



A member guide to the members' site



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Where do I find?



Home

Members' Website

What we do

Advocacy
Industry Guidance
Presentations
Training
Awards
Events

Services & Benefits

Manage For Sale Listings
Manage Rental Listings
REI Forms Live
PriceFinder
National Tenancy Database
Purchase Landgate Information
Shop
MyDesktop
Affiliate Partners
SMS
Job Board
SmartShare

Research

Quarterly Data Release
CPI
Real Facts
Latest Market Intelligence
Market Update
Market Presentations
Research Notes
REIA Market Facts
REIA Housing Affordability Report
Taxes
Suburb Profiles Search
The WA Market

Reports

Total Property Market
Suburb Reports
Weekly Sales
Listings Report
Agency Market Share
My Performance
My Team Performance
My Office Performance
Listing ID Matching

Marketing

Listing Options
Banner Advertising
Headline Properties
eFlyers
Your REIWA marketing material
Community REInvest
reiwa.com traffic

News

News Articles
Videos
AGM & Annual Reports
New Members Publications

Contacts

Networks
Branches
Contract Auctioneers
REIWA Council
REIWA Staff
Media
Contact Us

Login



To access the Member's Area, members are required to login via the REIWA.com homepage. Refer to the login box located in the top-right corner (Login). If password is unsuccessful, please ensure you check your original password previously sent through via REIWA. Passwords are case-sensitive. Member usernames (numeric only)/passwords can be retrieved from the **Member Relations Team** on **9380 8288**. Please note only public users can use the 'Forgotten your password' query button.

Login

Don't have a login? [Register now](#)

Username

Password

[Forgotten your password?](#)

Login - my account



To access, member MUST click on their name to access drop-down menu.

REIWA.COM

Access to the reiwa.com homepage.

MY PERSONAL DETAILS

User can edit their Personal Details and Agent Profile via this portal, including changing their password. Awards categories can also be accessed through My Personal Details and user can update their category for the current period or the next financial year.

OFFICE DETAILS (only visible for Principals and Delegated Principals)

An up-to-date snapshot of the office staff details; including option to edit personal details and website access levels.

TEAM ADMIN (only visible for Team Leaders)

Add, update or cancel a sales team.

SEE MY ORDER HISTORY

Details of previous Landgate searches and costs. Purchased Landgate documents can be downloaded here. To download, refer to the far right-hand column and click 'Download File', click Open or Save to view. Please note documents will expire after 30-days, however documents can be saved to the members' computer.

SMARTSHARE SUMMARY (only visible for Principals and Delegated Principals)

Participating agencies can access their SmartShare summary including rebate accrued, ordinary and associate members summary, as well as additional information pertaining to the program.

Add a Sales Listing



1. Login to **Members** site and click the plus symbol next to Sales.
2. Add a New Listing – For Sale.
Select a **Property Category** from the dropdown menu and enter **Suburb**. Click **Next**.
3. Add a New Listing: Status Unsold. Three sections are required to be filled in order – **Start – Marketing – Features**. Members are required to add as much detail as possible. Certain fields such as address can be suppressed on the website when selected. Upon completing each section, members can manoeuvre between sections by clicking the **Next** button. Note: once the listing has been created, members can use either the Next button or the tabs to move between the sections.

Manage Listings

Listing Type	Current	Expire in 7 days		
Sales	2	0	Q	+
Rentals	1	0	Q	+

or [Terms & Conditions](#)

Start Marketing Features

Cancel Next >

Start

Property Type *
House

Listing Date: 01/07/2015 Expiry Date: 29/09/2015

Your Property ID

Listing to be published on Web

Rep * Please Select

Co Rep Please Select

Address

Subiaco

Lot No.

Unit No. Street No.

Street Name *

Project Marketing
 Suppress Street No. on Web
 Suppress Address on Web

Title Information

Vol / Folio

Strata Plan Diagram

Lot No.

Zoning

Price

Price Types

Fixed Price Price *
 Price Range
 Offers Add Price From
 Auction
 Price on Application
 Expressions of Interest
 Tender
 Other
 Express Sale

Cancel Next >

Property administration (sales)



1. Login to **Members** site and click the magnifying symbol next to Sales.
2. The Property Administration page will appear. Your member access level will determine as to which listings appear. The member has the option to filter their search criteria using the Filtered Search. The results will be sorted via listing number.

