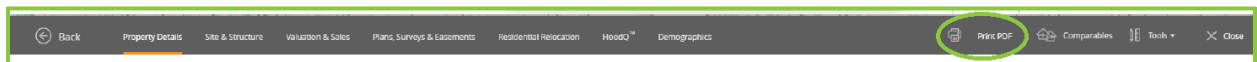# Tips For Success

How to Print a Property Report

To print from the **Property Report,** select the [Print PDF] located in the tool bar on the right side of the window.

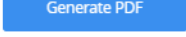There are three options available: **Basic Client Report, My Property Report** and **Client Report**


I.   BASIC CLIENT REPORT

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

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

II.   MY PROPERTY REPORT

If you select **My Property Report** and [Generate PDF], a report will generate based on your Preferences settings located in Account>My Account>Preferences>PDF Property Report.
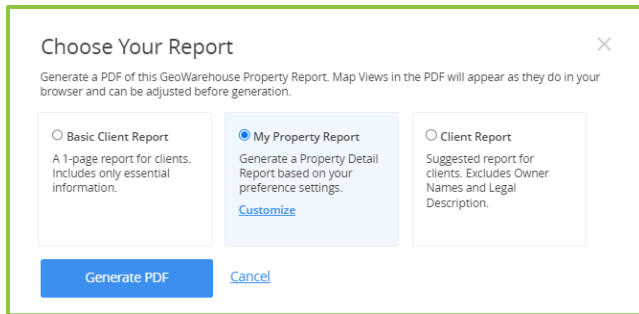
You can easily adjust report by selecting and a window will open and display all the possible data elements in the **My Property Report.**
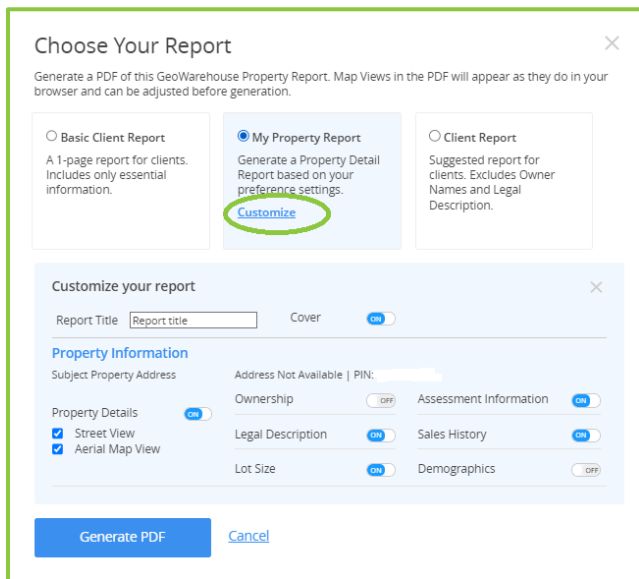
You may include or exclude Property Information in the report by setting the toggle to ON or OFF.
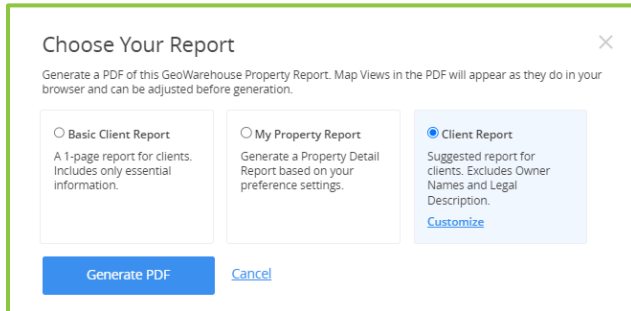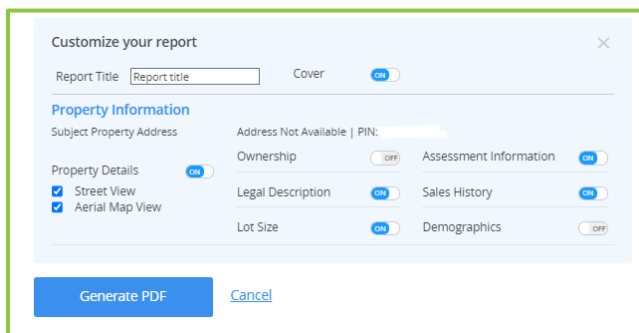

Select and a message will appear to indicate that the report is generating.

