GENIE CLOUD- HOW TO USE MANUAL

Appraiser Genie – How to Use the Genie Manual 3a – June 2017

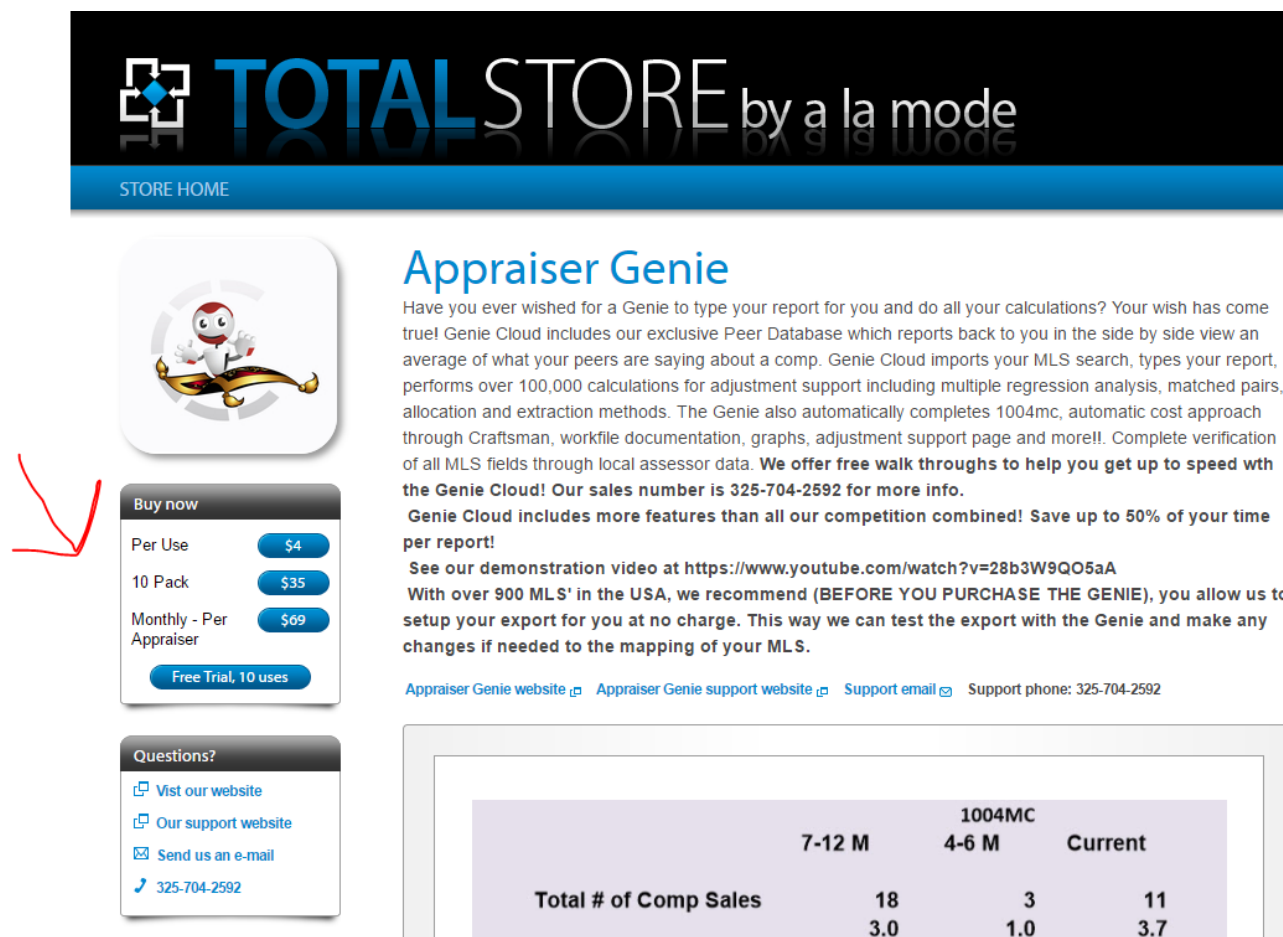June 14, 2017

APPRAISER GENIE LLC
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Thank you for using Appraiser Genie! Our how-to manual provides easy, demonstrable steps which will allow you to confidently process your reports with Genie. You will need to have page one, the subject column of page two, and a sketch completed in the report before you begin use Genie. **You may opt to rely on Public Records which is automatically pulled upon launching Genie but if they do not return the data, you will have to manually enter the subject data once inside Genie. If you prefer this method, you do not have to complete the subject data in the report other than the subject address, city, state, zip, and county.** The more accurate the data imported, the more accurate the results. Garbage in, garbage out!

To begin, you must download Appraiser Genie from the TOTAL store as shown below. Click on Launch and navigate to Partner Products where you will find Appraiser Genie, also shown below.
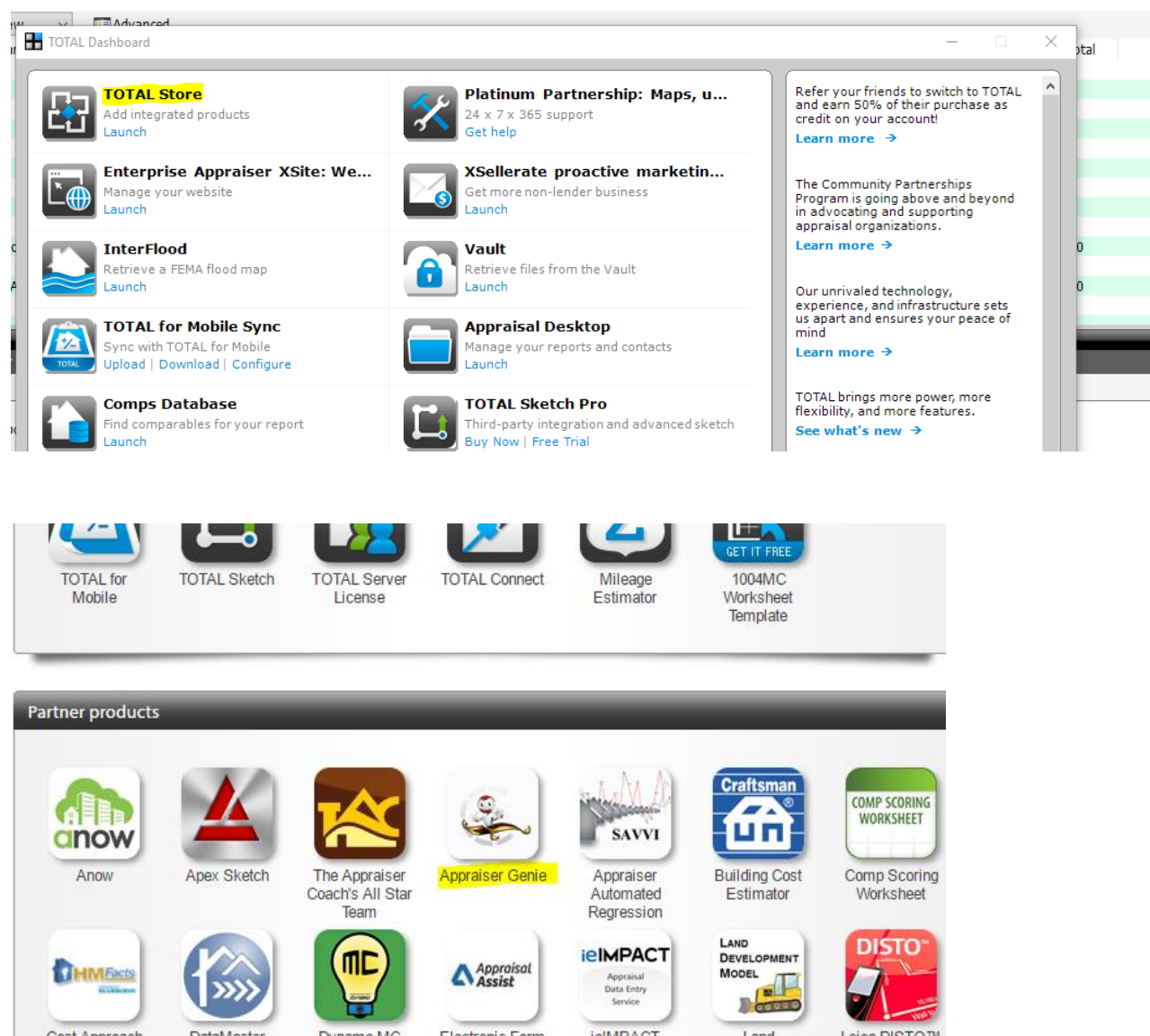
For new users, please sign up for the ten free reports under Buy Now. TOTAL will then prompt you to sing in with your a la mode login.

