CoreLogic®

PropertyHub
User Guide

VERSION 3 2021

USER GUIDE

Contents

Purpose

This document has been released to coincide with the release of the newly redeveloped PropertyHub 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.
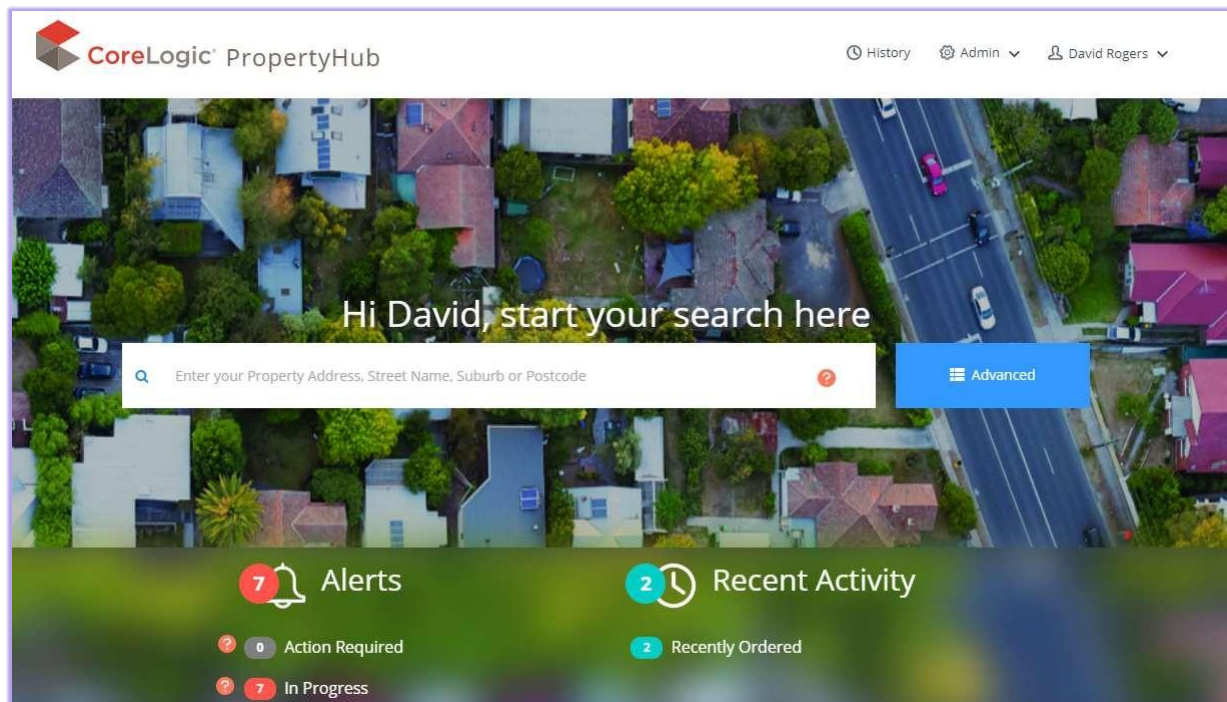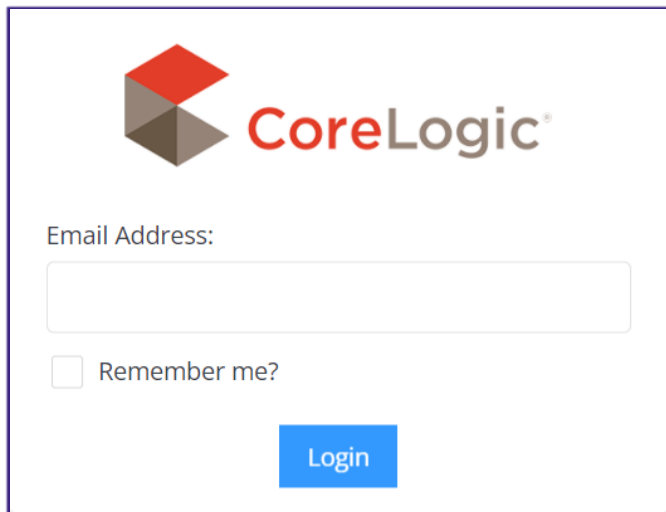
Accessing PropertyHub
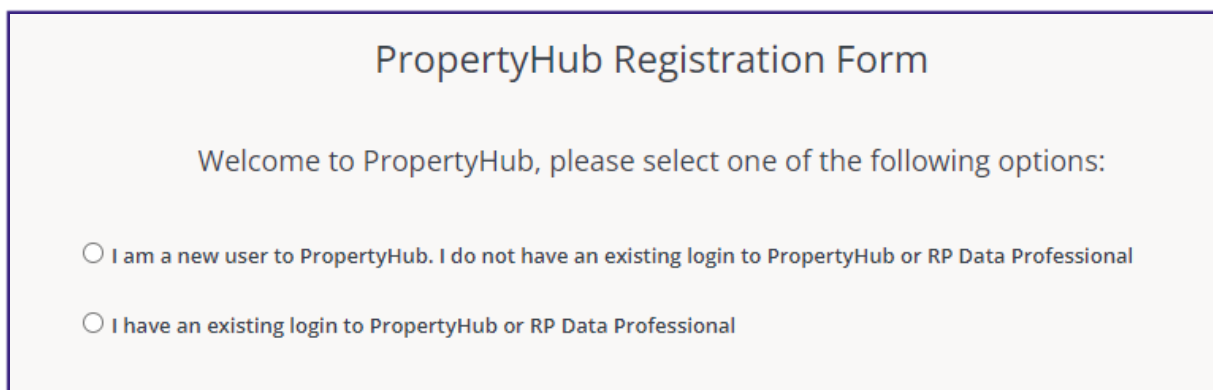
Login

