



Valuation Services Client Portal

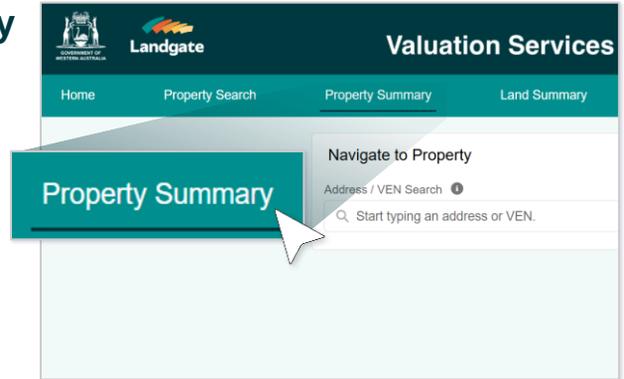
Property Summary (Water Corporation)

What is covered in this quick reference guide?

- **Searching for a Property Summary** Page 2
- **Property Summary Information** Page 2
- **Land Summary Information** Page 5

Searching for a Property Summary

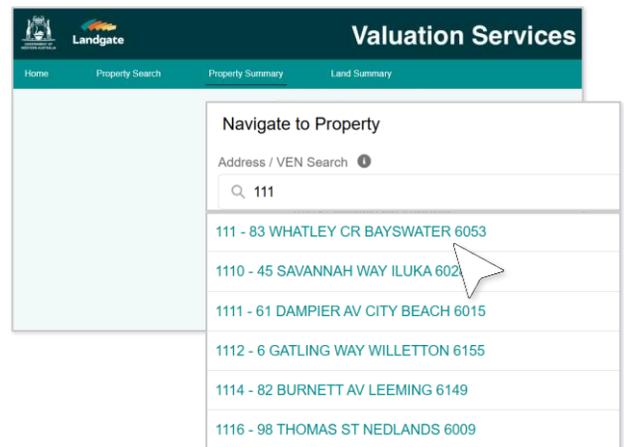
- 1 Navigate to the **Property Summary page** by clicking on the **Property Summary tab**.



- 2 Enter the **Address** or **VEN** for the property you want to view using the **Address / VEN Search field**. Select a **property** from the list.

- Note: Only **active VENs** will be returned.

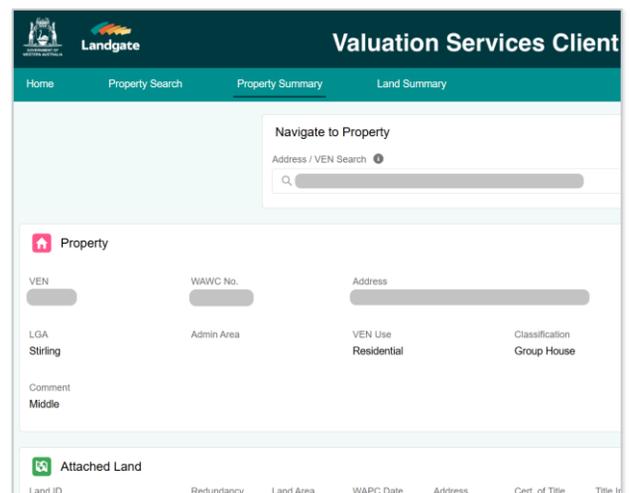
You can search for a property summary using **more fields** through the **Property Search page**. For more information on how to do so, refer to the **Property Search QRG and video**.