If you do not know your login information, Appraiser Genie does not have access to your TOTAL account. Please call TOTAL support or click on "Forget your Password".

Once you sign in, go back to TOTAL and close your Dashboard and then relaunch. You should know see Appraiser Genie listed as shown below. Instead of saying Launch, you will see "Download". Please click on download to install Appraiser Genie. Once completed, close the Dashboard once more time and relaunch to see "Launch" displayed.
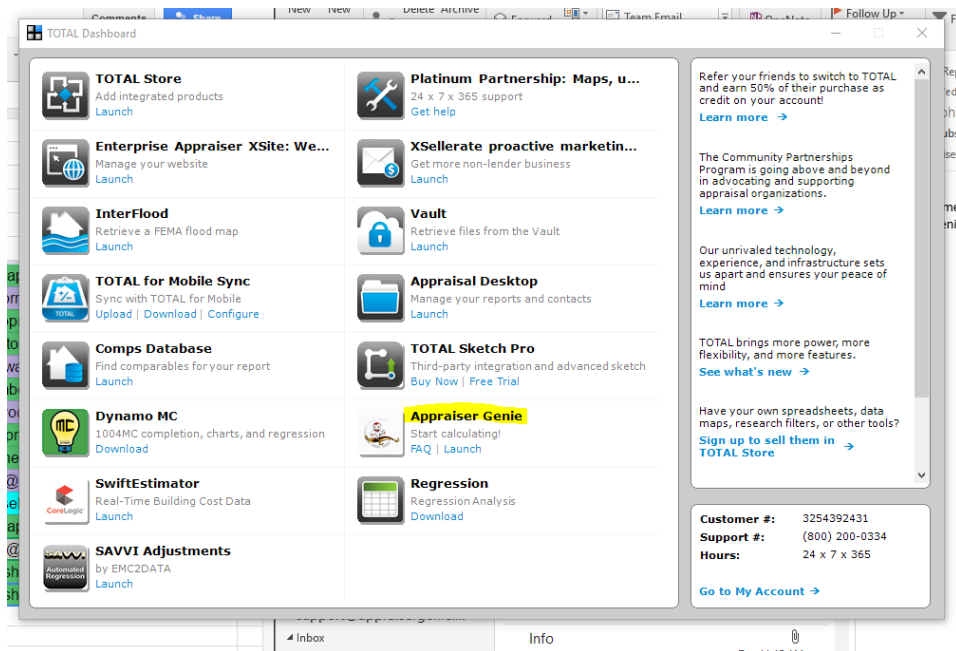
IMPORTANT: Before using Appraiser Genie, your MLS must be mapped and configured so that it is Genie compatible. A custom MLS export template must be stored under the user login so that when the MLS search is downloaded to your computer, it is saved in Genie format. Please email mls@appraisergenie.com for more information on our free MLS set up. If you currently use RealTracks or Northstar, no set up is currently required. Simply download the search as is to your computer. **Genie does not pull comps for you, you must log into your MLS and create a neighborhood search then save it to your desktop in the Genie format which you will later import into Appraiser Genie.**

When using Appraiser Genie, it is best to log into your MLS and create the neighborhood search before you access Genie. This is recommended due to Genie being Cloud based and time out issues if you navigate away from Appraiser Genie too long. Simply log into your MLS, create the neighborhood search including active, sold, and pending statuses going back at least one year for the 1004mc. Genie is designed to analyze the complete neighborhood which you will define in your MLS. You may search via whichever method you prefer whether it's by a map feature, zip code, etc. If you're not sure how to download the MLS search, please contact our MLS team so that they may assist you.

Once you have saved your MLS search, you are now ready to begin using Appraiser Genie. Once you have the report open in TOTAL, click on Launch under the Appraiser Genie icon in your Dashboard. Select "Choose a currently opened report and select the report from the drop down box that you wish to use with Genie. Then click OK.
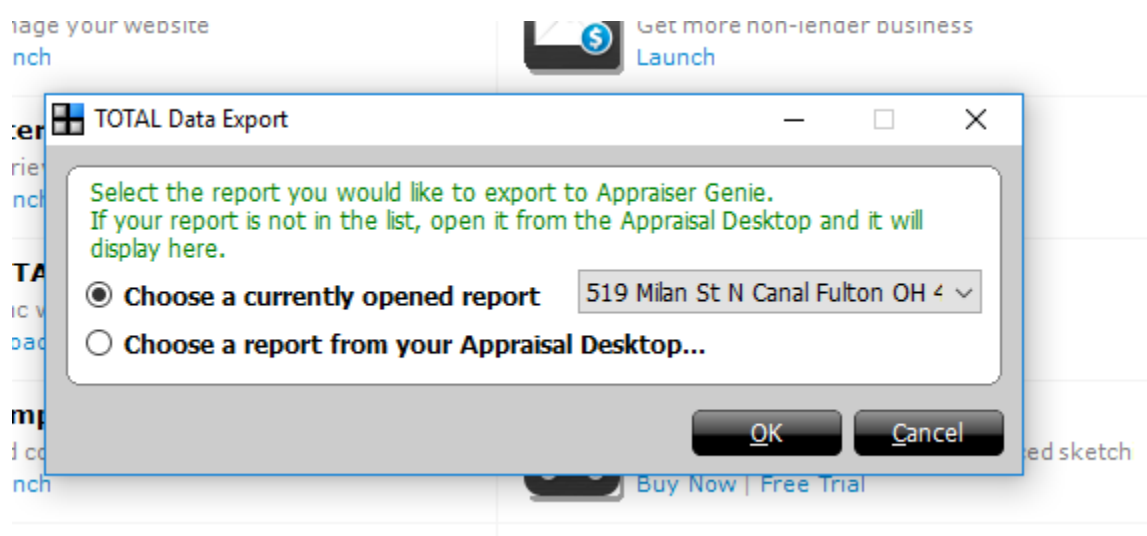
NOTE: Genie is cloud based so it will automatically launch with your computer's default Web browser. IE or Microsoft Edge is not supported; therefore, you will need to use Google Chrome or Firefox. **If you do not have Chrome or Firefox installed, please do so before using Genie.**

