



Valuation Services Client Portal

Property Summary (Water Corporation)

What is covered in this quick reference guide?

- **Searching for a Property Summary** Page 2
- **Property Summary Information** Page 2
- **Land Summary Information** Page 5

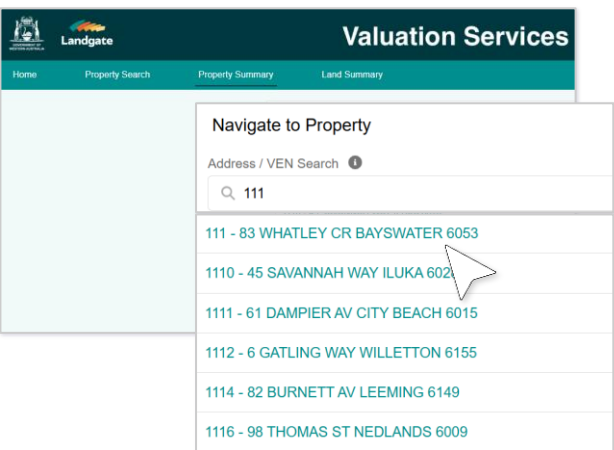
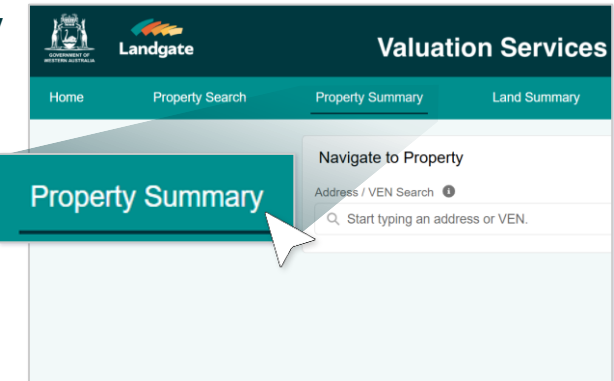
Searching for a Property Summary

1 Navigate to the **Property Summary** page by clicking on the **Property Summary** tab.

2 Enter the **Address** or **VEN** for the property you want to view using the **Address / VEN Search** field. Select a **property** from the list.

 **Note:** Only **active VENs** will be returned.

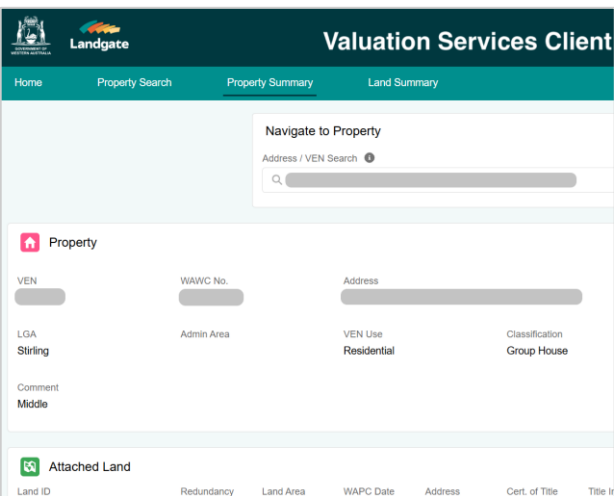
You can search for a property summary using **more fields** through the **Property Search** page. For more information on how to do so, refer to the **Property Search QRG** and **video**.

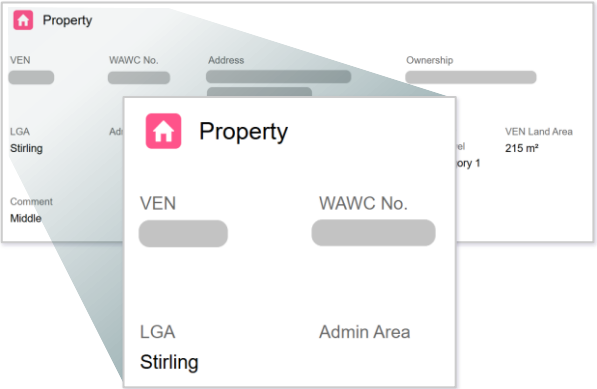


Property Summary Information

1 With a **property selected**, the **property's details** will be displayed into several **sections**. There will be **more or less sections** depending on your **agency's access** and if each section is **relevant** to the selected property.

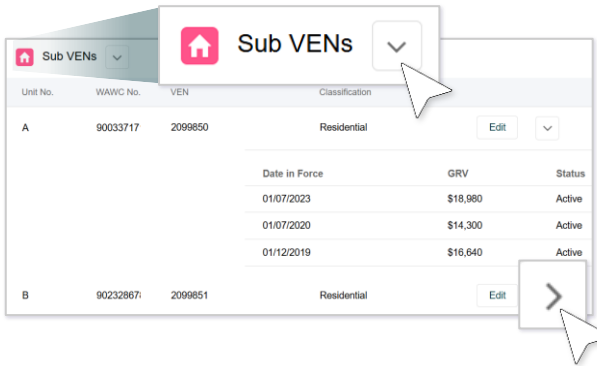
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The Property section displays a form with fields for VEN, WAWC No., Address, Ownership, LGA (Stirling), and VEN Land Area (215 m²). A dropdown arrow is shown next to the VEN field.

