



Rightmove Group Ltd
Data and Valuation Services

Surveyor Comparable Tool – User Guide

SCT User Guide – Logging In

- The Rightmove Surveyors Comparable Tool is accessed via our secure, member only website Rightmoveplus. Go to www.rightmove.co.uk and click on “Sign in to Rightmoveplus”

rightmove.co.uk
The UK's number one property website

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For sale | To rent | New homes | Find agents | House prices | Overseas property | Holiday lettings

see more properties for sale or to rent in the UK
Find property in
e.g. "York", "TW1" or "Waterloo station"

Find property using a map
New homes
Overseas property
Holiday lettings

rightmoveplus
[Sign in to Rightmoveplus](#)
an exclusive site for our professional members.

- Enter your email address and password and click on “login”.

Rightmoveplus: Professional member sign-in

Members, please sign in here to access your exclusive section on Rightmoveplus as well as all of Rightmove's other services.

Not a member? Find out how to [advertise on Rightmove](#) as a property developer, estate or letting agent, or holiday lets advertiser.

Email Address

Password

Remember Me

Keep me signed in on this computer

Forgotten your password?

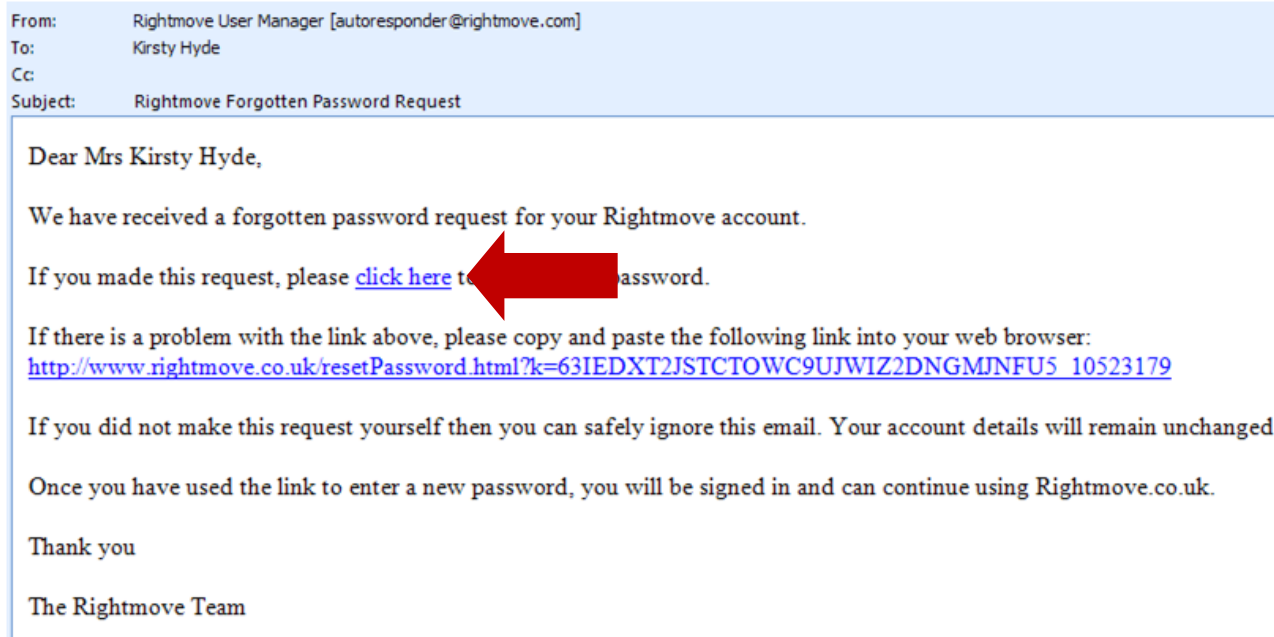
You can create a new password. Fill in the email address you used to register below and we'll email you instructions for setting your new password.