Edit

This function allows a listing to be edited at any point of time regardless of the status (price change; add/remove text from description; update photos/floor plans/virtual tours, etc).

Status

This function allows a member to change the status of a listing (Sold, Sold with Conditions, Withdrawn, etc).

Preview

This function allows a member to preview the listing.

Opens

This function allows a member to manage Home Opens.

Copy

This function allows a member to make a copy of the selected listing. An example would be when an agent is re-advertising a property that was sold 12 months ago. The copy is fully editable and will provide the agent with a BRAND new listing number. Re-activating an older listing will result in the listing being placed at the bottom of search results. Search results are defaulted to sort via the REIWA listing number – highest to lowest. Please note this function can only be used after a two month listing period.

Upgrade

This function allows a member to upgrade a listing from an Essential Property to a Headline Property. Follow the 3 easy steps to upgrade the chosen property.

Manage Listings

Listing Type	Current	Expire in 7 days		
Sales	2	0	🔍	+
Rentals	1	0	🔍	+

or [Terms & Conditions](#)

Property Administration

Quick Search

Listing No

[Search](#)

[Add a sales listing](#)

[Add a rental listing](#)

Filtered Search - For Sale

PROPERTY CATEGORY / STATUS / EXPIRY

Property Category: 4 selected | Status: Unsold | Expiry: Exclude Expired

ADDRESS

Unit No | Street No | Street Name | Suburb

REP

Rep: All

[Search](#)

LISTING #	CATEGORY	ADDRESS	REP NAME	LISTING/EXPIRY DATE	PRICE/STATUS	ACTION
3572891	Residential	27/ 258-264 Newcastle Street PERTH	Warwick Airey	24/Sep/14 23/Sep/15	Offers mid \$500k's UNSOLD	Edit Status Preview Opens Copy Upgrade

Add Rental Listing



1. Login to **Members** site and click the plus symbol next to Rentals.
2. Add a New Listing – For Rent. Select a **Property Category** from the dropdown menu and enter **Suburb**. Click **Next**.
3. Add a New Listing: Status Active. Three sections are required to be filled in order – **Start – Marketing and Features**. Members are required to add as much detail as possible. Certain fields such as address can be suppressed on the website when selected. Upon completing each section, members can manoeuvre between sections by clicking the **Next** button. Note: once the listing has been created, members can use either the Next button or the tabs to move between the sections.

Manage Listings

Listing Type	Current	Expire in 7 days		
Sales	2	0	🔍	+
Rentals	1	0	🔍	+

or [Terms & Conditions](#)

Start Marketing Features

Cancel Next >

Start

Property Type *
House

Listing Date: 01/07/2015 Expiry Date: 29/09/2015

Your Property ID:

Listing to be published on Web

Rep * Please Select

Co Rep Please Select

Price

-- display text --

Price Types
 Fixed Price
 Price Range
 Price on Application
 Other

Price *

Add Price From

Period: Weekly

Address

Subiaco

Lot No.

Unit No. Street No.

Street Name *

Suppress Street No. on Web
 Suppress Address on Web

Title Information 🔍

Vol / Folio

Strata Plan Diagram

Lot No.

Zoning

Cancel Next >

Property administration (rentals)



1. Login to **Members** site and click the magnifying symbol next to Rentals.
2. The Property Administration page will appear. Your member access level will determine as to which listings appear. The member has the option to filter their search criteria using the Filtered Search. The results will be sorted via listing number.

Edit

This function allows a listing to be edited at any point of time regardless of the status (price change; add/remove text from description; update photos/floor plans, etc).

Status

This function allows a member to change the status of a listing (Rented/Leased, Withdrawn, etc).

Preview

This function allows a member to preview the listing.

Opens

This function allows a member to manage Home Opens.

Copy

This function allows a member to make a copy of the selected listing. An example would be when a Property Manager is re-advertising the same rental property. The copy is fully editable and will provide the agent with a BRAND new listing number. Re-activating an older listing will result in the listing being placed at the bottom of search results. Search results are defaulted to sort via the REIWA listing number – highest to lowest. Please note this function can only be used after a two month listing period.