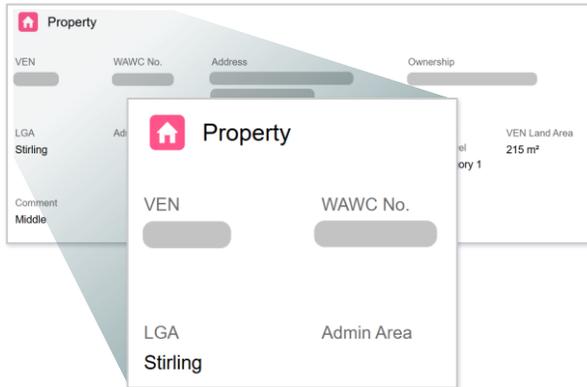


Property Summary Information

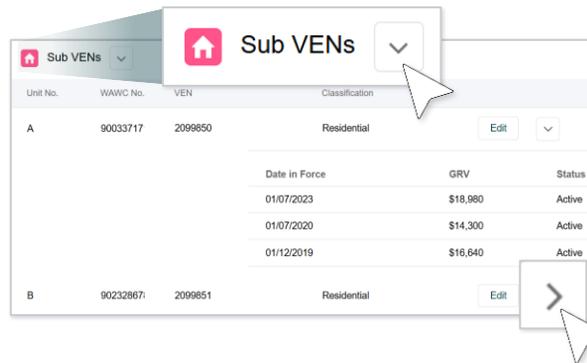
- 1 With a **property selected**, the **property's details** will be displayed into several **sections**. There will be **more or less sections** depending on your **agency's access** and if each section is **relevant** to the selected property.

 *Continued on the next page...*



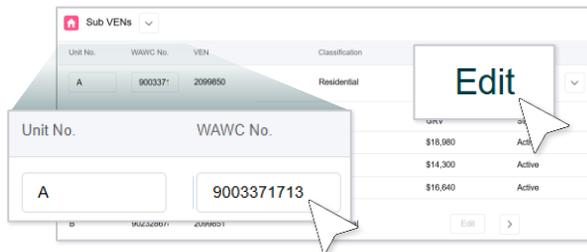


2 The **Property Section** details the **basic information** about the property, including the VEN and classification.



3 If the selected property has **dependent VENS** then you will be able to view the **Sub VENS section**. This section can be **expanded** using the **dropdown arrow**.

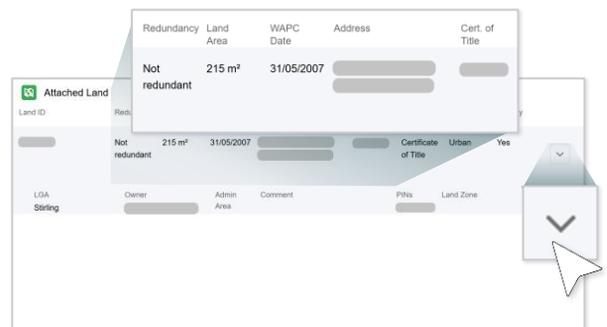
4 Each **row** represents a **Sub VEN**. Click on the **dropdown arrow** for a row to view its **valuation history**. The **valuation history** will only be displayed when your agency is subscribed as a Client on the Sub VEN.



5 **Edit** the **Unit No.** and **WAWC No.** for a Sub VEN using the **Edit button**. Remember to **save your changes** using the **Save button**.

6 The **Attached Land section** lists the selected property's **associated lands** and provides the **basic information** on each piece of land.

7 **Expand** an attached land to view it in more detail using the **dropdown arrow**.

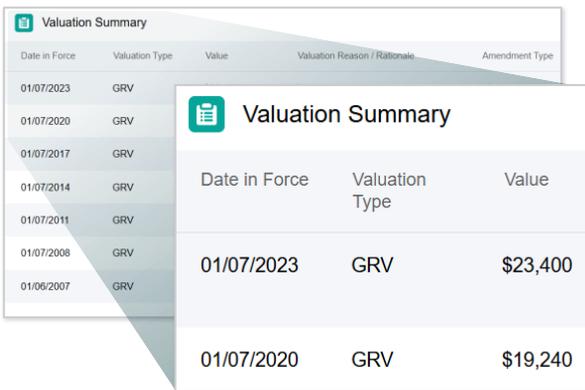


Continued on the next page...



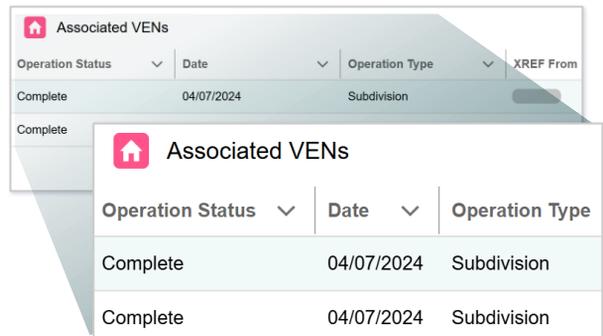
8 To view even more information on a piece of land, click on its **Land ID** to view that **land's summary**.