Email Address

SCT User Guide – Forgotten Password

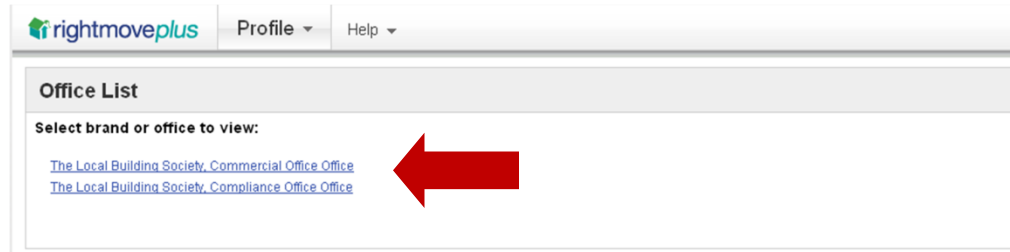
- If you have forgotten your password enter your email address in the 'Forgotten your password?' field and click on 'submit'.
- You will then be sent an email, to the email address you have just entered, which will contain a link. Click on the link contained in this email and follow the prompts to reset your password.

* Your password must contain at least one number, one letter, a minimum of 6 characters and a maximum of 30 characters. Your password cannot contain any spaces or special characters (~ and ').

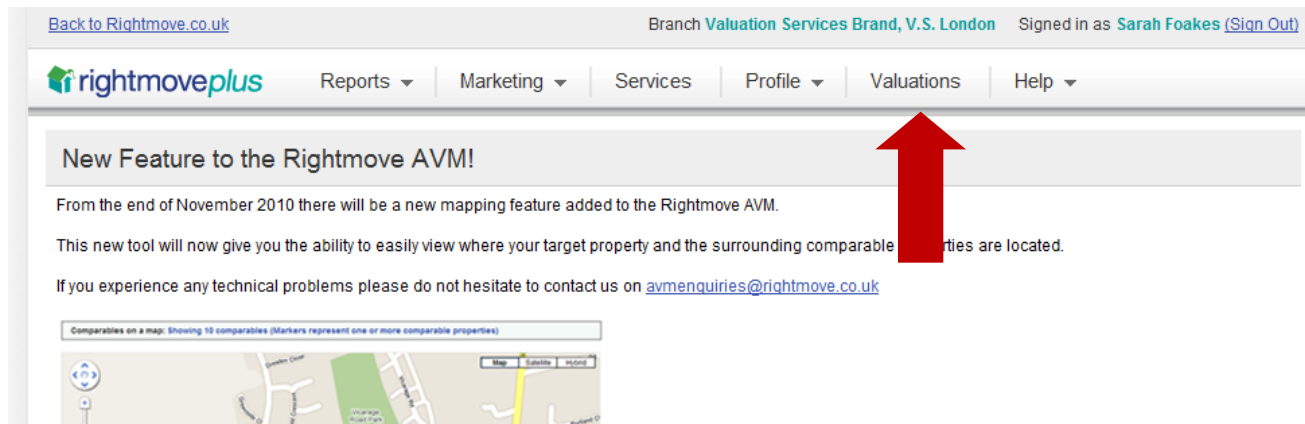


SCT User Guide – Accessing the Tool

- If you have access to multiple offices within your company, the first page you will land on will be the 'Office List' page. Click on the office you require access to.



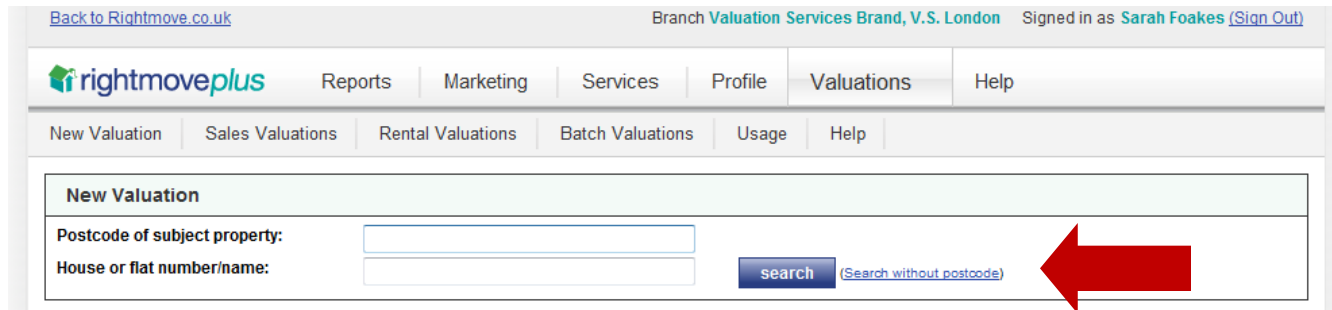
- You will then be directed to the homepage of the office you have selected. (If you only have access to one office you will land directly on to that offices homepage).