Upgrade

This function allows a member to upgrade a listing from an Essential Property to a Headline Property. Follow the 3 easy steps to upgrade the chosen property.

Manage Listings

Listing Type	Current	Expire in 7 days		
Sales	2	0	🔍	+
Rentals	1	0	🔍	+

or [Terms & Conditions](#)

Property Administration

Quick Search

Listing No

Filtered Search - For Rent

PROPERTY CATEGORY / STATUS / EXPIRY

For Rent: 2 selected | Status: Active | Expiry: Exclude Expired

ADDRESS

Unit No: | Street No: | Street Name: | Suburb:

REP

Rep: All

LISTING #	CATEGORY	ADDRESS	REP NAME	LISTING/EXPIRY DATE	PRICE/STATUS	ACTION
3582051	Residential	14/ 367 Stirling Highway CLAREMONT	Jarrad Hawkins	29/Jan/15 29/Jan/16	\$330 ACTIVE	<input type="button" value="Edit"/> <input type="button" value="Status Opens"/> <input type="button" value="Status Copy"/> <input type="button" value="Preview Upgrade"/>

Sold section



The Sold section on reiwa.com allows the public to search and view sold residential property listings in WA. This may help the public identify real estate sales professionals they may subsequently choose to engage for their own property sale.

The Sold section offers members an increased public profile and additional advertising opportunities. Members can purchase Banner Advertising within the Sold section, similar to the For Sale section.

To provide the most relevant information for all users of reiwa.com:

- Sold listings are limited to residential properties sold in the past two years, based on contract date.
- Sold listings look similar to For Sales listings, but are clearly marked as 'sold'.
- The default listing shows most recent sold date first.
- Price on the listing defaults to display list price display text (last advertised price).

New member self-service options allow the member to display sold price or 'Contact Agent' instead of listed price for an individual sold listing.

Sold residential listings for the past two years will automatically appear in the Sold section.

The **Find An Agent** section of reiwa.com allows the public to view an agents' For Sale, For Rent and Sold listings. Sold listings will not be available in this section at this time.

NOTE: Please note vendors cannot contact REIWA; vendors must contact their agent to have a SOLD property removed from the REIWA website.

Sold section



HOW TO UPDATE SOLD SECTION DISPLAY OPTION

The following information is only relevant if a member wishes to change the default display ('Listed Price').

1. Login to **Members** site and click the magnifying symbol next to Sales.
2. The Property Administration page will appear. The member access level will determine as to which listings appear. The member has the option to filter their search criteria using the Filtered Search. The results will be sorted via listing number.
3. Within the **Filtered Search**, under **Status**, select **Sold** from the drop down menu. If there are many listings, you may need to further refine the search. Click **Search**.
4. Click the **Sold** button to choose another display option for that particular listing.
5. The Sold options are displayed. Select the preferred sold option. Click **Save**.
6. Within approximately 30 minutes, the updated sold display option appears on the listing within the Sold section of reiwa.com.

Manage Listings

Listing Type	Current	Expire in 7 days		
Sales	2	0	<input type="checkbox"/>	<input type="checkbox"/>
Rentals	1	0	<input type="checkbox"/>	<input type="checkbox"/>

or [Terms & Conditions](#)

Property Administration

Quick Search

Listing No

Filtered Search - For Sale

PROPERTY CATEGORY / STATUS / EXPIRY

Property Category: 4 selected | Status: Sold | Expiry: Exclude Expired

ADDRESS

Unit No: | Street No: | Street Name: | Suburb:

REP

Rep: All

LISTING #	CATEGORY	ADDRESS	REP NAME	LISTING/EXPIRY DATE	PRICE/STATUS	ACTION
3552598	Residential	9/ 99 Herdsman Parade WEMBLEY	Jill McQuoid	11/Nov/14 10/Nov/15	\$289,000 SOLD	<input type="button" value="Edit"/> <input type="button" value="Opens"/> <input type="button" value="Status"/> <input type="button" value="Copy"/> <input type="button" value="Preview"/> <input type="button" value="Save"/>

Total Property Market (TPM)



LISTING OR SALES SEARCH

Listings are sourced from reiwa.com and all major websites.