Note: Refer to the **Land Summary Information** section of this QRG for more information on the **Land Summary** page.



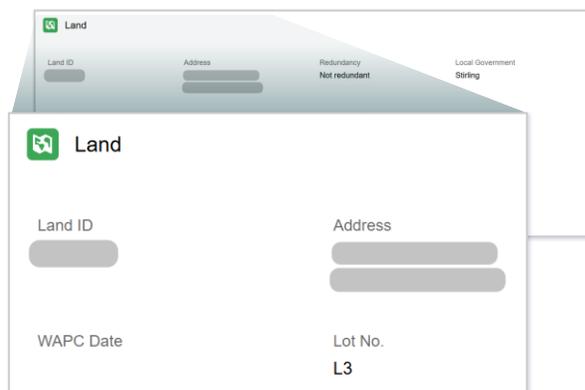
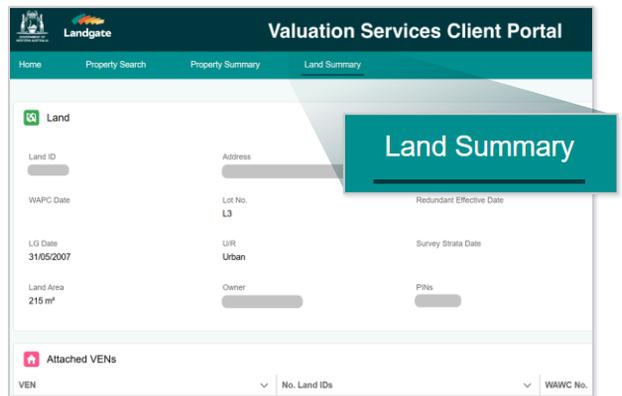
9 The **Valuation Summary** section includes the property's historic **rating and taxing values (GRVs)**. The Valuation Summary section will only be displayed where your agency is subscribed as a Client on the VEN.

10 The **Associated VENs** section will list any **parent or child VENs** for the selected property.



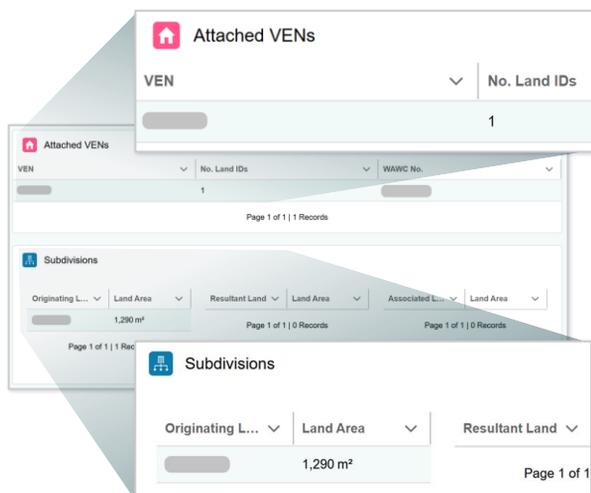
Land Summary Information

- 1 You can access a property's **Land Summary** by clicking on a **Land ID** in the **Attached Land** section of the **Property Summary** tab.
Note: Alternatively, you can **search directly** for a piece of land using the **property/land toggle** on the **Property Search** page. Then click on a **Land ID** in the **Search Results** table.
- 2 Clicking on the **Land ID** will take you to the **Land Summary** page where the **Originating, Resultant or Associated Land** details will be displayed.



- 3 The **Land** section gives the **basic information** about the land such as the **address, lot number and land area.**

 *Continued on the next page...*



4

The **attached VENs** and their details will be listed in the **Attached VENs section**. Clicking on a **VEN** will open that VEN on the **Property Summary page**.

5

The **Subdivisions** section details the **originating, resultant** and **associated** land information.