- To access the Surveyor Comparable Tool click on the 'Valuation' tab on the right hand side of the homepage.

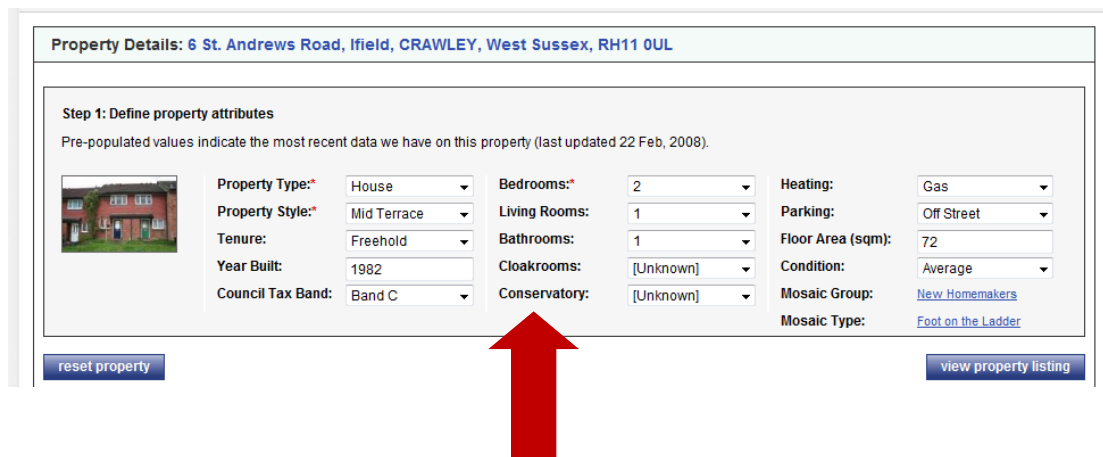
SCT User Guide – Property Search

- Enter the postcode and the house number of your target property and click on the 'search' button. If you do not know the postcode select the 'Search without postcode' link.



The screenshot shows the 'New Valuation' section of the Rightmove Plus website. At the top, there is a navigation bar with 'rightmoveplus' logo and links for Reports, Marketing, Services, Profile, Valuations, and Help. Below this is a sub-navigation bar with 'New Valuation', 'Sales Valuations', 'Rental Valuations', 'Batch Valuations', 'Usage', and 'Help'. The main form area is titled 'New Valuation' and contains two input fields: 'Postcode of subject property:' and 'House or flat number/name:'. To the right of these fields is a blue 'search' button and a link '(Search without postcode)'. A large red arrow points to the 'search' button.

- The system will now ask you to complete and check the properties attributes. The attributes marked with a red * are mandatory fields and must be completed.



The screenshot shows the 'Property Details' page for '6 St. Andrews Road, Ifield, CRAWLEY, West Sussex, RH11 0UL'. The page is titled 'Step 1: Define property attributes' and includes a note: 'Pre-populated values indicate the most recent data we have on this property (last updated 22 Feb, 2008)'. There is a small image of the property on the left. The form contains several fields with dropdown menus and text inputs. Fields marked with a red asterisk (*) are mandatory. A large red arrow points to the 'Property Type' field.


Property Type: *	House	Bedrooms: *	2	Heating:	Gas
Property Style: *	Mid Terrace	Living Rooms:	1	Parking:	Off Street
Tenure:	Freehold	Bathrooms:	1	Floor Area (sqm):	72
Year Built:	1982	Cloakrooms:	[Unknown]	Condition:	Average
Council Tax Band:	Band C	Conservatory:	[Unknown]	Mosaic Group:	New Homemakers
				Mosaic Type:	Foot on the Ladder

Buttons: 'reset property' and 'view property listing'

SCT User Guide – Property Search

Property Details: 6 St. Andrews Road, Ifield, CRAWLEY, West Sussex, RH11 0UL

Step 1: Define property attributes
Pre-populated values indicate the most recent data we have on this property (last updated 22 Feb, 2008).

 **Property Type:*** House
Property Style:* Mid Terrace
Tenure: Freehold
Year Built: 1982
Council Tax Band: Band C

Bedrooms:* 2
Living Rooms: 1
Bathrooms: 1
Cloakrooms: [Unknown]
Conservatory: [Unknown]

Heating: Gas
Parking: Off Street
Floor Area (sqm): 72
Condition: Average
Mosaic Group: [New Homemakers](#)
Mosaic Type: [Foot on the Ladder](#)

[reset property](#) [view property listing](#)

Step 2: Define valuation type
Your reference:
Valuation Type:
 Sales Interactive
 Sales Historical 12 Apr 2011 **
 Rental Interactive
 Sales Pre-Valuation
 Surveyor Comps Tool
Show reinstatement value?: Yes No

[calculate value](#)



- Once you have entered the requested attributes select the 'Surveyor Comps Tool' option and then click on the 'calculate value' button.

