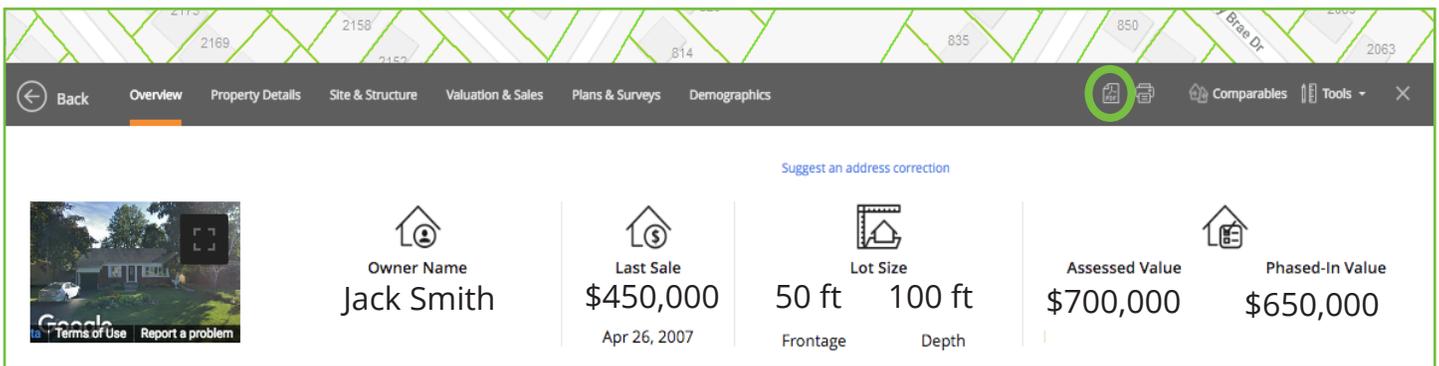


TIPS & TRICKS

HOW TO CREATE A PDF PROPERTY REPORT

To create a PDF report from the **Property Report**, select the **PDF icon**  located in the tool bar on the right side of the window.



There are three options available: **Basic Client Report, My Property Report & Client Report**

Choose Your Report

Generate a PDF of this GeoWarehouse Property Report. Map Views in the PDF will appear as they do in your browser and can be adjusted before generation.

Basic Client Report
A 1-page report for clients. Includes only essential information.

My Property Report
Generate a Property Detail Report based on your preference settings.

Client Report
Suggested report for clients. Excludes Owner Names and Legal Description.

[Generate PDF](#) [Cancel](#)

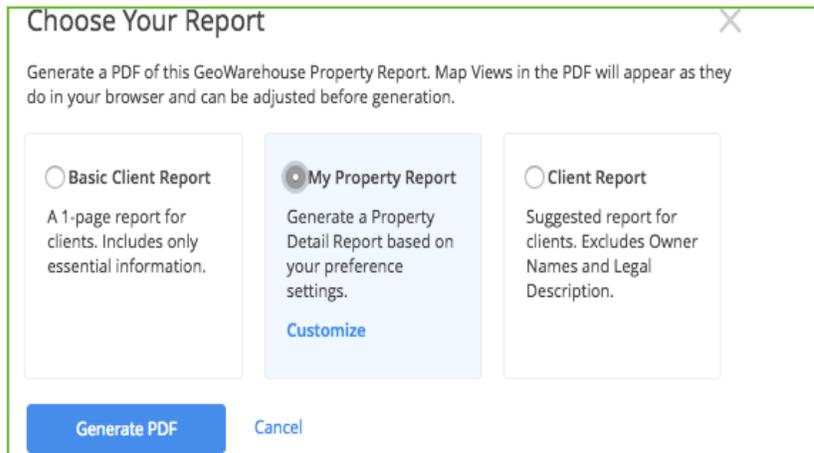
I. BASIC CLIENT REPORT

If you select **Basic Client Report** and , a report for clients will generate.

This report includes only essential information such as the Property Details (excluding owner's name), Aerial & Street View imagery, Assessment Information and Sales History.

II. MY PROPERTY REPORT

If you select **My Property Report** and  , a report will generate based on your Preferences settings located in Account>My Account>Preferences>PDF Property Report.