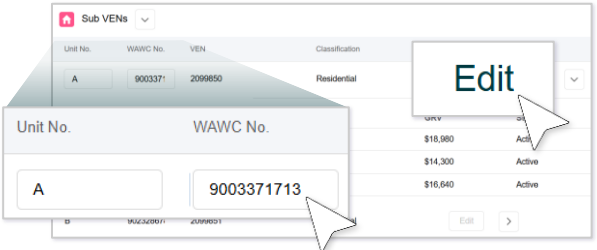
2 The **Property Section** details the **basic information** about the property, including the VEN and classification.



The Sub VENs section displays a table with columns for Unit No., WAWC No., VEN, and Classification. A dropdown arrow is shown next to the VEN field. The table contains two rows of data.

3 If the selected property has **dependent VENs** then you will be able to view the **Sub VENs section**. This section can be **expanded** using the **dropdown arrow**.

4 Each **row** represents a **Sub VEN**. Click on the **dropdown arrow** for a row to view its **valuation history**. The **valuation history** will only be displayed when your agency is subscribed as a Client on the Sub VEN.

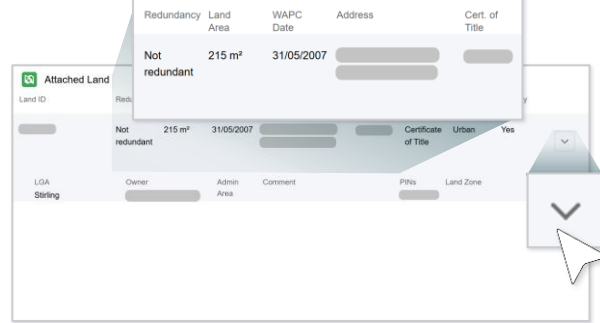


The Edit Sub VENs section displays a form with fields for Unit No. and WAWC No. A dropdown arrow is shown next to the WAWC No. field.

5 **Edit** the **Unit No.** and **WAWC No.** for a Sub VEN using the **Edit button**. Remember to **save your changes** using the **Save button**.

6 The **Attached Land section** lists the selected property's **associated lands** and provides the **basic information** on each piece of land.

7 **Expand** an attached land to view it in more detail using the **dropdown arrow**.



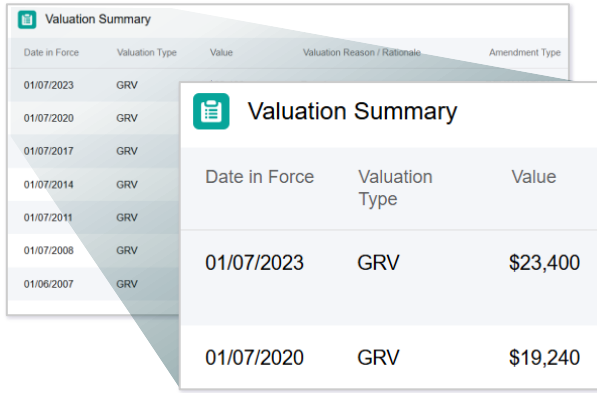
The Attached Land section displays a table with columns for Redundancy, Land Area, WAPC Date, Address, and Cert. of Title. A dropdown arrow is shown next to the Land Area field. The table contains two rows of data.

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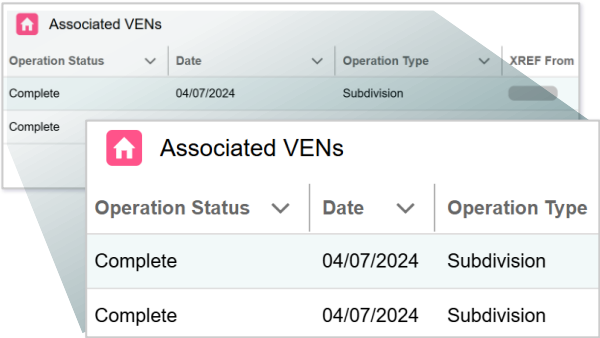
8 To view even more information on a piece of land, click on its **Land ID** to view that **land's summary**.

Note: Refer to the **Land Summary Information** section of this QRG for more information on the **Land Summary** page.



