

iValuateProperty User Guide

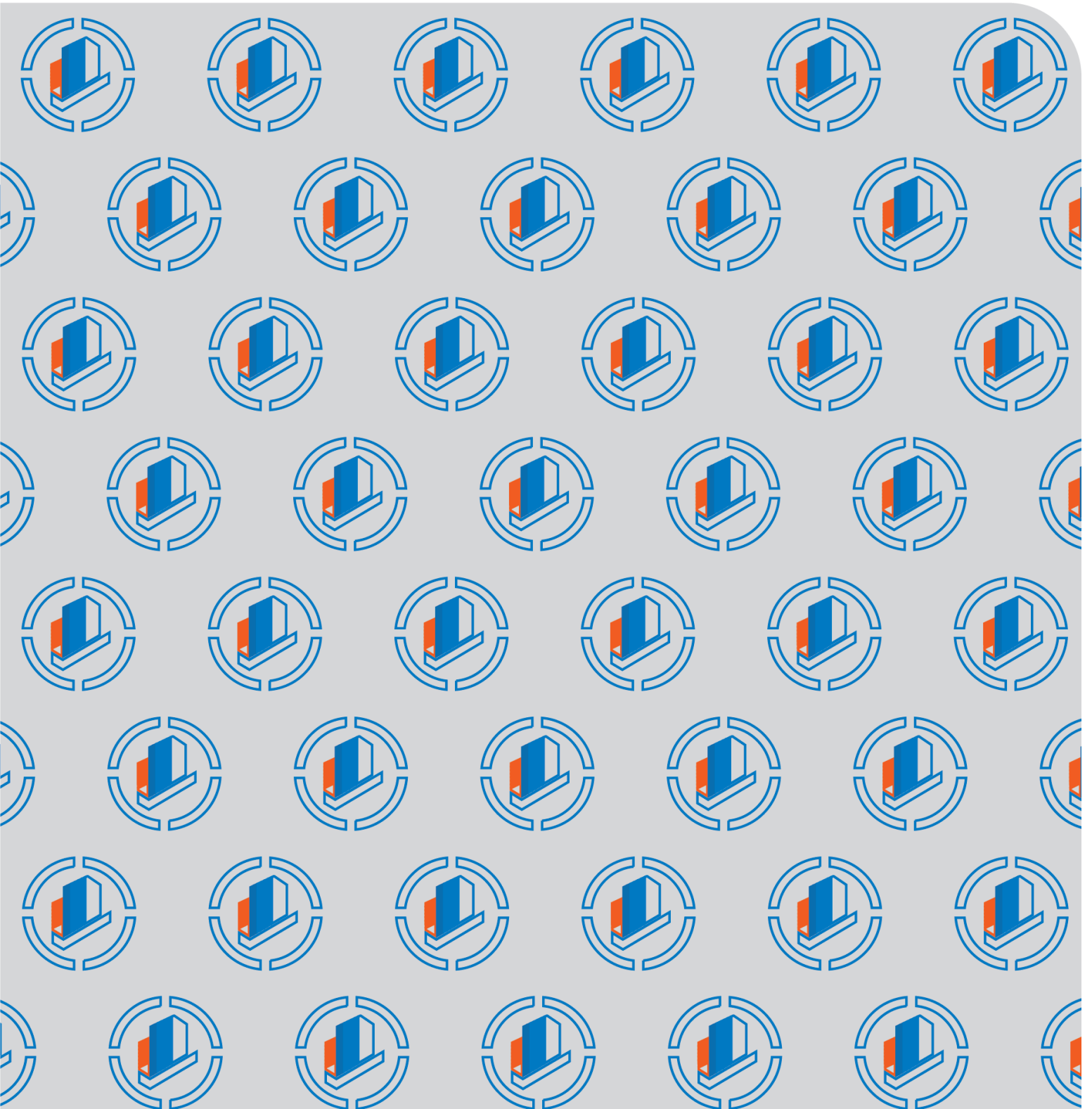


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General Information & Definitions

Purpose of this tool

iValueProperty is an online platform created to simplify insurance replacement valuations.

By providing the property, construction and site details of a particular property risk, users of the platform have access to an insurance replacement valuation that is accurate and transparent, reflecting current macroeconomic trends in property and rebuilding value. The benefits of iValueProperty include:

- A dashboard landing page with an interactive list of your clients and recent insurance replacement reports.
- Ability to create insurance replacement reports in a consistent format.
- Accurate insurance replacement valuation calculations which consider a variety of property types as well as macroeconomic factors including inflation, interest rates and supply/demand of building materials.
- Wide-ranging valuation listing view and search functionality for all valuations completed.
- Real-time valuation report production.

Definitions & Abbreviations

General Terms

Administrator User: The first user from a specific organisation/business who registers onto the platform. Administrator users can invite other users onto the platform to be a part of their organisation. Designated administrator users can change over time and an organisation can have more than one designated administrator user. Administrator users should monitor who has access to the platform under their organisation and can generate reports as per usual.

Enterprise User: Users who have been invited onto the platform by the administrator user. Enterprise users can log into the site, generate reports and can view, edit and access all other reports available within their organisation/business.

User Organisation: The organisation to which the user of the platform is affiliated to. I.e, the business/organisation that the user is operating on behalf of.

Client Organisation: The organisation or individual who is seeking or requires an insurance valuation property report for their property.

Promotion Code: Promotion Code is a form of payment for a report. Promotion Codes can be redeemed for reports of the same Building Type to which the Promotion Code is linked. Promotion codes will be valid until the number of reports remaining equals zero or the expiration date is met. Promotion codes can be provided for bulk orders to Users on a case-by-case basis through Robertson & Robertson Valuers. The Universal Promotion Code allows for payment of reports for all building types and only expires when turned off by iValueProperty administrators.

Insurance Valuation Report: The insurance valuation property report produced by iValuateProperty which can be relied upon for accurate building replacement values for insurance purposes.

Reports in Error: Reports that are in an error state. This would be due to one of two reasons; the valuation is above \$50m or a previous sum insured amount is entered and the date should be 01/01/2020.

Insurable Amount/Replacement Figure: The cost of replacing the insured's tangible asset with that of an equivalent asset at the same location providing similar function and offering equivalent utility, but which is of a current design and constructed or manufactured using current materials and techniques. An insurance cost estimate is distinctly different from an opinion of market value of real property.

Abbreviations

Building sqm: The aggregate area of every floor in a building or extension. The total building area is inclusive of all internal building areas excluding garages, outdoor entertainment areas (adjoined or detached) and carparking but including verandas, balconies and awnings.

iValuateProperty demonstration videos are available through the link (<https://vimeo.com/showcase/ivaluateproperty>).

These videos can be accessed with the password iVP2024.

Registering on iValueProperty

Registering an account creates a new Administrator User. When users navigate to the iValueProperty Landing Page (Image 1), they will be presented with options to either log into the site or to register an account for the first time.