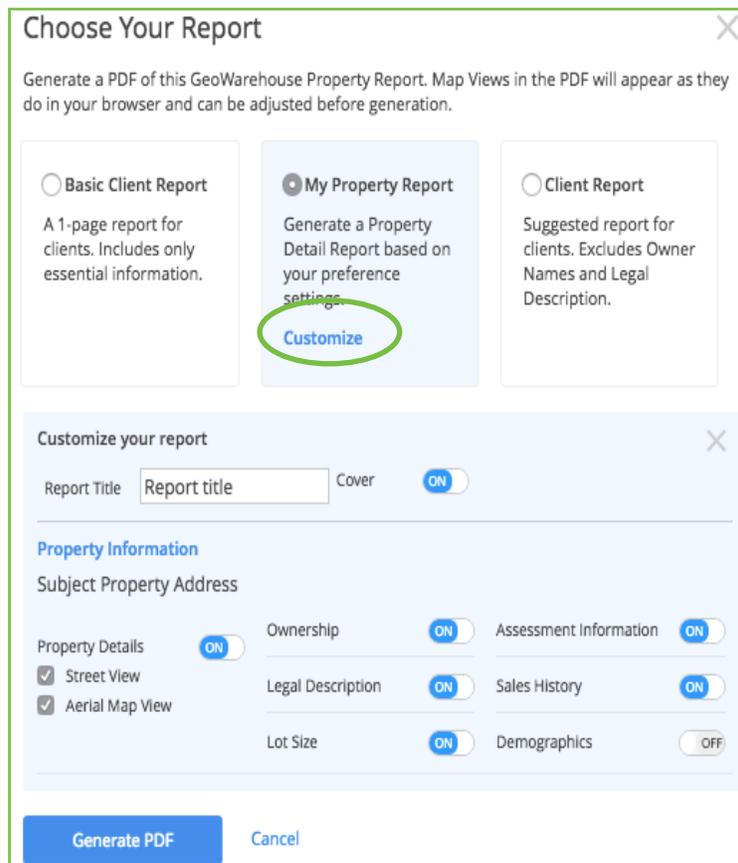


The screenshot shows a dialog box titled "Choose Your Report" with a close button (X) in the top right corner. Below the title is a descriptive paragraph: "Generate a PDF of this GeoWarehouse Property Report. Map Views in the PDF will appear as they do in your browser and can be adjusted before generation." There are three report options, each in a light blue box with a radio button:

- Basic Client Report**: A 1-page report for clients. Includes only essential information.
- My Property Report**: Generate a Property Detail Report based on your preference settings. Below this text is a blue "Customize" link.
- Client Report**: Suggested report for clients. Excludes Owner Names and Legal Description.

At the bottom of the dialog are two buttons: "Generate PDF" (blue) and "Cancel" (light blue).

You can easily adjust the report by selecting  and a window will open and display all of the possible data elements in the **My Property Report**.



The screenshot shows a dialog box titled "Customize your report" with a close button (X) in the top right corner. Below the title is a descriptive paragraph: "Generate a PDF of this GeoWarehouse Property Report. Map Views in the PDF will appear as they do in your browser and can be adjusted before generation." There are three report options, each in a light blue box with a radio button:

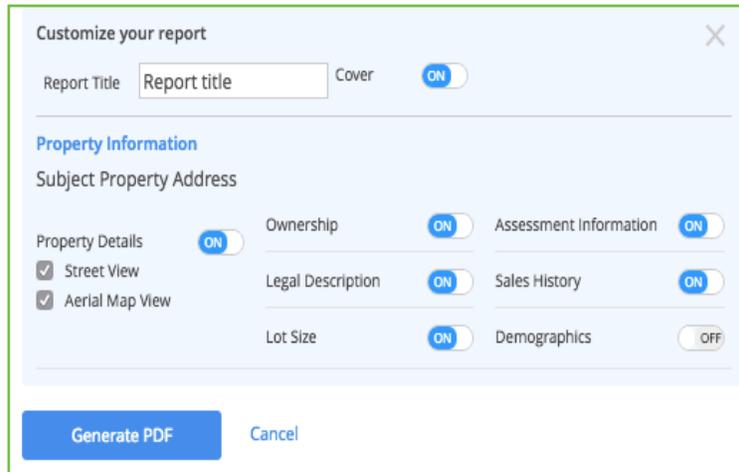
- Basic Client Report**: A 1-page report for clients. Includes only essential information.
- My Property Report**: Generate a Property Detail Report based on your preference settings. Below this text is a blue "Customize" link, which is circled in green in the original image.
- Client Report**: Suggested report for clients. Excludes Owner Names and Legal Description.