Genie will take you to a registration page as shown below. For new users, please click on Registration under the submit button in the right-hand bottom corner.
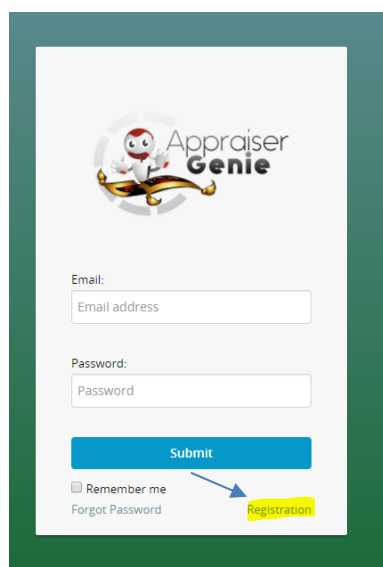
Make sure to include at least one capital letter and a number for the password. You will need to complete the entire registration page before you can select "Register" at the bottom. Under software, make sure to <u>select a la mode.</u>
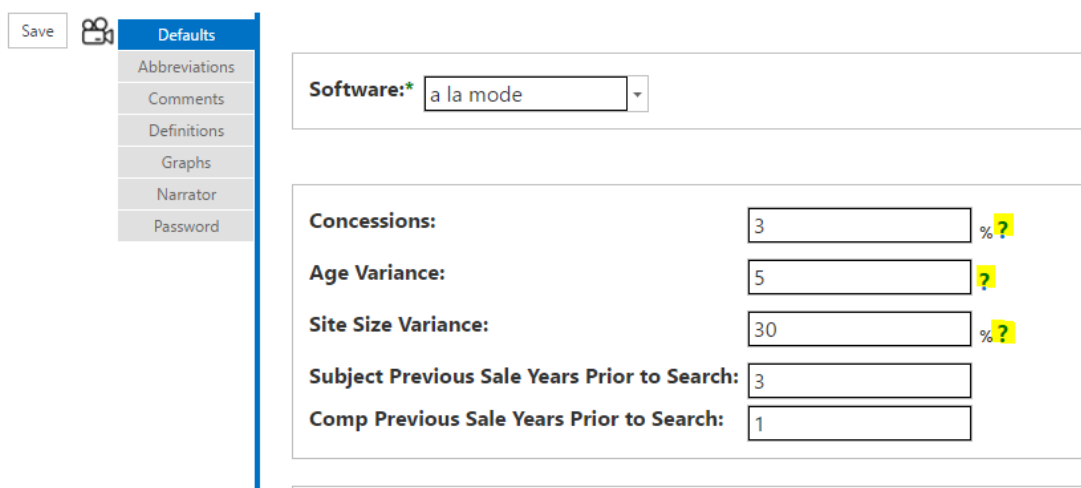
Once you click Register, you will receive a pop up notification indicating that Genie has sent you an email verification to the email you registered with. Please navigate to your email and confirm. Once this is complete, you should be taken to the sign in page again; sign in with the newly created email and password. You may select "Remember Me" to save your email and password for Genie.
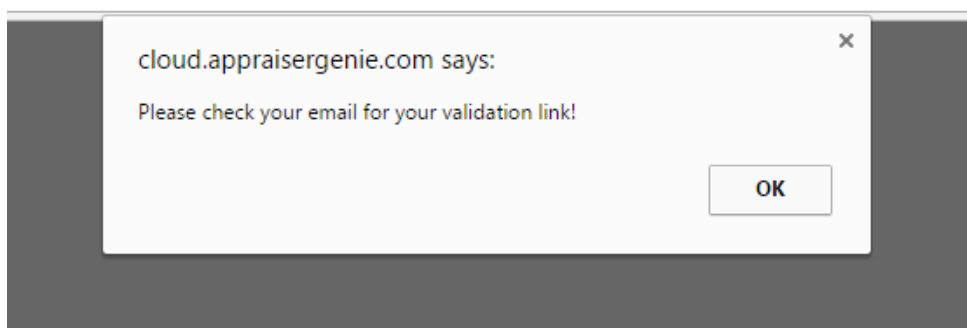
For new users, Genie will direct you to the Defaults tab the very first time you sign in. Genie provides many different default selects to tailor your completed report. The blue top in the navigation bar indicates the tab you are currently on inside Genie.
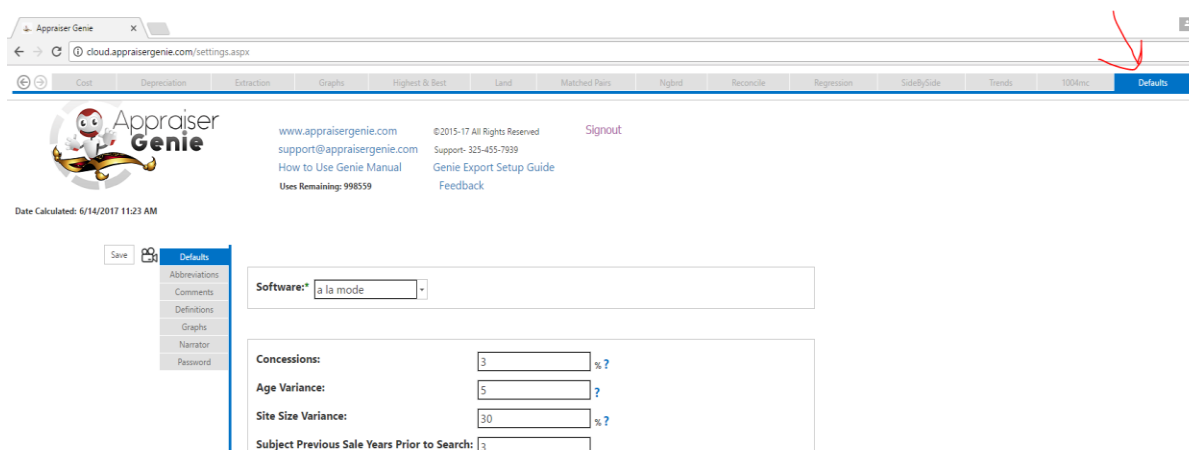
The defaults that you choose to save will apply to each report you run inside Appraiser Genie but you may navigate back to the Defaults tab to change them for future reports. Blue question marks will provide more information on the sections and how to use them, simply click on the question mark.

The following sections, as shown below, are designed to tailor how your report is completed with Appraiser Genie.

Adjustment Rounding: Genie will provide adjustments on the side by side tab based on the MLS search you import into Genie. You can decide how you would like the adjustments to be rounded if selected.

Comp Export Sort Order: You may select from the drop down arrow the order in which you would like the comps for your report exported to your sales grid. For example, if you would like the comps ordered by Close Date, Genie will export the selected comps back into your report in that order.

Effective Age: Genie will provide an effective age adjustment for your subject if wanted. If you would prefer to complete this later in your report, you may deselect the check box.

Reconciled Value: This is optional, you may select or deselect.

Calculated Adjustments: Genie will provide all adjustments shown if needed. For fireplace and pool, you will have to ability to make an adjustment and Genie will provide the adjustment in the adjustment grid of the report and also pull the fireplace and pool count for the selected comps. The granite, gate, sprinkler, wood deck, and fence adjustment will be provided on the Allocation PDF once you export the data back to the report. They will not show in the adjustment grid in the report.

National Association of Homebuilders: The percentage displayed is automatically updated from their website. The percentage is attributable to the actual cost of the house GLA less any incidentals such as sidewalks, driveways, etc. You cannot manually update this percentage as this a default and verifiable.

Adjustment Rounding

Rounding:* 100's

Comp Export Sort Order

* Close Date

Effective Age

☑ Include Effective Age

Reconciled Value

☑ Include Reconciled Value

Calculated Adjustments

☑ Fireplace ☑ Pool ☑ Fence ☑ Granite

☑ Gate ☑ Sprinkler ☑ Wood Deck

National Association of Homebuilders

*National Assoc of Home Builders Single Family Cost Breakdown=1-Construction Cost

61.7 % ?

Total Construction Cost: National Association of Homebuilders

Genie allows you to enter up to eight different MLS acronyms if needed. **You will need to enter the MLS acronym as we have it in our database so that your MLS is mapped correctly. If you're not sure what to enter, please contact our support line for assistance.** As an example, below ABOR, NTREIS, and CRAR are entered into box 1, 2, and 3. ABOR is for Austin Board of Realtors, NTREIS is for North Texas, and CRAR is for Cedar Rapids. If you do not enter the correct acronym, you will experience mapping issues. Make sure to call us if needed!

MLS Acronyms

1: ABOR ? 2: NTREIS 3: CRAR 4:

5: 6: 7: 8:

Verification Source

Verification Source Prefix: MLS, Assessor

Verification Source:* List Price

Verification Source Suffix:

Genie allows you to choose options for the Verification Source field in your report grid. As a default, Genie will enter MLS, Assessor into your report. You may select up to three different options as shown above. You may also erase and type in the boxes if you would prefer something other than shown in the drop-down boxes. Keep in mind, the options in the drop-down boxes are what Genie can pull such as Doc #. If you enter your own information, Genie has no way to pull this data if it a number, or database.

FEATURE	SUBJECT 0	COMPARABLE SALE # 1		
Address 519 Milan St N				
Canal Fulton, OH 44614				
Proximity to Subject				
Sale Price	$		$	
Sale Price/Gross Liv. Area	$ sq.ft.	$ sq.ft.		
Data Source(s)				
Verification Source(s)				
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) $ Adjustment	
Sales or Financing	▼	▼		

For Rights, Location, and View, whatever is displayed in the defaults boxes initially are what will transfer to the report. Most MLS nationwide do not provide the rights, location, or view so Genie provides you with defaults that are exported to the report. You may select from the drop-down boxes if you prefer a different default. You may also type in your own default in the box for rights, location, and view. For example, in Functional Utility, you may enter DP/Insulation.