SCT User Guide – Property Log Book

- The first page of the Surveyors Comparable Tool will now be shown.
- At the top of the page is the Property Log Book. This section of the report will tell you everything you will need to know about your target property - including the full transaction history!

SCT BETA for Property Address: 8 Cherry Walk, Kempston, BEDFORD, MK42 7PB

Sales Photo **Rental Photo**



Property Type: House Bedrooms: 3 Heating: Gas
Property Style: Semi Detached Living Rooms: 1 Parking: Single Garage
Tenure: Freehold Bathrooms: 1 Condition: Average
Year Built: 1970 Cloakrooms: - Floor Area: 85 sqm
Council Tax: Band C Conservatory: - Mosaic Group: [New Homemakers](#)
Mosaic Type: [Cool on the Ladder](#)

[Sales Details](#) [Rental Details](#) [About My Place](#) [Street View](#) [Market Trends](#) [Best Price Guide](#)

Sales Full Description
Taylors Estate Agents are delighted to offer for sale this immaculate and much improved three bedroom semi detached family home. The property briefly comprises entrance porch, hallway, lounge, kitchen/diner, three bedrooms and a family bathroom. Further benefits include gas radiator heating, double glazing, off road parking and a garage.

Kempston has a variety of amenities and facilities to include several public houses, schools and Addison Howard Park. Further facilities include a swimming pool, doctors and large Sainsbury's superstore. Bedford town centre is approximately three miles away which also hosts an array of shops and facilities and Bedford train station which has links to London.

- 3 Bedroom Semi Detached Family Home
- Entrance Hall
- Lounge 13'0" x 12'6"
- Kitchen/Diner 15'7" x 10'6"
- Master Bedroom 13'11" x 8'8"
- Bedroom Two 9'3" x 9'2"
- Bedroom Three 9'11" x 6'8"
- Bathroom
- Double Glazing
- Radiator Heating
- Front and Rear Gardens
- Garage and Driveway


Rental Full Description
Taylors Estate Agents are delighted to offer this well presented three bedroom semi-detached house situated in a quiet walk of Kempston. In brief the property comprises lounge, kitchen/diner, three bedrooms, bathroom, rear garden, garage and off road parking. Cherry Walk is located close to Elstow Road in Kempston offering convenient access to local schools, shops and public parts. It also offers easy access to the major road network that surrounds Bedford and Kempston. Viewing comes highly recommended

- If you would like to save the Property Log Book to your computer, simply click on the 'PDF Log Book' button.

SCT User Guide – Comparable Search

Date: Last year
Distance: < 100m
Property Type:
Property Style:
Bed Range: to
Prices above:
Prices below:
Search

Comparables ([Click here to see these on a map](#))
Currently displaying: 12 comparables out of 67 found.
Alter the search parameters to see more of the comparable properties in the list.

Comp No: 2 --> 36 Cherry Walk, Kempston, BEDFORD, MK42 7PB
Select:


Property Type:	House	Market Price:	£140,000	HMLR Price:	£135,000
Property Style:	Mid Terrace	Market Start:	22 Apr, 2011	HMLR Date:	06 May, 2011
Bedrooms:	3	Market End:	19 May, 2011		
Floor Area:	79 sqm	Agent Name:	Taylor's Estate Agents		
New Build:	No	Agent Tel:	01234 840860	Score:	234
Distance:	Same Postcode	Status:	Sold STG		

Click Image for latest Status
log book

Comp No: 3 --> 66 Lilac Walk, Kempston, BEDFORD, MK42 7PH
rightmove
Select:


Property Type:	House	Market Price:	£150,000	HMLR Price:	£140,000
Property Style:	Semi Detached	Market Start:	10 Feb, 2011	HMLR Date:	28 Feb, 2011
Bedrooms:	3	Market End:	04 Mar, 2011		
Floor Area:	87 sqm	Agent Name:	Taylor's Estate Agents		
New Build:	No	Agent Tel:	01234 840860	Score:	222
Distance:	< 100m	Status:	Archived		