Below the report options is a section titled "Customize your report" with a close button (X) in the top right corner. It contains the following settings:

- Report Title: Cover
- Property Information**
- Subject Property Address
- Property Details: Ownership: Assessment Information:
- Street View: Legal Description: Sales History:
- Aerial Map View: Lot Size: Demographics:

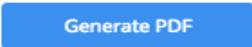
At the bottom of the dialog are two buttons: "Generate PDF" (blue) and "Cancel" (light blue).

You may include or exclude Property Information in the report by setting the toggle to ON or OFF.

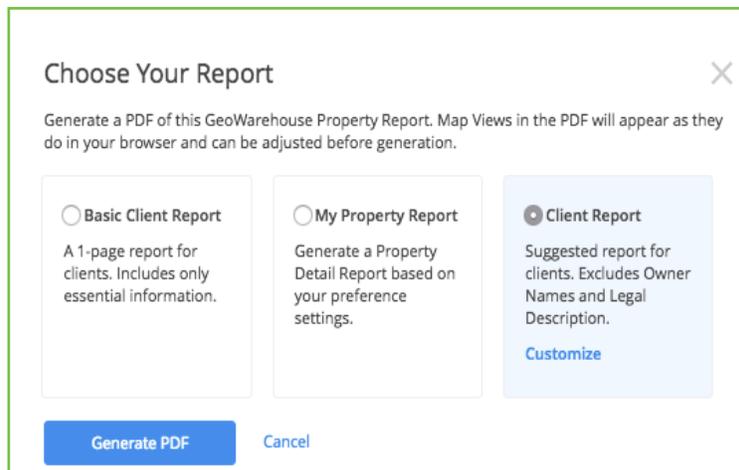


Select  and a message will appear indicate that the report is generating. Once completed, the PDF of the Client Report can be printed or saved.

III. CLIENT REPORT

If you select **Client Report** and , a report will generate with system default settings.

There are three sections in the Client Report: **Property Information**, **Area Sales Information** and **Market Analytics**.



You can easily adjust the report by selecting [Customize](#). A window will open and you may enter a Report Title such as your clients name and turn the Cover ON or OFF as desired.

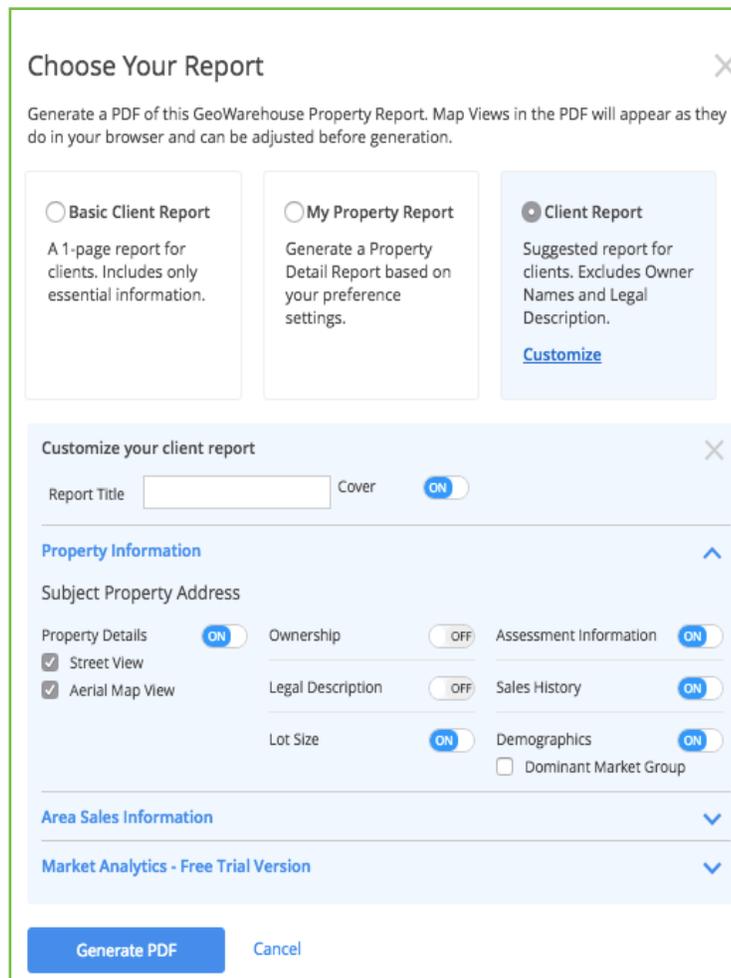
There are three sections in the Client Report that you can customize: **Property Information**, **Area Sales Information** and **Market Analytics**.