Once completed, the PDF of the Client Report can be printed or saved.

III.   CLIENT REPORT

If you select **CLIENT REPORT** and [Generate PDF], a report will generate with system default settings.

You can easily adjust the report by selecting [Customize]. A window will open, and you may enter a **Report Title** such as your client's 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 and Legal Description 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 feature enabled with a check box, select the box to change the option.

To review the **Area Sales Information** or **Market Analytics** sections select the drop 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 OFF.

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

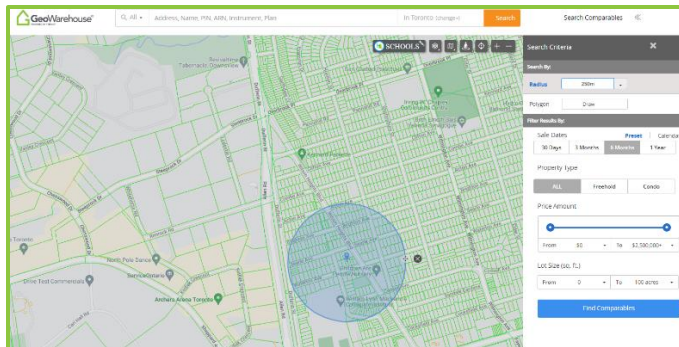If you would like to refine Area Sales criteria, select **Search for a Comparable Sales.**
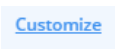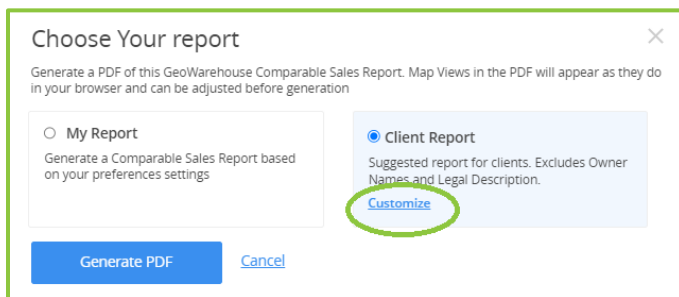
You will be directed to Search Comparables section where you can choose the search criteria.

In this section, adjust the **Search Criteria** and click on **Find Comparables.**

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

Select **CLIENT REPORT** and then to continue adjusting the report.

3. **Market Analytics**

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

Historical Market Trend:

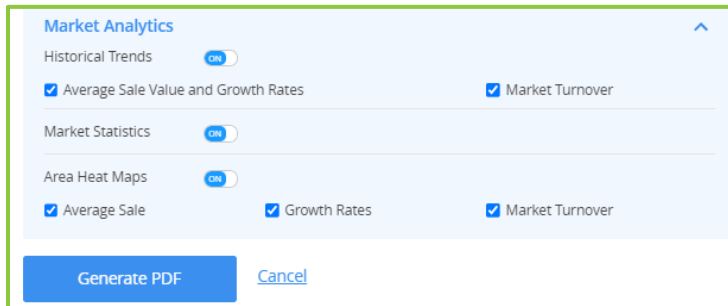- Average Sales Values, Growth and Market Turnover Rates for the last 5 years.

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 Maps:

- 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

You may include or exclude Market Analytics in the report by setting the toggle to ON or OFF. To add/remove any features enable with a check box, select the box to change the option. Select

 and a message will appear to indicate that the report is generating.

Once completed, the PDF of the Client Report can be printed or saved.

If you have any questions, please contact us at geowarehouse.support@teranet.ca.