User has the option to search listings or sales in this report.

1. Login to **Members** site, refer to **Reports** tab and select **Total Property Market**.
2. Select the duration period by selecting **Days back** or **Start Date/End Date**. Search via **suburbs, regions** and/or **sub-regions** or by **volume/folio and listing number**. Select/add other criteria you wish to include in your search and select the option of view - **all listings, my agency only, reiwa.com listings only** or **TPM listings only**. Once option has been selected. Click **Search**.

3. Results screen shows the number of new listings as per the search criteria.
4. You have the ability to select specific properties and view in one of the following reports: Comparative Market Analysis, Single-Line Report or Multi-Line Report.
5. The information gained from the search can be downloaded into an excel spreadsheet or converted to a PDF file. Click on the **Export dropdown menu**, select your preferred option and click **Open with** or **Save File**. The information can also be emailed to a client as a reference of what properties are currently on the market.

Suburb Reports



The Suburb Reports facility allows a member to generate reports for various suburbs. Reports include Property Guide, Sales Summary and Market Comparison and Statistical.

PROPERTY GUIDE

The Property Guide provides current residential and land sales in any suburb. Data can be sorted by clicking the column headings.

Definitions	NEW	New listing in the past 7 days
	PA	Price amended in the past 7 days
	EXT	Listing extended in the past 7 days
	PA EXT	Price amended and listing extended in the past 7 days

SALES SUMMARY

The Sales Summary Report provides members with an overview of properties sold for a particular month - including listing agent details, days on market and price change percentage. Data can be sorted by clicking the column headings. Please note this report displays unconditional sales only.

MARKET COMPARISON AND STATISTICAL

The Market Comparison and Statistical Report provides the top listings or sales for a particular period. The data provides listing comparisons for price changes and days on market. Data can be sorted by clicking the column headings.

1. Login to **Members** area and place cursor over **Reports** and select **Suburb Reports**.
2. Add suburb(s) and select the required report within the drop-down menu.
3. Depending on the selected report, complete the search criteria in step 3 and click **Search** to generate report.

Listings Report



The Listings Report generates a summary detailing how many people have viewed or enquired about a members' listings.

1. Login to **Members** area and place cursor over **Reports** and select **Listings Report**.
2. Select the duration period using the drop-down menus next to **From Date** and **To Date**. Click **Submit**.
3. Results screen shows all listings that were active for the member between the selected date criteria.
 - i. **VIEWS (PERIOD)** Number of views for the selected date period.
 - ii. **VIEWS (TOTAL)** Number of views for the total campaign.
 - iii. **LEADS** Number of enquiries.
4. For a more in-depth analysis on each property, click the listing number (far right side). Information will display for the selected date criteria, as well as a full total for the campaign. Functionality also allows the member to email the Listings Report.

Agency Market Share



Use the reports provided to compare total sales and trends for a particular suburb. There are two reports available:

Year Report shows market share for the past 10 years.

Monthly Report compares sales and trends for the selected month for the past 5 years.

My Performance / My Office Performance



MY PERFORMANCE

My Performance is a personal management tool which is provided to the member. The system permits access to up-to-date information about the properties the member has listed and sold during the current financial year. The information is sourced from data the member provides to REIWA.

Not only does My Performance permit the member to set personal targets and monitor those targets against actual listings and sales, My Performance shows the members achievements by suburbs and will also rank the member against competitors in the same suburb.

The agency principal can view the performance of each sales rep and compare the office's performance against other offices in those suburbs that they conduct transactions.

1. Login to **Members** area and place cursor over **Reports** and select **My Performance**.
2. Refer to the **User Guide** which provides a step-by-step guide on the functionality of each section.

MY OFFICE PERFORMANCE

My Office Performance executes the same way as My Performance, however the information is based on the office as a whole. Only principals and/or individuals with principal access have visibility of this section.

1. Login to **Members** area and place cursor over **Reports** and select **My Office Performance**.

Job Board



ADD JOB

The cost to advertise on the job board is \$50.00 (inc. GST) for a 30-day period. The advert will lapse after the 30-day period.

1. Login to **Members** area and place cursor over **Services and Benefits** and select **Job Board**.
2. Scroll down to the **Add a new job** section.