View

View Rating:*	Neutral ▼
View Factor:*	Residential ▼
Functional Utility:	DP/Insulation ▼
Energy Efficiency:	Standard ▼
Porch/Patio:	▼

Blank Row 1, 2, and 3 allows Genie to pull data for the subject and comps and export it back to the report in the bottom blank three rows. You may select up to three different option for each blank row although we do not recommend more than two as TOTAL can only fit so much information into each field. NOTE: You cannot enter your own default in the blank row options as Genie is only able to pull from your MLS what is in the drop-down boxes. **If your MLS does not provide this data, nothing will export to the report.**

Blank Row 1

Separator: [/]

Blank Row 1-A: [ ]

Blank Row 1-B: [ ]

Blank Row 1-C: [ ]

Blank Row 2

Blank Row 2-A: [ ]

Blank Row 2-B: [ ]

Blank Row 2-C: [ ]

Blank Row 3

Blank Row 3-A: [ ]

Blank Row 3-B: [ ]

Blank Row 3-C: [ ]

Functional Utility	Standard	
Heating/Cooling		
Energy Efficient Items	DP/Insulation	
Garage/Carport	2gd	
Porch/Patio/Deck	Cvd Porch/Deck	
Fireplace	1FPL	
Net Adjustment (Total)		
Adjusted Sale Price of Comparables		

I [ ] did [ ] did not research the sale or transfer hist...

Under Public Record Verification, you may select either Ask Me, Public, MLS, or Peer. After you select the comps you would like to use for the report, Genie then verified the data against MLS, Public, and Peer. You may set a default as shown below to tell Genie which source to automatically use when verifying the comp information. If you're not sure which source to use, select Ask Me and if there is a discrepancy between the three sources, Genie will show you what each source provided and you may select the best choice.

Public Records Verification

Site:*	Ask Me ▾
Age:*	Ask Me ▾
Stories:*	Ask Me ▾
GLA:*	Ask Me ▾
Bed:*	Ask Me ▾
Bath:*	Ask Me ▾
Garage:*	Ask Me ▾
Basement SF:*	Ask Me ▾

The Column Order section allows you to re-order the column headers so that when you are selecting the comps for the report, you may see the data displayed for each comp in the order you would prefer. You may click on the field, which will turn blue, then use the Up and Down button to move the ordering. The fields closest to the top will display first on the comp search tab in Genie.

Column Order

Site
Age
GLA
Year Built
Sales Price
Subdivision
Photo
DOM
City
MLS #
Zip
Half Bath
Baths Full
List Price
Finance Type
Concessions
Beds

Up

Down

Once you complete the Column Order, scroll to the top of the tab and click the Save button to apply the changes. Make sure to always click Save!
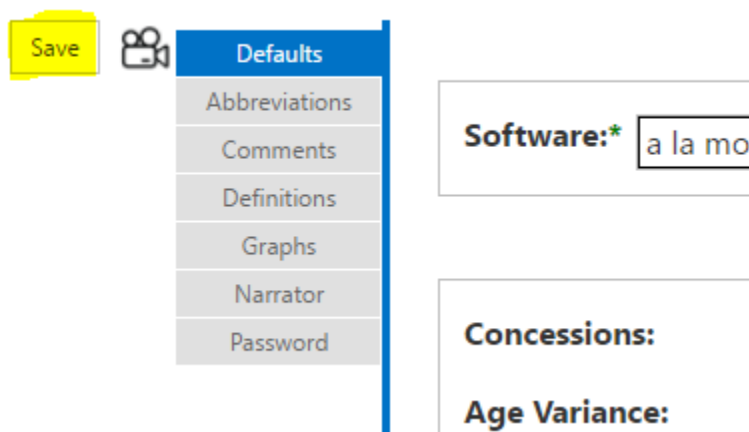
You will see other tabs underneath the blue Defaults tab, these are also optional and better complete the report. Click on each tab to view the selections and click save if you change any defaults on each tab.
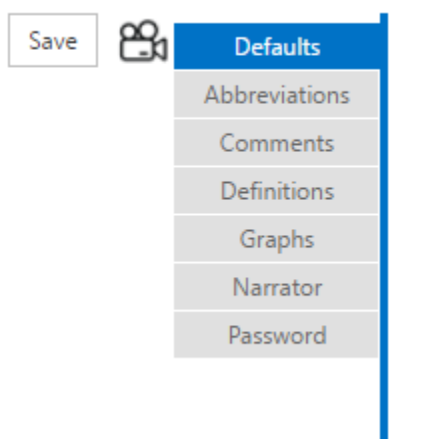
Now that you have set up your report defaults, you are ready to begin the report. Genie is easily navigated by the forward and backward arrow towards the front of the tabs as indicated in yellow below. To begin the report, click the forward facing arrow to the left and click on the Input tab.
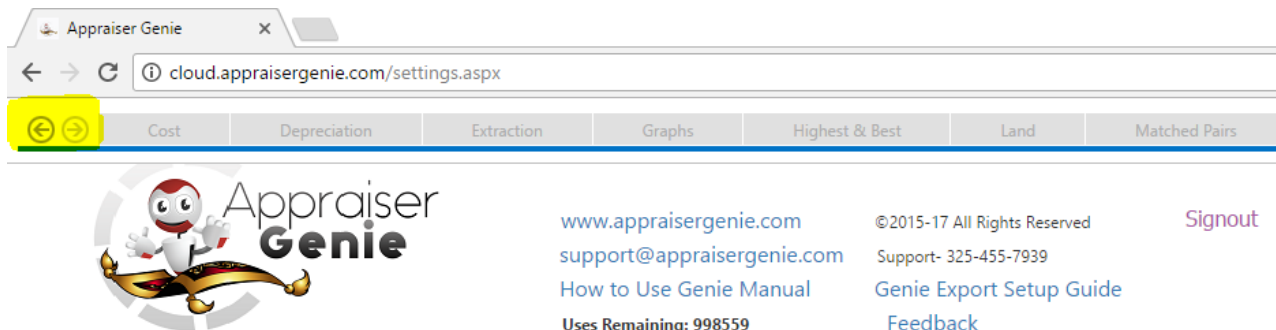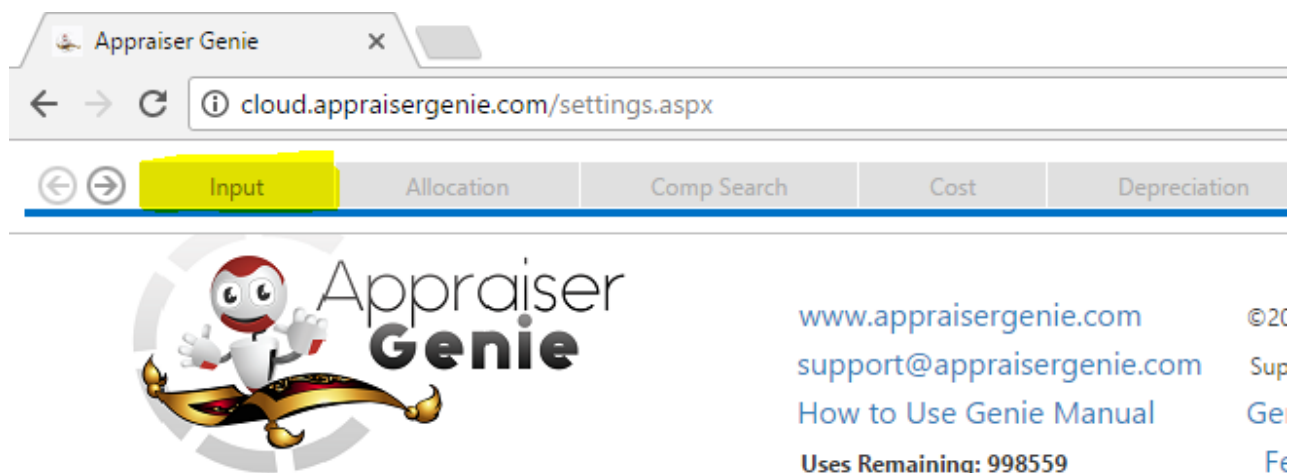
The Input tab is your Home page. Each time you launch Genie, you will automatically be taken here by default expect for the first launch. You may use the back arrow and navigate to the Defaults tab if you need to change them in the future.

