic.com.au or phone 1300 734 318 (please select option 2). For a free 14-day trial please quote promo code Hub2.0.**

# PropertyHub User Guide

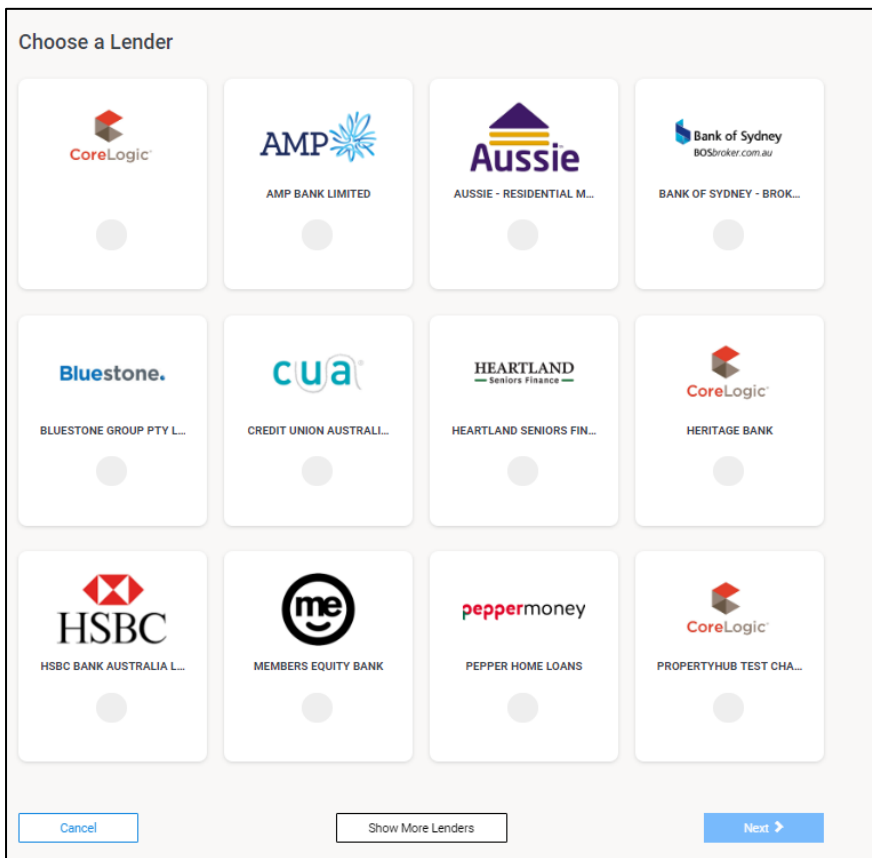
Regardless of if you do or Do Not have an RPP Subscription, all Property HUB users can order property



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 Business 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 \*

Owners Estimated Value / Purchase Price \*

**Loan Information**

Total Loan Amount \*  Calculated LVR Ratio: -%

Loan Purpose (for this security only) \*

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)

#### Without Business 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 \*

Property Value \*

### 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.   
Description

**Comments**  
Comment



### 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.

**Payment**

**Tax Invoice**

First Name \*


Last Name \*

Email \*

[← Back](#) [Cancel](#) [Next >](#)

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

**Payment**



**Credit Card Verification Only**

Amount: **\$330.00**

**Credit Card Payment**

Credit Card Verification






Card Number:\*

Cardholder Name:\*

Expiry Date:\*

Security Code (CVC):  [What is this?](#)

[Verify Card](#)


POWERED BY     

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### 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.