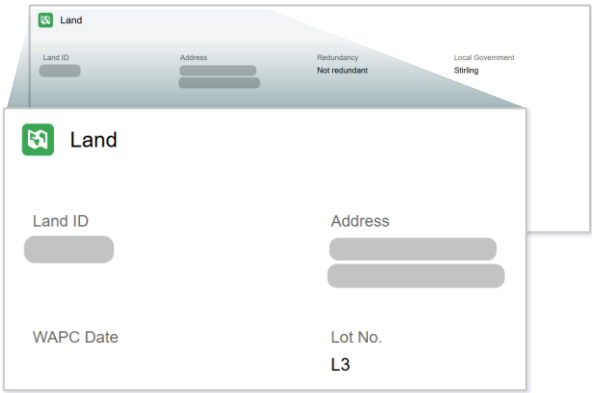
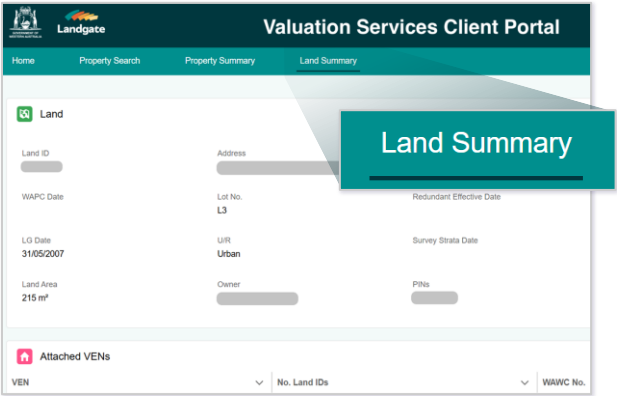
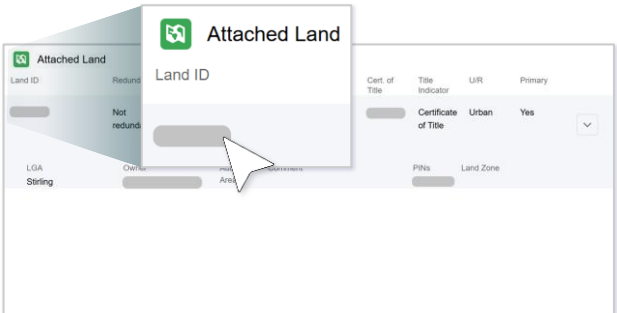
9 The **Valuation Summary** section includes the property's historic **rating and taxing values (GRVs)**. The Valuation Summary section will only be displayed where your agency is subscribed as a Client on the VEN.

10 The **Associated VENs** section will list any **parent or child VENs** for the selected property.



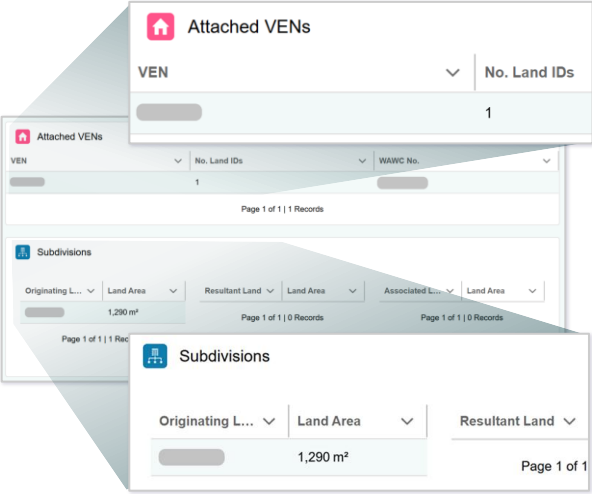
Land Summary Information

- 1 You can access a property's **Land Summary** by clicking on a **Land ID** in the **Attached Land** section of the **Property Summary** tab.
Note: Alternatively, you can **search directly** for a piece of land using the **property/land toggle** on the **Property Search** page. Then click on a **Land ID** in the **Search Results** table.
- 2 Clicking on the **Land ID** will take you to the **Land Summary** page where the **Originating, Resultant or Associated Land** details will be displayed.



- 3 The **Land** section gives the **basic information** about the land such as the **address, lot number and land area**.

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The screenshot displays two overlapping panels from the Valuation Services Client Portal. The top panel, titled 'Attached VENs', features a search bar and a table with columns 'VEN', 'No. Land IDs', and 'WAWC No.'. A single record is visible with 'VEN' as a greyed-out field, 'No. Land IDs' as '1', and 'WAWC No.' as a greyed-out field. Below the table, it indicates 'Page 1 of 1 | 1 Records'. The bottom panel, titled 'Subdivisions', shows a table with columns 'Originating L...', 'Land Area', 'Resultant Land', 'Land Area', 'Associated L...', and 'Land Area'. A single record is visible with 'Originating L...' as a greyed-out field, 'Land Area' as '1,290 m²', 'Resultant Land' as a greyed-out field, and 'Land Area' as a greyed-out field. Below the table, it indicates 'Page 1 of 1 | 1 Records'.

- 4 The **attached VENs** and their details will be listed in the **Attached VENs section**. Clicking on a **VEN** will open that VEN on the **Property Summary page**.
- 5 The **Subdivisions** section details the **originating, resultant and associated** land information.