You will complete then Input page beginning with selecting the Effective Date of the report from the drop-down box which will open a calendar to select from.

Next, select the form you are using for the report. There are different forms provides, please use the drop-down arrow.

Cost Approach is option as indicated in the drop-down, you may select either Yes or No. Cost Approach is calculated by default as Genie needs this for depreciation, etc. but you may choose No if you do not want this completed in the report.

The Comp Search narrowing filters in the next section allow you to narrow the MLS neighborhood search that you saved to your computer to produce the truest comparables and your 1004mc. The narrowing filters will narrow based on site, age, GLA, etc. against the subject. For example, if 30 is entered into the Site

field, Genie will only return comps that are within 30% of the subject's site size +/-. Any field with a 0 tells Genie to skip that narrowing filter. You may also enter an = if you want the comp to match the subject exactly. The comps that are not returned will stay in the neighborhood search but they will not return when you are picking your comps for the report. **We do not recommend entering a value in all fields as you can narrow the search too far in which you will not have any remaining comps to choose from for your report. If you choose to leave all criteria blank, then all comps in the MLS export will show on the comp search page and be included in the 1004mc for the active and sold.**

Enter Comp Search Narrowing Filters- (= pulls Comps equal

Site Size +/-:	0	%
Stories +/-:	0	stories
Age +/-:	0	years
GLA +/-:	0	%
Bedroom +/-:	0	
Bath +/-:	0	
Garage Space +/-:	0	
Basement SF +/-:	0	%
Pool - 0/1:	0	

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Reconciliation Weighting is a USPAP requirement in which you will score 1-10 between the three methods of sales comparison, income, and cost approach. You may assign the full weight to the sales comparison

Reconciliation Weighting ?

(Weight 1-10):

Cost Approach:

Sales Comparison Approach: 10

Income Approach:

Highest and Best use allows to select the Current and Possible use of the property. Residential displays by default along with Multi-Family. You may select Multi-Family by clicking on the drop-down arrow and clicking the top blank space.

Highest & Best Use **?**

(select up to 6 possible uses for the site of the subject, leave blank if not selected):

Current Use: Residential ▾

Possible Uses: Residential ▾ | [dropdown open:]
- Residential
- Commercial
- Industrial
- Multi-Family
- Office
- Park

IF YOU ARE USING THE EXTRACTION OR ALLOCATION METHO... TO FILL OUT

Land Comp Sales **?**

Comp Address:

Sales Price: $ | $ | $

The Land Comp Sales section allows you to manually enter raw land sales that need to be reconciled. Otherwise, Genie will calculate the site value through Allocation, Extraction, and Regression. Simply enter the Comp address, sales price, etc. into the green fields and assign weighting. If this does not apply, simply skip the section and leave it blank.

IF YOU ARE USING THE EXTRACTION OR ALLOCATION METHOD, YOU DO NOT NEED TO FILL OUT THE LAND COMP SALES SECTION BELOW.

Land Comp Sales **?**

Comp Address:					
Sales Price:	$	$	$	$	$
Site Size:					
Location:	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾
Adjustment:	$	$	$	$	$
Pasture/Cultivation:	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾
Adjustment:	$	$	$	$	$
Minerals:	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾
Adjustment:	$	$	$	$	$
Improvements:	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾	Neutral ▾
Adjustment:	$	$	$	$	$
Weighting:	%	%	%	%	%

Lastly, the Square Foot Method allows you to manually transfer data provided by Marshall & Swift for the Cost Approach. You may manually enter data into the green fields if needed. You may opt to leave this section as is and use buildingcost.net by default for the Cost Approach.

Square Foot Method **?**

		Effective Date	Regional Multiplier		Local Multiplier
	Cost per SF	4/4/2017			
Quality:	Q4				
GLA:	$				
Roof:	$			**Floor covering 1:**	
$ ___ %				**Floor covering 2:**	
$ ___ %	$				
Heating/Cooling:	$				
Energy:	$	DP/Insulation			
Garage:	$	0			
	$ (user Defined)				

Next, scroll to the top of the page and select the Browse button to import the MLS file that you saved earlier to your computer. Your computer's file explorer will open allowing you to navigate to where the file is saved. Once you locate the file, either double click on it or select open.

Subject Address:* 519 Milan St N   **Zip:*** 446

Start New Report

Select multiple files...   Browse...   **Appraiser Genie imports data fro
the validity of imported data.**

Input

Enter Effective Date of Report:* 6/14/2017

Select the Form You are Using:*

Include Cost Approach in Report: Yes

Once you select the file, you will see the file name and a green drop-down box. In the drop-down box, click the down arrow and click on the MLS acronym of the MLS you are using for the file. If you do not see anything available in the drop-down, simply type in the MLS acronym then click Start New Report.

Subject Address:* 519 Milan St N

Start New Report

Select multiple files...   Browse...

**Appr
the v**

ConnectMLS_export (20).TSV   [X]

Input

Once you click Start New Report, Genie will upload the MLS file and scrub the MLS data. Genie also verified each imported address so that the distance from the subject is verified and Public Records are pulled.

Genie will navigate you to the subject verification box asking you to confirm your subject data. The data in the fields are provided from the TOTAL report or Public Records. Make sure to verify all data is correct or modify if needed. This information is sent to buildingcost.net for the Total Replacement Cost. It is

imperative that you review for accuracy. Click Next at the bottom of the box once completed.

Genie will then grade and sort the comps based on closest proximity to the subject, most recently sold, and least adjusted. You are now on the Comp Search tab as indicated in blue. This tab will provide you with the remaining comps if narrowed on the Input tab in the narrowing criteria selection. If you did not enter any narrowing variances, all comps the MLS search will display here. There is a counter provided towards the top of the tab indicating the comp count on the page.

	Extraction	Graphs	Highest & Best	Land

		Total	Selected
7 All Rights Reserved			
325-455-7939			
Export Setup Guide	Active	14	0
back	Sold	86	0
	Pending	7	0
	Other	0	0
	Total	107	0

Signout

The total comps displayed above are 107. Genie uses the active and sold listings in the counter for Regression and Matched Pair analysis which will be 86 in the above example. The 14 active and 86 sold will be used for the report 1004mc(Market Conditions). If there are too many/ too few comps displayed in the counter you have either narrowed too much or not enough based on your narrowing criteria you chose on the Input tab. You may navigate back to the Input tab and start the report over and change your narrowing criteria if needed. You simply will complete the page all over again and re-import the file.

Once you're satisfied with the counter display, you will go through the list of comps and check the ones you would like to use for the report. In the far-left hand side, the Status column will indicate if the comp is a sold, active, pending, withdrawn, etc.
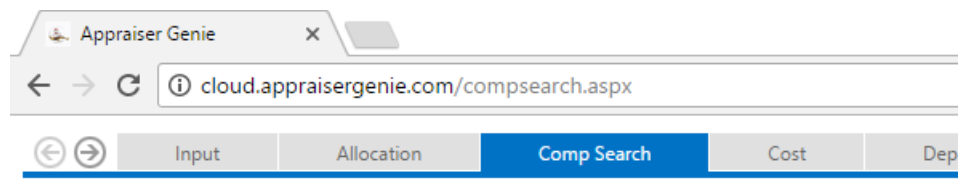
Date Calculated: 6/14/2017 12:36 PM

Next | Delete selected comps | Subject | Reset Sort Order

Status	Select Comp	Street Number	Street Name	Sit
S	☐	Wood	House Ln	3(
S	☐	974	Thurmans Tract	36
S	☐	3273	Old Stoney Creek Rd	1'
S	☐	157	Yellowstone Dr	
S	☐	State	Rte 704	1C
S	☐	177	Griffin Ln	1
S	☐	409	Sherando Ct	13
S	☐	125	Tyler Dr	1C
S	☐	3004	Deerfield Valley Rd	41
S	☐	125	Century Vlg	1

You may re-order the list of comparables by clicking on the column headers. For example, if you want to order Age by ascending or descending, click on the Age column header. You will see a loading… box display automatically, make sure to let the page load before you click again.