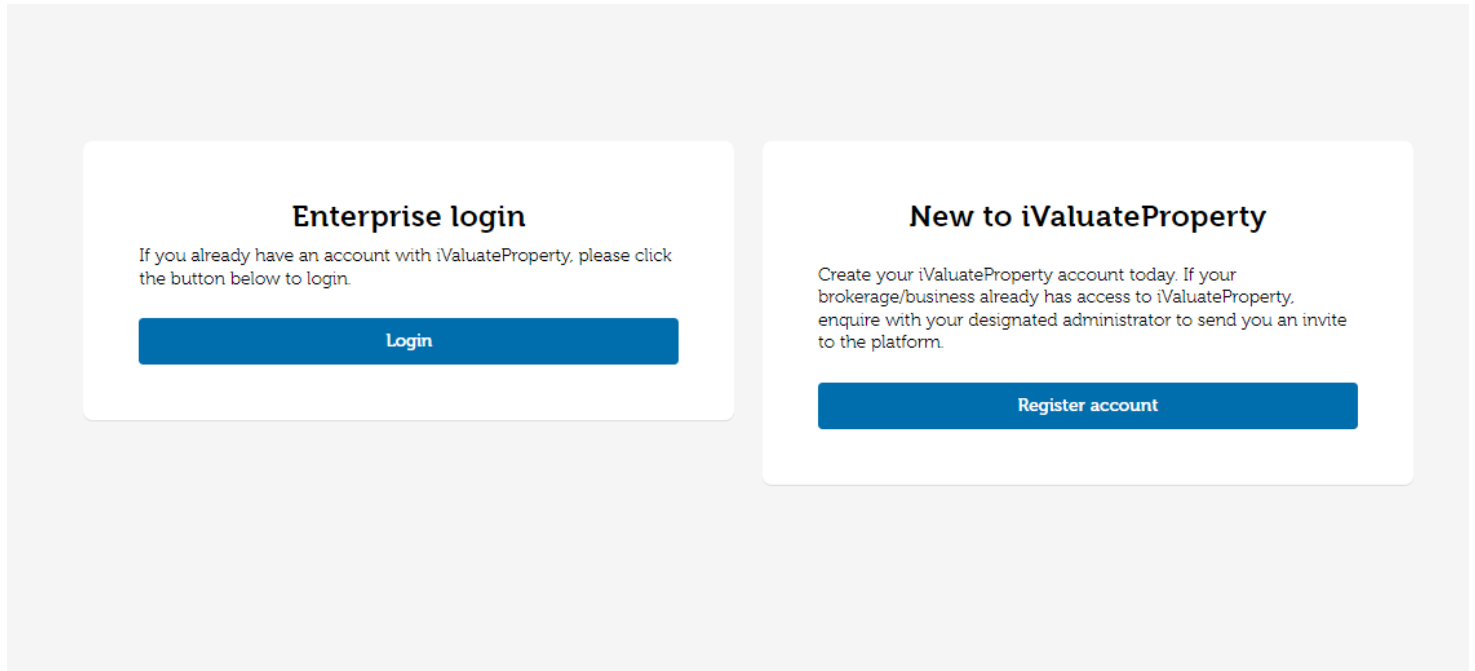


Image 1 | iValueProperty Landing Page


Create your account

First name

Last name

Email

Password [Show](#)

 Add a profile picture!
Accepted file type: JPG, PNG

[Browse](#)

Phone Number

☐ I have read and agree to [Terms & Conditions](#) and [Privacy Policy](#)

[Cancel](#) [Sign up](#)

Image 2 | Registration of Account

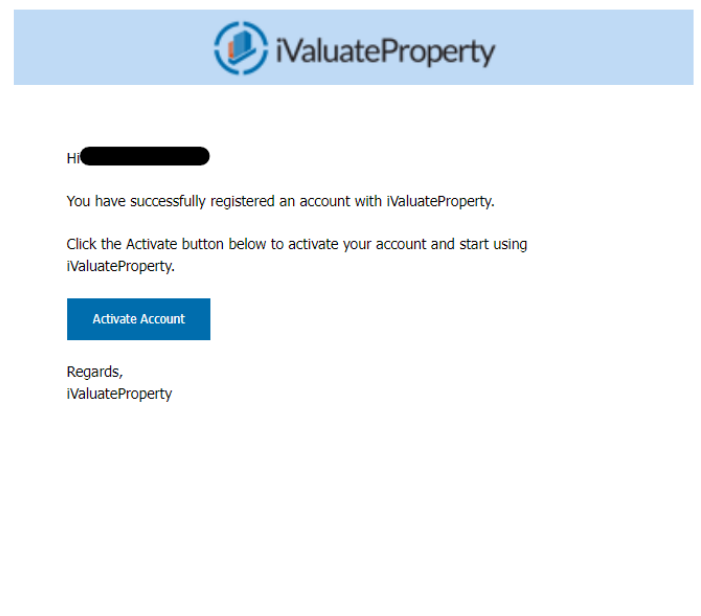


Image 3 | Onboarding Confirmation Email

Once these details have been completed, the registered user will receive an onboarding email (Image 3).

This email will redirect the user to the iValueProperty login (Image 1), where they should login for the first time via the Enterprise Login option. The user will then be required to input their iValueProperty Login Details (Image 4).

Once successfully logged in, the user will be instructed to input their organisation/business Information (Image 5).

Image 4 | iValueProperty Login Details

Image 5 | Add Organisation/Business Information

Registration Issues

Users may experience a registration issue (Image 6) if a user from their organisation has already registered on the platform. This is to ensure that there are not multiple user organisations within the platform for a specific business/organisation. In addition, this ensures that a business/organisation's insurance valuation property reports are all centrally housed in a secure repository, which designated staff have access to.

Image 6 | Common Account Registration Issue

In the instance of the above registration issue (Image 6), users should reach out to their administrator user to request an invitation to join the platform under the business'/organisation's user organisation.

It is more likely that Corporate Authorised Representative Groups and other Authorised Representative Groups encounter this issue as they may share similar email domain names (the verification of accounts is based on the email domain name. In this manner, upon registration, the platform searches the iValueProperty database to see if the email domain that is being registered is already stored within the database. If it is, a user will encounter this issue).

If you are a part of a Corporate Authorised Representative Group, or any other Authorised Representative structure that is already registered on the platform and you have encountered this issue via shared email domain names, reach out to info@randr.com.au and we can accommodate you on the platform through manual intervention.

Inviting Users onto iValueProperty

As an administrator user, you have the power to invite users onto the platform to be a part of your organisation. Administrator users are the only users within an organisation who have the power to invite other users onto the platform.

Designated administrator users can change over time and an organisation can have more than one designated administrator user. Administrator users should monitor who has access to the platform under their organisation.

To invite users within your organisation/business onto the iValueProperty platform, administrator users should follow the prompts within the 'Manage Users' (Image 7) section of the platform.

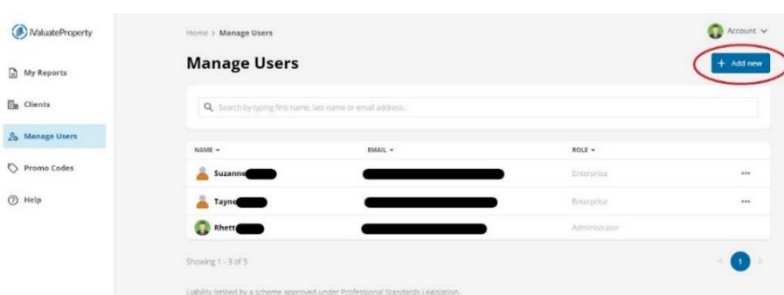


Image 7 | Manage Users

Image 8 | Invite New Users onto the Platform



Image 9 | Invitation for a new user to join iValuateProperty



Image 10 | Temporary Password

The onboarded user will receive an invitation to the platform. Once clicking the 'Join Now' button (Image 9), the user will be redirected to the iValuateProperty Landing Page (Image 1). After this has occurred, the user will be sent a second email (Image 10) which includes a temporary password and a log-in for the new user.

Once the new user has logged in for the first time, they will be encouraged to change their password to a new password, which will be their ongoing password for the iValuateProperty platform.

From there, the new user will have access to the platform from an enterprise user basis. Enterprise users can log into the site, generate reports and can view, edit and access all other reports available within their organisation/business, but cannot invite other users onto the platform.

Invitations to the platform are valid for 5 days, thereafter they will expire.

Managing Users on the Platform

Administrator users also have the power to edit the privileges of other users onboarded onto the platform within their user organisation.

The three dots icon allows for administrator users to deactivate accounts which are no longer required on the platform, as well as provide admin privileges to other uses already onboarded on the platform (Image 11).

If a user is an administrator user and wants to delegate this role to another individual on the platform (and remove themselves from it), they will have to assign the admin privileges to the designated new administrator user. Thereafter, the new administrator user can then remove admin privileges by also clicking the options available to them through the three dots icon.