 **Your Order is Confirmed**  
We will let you know the status of your valuation

**Residential Short Form Valuation - Reference Number 175201**

**OWNERS ESTIMATE VALUE:** \$450000 **LOAN PURPOSE:** Purchase

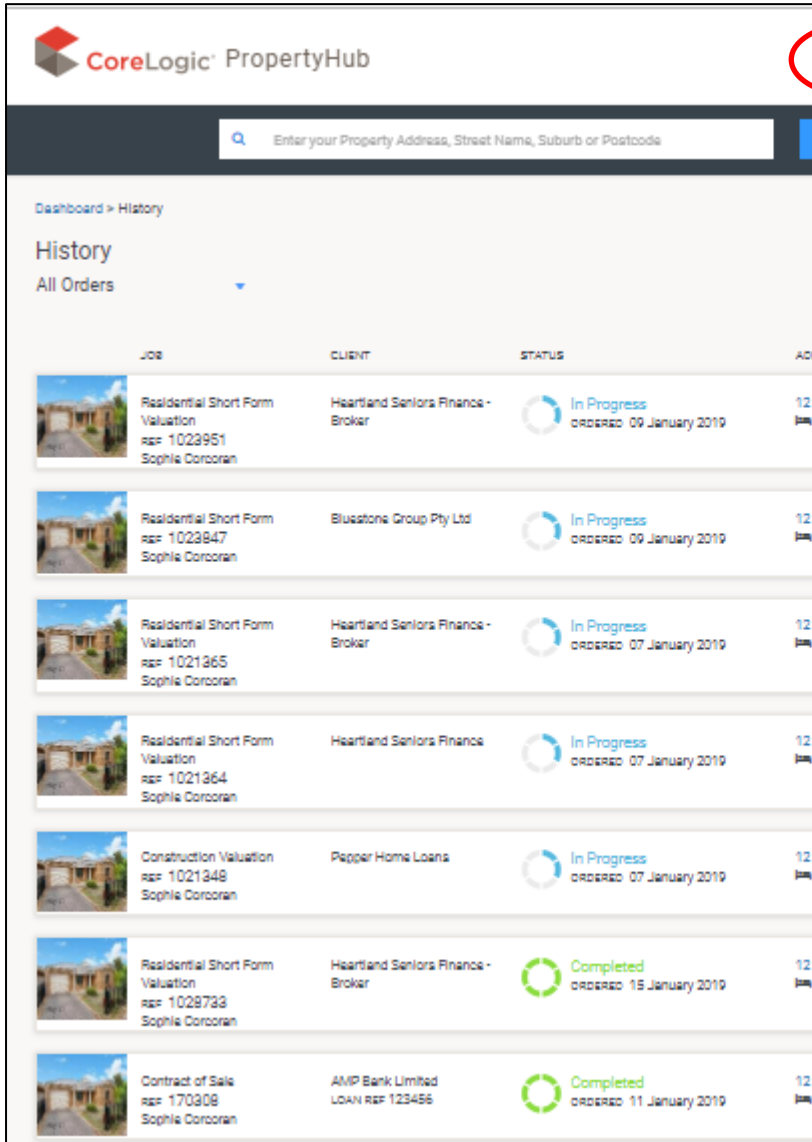
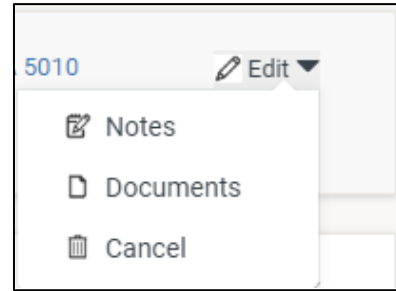
**40 Hoban Court Doreen VIC 3754**  
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|                                  |            |
|----------------------------------|------------|
| Residential Short Form Valuation | On Account |
| <b>TOTAL</b>                     | On Account |






















Prices in Australian Dollar and includes GST

## 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.



The screenshot shows the PropertyHub interface. At the top left is the CoreLogic PropertyHub logo. Below it is a search bar with the placeholder text 'Enter your Property Address, Street Name, Suburb or Postcode'. The main content area is titled 'History' and shows a list of orders under the 'All Orders' filter. A red circle highlights a small icon in the top right corner of the history section.

| JOB  | CLIENT                               | STATUS   | ACT   |
|--|--------------------------------------|--|---|
| <br>Residential Short Form Valuation<br>ref: 1023951<br>Sophie Corcoran  | Heartland Seniors Finance - Broker   |  In Progress<br>ORDERED 09 January 2019  | 12<br> |
| <br>Residential Short Form Valuation<br>ref: 1023947<br>Sophie Corcoran | Bluestone Group Pty Ltd              |  In Progress<br>ORDERED 09 January 2019 | 12<br> |
| <br>Residential Short Form Valuation<br>ref: 1021365<br>Sophie Corcoran | Heartland Seniors Finance - Broker   |  In Progress<br>ORDERED 07 January 2019 | 12<br> |
| <br>Residential Short Form Valuation<br>ref: 1021364<br>Sophie Corcoran | Heartland Seniors Finance            |  In Progress<br>ORDERED 07 January 2019 | 12<br> |
| <br>Construction Valuation<br>ref: 1021348<br>Sophie Corcoran           | Pepper Home Loans                    |  In Progress<br>ORDERED 07 January 2019 | 12<br> |
| <br>Residential Short Form Valuation<br>ref: 1028733<br>Sophie Corcoran | Heartland Seniors Finance - Broker   |  Completed<br>ORDERED 15 January 2019   | 12<br> |
| <br>Contract of Sale<br>ref: 170308<br>Sophie Corcoran                  | AMP Bank Limited<br>LOAN ref: 123456 |  Completed<br>ORDERED 11 January 2019   | 12<br> |