		Next	Delete selected comps	Subject	Reset Sort Order			

Status	Select Comp	Street Number	Street Name	Site	Age	GLA	Year Built	Sales Price
	☐	Wood	House Ln	30492 sf	31	978	1986	$105,000
	☐	974	Thurmans Tract	36155 sf	50	1,110	1966	$100,000
	☐	3273	Old Stoney Creek Rd	11.18 ac	36	768	1980	$100,000
	☐	157	Yellowstone Dr	0 sf	11	1,200	2005	$105,000
	☐	State	Rte 704	10019 sf	58	964	Loading...	$105,000
	☐	177	Griffin Ln	1742 sf	11	1,036	2006	$104,900
	☐	409	Sherando Ct	13504 sf	36	1,254	1980	$103,500

Use the horizontal bar at the bottom of the page to view the different columns. There are quite a few different fields provided. Refer back to the Defaults tab and the Column Order section to reorder the column headers in which you want them to display.

When you are going through the list of comps, if there are any comps displayed that you **DO NOT** want used for any analysis or the 1004mc, you may select the comps you want to get rid of and then click "Delete Selected Comps" which will remove them from the page. The comps removed will remain in the neighborhood search but will not be used for the 1004mc or analysis.

Date Calculated: 6/14/2017 12:36 PM

		Next	Delete selected comps	Subject	Reset Sort Order			

Status	Select Comp	Street Number	Street Name	Site	Age	GLA	Year Built	Sales Price	Subdivision
S	☐	125	Tyler Dr	10890 sf	10	1,344	2006	$103,000	Horseshoe Bend
S	☐	276	Commerce Dr	2178 sf	10	1,120	2006	$101,111	Park Crest
P	☑	15166	Sassafras Ln	13.44 ac					
S	☐	157	Yellowstone Dr	0 sf	11	1,200	2005	$105,000	Eagles Landing
S	☑	177	Griffin Ln	1742 sf	11	1,036	2006	$104,900	Griffin
S	☑	124	Crawfords Rd	2 ac	11	1,872	2005	$102,750	None

Are you sure you want to remove the selected comps?
Are you sure? Yes No

If you decided to click on the column headers and re-order the list, you may revert to the original ordering by clicking "Rest Sort Order". Genie will then place the comps back in the original order of closest proximity to the subject, most recently sold, and least adjusted. The distance is subject to the address being entered correctly in the MLS. If it is not, the distance may not reflect correctly. Use the

horizontal bar to scroll over and view the Distance column. If a 0 is provided, Genie was not able to calculate the comps distance from the subject. The distance displayed is in miles.

'ending Date	Close Date	Garage Type	Distance	Garage	Ca
/12/2016	11/1/2016	None	219.5	0	
/11/2016	6/30/2016	None	222.7	0	
/8/2017	7/9/2017	gd	267.4	2	
/7/2016	8/5/2016	None	0	0	
/3/2017	5/12/2017	None	216.9	0	
/8/2016	11/4/2016	None	240.3	0	
0/3/2016	12/8/2016	None	222.7	0	
0/7/2016	11/9/2016	None	257.8	0	
/30/2016	8/31/2016	None	279.7	0	

If you need to refer to the subject data without going back to the report, click on the Subject button and Genie will display the subject box that you were shown before this page.

Next, select the comps you want to use for the report. The comps selected will be used for Extraction and Allocation including the subject. TOTAL allows you to select up to 15 comps for your report.

Date Calculated: 6/14/2017 12:36 PM

Next | Delete selected comps | Subject | Reset Sort Order

Status	Select Comp	Street Number	Street Name	View	Seller Type	Pending Date	
P	☐	15166	Sassafras Ln			6/8/2017	
S	☐	157	Yellowstone Dr			7/7/2016	
S	☑	177	Griffin Ln			3/3/2017	
S	☑	124	Crawfords Rd			9/8/2016	
S	☑	1222	Commercial Ct			10/3/2016	
S	☐	155	Yellowstone Dr			10/7/2016	
S	☐	7350	James Madison Hwy			8/30/2016	

The counter will display the number of comps you have selected for your report as shown below.

Signout

		Total	Selected
ide	Active	14	0
	Sold	86	3
	Pending	7	0
	Other	0	0
	Total	107	3

Once you have selected all of the chosen comps for your report, click the Next button. Genie will then "type" the comps you chose and then verify data against MLS, Public, and Peer.

Date Calculated: 6/14/2017 12:36 PM

| Next | Delete selected comps | Subject | Reset Sort Order |

Status	Select Comp	Street Number	Street Name	View	Seller Type	Pending Date	Close Date	Garage Type
P	☐	15166	Sassafras Ln			6/8/2017	7/9/2017	gd
S	☐	157	Yellowstone Dr			7/7/2016	Typing Comps...	
S	☑	177	Griffin Ln			3/3/2017	3/12/2017	None
S	☑	124	Crawfords Rd			9/8/2016	11/4/2016	None
S	☑	1222	Commercial Ct			10/3/2016	12/8/2016	None
S	☐	155	Yellowstone Dr			10/7/2016	11/9/2016	None

Depending on your Public Record verification defaults that you defined in the Defaults tab, Genie will verify the comp data with the source chosen. If you left "Ask Me" as your default selection, Genie will verify data against all three sources and show you what each one reported if there are discrepancies. A discrepancy means MLS, Public, and Peer did not report the same data. No pop up will display if you chose MLS, Public, or Peer. **NOTE: If you select MLS, Public, or Peer, and the source does not return data, you will then have to manually enter the data for the comps.**

DISCLAIMER: **Genie provides an exclusive peer database in which a running average is reported for comps that have been previously used inside Genie by you or your peers. Genie does not store proprietary info rather a running average of the last 20 entries.**

You are now on the SideBySide tab which will look like page two of your TOTAL report. You will have the subject data located on the left-hand side and the chosen comps on the right. You can scroll up and down to view the data used for the subject and comparables. Use the horizontal bar to scroll over to view all comps. It is important to review the data and to modify if needed. Changes made to the SidebySide will automatically update any effected analysis. This page is not in stone as we understand the MLS may be wrong along with Public Records. It is your job to ensure that you verify all data used.

To read the page, use the black headers on the far-left hand side and read the page horizontally across. As you see below, Site is shown for the subject and straight across the page you will see the comp's site size.

Genie provides adjustments that may be automatically entered into the adjustment grid in the report upon exporting. It is your choice as to whether you want to apply them or not. **If you decide that you do not want the adjustments in the report, Genie will still provide you with over 15 PDFs of documented support in your work file which detail how the adjustments were derived.**

In order to apply the adjustments to the report, you click on the value that provides the adjustment you want to use based on Matched Pair, Extraction, Allocation, and Regression. In between the subject and comps, you will see a column header labeled Adjustment which will indicate the type of adjustments Genie provides as shown below.

Adjustment	Mtchd Prs	Allocation	Extraction	Regression	177
					Q4
Age			$1,100	($15)	11
Bath	$8,000	$1,300		$419	
Bedroom	$23,000			$193	3
GLA		$44	$41		10.
Bsmnt Unfin/Fin					
Blw Grd Rms					Ro
					DP
Heat/Cool					FW
					Sta
Gar/Carp		$1,900		$47	1
					0
					0
		$950			0
					0
Covd. Patio		$1,900			
Fireplace	$11,000	$1,100		($604)	

Between each comp, you will see a Genie Peer DB header that will provide data for the Peer database. Data only displays if your selected comps have been used by you or your Peers.

ion	177 Griffin Ln	☑ Sale #1			Genie Peer DB	1222 Commercial Ct	☑ Sale #2
	Q4-Averag ▼					Q4-Averag ▼	
15)	11				11	12	
	▼					▼	
19							
193	3	4	2.1		0/0/2	3	2
	1036			$24,100	1036	1120	
					sf0sf		
	Rooms				0rr0br0ba	Rooms	
	DP/Insulatior					DP/Insulatior	
	FWA/CAC				FWA/CAC	FWA/CAC	
	Standard					Standard	
47	1					0	
	0					0	
	0					0	
	0					0	
	0					0	

As shown below, for GLA, $44 per sq. ft. was selected based on Allocation. Simply click on the $44 and Genie will apply the adjustment to all comps. You may scroll across horizontally to see the applied adjustment. Scroll through the page and select any adjustments you want entered into the report.