User organisations can have as many administrator users as they deem necessary.

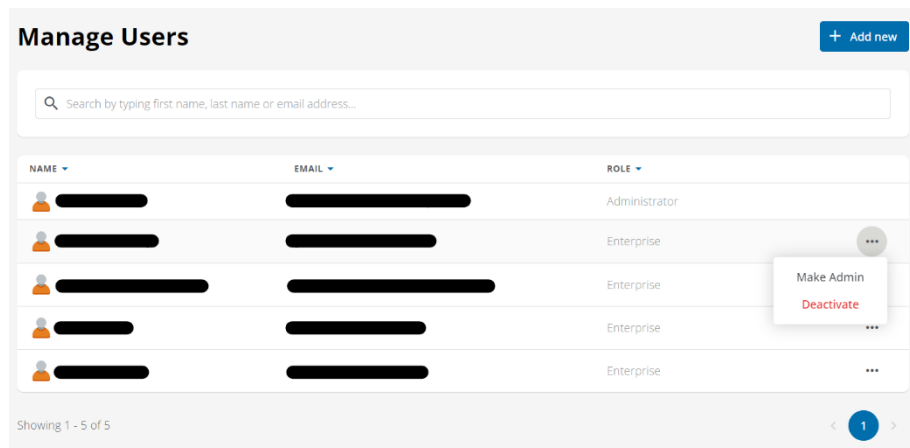


Image 11 | Manage Users – Deactivation/Make Admin

Account Settings

Account Settings can be edited by clicking the 'Account' dropdown in the top right corner of the iValueProperty platform.

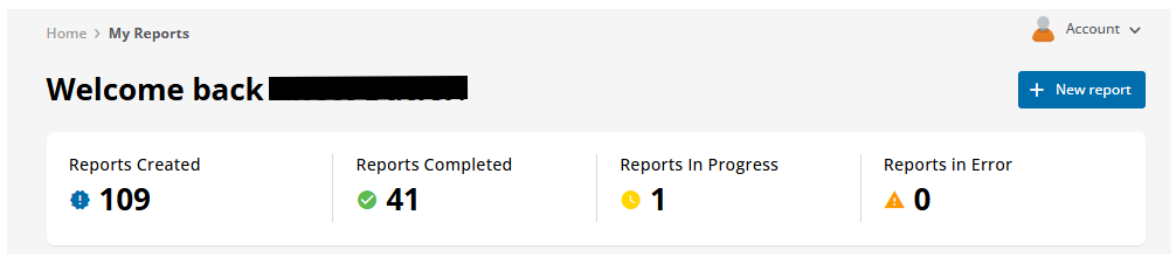



Image 12 | Account Dropdown

Account Information

Personalise your account today!
Accepted file type: JPG, PNG



First name

Last name

Email

Phone


Organisation/Business Information

Please input your Organisation/Business Information in the relevant fields below. If you are an individual, and not represented by an Organisation/Business, please input your individual details.

Trading name / Legal entity name

Address

(OPTIONAL INFORMATION)

 Upload organisation logo
Accepted file type: JPG, PNG

Website

Phone Number

ACN#

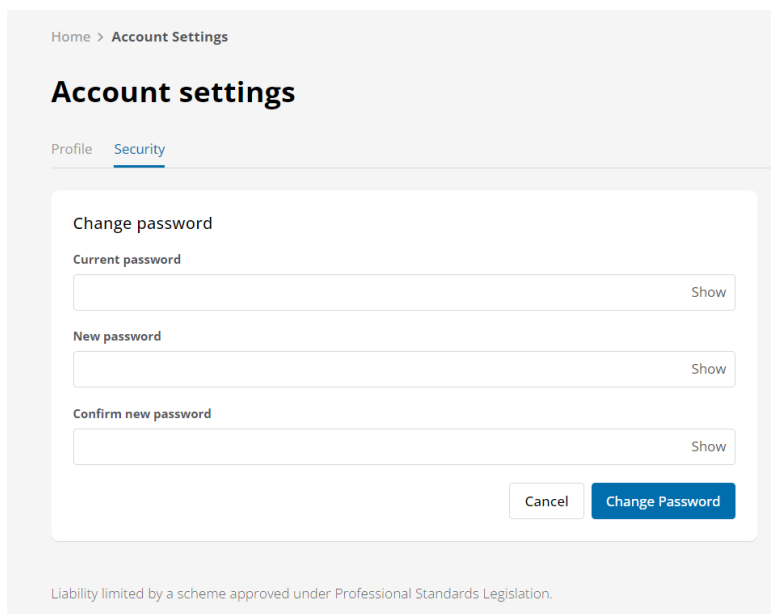
ABN#

Image 13 | iValueProperty Account Settings Page

Account Information: The record of a user's personal details and contact information. Ensure this is correct and up to date.

Organisation/Business Information: The organisation to which the user of the platform is affiliated to. If you are an individual, and not represented by an organisation/business, please input your individual details. Ensure this is correct and up to date.

Security details (password details) can also be changed within the Account Settings page of the platform (Image 14).



Home > Account Settings

Account settings

Profile Security

Change password

Current password Show

New password Show

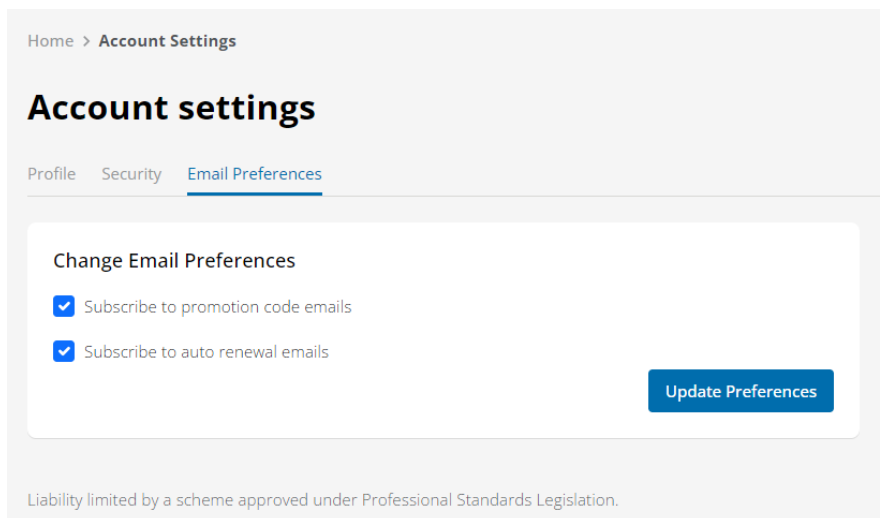
Confirm new password Show

Cancel **Change Password**

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Image 14 | Account Settings – Security

Email preferences can also be changed within the account settings. This allows users to subscribe or unsubscribe from promotion code emails and auto renewal emails (Image 15).



Home > Account Settings

Account settings

Profile Security Email Preferences

Change Email Preferences

☒ Subscribe to promotion code emails

☒ Subscribe to auto renewal emails

Update Preferences

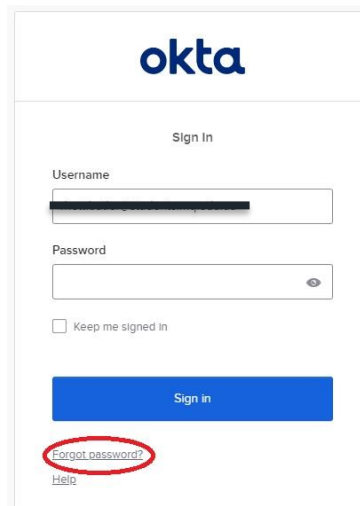
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Image 15 | Account Settings – Email Preferences

Forgot Password

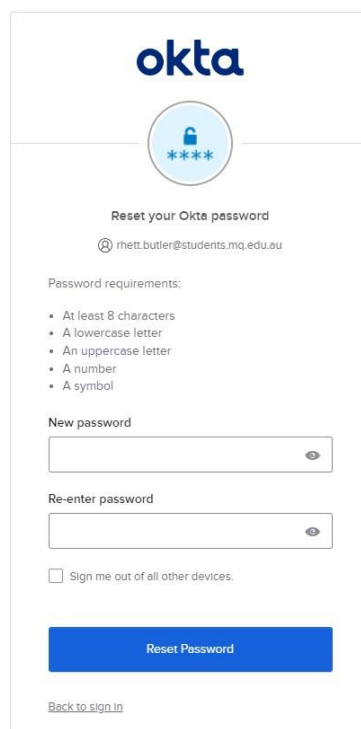
If the user has forgotten their password, the 'Forgot Password?' option is available to the user upon log-in (Image 16).