Click Image for latest Status
log book

Comp No: 3 --> 66 Lilac Walk, Kempston, BEDFORD, MK42 7PH
rightmove
Select:

Property Type:	House	Market Price:	£150,000	HMLR Price:	£140,000
Property Style:	Semi Detached	Market Start:	10 Feb, 2011	HMLR Date:	28 Feb, 2011
Bedrooms:	3	Market End:	04 Mar, 2011		
Floor Area:	87 sqm	Agent Name:	Taylor's Estate Agents		
New Build:	No	Agent Tel:	01234 840860	Score:	222
Distance:	< 100m	Status:	Archived		

Click Image for latest Status
log book

Comp No: 4 --> Cherry Walk, Kempston, Bedford, MK42, MK42 7PD (Address matched only by postcode)
Select: 

Property Type:	House	Market Price:	£145,000	HMLR Price:	-
Property Style:	Semi Detached	Market Start:	11 Mar, 2011	HMLR Date:	-
Bedrooms:	3	Market End:	19 Dec, 2011		
Floor Area:	-	Agent Name:	Unknown		
New Build:	No	Agent Tel:	Unknown	Score:	219
Distance:	< 100m	Status:	Sold STG		

Click Image for latest Status
log book

Comp No: 7 --> 46 Lilac Walk, Kempston, BEDFORD, MK42 7PH
Select:

- Below the Property Log Book you will see a list of comparable properties. The listings at the top are the comps that the system believes are the most comparable to your target property.
- You can access the Property Log Book for each comp by clicking on the 'Log Book' button (this option will be greyed out if we are unable to address match the property).
- As a default, the filter is set to return comparable properties within 100m and to show any properties that have been active within the last year. To expand or refine your search, use the filter options provided and then click on the 'Search' button.
- To view the comparables on a map click on the 'click here to see these on a map' link.
- Once you have analysed the list of comparables, select your favourite comps by clicking on the 'select' button which can be found next to each comp.
- To generate the final report you will now need to select the 'view selected comps button'.

SCT User Guide – Filters

The screenshot shows a search filter interface with the following fields:

- Date: Last year (dropdown)
- Distance: < 100m (dropdown)
- Property Type: (dropdown)
- Property Style: (dropdown)
- Bed Range: (dropdown) to (dropdown)
- Prices above: (input field)
- Prices below: (input field)
- search (button)

Below the filters, the text reads: **Comparables** [\(Click here to see these on a map\)](#). Currently displaying: 8 comparables out of 84 found. Alter the search parameters to see more of the comparable properties in the list.

- As a default, the filter is set to return comparable properties close to the property that have been active within the last year. This will typically display less than 12 properties out of the total found.
- To see more properties or to expand/refine your search, use the filter options provided and then click on the 'Search' button.
- Please note: If you expand the search area you will obtain an entirely new set of results. To see all the comparables found by the SCT use the 'Show All' option under the distance drop down list.

The screenshot shows the search results interface with the following text:

Comparables [\(Click here to see these on a map\)](#)

Currently displaying: **21** comparables out of **84** found.

Alter the search parameters to see more of the comparable properties in the list.


- The comparable count will automatically adjust to show you how many comps have now been found within your search parameters.

SCT User Guide – Final Report

- On the final report page you have the ability to add site notes to the report and to each individual comparable. All site notes will be time, date and name stamped.
- If you know of any additional properties that did not appear in the list of comps you can add this to the report using the 'Manual Comparable' tool. Enter the information into the empty fields and click on the 'add' button.
- At this stage you will still have the ability to remove any of the selected comps by unselecting them and clicking on the 'remove unselected comps' button.
- Once you are happy with the report it is important that you remember to save it. You can do this by clicking on the 'save report' button. You will then be able to access this report or any previous reports at a later date.