3. Fill in the details of the position (job title and description are essential), as well as method of contact (contact name is essential). To complete, member must agree to the **Terms and Conditions** and opt to either **Save draft** or **Submit job**.

Once a job has been created, the member now has the ability to edit, copy or reactivate/deactivate a job. To do so, refer to the My current advertised jobs section within the Job Board. The member can also filter results by selecting a search criteria via the drop-down menus.

Do your research



Quarterly Data Release

Preliminary Landgate sales data for the quarter which is the basis for the Property Report, Market Update and reiwa.com updates. The information covers all sectors and dates back to June Quarter 2013. It is generally populated in the last week of the month following the previous quarter and includes:

- Listing and Selling Days
- Seller Sentiment
- Metro Suburb Rents
- Regional Suburb Rents
- Rents and Vacancy Rates
- Perth Annual House Sales
- Perth Annual Unit Sales
- Perth Annual Land Sales
- Perth Quarterly House Sales
- Perth Quarterly Unit Sales
- Perth Quarterly Land Sales
- Regional Quarterly House Sales
- Regional Sales Report
- Perth Lifestyle Living
- Regional Lifestyle Living
- Lifestyle Living Summary

CPI

The Consumer Price Index (CPI) presents the latest quarterly index number and annual change for Perth as calculated by the Australia Bureau of Statistics. The official figure is released around the 25th of the month following the end of the previous quarter.

Real Facts

REIWA Real Facts can be found at many locations throughout the reiwa.com site as well as in the Saturday West Australian. Real Facts shows the weekly market information of sales, rentals and listings from reiwa.com. The 2 page snapshot is a quick fact sheet on the Perth Metro Region at that specific point in time. REIWA Research produces graphics for sales, listings and rental listings on a weekly basis show our members the volatility of these numbers and how festive periods and long weekends affect the totals. You can find Real Facts in your Members' Weekly e-newsletter. This area is a log of all the Real Facts dating back January 2013.

Latest market intelligence

Market intelligence provides you with an array of market related information including rental and listings data from preliminary quarterly analysis for Perth and regional Western Australia. We also provide analysis on first home buyers, consumer sentiment and any other pertinent research.

This information will also be published in the Members' Weekly e-newsletter. These are relevant for one to three months. Some of these bulletins are regular and others a one off. You can expect the quarterly preliminary updates on both the Perth Metro Region and Regional WA as well as a specific Perth Metro Rental analysis. REIWA Research aims to keep our members up-to-date in this area with a number of other interesting articles, including Consumer Sentiment updates by Westpac, area specific Community News releases and Consumer Confidence papers by Chamber of Commerce and Industry (CCI).

Market Update

Market Update is our quarterly publication, which is available for our members with their subscription. It highlights real estate activity across Western Australia and should be a great source for any research done at that time.

Market Update includes:

- Market summaries
- Sales turnover
- Price movements
- Suburban house price surveys
- Land reports
- Rental market reports

The publication is posted out tall offices on a quarterly basis with a number of offices requesting multiple copies.

Market presentations

Market Presentations are kept from all the presentations done by the Research team throughout the year. These include the various Branch meetings as well as specific presentations for different organizations.

Research Notes

Research Notes are an in-depth analysis of the Western Australian real estate market. Some of the articles are also included in Market Update. These articles are relevant for 12 months or longer. This section also includes the Housing Industry Forecasting Group (HIFG) reports released on a bi-annual basis.

Do your research



REIA Market Facts

Real Estate Institute of Australia Market Facts are made available in the REIWA Members area. If you're interested in property markets across the country, this quarterly report is a must read. It is prepared by our national body and is generally available five to nine weeks after quarter's end.

REIA Housing Affordability Report

The quarterly Housing Affordability Report provides analysis of housing costs to incomes for both home buyers and renters across the country. It is another Real Estate Institute of Australia publication provided to REIWA members on our website each quarter.

Taxes

This tab allows our members to stay up-to-date with all the taxes applicable to the transaction of property sales. It provides links to the relevant government sites and ensure our members don't miss anything when it comes to sales in Real Estate. These taxes include:

- Transfer Duty
- First Home Buyer transfer duty relief
- First Home Owners Grant
- Home buyers assistance account
- Land Tax
- Capital Gains Tax

Suburb Profiles Search

A quick and easy link for members to use the suburb profiles that can also be found on the public site.