After clicking this link, a verification email is sent to the user's registered email address by Okta. By following the prompt in this email, users have the ability to reset their password (Image 17). Please note the prompt in this email by Okta expires in 5 minutes from opening.



The image shows the Okta Sign In page. At the top is the Okta logo. Below it is the 'Sign In' heading. There are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Keep me signed in'. A blue 'Sign in' button is positioned below the checkbox. At the bottom left, the link 'Forgot password?' is circled in red, with a 'Help' link below it.

Image 16 | Forgot Password



The image shows the Okta 'Reset your Okta password' page. At the top is the Okta logo. Below it is a circular icon with a lock and four asterisks. The heading 'Reset your Okta password' is followed by the email address 'rnett.butler@students.mq.edu.au'. Under 'Password requirements:', there is a list: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', and 'A symbol'. There are two input fields: 'New password' and 'Re-enter password'. Below these is a checkbox labeled 'Sign me out of all other devices.' A blue 'Reset Password' button is at the bottom. A link 'Back to sign in' is at the very bottom.

Image 17 | Password Reset

Navigation Pane

On the left hand side of iValuateProperty is the Navigation Pane (Image 18) for the website. This pane has the ability to redirect the user to the 'My Reports' dashboard (Image 19), 'Clients' listing (Image 20), Manage Users page (If an Administrator User) (Image 7), Promo Codes page (Image 21), Help page as well as both the iValuateProperty Privacy and Terms & Conditions pages at the bottom of the navigation pane.

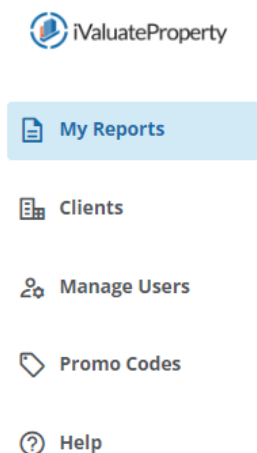


Image 18 | iValuateProperty Navigation Pane

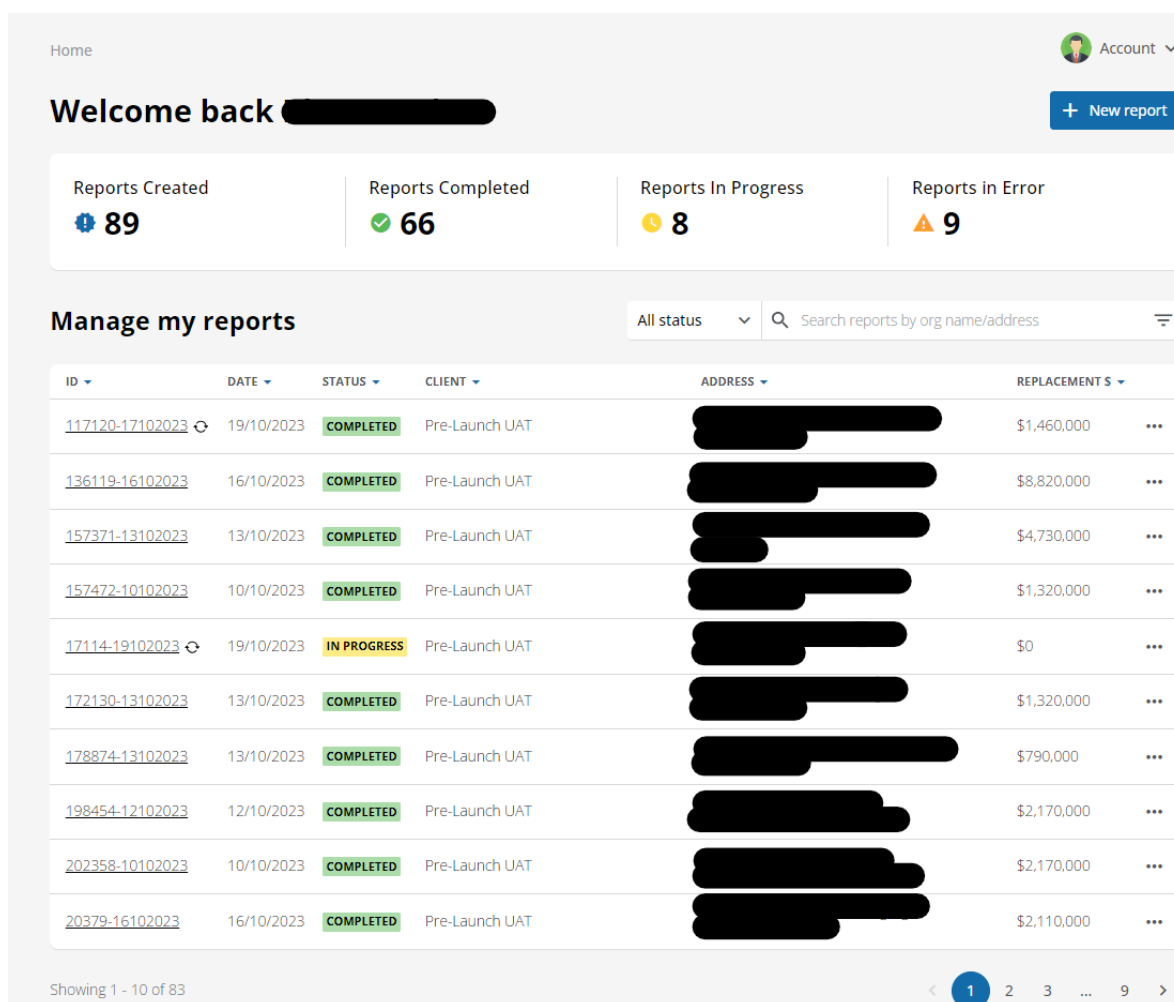
iValueProperty Dashboard


The 'My Reports' (Image 19) section of iValueProperty is a dashboard landing page with an interactive list of your client's recent insurance replacement reports. It serves as the site's homepage for logged-in Enterprise and Administrator Users.

The My Reports dashboard provides users with controls to search, view, edit and filter for reports that have been completed, in progress or in a state of error.

Reports can be identified by Report ID, Date of Production, Status, Client Organisation, Address and Replacement Value. Reports can also be sorted by each of these respective identifiers.


Reports can also be moved from client to client. This may be useful in instances where clients may undergo mergers or acquisitions. The three dots icon allows for this action as an option.




Home Account 

Welcome back [REDACTED] + New report


Reports Created

 **89**


Reports Completed


 **66**



















Reports In Progress

 **8**

Reports in Error

 **9**

Manage my reports All status 

ID 	DATE 	STATUS 	CLIENT 	ADDRESS 	REPLACEMENT \$ 
117120-17102023 	19/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$1,460,000 
136119-16102023	16/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$8,820,000 
157371-13102023	13/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$4,730,000 
157472-10102023	10/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$1,320,000 
17114-19102023 	19/10/2023	IN PROGRESS	Pre-Launch UAT	[REDACTED]	\$0 
172130-13102023	13/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$1,320,000 
178874-13102023	13/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$790,000 
198454-12102023	12/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$2,170,000 
202358-10102023	10/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$2,170,000 
20379-16102023	16/10/2023	COMPLETED	Pre-Launch UAT	[REDACTED]	\$2,110,000 

Showing 1 - 10 of 83 < 1 2 3 ... 9 >

Image 19 | My Reports Dashboard

Client Listing

The Clients Listing page (Image 20) provides a listing of existing clients who the user has completed or started valuation reports for in iValuateProperty. New clients can also be added into this database for future valuation reports by pressing the 'Add New' button in the top right corner.