Selected Comparables ([Click here to see these on a map](#))

Comp No: 2 --> 36 Cherry Walk, Kempston, BEDFORD, MK42 7PB Select:

	Property Type: House Property Style: Mid Terrace Bedrooms: 3 Floor Area: 79 sqm New Build: No Distance: Same Postcode	Market Price: £140,000 Market Start: 22 Apr, 2011 Market End: 19 May, 2011 Agent Name: Taylors Estate Agents Agent Tel: 01234 840860 Status: Sold STC <small>Click Image for latest Status</small>	HMLR Price: £135,000 HMLR Date: 06 May, 2011 Score: 234
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Comp Notes: (Maximum 1000 characters)

Comp No: 3 --> 66 Lilac Walk, Kempston, BEDFORD, MK42 7PH Select:

	Property Type: House Property Style: Semi Detached Bedrooms: 3 Floor Area: 87 sqm New Build: No Distance: < 100m	Market Price: £150,000 Market Start: 10 Feb, 2011 Market End: 04 Mar, 2011 Agent Name: Taylors Estate Agents Agent Tel: 01234 840860 Status: Archived <small>Click Image for latest Status</small>	HMLR Price: £140,000 HMLR Date: 28 Feb, 2011 Score: 222
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Comp Notes: (Maximum 1000 characters)

Comp No: 4 --> Cherry Walk, Kempston, Bedford, MK42, MK42 7PD (Address matched only by postcode) Select:

	Property Type: House Property Style: Semi Detached Bedrooms: 3 Floor Area: - New Build: No Distance: < 100m	Market Price: £145,000 Market Start: 11 Mar, 2011 Market End: 19 Dec, 2011 Agent Name: Unknown Agent Tel: Unknown Status: Sold STC <small>Click Image for latest Status</small>	HMLR Price: - HMLR Date: - Score: 219
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Comp Notes: (Maximum 1000 characters)

Enter Manual Comparable

Flat No: Street Name: Postcode:
Building No: City/Area:

Property Type: <input type="text"/>	Marketed Price: <input type="text"/>	HMLR Price: <input type="text"/>
Property Style: <input type="text"/>	Marketed Start: <input type="text"/>	HMLR Date: <input type="text"/>
Bedrooms: <input type="text"/>	Marketed End: <input type="text"/>	
Floor Area (sqm): <input type="text"/>	Agent Name: <input type="text"/>	
New Build: <input type="text"/>	Agent Tel: <input type="text"/>	
Distance (m): <input type="text"/>	Status: <input type="text"/>	

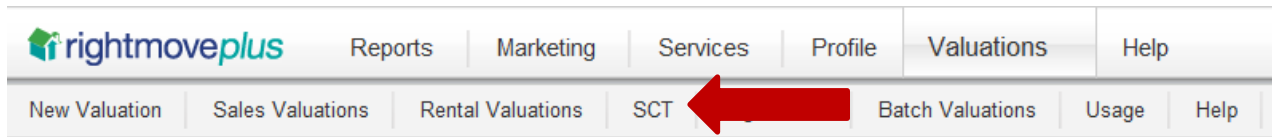
Comp Notes: (Maximum 1000 characters)

Notes

Site Notes: (Maximum 4000 characters)
No Notes Entered

SCT User Guide – Saved Reports

- To access your saved reports click in the 'SCT' tab



- Select the 'My reports in this office' option. You can then filter the search by your entering your reference, the postcode or by the date that the report was processed. A list of the saved reports will then be shown.
- Alternatively, you can view the reports generated by the entire office by selecting the 'All reports in this office' option.

The screenshot shows the 'Saved SCT Reports' section. It includes a search filter area with a 'Your reference:' input field, a 'Postcode:' input field, and a 'Show:' section with three radio button options: 'My reports in this office' (selected), 'All reports in this office', and 'My reports in all offices'. There are also 'Search from:' and 'Search to:' date pickers. A 'search' button is located to the right of the search filters. Below the search area is a table of reports with columns for 'Report Date', 'User Reference', 'Address', 'View', and 'PDF'. Red arrows point to the 'search' button, the 'view sct' button for the first report, and the 'pdf' button for the first report.

Report Date	User Reference	Address	View	PDF
16 Dec, 2011		Tymawr, Broadlay, FERRYSIDE, Dyfed, SA17 5UB	view sct	pdf
15 Dec, 2011		86b, Queens Road, TWICKENHAM, TW1 4ET	view sct	pdf
14 Dec, 2011	Surveyor Comps Tool Report	Flat 12, 2, Tavistock Road, CROYDON, CR0 2AS	view sct	pdf
13 Dec, 2011		39, Ouseley Road, LONDON, SW12 8ED	view sct	pdf
07 Dec, 2011		41, Ouseley Road, LONDON, SW12 8ED	view sct	pdf

- To view a saved report, click on the 'view sct' button. When the report is re-open you will be able to add additional site notes - don't forget to re-save the report once you have finished making your amendments!
- To PDF and Print the report, click on the 'pdf' button.