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.

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.

PropertyHub Registration Form

Welcome to PropertyHub, please select one of the following options:

○ I am a new user to PropertyHub. I do not have an existing login to PropertyHub or RP Data Professional

● I have an existing login to PropertyHub or RP Data Professional

Please login with your existing details below to get access to PropertyHub

* denotes mandatory field

Region:	AU ⌄	
Email:	Email	*
Username:	Username	*

[Submit]

NON RPP Subscribers

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

PropertyHub Registration Form

Welcome to PropertyHub, please select one of the following options:

- ● I am a new user to PropertyHub. I do not have an existing login to PropertyHub or RP Data Professional

- ○ I have an existing login to PropertyHub or RP Data Professional

Please fill out the details below to create a new login for PropertyHub
* denotes mandatory field

Region:	AU ⌄	
Title:	Title (Optional) ⌄	
First Name:	First Name	*
Last Name:	Last Name	*
Mobile Number:	Mobile Number (Optional)	
Phone Number:	Phone Number (Optional)	
Fax Number:	Fax Number (Optional)	
Email:	Email	*
Username:	Username	*
Password: ❶	Password	*
Confirm Password:	Confirm Password	*

Submit

Term and Conditions

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.

Ordering a Valuation

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.
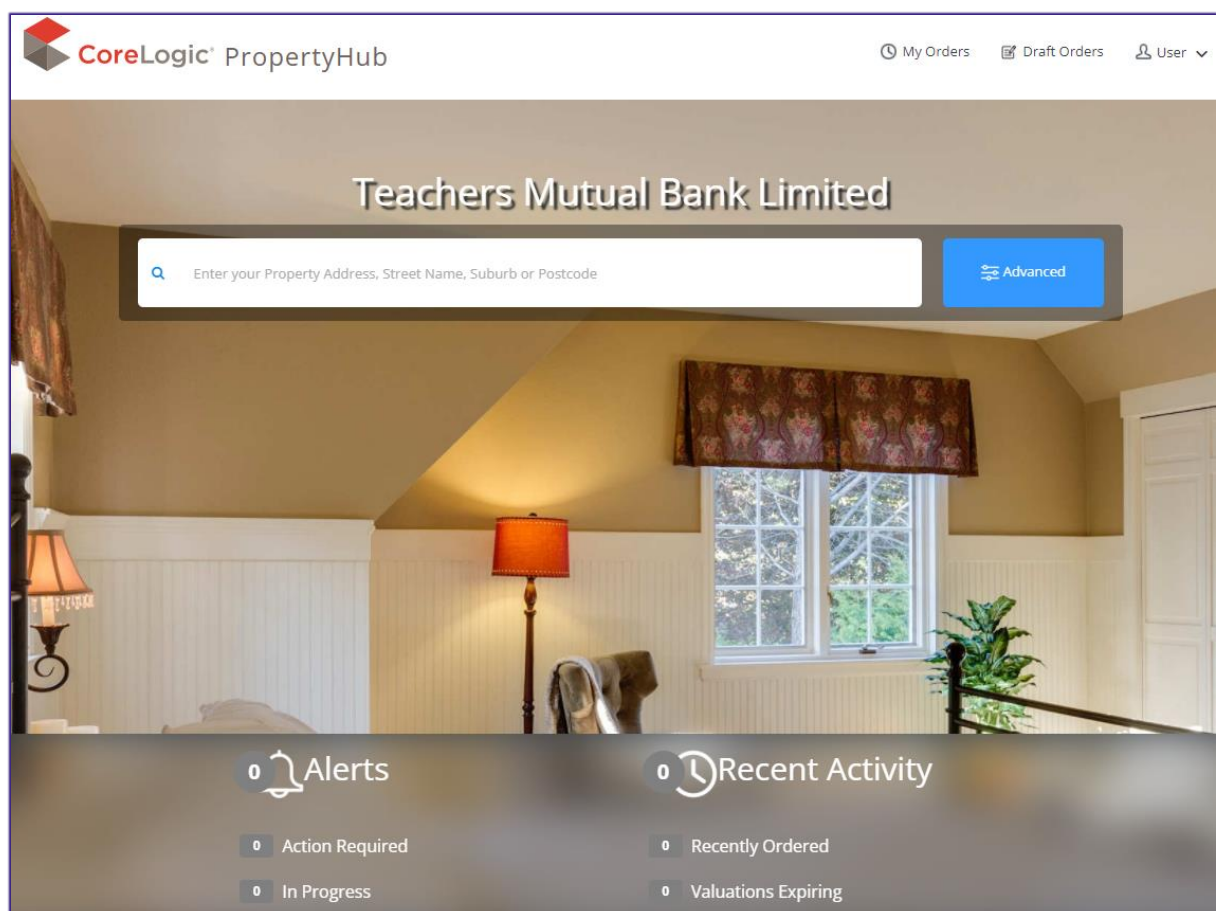
For users who have an RPP subscription the PropertyHub now displays extensive readily-available information on the property and surrounding suburbs. This means RPP users can now utilise data regarding comparable properties, market trends, local demographics, school catchment zones, interactive maps, suburb reports, and so much more!

Users Without a subscription will see the basic property information.

Property Insights **with** RPP Subscription

Property Insights **without** RPP Subscription

Order Valuation

Regardless of whether you have an RPP Subscription, all PropertyHub users can order property valuations by clicking on the blue 'Order' button.
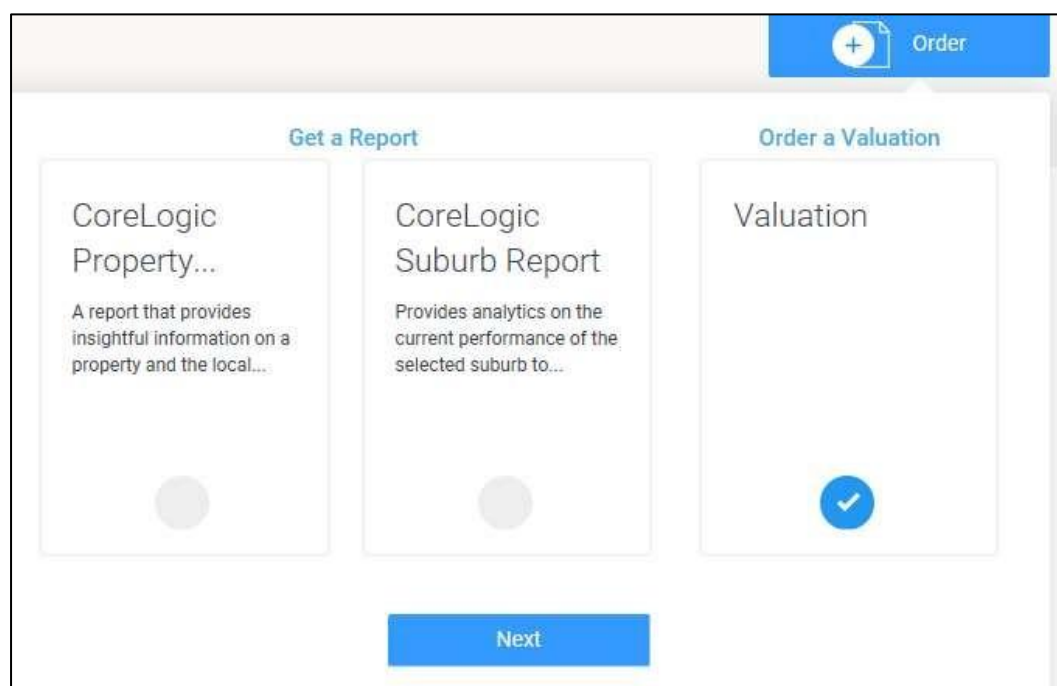

Lender Selection

The next screen will ask you to select which lender you are lodging the valuation request for.