Users are able to edit the details of these clients to ensure their information is accurate and up to date by clicking the 'Edit Details' button.

The page also provides the ability to view reports for a specific client produced in the past. By clicking the 'View Reports' button you are redirected to the iValuateProperty dashboard where the reports created for that client are presented.

Users also have the ability to search clients using the search bar function as well as to sort their listing alphabetically and/or by the newest or oldest clients.

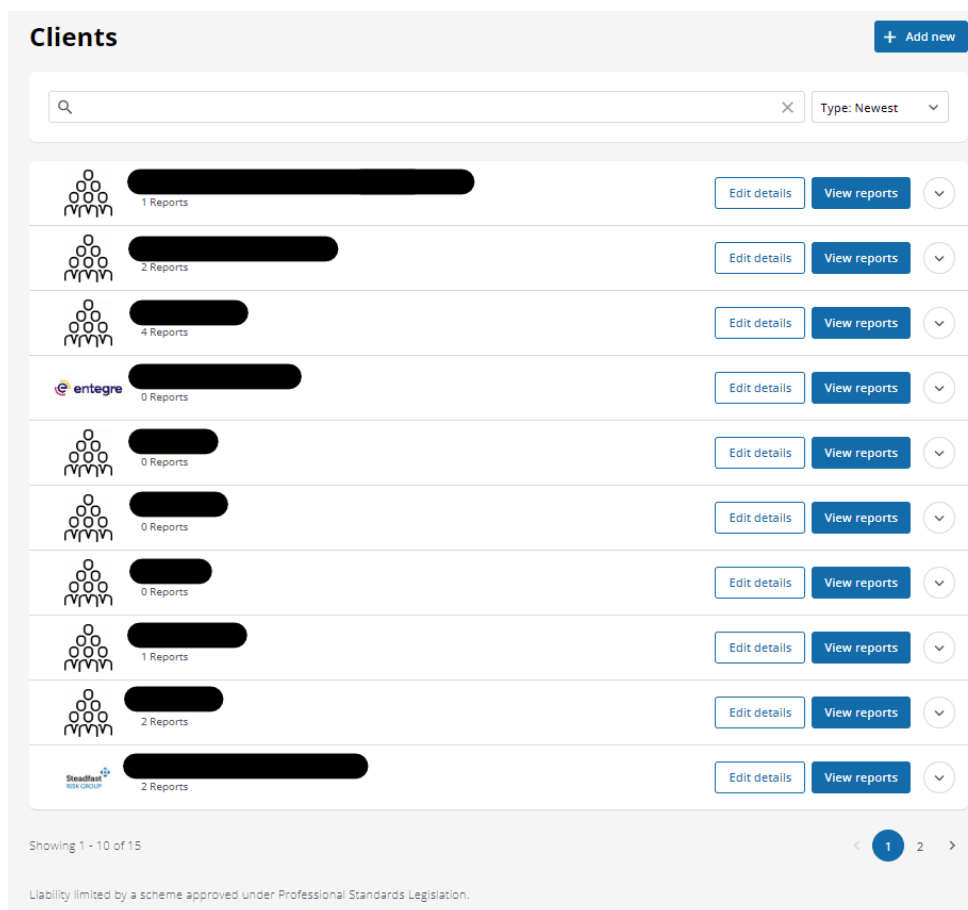


Image 20 | Client Listing Page

Promo Code

The Promotion Codes (Image 21) page provides the ability for users to use a promotion code as the form of payment for a report.

Promotion codes can be redeemed for reports of the same Building Type to which the Promotion Code is linked.

Promotion codes will be valid until the number of reports remaining equals zero or the expiration date has been met.

The Universal Promotion Code may also be applied. The Universal Promotion Code allows for payment of reports for all building types and only expires when turned off by iValueProperty administrators.

The Universal Promotion Code will **NOT** be displayed in this section of iValueProperty. The Universal Promotion Code will be communicated separately to those users who have access to it and will not be promoted on the platform.

Promo Codes						
USER ORG ▴	CODE ▴	CATEGORY ▴	TYPE ▴	REPORTS	EXPIRATION ▴	
Steadfast Risk Group	SUXMVJ	Commercial Free-Standing	Retail up to and including 2 levels	19/20	27/10/2024	...
Steadfast Risk Group	SUNNMU	Commercial Free-Standing	Tavern/Pub	100/100	01/11/2024	...

Showing 1 - 2 of 2

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Image 21 | Promotion Codes

Help Page

The iValueProperty 'Help' page provides background information in relation to the iValueProperty platform and addresses some Frequently Asked Questions by users.

The 'Contact Us' button at the bottom of the page reveals the iValueProperty email address (info@randr.com.au), which implores users still experiencing difficulties to contact us via that medium.

Report Details

Client Details

The first section of the new report process is the Client Details (Image 22).

In this section, you have the option of selecting pre-existing clients from your Client Listing database or adding a new client into the platform. By adding a new client into the platform, this client will be recognised going forward in the Client Listing database and can be referred to for future valuations.

STEP 1 OF 5

Client details

Please provide client details

--- Please select --- + Add new

Client name / Legal entity name

Address

(OPTIONAL INFORMATION)

Website Phone

ACN# ABN#

Requestor (your) details

First name Last name

Email Phone

Save progress Continue

Liability limited by a scheme approved under Professional Standards Legislation.

Image 22 | Client Details

Information that is requested in this section includes:

Client name / Legal entity name: Name of the client, whether they are an entity or an individual. This is a required field.

Address: Main address of the client. This may differ from the actual location which is being valued. This is a required field.

Website: If applicable, the client's website they use to operate and can be contacted through. This is not a required field.

Phone: The main contact number of the client. This is a required field.

ABN: If applicable, the Australian Business Number of the client. This is not a required field.

ACN: If applicable, the Australian Company Number of the client. This is not a required field.

Property Details

The second section of the new report process is the Property Details (Image 23).

In this section, the user is required to provide key property details of the property being valued.

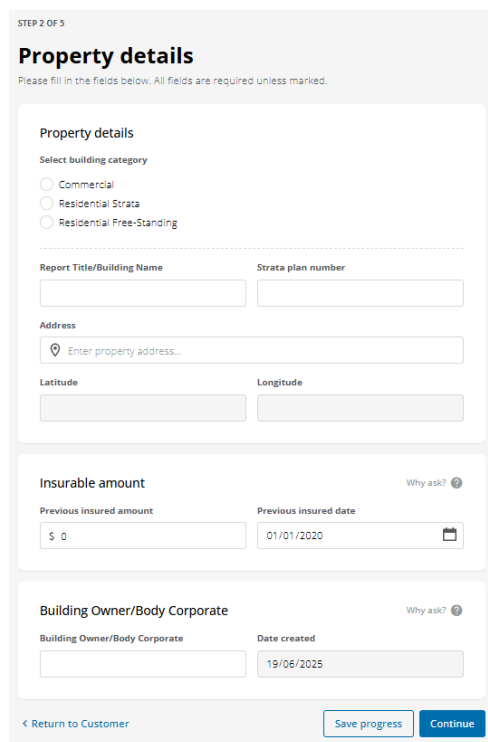


Image 23 – Property Details

Information that is requested in this section includes:

Building Category: The Building Category that is related to the property being valued. There are three different building categories within iValuateProperty including Commercial, Residential Strata and Residential Free-Standing.

Building Type: Under each of the above building categories, there are multiple building types which may be selected that apply to the property being valued. See specific building types under each of the relevant building categories below.