Adjustment	Mtchd Prs	Allocation	Extraction	Regression	177 Griffin Ln	☑ Sa
					Q4-Averag ▼	
Age			$1,100	($15)	11	
					▼	
Bath	$8,000	$1,300		$419		
Bedroom	$23,000			$193	3	4
GLA		$44	$41		1036	
Bsmnt Unfin/Fin						
Blw Grd Rms					Rooms	
					Loading... or	
Heat/Cool					FWA/CAC	
					Standard	

Genie also provides a Realtor and Tax button for each comp that allows you to view the list/sell agent and remark info if provided by your MLS and the Tax information for each comp. Simply click on Realtor or Tax to display.

You are now ready to export to your report by clicking on Export to Report. Genie will then prepare to send your completed report back to TOTAL.

Distance = 216.9 miles

Realtor

S/L Ratio

389

⊙ Preparing Reports...

MLS,

If you did not select a Site adjustment, you will see a Land Value pop up box indicating the land values Genie provided. You may select whichever one you would like or select None. The value selected will be entered into the opinion of site value field in the Cost Approach in your report. Click Next when you have made your selection. Genie will then export to your report.

Broadway   VA   22

Land Value

Ta

00%

○ None	
○ Allocation	$5,700
○ Comp Sales	$0
◉ Extraction	$19,200
○ Regression	($19)

Next

31

Settled sale ▼

Realtor

S/L Ratio

Exporting to Report...

9

MLS,
Assessor/LP$104900

NOTE: **Genie will populate a box asking if the report has exported correctly. Make sure to ignore this box until after you verify the information has been transferred back to the report.**

Lastly, TOTAL's data wizard will automatically populate. Select "Merge into a currently open report" and navigate to the report you want completed if more than one is currently opened in TOTAL. Next, select "Replace the data in my open report with the imported data". If you have a sketch already completed in the report, select "Keep the sketch in my open report". Then click Import.
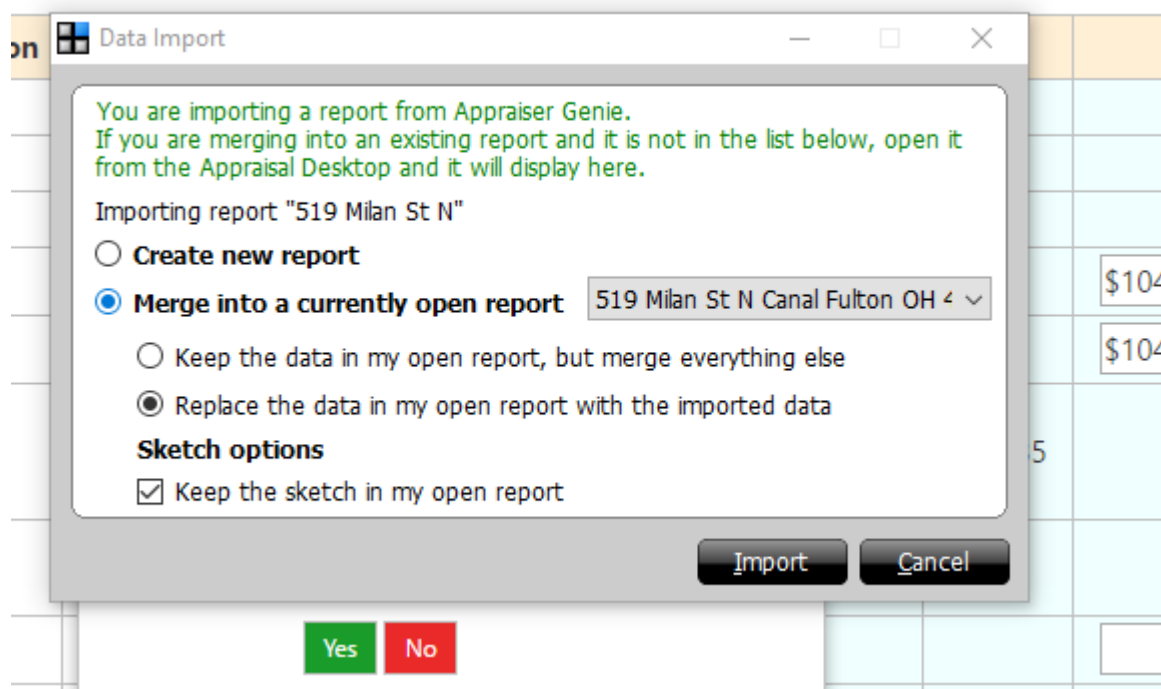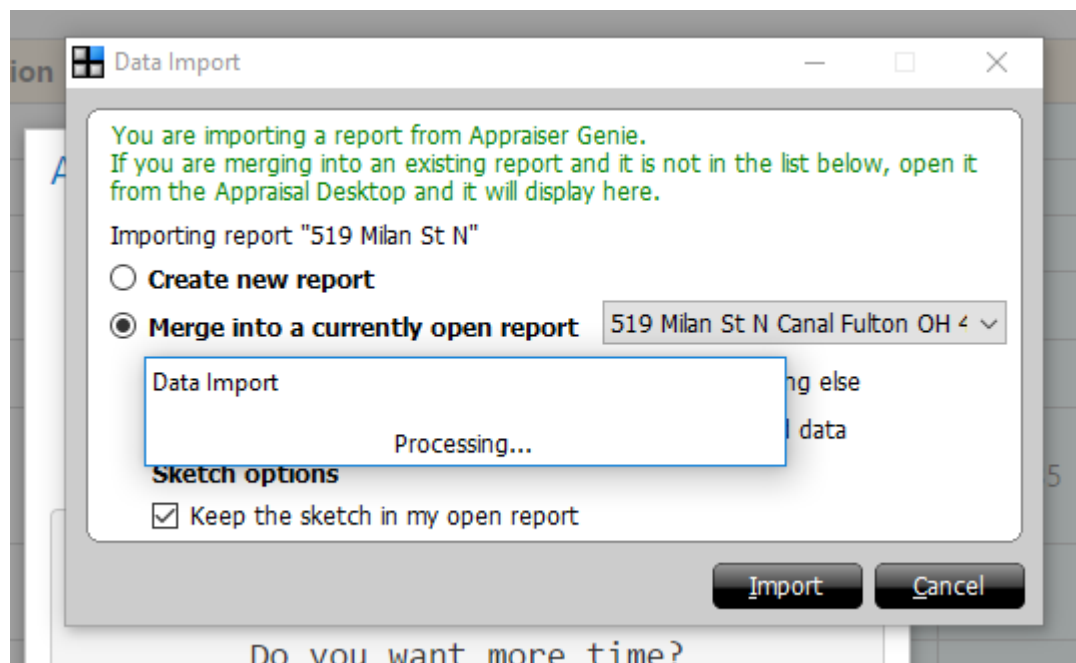
You will notice that TOTAL is highlighted orange at the bottom of your computer screen. Click on TOTAL and review the report grid, 1004mc, and Cost Approach (if selected).

After reviewing, click on Workfile in TOTAL to view all PDFs provided by Appraiser Genie. The tabs in Genie are now converted to a PDF document which contains all support and analysis completed by Appraiser Genie.