Choosing a lender is a new feature in PropertyHub and several institutions are active and visible in the application.

If the financial institution appears on this screen, and you have access to lodge with them, you can select it and proceed with the valuation request.

If you have not yet ordered a valuation for the lender, or you have not gained access within the new PropertyHub, you will need to first register and possibly, depending on the lender request authorisation to submit a valuation.
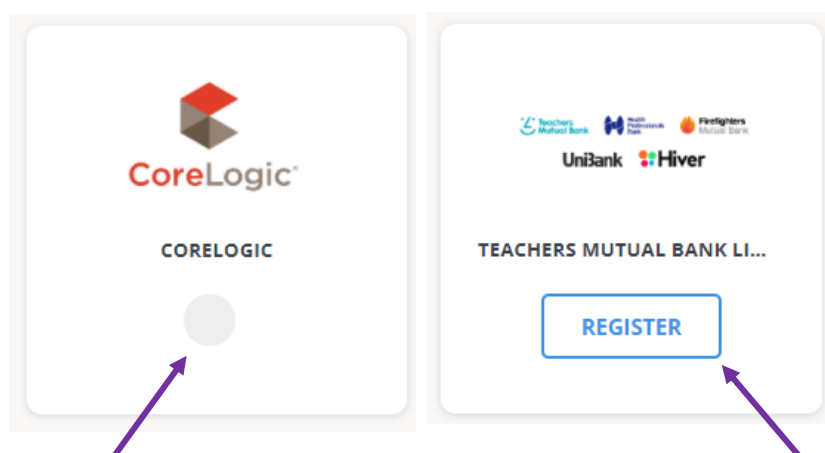
The grey circle icon under the Lender Logo means you are already registered to order valuations on behalf of this lender.

The blue "Register" button indicates that you have not yet registered to this Lender.

Valuation Request

Business Rules Questions

Business rules are not utilised in the same way by all clients, but for those who do employ a business rules file, PropertyHub will return 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.

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1 Teacher Crescent Truganina VIC 3029
🛏 5 / 🛁 3 / 🚗 2 / 🏠 242 m²

1 BUSINESS RULES QUESTIONS	2 VALUATION TYPE SELECTION	3 INSTRUCTION DETAILS	4 PAYMENT DETAILS

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 *	[ ] ○ Customer Estimate ○ Contract Price

Loan Information

Loan Purpose (for this security only) *	Please select... ▾
Borrowers First Name	
Borrowers Surname *	
Loan Amount (for this security only) *	Calculated LVR Ratio: -%
Reference Number	

Do any of these apply?
- ☐ High Density Unit Block, where there is more than 10 units/apartments in the complex
- ☐ Is an unregistered title
- ☐ Company Title
- ☐ The property being purchased is Non Arms Length or is without intervention of a real estate agent
- ☐ The loan requires LMI

Teachers Mutual Bank Limited Terms and Conditions *
☐ You agree to comply with the policies of Teachers Mutual Bank Limited at all times, this including but not limited to:

- Valuations are undertaken by the Bank for mortgage security purposes only
- External valuation reports are the property of Teachers Mutual Bank Limited and must not be provided to the applicant
- General information such as the valuation amount and insurance replacement value may be advised to the applicant

[Cancel]　　　　　　　　　　[Next ❯]

Instruction Details

This next 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 and comments

Payment

Lenders will have varying payment methods in place. Whilst some lenders process billing via a monthly account, some 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.

On Account

Credit Card

If your lender's chosen billing method is by credit card, you will be asked to input credit card details. In most cases this is a pre Authorised amount. If the valuation is set to be paid up front, the card will be charged immediately.

Order Confirmation

After progressing through the billing or invoicing screen you will be presented on the confirmation 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 confirmation 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
🛏 2 / 🛁 1 / 🚗 2 / 🏠 132 m²

Residential Short Form Valuation   On Account

TOTAL   On Account

Prices in Australian Dollar and includes GST

History

New to the PropertyHub is the History tab. This feature will now enable users to review their prior orders and manage jobs through until completion. Also when allowed by the lender download the completed report.

Search and Browse

Either browse through the history, or search for a specific job by clicking on the magnifying glass. Enter the required address in the text box that appears and press enter.

You can edit notes and documents for a specific job by clicking on the downward arrow to the right of the job.