Commercial:

- Office multi-storey up to and including 7 Levels (Inc. Basement)
- Office multi-storey greater than 7 Levels (Inc. Basement)
- Retail/Commercial (Small span <500m²)
- Retail/Commercial (Large span >500m²)
- Shopping Centre
- Warehouse - Low Bay
- Warehouse - High Bay
- Industrial (Small span <500m²)
- Industrial (Large span >500m²)
- Clubs
- Tavern/Pub
- Motels
- Hotels (International Standard)
- Church
- Authorities - Fire Station
- Authorities - Police Station
- Civic - City Hall and Town Halls
- Civic Centre

- Library
- Art Gallery
- Education - Single Storey
- Education - Multi Storey
- Multi Purpose Health Centre
- Child Care Centre
- General Hospital
- Nursing Home

Residential Strata:

- Attached Dwelling – Up to and including 4 Villas
- Attached Dwelling – Greater than 4 Villas
- Attached Dwelling – Up to and including 4 Duplexes
- Attached Dwelling – Greater than 4 Duplexes
- Attached Dwelling – Up to and including 4 Town Houses
- Attached Dwelling – Greater than 4 Town Houses
- Multi-storey Apartments up to and including 4 Levels (Inc. Basement)
- Multi-storey Apartments greater than 4 Levels (Inc. Basement)

Residential Free-Standing:

- House - Single Unit
- Attached Dwelling - Villa
- Attached Dwelling - Duplex
- Attached Dwelling - Town House

Report Title/Building Name: The title of the report. This will appear on the front page of the report. If the property doesn't have an actual name, an appropriate report title should be used. For example, this could follow the structure of 'Client Name – Building Type'. This is a required field.

Strata Plan Number: If applicable, the strata plan number of the property being valued. This is not a required field.

Address: Address of the property being valued. When filling out this information, the user should select the exact-matching, formatted address returned by the Google address service. Users can still insert an address if there is no exact match with the Google address service. This is a required field.

Latitude/Longitude: This is pre-populated by iValueProperty based on the address provided above. If the address provided does not produce a match with the Google address service, no Latitude/Longitude coordinates will be populated for this valuation. No action is required.

Previous Insured Amount and Date: The previous sum insured amount for which the building was insured for and the date for when this was applicable. If a valuation was obtained, refer to the valuation at the date of valuation. If there was no valuation obtained, refer to the sum insured amount at the policy inception date. This is not a required field but is encouraged to be input if the information is known. If the previous sum insured amount is suspected to be too high or too low do enter the previous sum insured amount, but date it as at 01/01/2020.

Building Owner/Body Corporate: Provide relevant building owner/body corporate details. This is a required field.

Construction Details

The third section of the new report process is the Construction Details (Image 24-Image 26).

In this section, the user is required to provide key construction details of the property being valued.

Construction details

Please fill in the fields below. All fields are required unless marked.

Please ensure the data you have is accurate. If there have been no structural renovations over \$100k, leave this section as blank.

Obtain building square meterage from floor/site plans or directly from the owner. If this is still unknown, you may use our method for calculating this included in the 'Why ask?' popup below. The total building area is inclusive of all internal building areas excluding garages, outdoor entertainment areas (adjoined or detached) and carparking but including verandas and balconies.

General details
Why ask? ⓘ

Year built

Year of Last Renovation over \$100k

Number of levels (including basement)

Number of lots*

Number of lifts in the building

Total building area
 m²

Is the building habitable?
☐ Yes
☐ No

Is the building heritage listed?
☐ Yes
☐ No

Are there any known defects?
☐ Yes
☐ No

Building materials
Why ask? ⓘ

External walls (Select options)
☐ AAC Panel
☐ Artificial Weatherboard
☐ Blockwork
☐ Brick Veneer
☐ Concrete
☐ Double Brick
☐ Glass
☐ Panel Wall System
☐ Rendered Masonry
☐ Sheet Cladding
☐ Stonework
☐ Stonework Veneer
☐ Timber Weatherboard
☐ Other

Roof (Select options)
☐ Concrete
☐ Concrete Tile
☐ Metal
☐ Slate
☐ Terracotta Tile
☐ Other

Floors (Select options)
☐ Concrete
☐ Timber
☐ Other

Internal Walls and Ceilings (Select options)
☐ Brick Veneer
☐ Concrete
☐ Plasterboard
☐ Rendered Brick
☐ Timber
☐ Other

Asbestos
Why ask? ⓘ
☐ Yes
☐ No
☐ Most Likely
☐ Unsure

External improvements
Why ask? ⓘ
Please add type of external improvements done on the property here.
Improvement categories ⓘ

Additional information
Why ask? ⓘ
Site image(s)

[< Return to Property](#)
[Save progress](#)
[Continue](#)

Image 24 | Construction Details (Part 1)

Image 25 | Construction Details (Part 2)

Image 26 | Construction Details (Part 3)

Information that is requested in this section includes:

Year Built: The year construction was completed on the property being valued. This is a required field.

Year of Last Renovation over \$100k: The year of the latest renovation to the property that was in excess of \$100,000. If there have been no structural renovations over \$100k, leave this section as zero (0).

Number of Levels (Including Basement): The number of levels within the property. This is a required field.

Number of Lots: The number of lots within the property. This section may be left as zero and is not a required field.

Number of Lifts in the Building: The number of lifts in the building. This section may be left as zero and is not a required field.

Total Building Area: The total building area of the property. Total building sqm is inclusive of all internal building areas excluding garages, outdoor entertainment areas (adjoined or detached) and carparks but includes verandas, balconies and mezzanine areas in factory buildings. This information should be obtained from floor/site plans or directly from the owner. **DO NOT ENTER THE TOTAL SITE AREA.**

A demonstration video on how to calculate the total building area through Google Maps is available in our iValuateProperty demonstration videos (<https://vimeo.com/showcase/ivaluateproperty>). You can access this with the password iVP2024. This is a required field.

Is the Building Habitable?: Habitability rating of the building. This is a simple Yes/No. This is a required field.

Is the Building Heritage Listed?: Clarification of whether the building is heritage listed or not. This is a simple Yes/No. This is a required field.

Are there any known defects?: Clarification on whether the building has any major structural defects. This is a simple Yes/No. This is a required field.

External Walls: Construction material(s) of the external walls of the property. The user can select multiple options from the checkbox list provided as well as input any other material that is applicable through selecting the 'Other' checkbox. This is a required field.

Roof: Construction material(s) of the roof of the property. The user can select multiple options from the checkbox list provided as well as input any other material that is applicable through selecting the 'Other' checkbox. This is a required field.

Floors: Construction material(s) of the floors of the property. The user can select multiple options from the checkbox list provided as well as input any other material that is applicable through selecting the 'Other' checkbox. This is a required field.

Internal Walls and Ceilings: Construction material(s) of the internal walls and ceilings of the property. The user can select multiple options from the checkbox list provided as well as input any other material that is applicable through selecting the 'Other' checkbox. This is a required field.

Asbestos: Clarification on whether the building has any asbestos or asbestos containing materials. This is a multiple-choice option between 'Yes', 'No', 'Most Likely' and 'Unsure'. This is a required field.

External Improvements: External improvements added to the property increase the building replacement costs. These external improvements are non-inclusive of the internal building sqm entered separately. External improvements include:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Pool • Detached Shed/Carport (sqm) • Detached Garage (sqm) • Spa • Landscaping incl. Hardpaved Driveways (Small Area <100sqm) • Landscaping incl. Hardpaved Driveways (Large Area >100sqm) | <ul style="list-style-type: none"> • Carparking - Underground (per car space) • Carparking - Aboveground (per car space) • Outdoor Entertainment Area • Tennis Court • Boat Jetty/Wharf (per berth) • Playground • Solar Panels (sqm) |
|---|--|

Site Images: The user has the ability to upload site images of the property. It is recommended that a minimum of 4 images, one street view, one aerial view and two actual site images are provided. This is not a required field.

Site Details

The fourth section of the new report process is the Site Details (Image 27).

In this section, the user is required to provide key site details of the property being valued.