1. Property Information

In this section Ownership, Legal Description and Demographics are set to OFF.

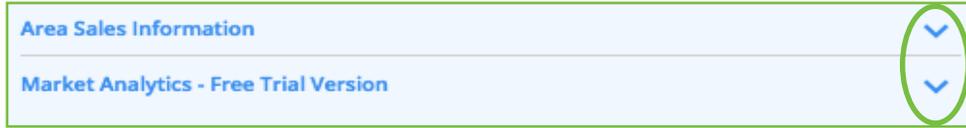
You may include or exclude Property Information in the report by setting the toggle to ON or OFF.

To add/remove any features enabled with a check box, select the box to change the option.



The image shows two overlapping windows from the GeoWarehouse interface. The top window, titled "Choose Your Report", allows users to select between three report types: "Basic Client Report" (a 1-page report), "My Property Report" (a detail report based on preferences), and "Client Report" (a suggested report excluding owner names and legal descriptions). A "Customize" link is provided for the Client Report. The bottom window, titled "Customize your client report", is for configuring the Client Report. It includes a "Report Title" input field and a "Cover" toggle (currently ON). Under the "Property Information" section, there are several options: "Property Details" (ON), "Street View" (checked), "Aerial Map View" (checked), "Ownership" (OFF), "Legal Description" (OFF), "Lot Size" (ON), "Assessment Information" (ON), "Sales History" (ON), "Demographics" (ON), and "Dominant Market Group" (unchecked). The "Area Sales Information" and "Market Analytics - Free Trial Version" sections are collapsed. At the bottom are "Generate PDF" and "Cancel" buttons.

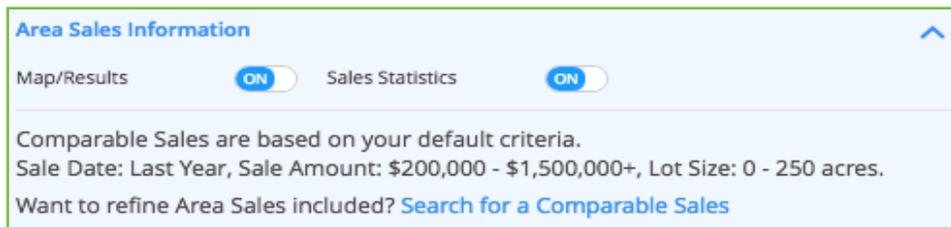
To review the **Area Sales Information** or **Market Analytics** sections select the down arrow to the right.