This area of our website allows members to search by a specific suburb and see an overview of the kind of lifestyle a suburb offers. It includes relevant market information, key facts, demographics pulled from the ABS Census data and statistics. The use of graphics and maps enable you to easily digest the information for the chosen suburb. The updated page includes hot buttons to move from different sectors such as house data to unit or land as well as hovering your mouse over the graphics to see the exact figure and time period.

This data is updated regularly to ensure our members can have access to the most up-to-date information in the market.

The WA Market

Another quick link to the public site where members can look at the Perth Metro data including the current Market Snapshot of sales and rental data which is updated every week.

This page also includes a number of graphics relating to the Perth Metro Region:

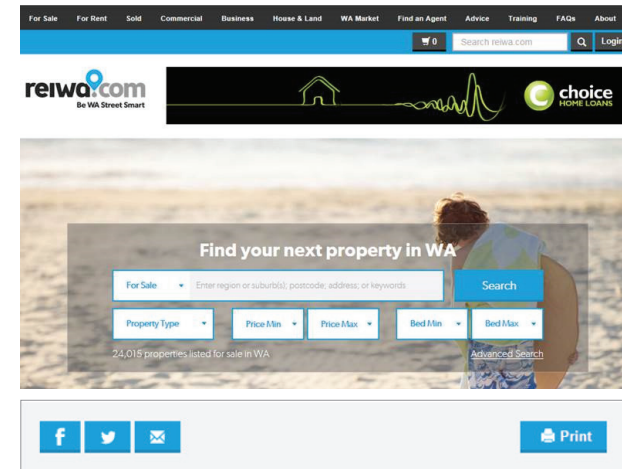
Sales and Median Price for House, Unit and Land data
Listings and Average Selling Days on a quarterly basis
Perth Metro Region Rental Vacancy rate and House and Unit rental median per week.

Sharing your listing via email and social media



Users have the ability to share a property on social media (Facebook and/or Twitter), or email the listing to a friend.

1. Locate listing on the public site. To do so, search via address or REIWA listing number and click **Search**.
2. Click on the listing to bring up the property details. Scroll down to the share icons which are located under the agents' details. A formatted copy of the listing can also be printed using the **Print** function.

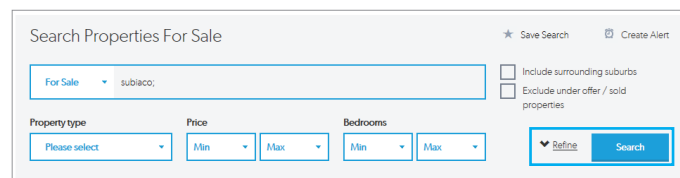
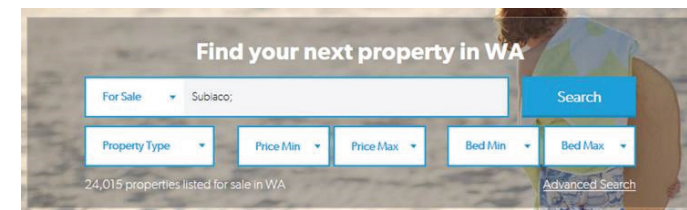


Refining a search on reiwa.com



Users have the ability to refine their search criteria when searching properties For Sale or For Rent producing a more tailored search result.

1. On the public homepage, type in suburb(s). Prior to clicking Search, the user can make basic refinements including Property type, Bedrooms and Price. Click **Search**.



2. Once results are produced, click **Refine Search** (located at top of results page).
3. Within the **Refine Search** facility, users can select criteria to match their preference. Once refinements have been made, click **Search** to refresh results