Image 27 | Site Details

Information that is requested in this section includes:

Slope: The slope of the land which the property is situated on. This is a multiple-choice option between 'Flat/Gentle', 'Moderate' and 'Severe'. This is a required field.

Building Standard/Quality of Construction: The standard of construction of the build of the property being valued. This is a multiple-choice option between 'Standard', 'Quality' and 'Prestige'. This is a required field.

It is recommended that prestige is reserved for properties that are of a high-end nature, typically being individually designed by an architect and feature exceptionally high levels of workmanship and exceptionally high-grade materials throughout the interior and exterior of the structure.

Properties with a quality rating are typically built from individual or readily available designer plans in above-standard tract developments or on an individual property owner's site. The design includes significant exterior ornamentation and interiors that are well finished. The workmanship exceeds acceptable standards and many materials and finishes throughout the dwelling have been upgraded from "stock" standards. We also recommend that properties with a building sqm of less than 200sqm are input at a minimum as Quality in the platform. This is because those properties with smaller footprints often require more nuanced reconstruction specifications, especially if located in a restricted access location. Conversely, if the building sqm is greater than 1000sqm, apply at a maximum a 'Standard' building standard. ('Quality' and 'Prestige' building standards for very large buildings often distort the true value of building replacement).

Properties with a 'Standard' rating feature economy of construction, and basic functionality as main considerations. Such dwellings feature a plain design using readily available or basic floor plans featuring minimal fenestration and basic finishes with minimal exterior ornamentation and limited interior detail. These dwellings meet minimum building codes and are constructed with inexpensive, stock materials with limited refinements and upgrades. For all residential properties use the 'Standard' building standard, unless the residence is ultra-high quality where you may use 'Quality' or 'Prestige'.

Access around site: The access around the site of the property being valued. This is a multiple-choice option between 'Restricted', and 'Unrestricted'. This is a required field.

Restricted access can be defined by those properties which face logistical challenges in construction. This may include those properties in remote locations or those effected by existing infrastructure such as walls, adjacent buildings, waterways and natural vegetation.

Other Comments: The user has the ability to provide any other discernible information regarding the property that may be relevant to its valuation. This may include the number and type of rooms, as well as fixtures, and fittings. This is not a required field and will not be included in the valuation report.

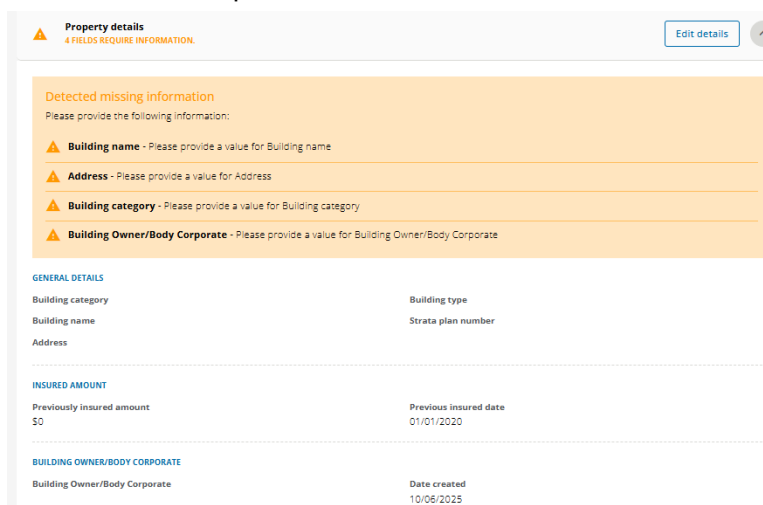
Review Page

The edit and review page allows the user to confirm and validate all information provided to the iValuateProperty platform. It is important to review this information and ensure that all items are correct.

Insurance valuation property reports are legal documents, and almost all information collected in the data capture will be produced on the valuation report. Additionally, information within this data capture will affect the actual valuation that is produced by iValuateProperty.

Once a report has been paid for (either through promo code or monetary payment) and is completed, the report can no longer be edited. Therefore, it is important to ensure this information is correct.

The platform will provide a warning to the user where key information is missing from the data capture (Image 28). Only once all required information has been provided, the user will then be able to proceed to download the report.



The screenshot displays the 'Property details' section of the iValuateProperty review page. At the top, a warning icon and text state '4 FIELDS REQUIRE INFORMATION'. Below this, a section titled 'Detected missing information' lists four required fields: Building name, Address, Building category, and Building Owner/Body Corporate. Each field is accompanied by a warning icon and a prompt to provide a value. The page is divided into sections: GENERAL DETAILS, INSURED AMOUNT, and BUILDING OWNER/BODY CORPORATE. The GENERAL DETAILS section includes fields for Building category, Building type, Building name, Strata plan number, and Address. The INSURED AMOUNT section includes fields for Previously insured amount (set to \$0) and Previous insured date (set to 01/01/2020). The BUILDING OWNER/BODY CORPORATE section includes fields for Building Owner/Body Corporate and Date created (set to 10/05/2025). An 'Edit details' button is visible in the top right corner.

Image 28 | Review Page – Missing Key Information

Report Payment

Once the Review Page has been completed, Report Payment is due (Image 29).

Report payment can be completed either through a Promotion Code as described in the [Promo Code](#) section of this report or through providing Credit Card/Debit Card details.

Refer to the [Promo Code](#) section of this report for the eligibility to use Promotions Codes as a form of payment for a report.

Report Payment

Order summary

Retail/Commercial (Small span <500m²) Report: \$350

Apply promotion code

Apply

Clear

Sub total:

\$350

GST

\$35

Total:

\$385

Name on card

Card number

Expiration Date

CVC

Cancel

Pay

Image 29 | Report Payment Portal

An insurance replacement report's cost from iValueProperty is dependent on the type of property which is being valued.

Refer to the [terms and conditions](#) for the Pricing Schedule of insurance valuation property reports produced by the iValueProperty Platform.

Report Download

Once the report has been paid for, iValueProperty will generate the report in real time and become available for download (Image 30).

A secure download link to this report can also be sent directly to an email address the user deems necessary (Image 31).

Please note, for security reasons this report is only available via this link for 120 hours, thereafter it will expire.

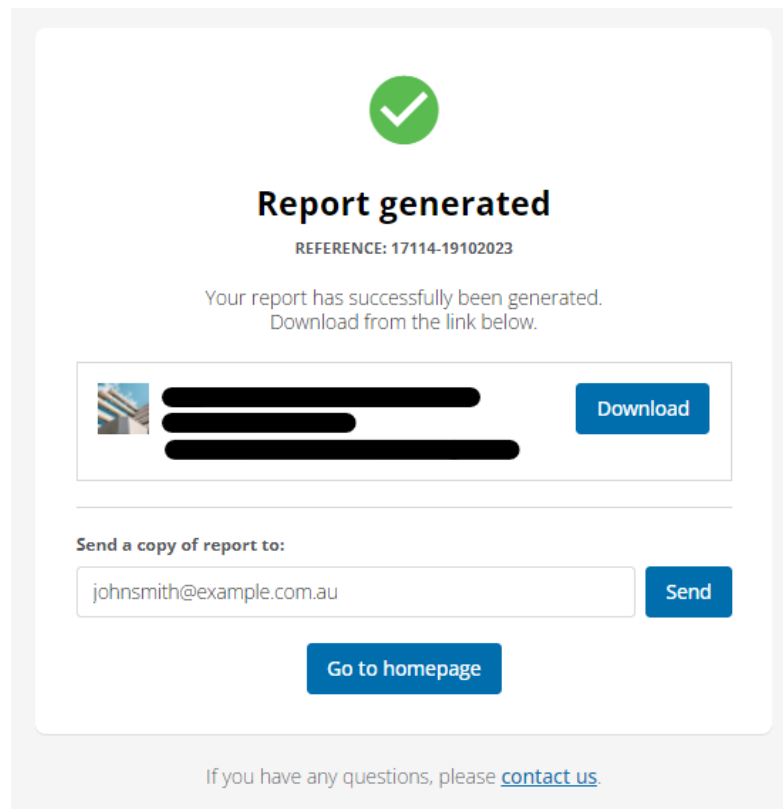
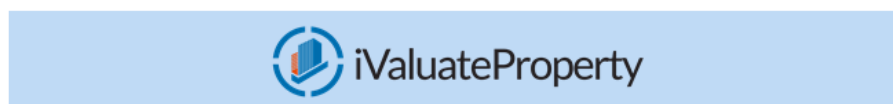


Image 30 | Report Download



Hi,

The Insurance Valuation Property Report for [REDACTED]
[REDACTED] is available by clicking the button below.