2. Area Sales Information

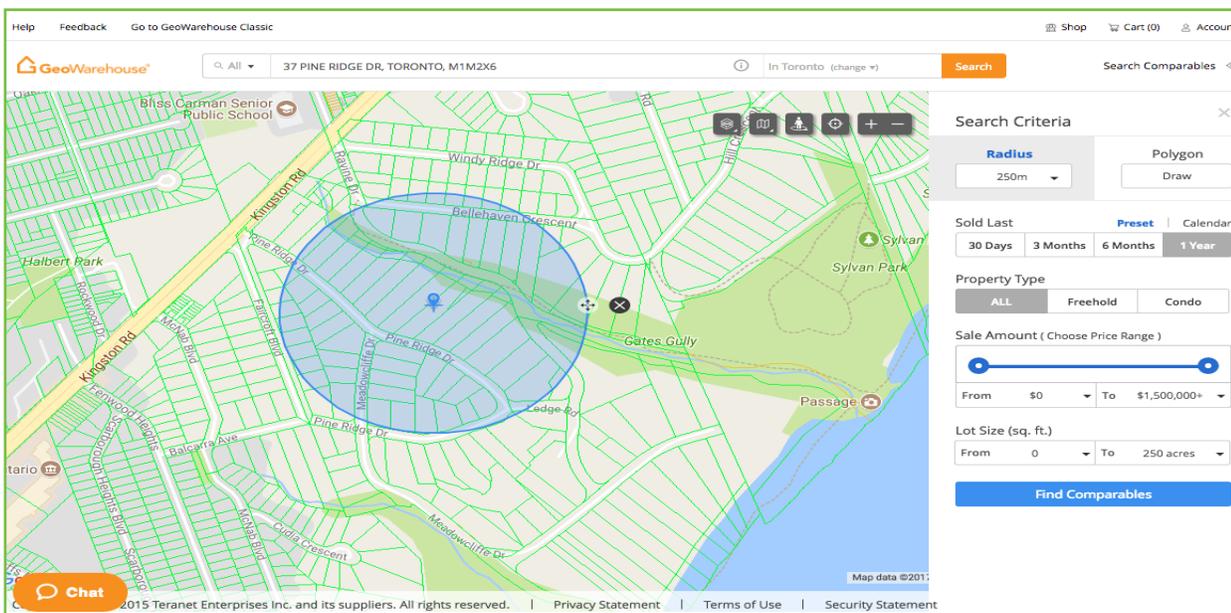
In this section, the default is to include the Map/Results and Sales Statistics. To remove either of these sections select ON to toggle to OFF.

Comparable Sales are based on your default criteria as show in the screen shot below. If you are satisfied with the default criteria, go to the next section.



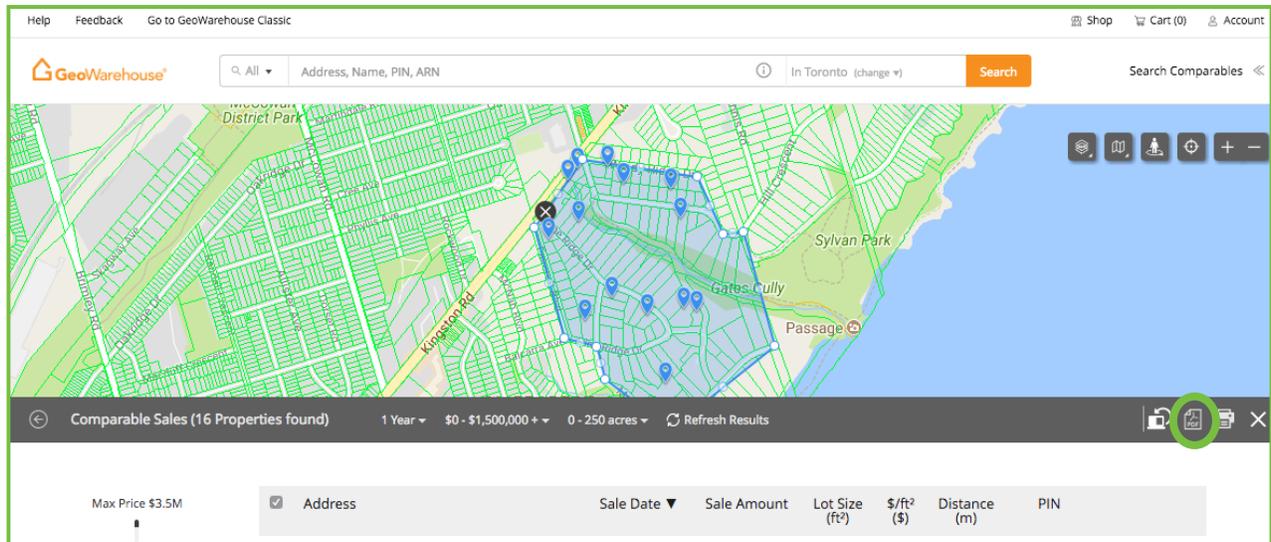
If you would like to refine Area Sales criteria, select **Search for a Comparable Sales**.

You will be directed to Search Comparables section where you can choose the search criteria.