519 Milan St N Canal Fulton OH 44614 - TOTAL by a la mode

File Edit View Forms Tools Deliver Help   Assignment | Forms | Side-by-Side | Photos | Sketch | Addenda | Worksheet | E&O

Send to Vault

Files in Workfile

Add | Open | Delete | Print | Restore | Insert As Page

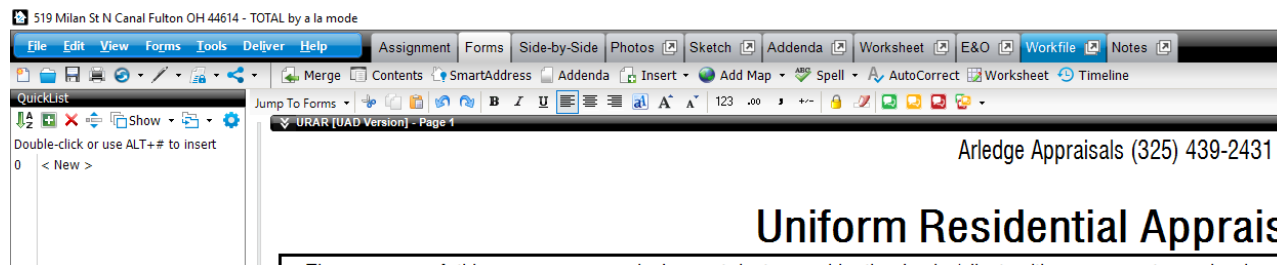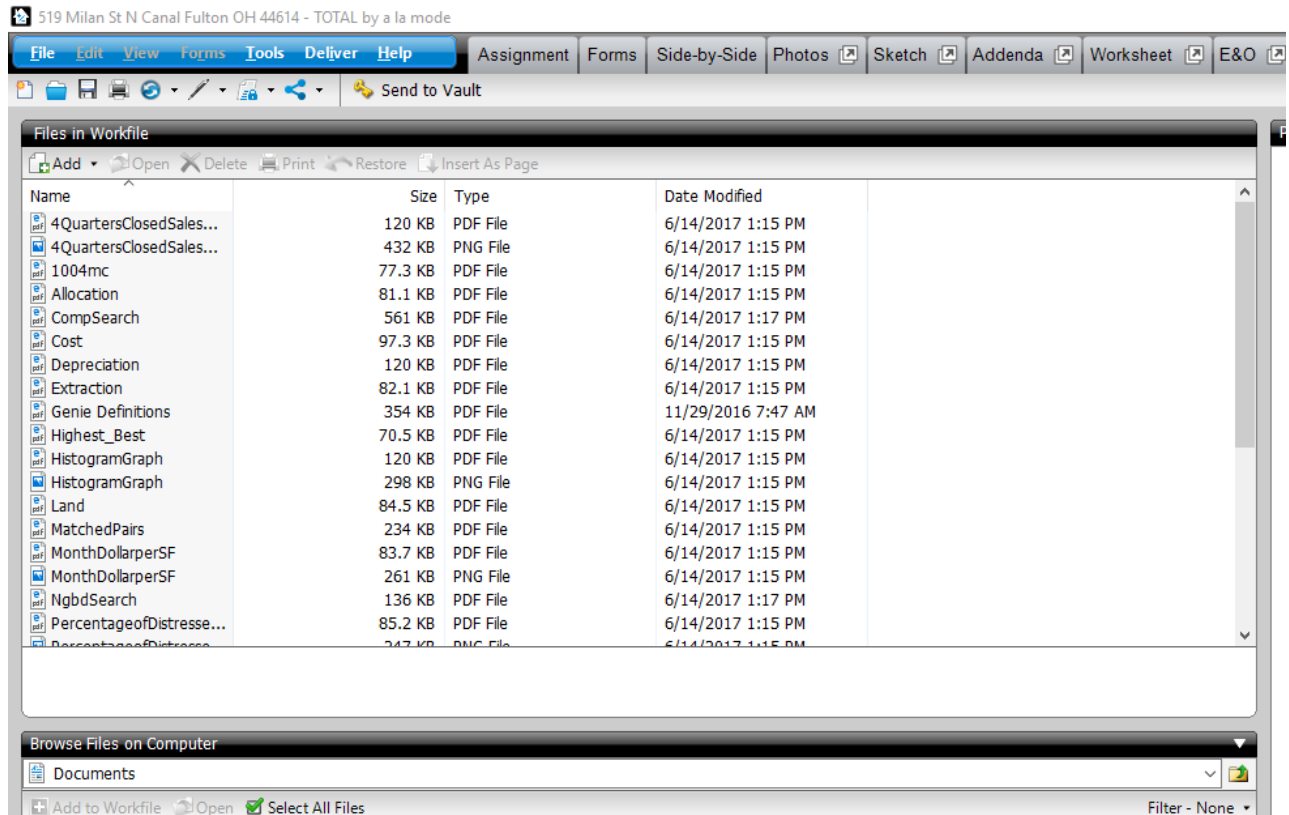| Name	Size	Type	Date Modified
4QuartersClosedSales...	120 KB	PDF File	6/14/2017 1:15 PM
4QuartersClosedSales...	432 KB	PNG File	6/14/2017 1:15 PM
1004mc	77.3 KB	PDF File	6/14/2017 1:15 PM
Allocation	81.1 KB	PDF File	6/14/2017 1:15 PM
CompSearch	561 KB	PDF File	6/14/2017 1:17 PM
Cost	97.3 KB	PDF File	6/14/2017 1:15 PM
Depreciation	120 KB	PDF File	6/14/2017 1:15 PM
Extraction	82.1 KB	PDF File	6/14/2017 1:15 PM
Genie Definitions	354 KB	PDF File	11/29/2016 7:47 AM
Highest_Best	70.5 KB	PDF File	6/14/2017 1:15 PM
HistogramGraph	120 KB	PDF File	6/14/2017 1:15 PM
HistogramGraph	298 KB	PNG File	6/14/2017 1:15 PM
Land	84.5 KB	PDF File	6/14/2017 1:15 PM
MatchedPairs	234 KB	PDF File	6/14/2017 1:15 PM
MonthDollarperSF	83.7 KB	PDF File	6/14/2017 1:15 PM
MonthDollarperSF	261 KB	PNG File	6/14/2017 1:15 PM
NgbdSearch	136 KB	PDF File	6/14/2017 1:17 PM
PercentageofDistresse...	85.2 KB	PDF File	6/14/2017 1:15 PM
PercentageofDistresse...	247 KB	PNG File	6/14/2017 1:15 PM

Browse Files on Computer

Documents

Add to Workfile | Open | Select All Files   Filter - None

Click on the PDF that you wish to review to view. You may include these individually in the report or leave them in the work file, it is up to you.

TOTAL/Reports/519%20Milan%20St%20N%20Canal%20Fulton%20OH%2044614-ca232490-13bd-4b35-b3b5-b1d037821b5b.oz_/Workfile/Allocation

Allocate % of Total Value

		Avg. Dollars per Square Foot		Per Unit (rounded)	
Allocation		$72			
Site	16%				
GLA	62%	$44	sf		
Garage	18%	$13	sf	$1,900	per space
Int/Ext Amenities	20%	$15	sf		
Total Cost	100%				

Allocate % per Amenity (based on Cost)

Interior Amenities						
		$71.9				
Full Bath (cost page)	6%	$4.2	x 1584sf =	$6,605	20 %	$1,300
Half Bath (50% of Full Bath)	3%	$2.1	x 1584sf =	$3,295	20 %	$700
Heat/Cool (cost page)			x 1584sf =		20 %	
Appliances (cost page)	2%	$1.7	x 1584sf =	$2,614	20 %	$500
Flooring (cost page)	6%	$4.2	x 1584sf =	$6,605	20 %	$1,300
Fireplace (cost page)	5%	$3.4	x 1584sf =	$5,354	20 %	$1,100
Granite (est.)	4%	$2.5	x 1584sf =	$3,992	20 %	$800

Exterior Amenities						
Exterior Amenities				$72		
Pool			x 1584sf =		20 %	
Porch		$3.0	x 1584sf =	$4,784	20 %	$1,000
Uncvd Patio		$4.6	x 1584sf =	$7,239	20 %	$1,500
Cvd Patio		$6.0	x 1584sf =	$9,567	20 %	$1,900

Exterior Amenities						
Wood Deck	7%	$5.3	x 1584sf =	$8,427	20 %	$1,700
Fence	4%	$2.5	x 1584sf =	$3,992	20 %	$800
Sprinkler	1%	$0.9	x 1584sf =	$1,362	20 %	$300
Gate	2%	$1.7	x 1584sf =	$2,614	20 %	$500

Find Average Dollars per Square Foot from comps

Genie is a fast, efficient, and powerful tool which provides support, data entry, and analysis for your appraisal reports. Use Genie to your benefit and save time on every report!

Sources used in Genie: Public Records, USPS, MLS, Local County Assessor, and exclusive Peer database.

Thank you for your business and support! Please reach out to our sales and support line for further information or training.

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mls@appraisergenie.com