Please note, this download link is a onetime use link and is valid for 120 hours.
Thereafter, the download link will expire.

[Download Your Report](#)

Regards,
iValueProperty

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[Privacy Policy](#)

Image 31 | Email Link Download

Insurance Valuation Property Report

iValuateProperty offers a single figure valuation, rather than an estimate.

Accurate insurance valuations help ensure that insurance coverage cost is cost effective, and the insured runs less risk of low insurance coverage or under insurance.

All valuation reports produced by the platform are signed off by a qualified valuer of Robertson and Robertson, which has professional indemnity insurance.

The valuations are efficient, timely and instantly produced. This reduces the need for sourcing valuation quotes and unnecessary delays from 3rd party valuers.

The Insurance Valuation Property reports produced by iValuateProperty have eight (8) different sections including:

- Executive Summary
- Instructions
- General Qualifying Statements
- Property Details
- Site Images
- Basis of Valuation/Important Information
- Calculations
- Insurable Amount

Reports in Error

At times, iValuateProperty reports may be in a status of error.

There are a number of reasons as to why an error may have occurred in the calculation of your property's insurance replacement report. Errors may occur from either incorrect or incomplete information inputted within the online valuation.

In addition, the iValuateProperty valuation formula has a built-in sense-check mechanism that helps ensure valuations are within designated parameters. If the valuation generated from your property doesn't meet these parameters, an error will have occurred in the report generation process. Furthermore, iValuateProperty does not produce valuations for properties over \$50m. These valuations are not suitable for auto-generated reports. In both these instances, a more bespoke valuation solution would be required.

If an error has occurred within your insurance replacement report, you will be presented with the 'Report Incomplete' display (Image 32) on the platform. There is a prompt in the bottom right-hand corner of this display to encourage users to edit and review the information they have input.

The support team from Robertson and Robertson will get in touch with you in the next 24-48 hours regarding this error.



Report Incomplete

Sorry, the property information provided to us falls outside iValuateProperty's designated parameters to produce automated property valuations. A bespoke valuation is required for this property, which may require a physical site inspection.

Error area breakdown:



The valuation for this property is above \$50,000,000. iValuateProperty does not produce insurance valuation reports above this amount.

Our support team from Robertson and Robertson will get in touch with you in the next 24-48 hours. If there's anything else we can assist you with, please don't hesitate to contact us at info@randr.com.au.

Image 32 | Report Incomplete – Error Display (Example: Valuation over \$50m)

Multiple Properties at the Same Location

iValuateProperty performs single valuations based on the address. The valuation can't be bundled in a single report including multiple major buildings on a single title.

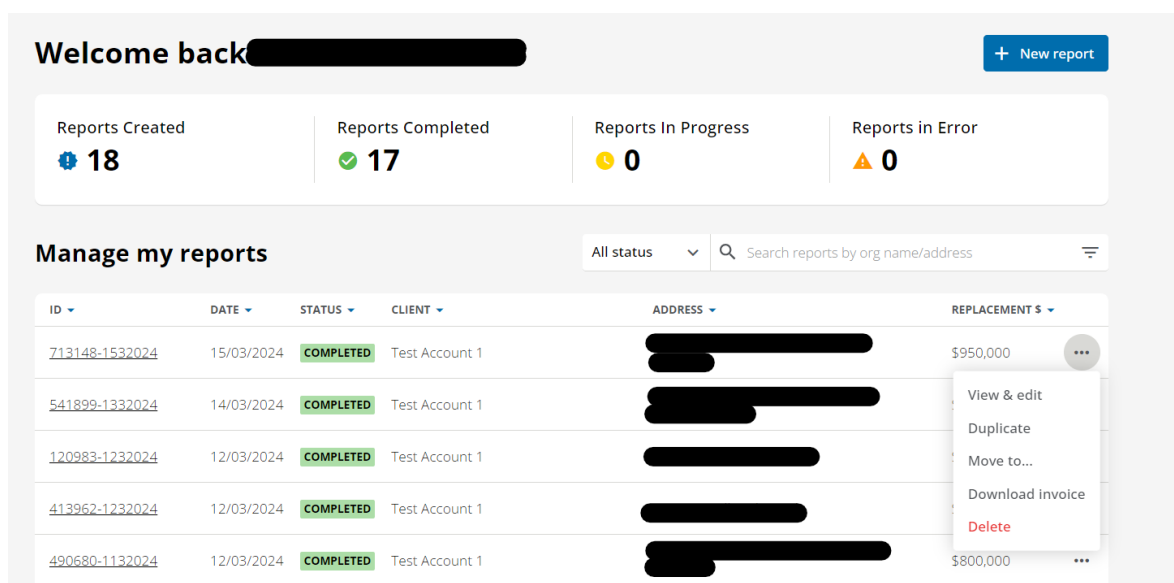
Due to this, if you are seeking a valuation for multiple properties at the same location, you will need to seek a bespoke valuation from Robertson and Robertson (info@randr.com.au) that can be completed away from the iValuateProperty platform.

Invoice Download

Once a report has been paid for using Credit Card/Debit Card details, an invoice of the payment will be sent to the last user who updated information in the report, as confirmation of payment.

Additionally, invoices of payment can be obtained by clicking the three dots icon for a completed report, that was paid for using Credit Card/Debit Card details.

Reports that were completed using the Promo Code functionality will not have the option to download an invoice, as there would not have been payment initiated for these reports specifically.



The screenshot shows the iValuateProperty dashboard. At the top, it says "Welcome back" followed by a redacted name. There is a "New report" button. Below this, a summary bar shows: Reports Created (18), Reports Completed (17), Reports In Progress (0), and Reports in Error (0). The main section is "Manage my reports" with a search bar and a table of reports. The table has columns for ID, DATE, STATUS, CLIENT, ADDRESS, and REPLACEMENT \$. A dropdown menu is open for the first report, showing options: View & edit, Duplicate, Move to..., Download invoice, and Delete.

ID	DATE	STATUS	CLIENT	ADDRESS	REPLACEMENT \$
713148-1532024	15/03/2024	COMPLETED	Test Account 1	[Redacted]	\$950,000
541899-1332024	14/03/2024	COMPLETED	Test Account 1	[Redacted]	
120983-1232024	12/03/2024	COMPLETED	Test Account 1	[Redacted]	
413962-1232024	12/03/2024	COMPLETED	Test Account 1	[Redacted]	
490680-1132024	12/03/2024	COMPLETED	Test Account 1	[Redacted]	\$800,000

Image 35 | Download Invoice

Property Data Capture Sheet

The iValuateProperty Data Capture Sheet is a standard form document, similar to a proposal form document for insurance purposes.

Intermediary users can send the data capture sheet directly to clients and request they complete and provide essential property details. Once completed, intermediary users of iValuateProperty can then directly input the supplied information into the iValuateProperty platform and receive a certified insurance valuation on the client's building.

The iValuateProperty Data Capture Sheet helps streamline the valuation process. It can create further efficiencies and importantly assist intermediary users in their risk transfer, reducing the potential for errors and omissions in the submission to iValuateProperty.

A copy of the iValuateProperty Data Capture Sheet is available on the [iValuateProperty Landing Page](#) and the [iValuateProperty Help Page](#).