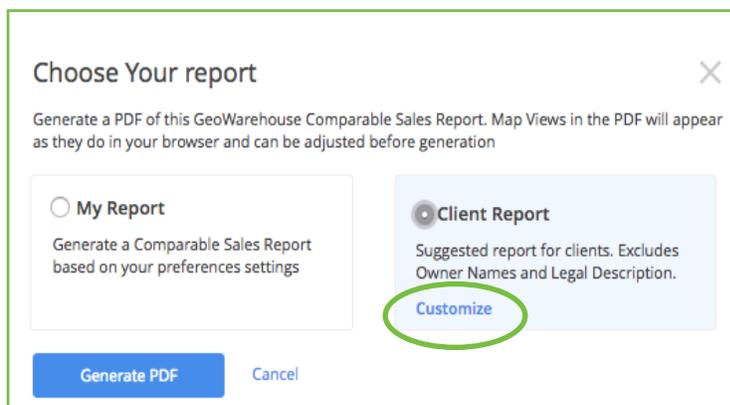


Click [HERE](#) for instructions on how to **Search for Comparable Sales**.

Once you have identified the Comparable Sales, select the PDF icon  located in the Comparable Sales tool bar on the right side of the window.



Select **Client Report** and then **Customize** to continue adjusting the report.



3. Market Analytics - Free Trial Version

In this section, you will find insight into Residential properties from authoritative data from Land Registry:

Historical Market Trend:

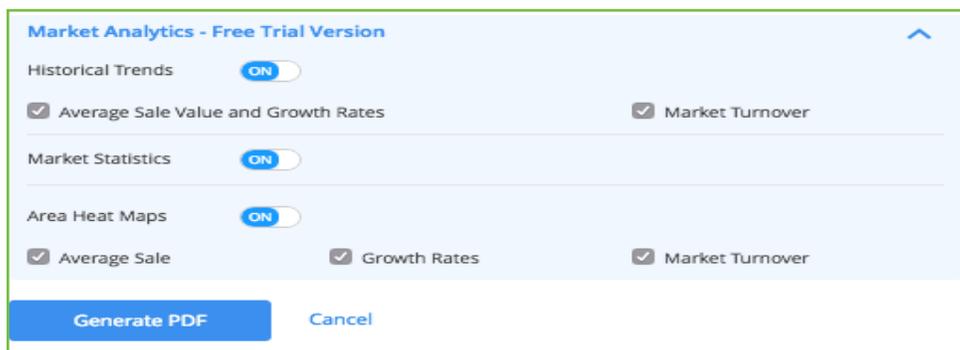
- Average Sale Values, Growth and Market Turnover Rates for the last 8 years

Market Statistics:

- Average Sales Price for the last year
- Growth Rate for the last 5 years
- Market Turnover for the last year
- 5 Year Analysis

Area Heat Map:

- Average Sales Heat Maps for the last year
- Growth Rate Heat Maps for the last 5 years
- Market Turnover Heat Maps for the last year



Market Analytics - Free Trial Version

Historical Trends ON

Average Sale Value and Growth Rates Market Turnover

Market Statistics ON

Area Heat Maps ON

Average Sale Growth Rates Market Turnover

[Generate PDF](#) [Cancel](#)

You may include or exclude Market Analytics in the report by setting the toggle to ON or OFF. To add/remove any features enabled with a check box, select the box to change the option. Select [Generate PDF](#) and a message will appear indicate that the report is generating.

MORE ON MARKET ANALYTICS

When will the free trial end for the Market Analytics?