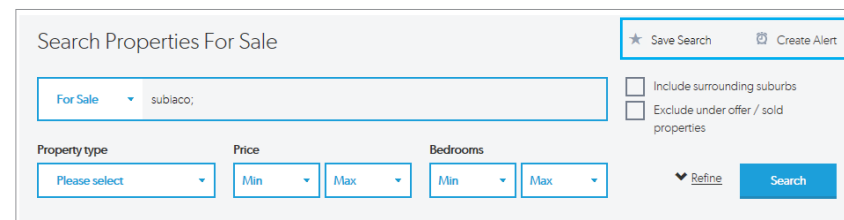
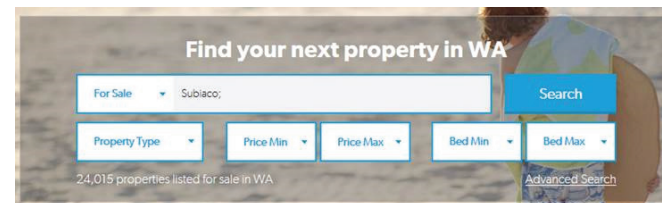
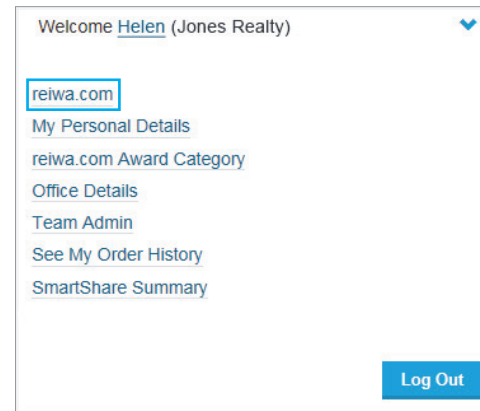
How to create an alert and/or saved search



A user-friendly option allows users to create saved searches on the public site. Furthermore, alerts can be created to keep users up-to-date with new properties, price changes and/or open times on reiwa.com.

1. Login to **Members** area and click on drop-down menu and select **reiwa.com**.
2. Conduct a suburb search using the **For Sale** or **For Rent** facility.
3. Once results are returned, click **Save Search** to save as a favourite, or **Create Alert** to receive email alerts for this search criteria.

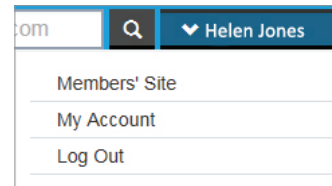
NOTE: Refinements can be applied using the **Refine** button. Please refer to page 16 for instructions.



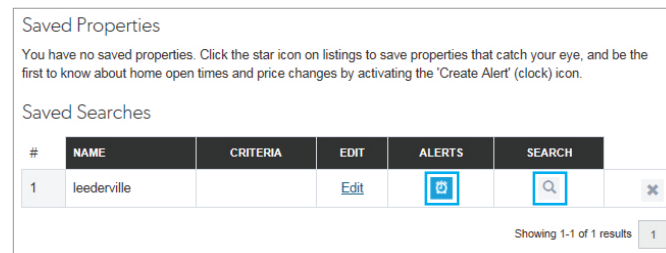
How to create an alert and/or saved search



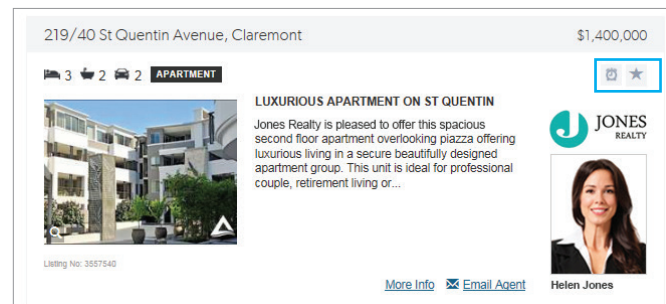
- Your alerts and/or saved searches will appear within **My Account**. Users can edit or delete based on their requirements.



The **alarm clock** icon will appear blue when an alert has been created and by clicking on the **magnifying glass** icon will launch the saved search.



Please note users can save and create alerts for individual properties by using the **alarm clock** and **star** icons.



Interactive maps



The interactive map tool can be found within individual property listings and suburb profiles on the reiwa.com site. Partnering with Landgate, the reiwa.com interactive map allows users to search for amenities surrounding a particular address, as well as government and market data. The data is updated fortnightly.

1. Click on **View Interactive Map** within the property details page or suburb profile.
2. Once mapping tool has launched, the user can select amenities and the data they wish to apply to the map i.e. to pin point transportation hubs on the map (tick box next to Transport).