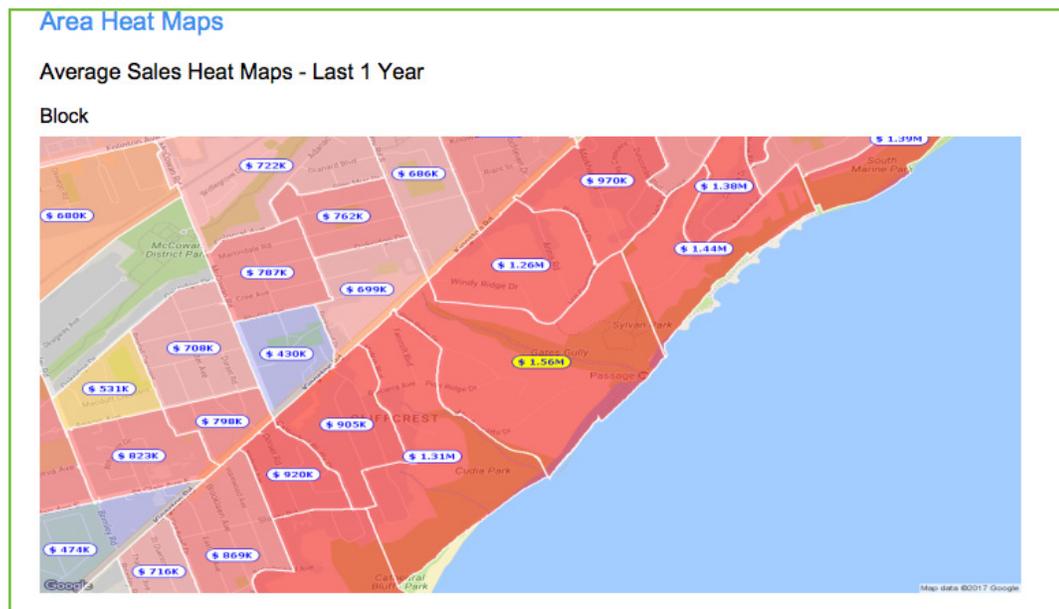
At this time, we do not have a specific date for when the trial will end but be assured we will let you know in advance of the change.

What are Area Heat Maps?

Area Heat Maps are divided using small geographic areas from Land Registry Block mapping. The Block is the first 5 digits of the unique 9-digit PIN assigned to each automated parcel in Ontario's Land Registry. A Block will typically reflect a local neighbourhood and is separated by major street and railways. The number of individual parcels in a block can vary.

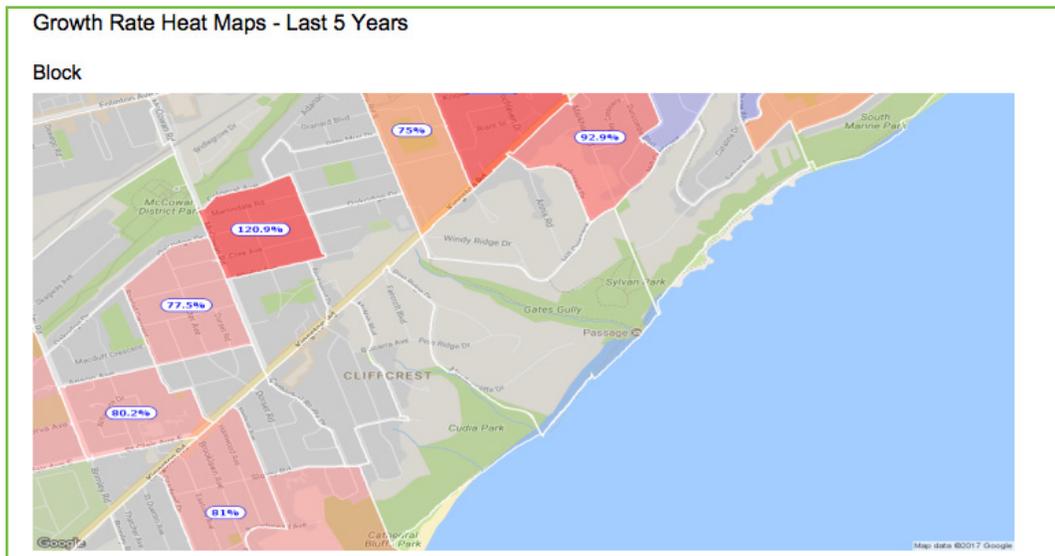
Each block in the map is colour coded based on the results in the area. The colour range goes from red (highest) to blue (lowest) and the amount or percentage will display in an ellipse in the centre of the block (where available).

Average Sales are based on residential sales only. Nominal consideration, non-arms-length, commercial & industrial sales are not included, as they would skew residential calculations.



Growth Rate represents the growth in average price for the local neighbourhood block in 5 years. It is calculated using the average sale amount for the last year minus the average sales amount from 5 years ago divided by the average amount for the last year.

The Area Heat Maps for Growth Rate uses a conservative approach and requires a minimum number of residential transactions to calculate a valid result. If the minimum number of transactions in each period is not met, the map will not show a result for growth.



Market Turnover is the number of sales divided by the number of properties for the last year.

