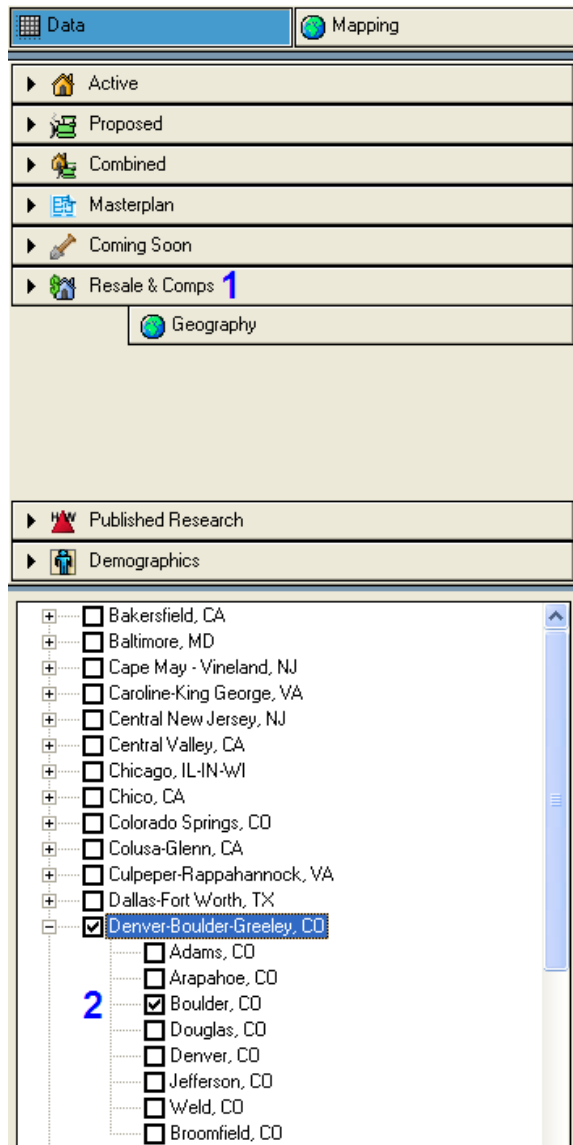


The Resale & Comps feature allows you to search a market for sales data and sales comparables.

A target property must be identified first before resale and comps data can be found.

1. Select the **Resale and Comps** feature from the control panel.

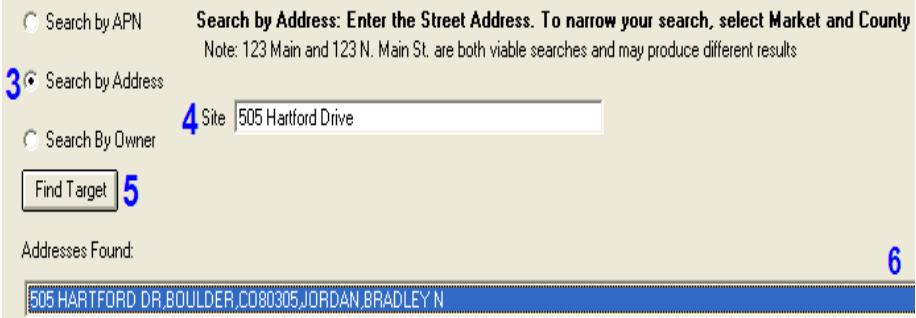


2. Place a check mark in the county the target property is in (click on the (+) sign to see the counties available in each geography).
3. Next, select the option you want to use to search for the target property. You can search by APN, Address, or Owner.

4. Enter the target property's APN, address, or owner name.

Step 1: Select County from Geo List

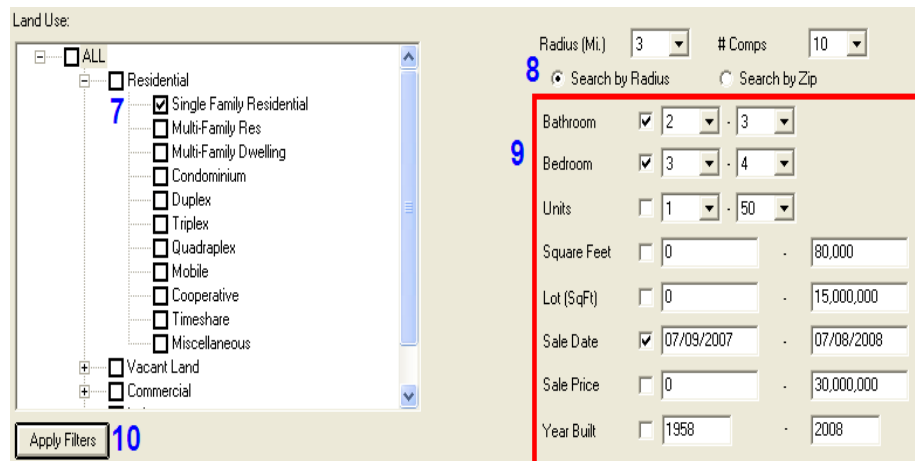
Step 2: Find Target



5. Click on the **Find Target** button to initiate the search.
6. Use the drop-down menu option in the Addresses Found data field to see the properties found with the corresponding APN, address, or owner name.

Once the target property is identified, you can begin searching for comparables.

7. Choose the type of comps you want to retrieve. Click on the (+) sign to see the types of land use in each category.
8. Select how you want the program to search for the comps (by Radius or Zip Code). If you choose Search by Radius, use the drop-down menu to select the distance. You can also select the number of comps you want the program to retrieve.



9. Narrow down the type of comps you are looking for by applying filters to your search. Place a check mark next the filter you want to apply. Use the drop-down menu to specify the range in each filter.
10. Click on the **Apply Filters** button to apply your filters.

11. Comparables found will appear in the **Export Resale and Comps** window. Use the drop-down menu to select the format you want to export the comps (PDF or Excel)

### Step 4: Export Resale and Comps

<input type="checkbox"/>	505 HARTFORD DR	BOULDER	CO	80305	0.00	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	600 YALE RD	BOULDER	CO	80305	0.02	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	590 YALE RD	BOULDER	CO	80305	0.03	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	640 YALE RD	BOULDER	CO	80305	0.03	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	2905 REGIS DR	BOULDER	CO	80305	0.12	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	3090 STANFORD AVE	BOULDER	CO	80305	0.13	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	780 HARTFORD DR	BOULDER	CO	80305	0.17	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	2610 REGIS DR	BOULDER	CO	80305	0.19	RESIDENTIAL: Single Family ...
<input type="checkbox"/>	2605 REGIS DR	BOULDER	CO	80305	0.19	RESIDENTIAL: Single Family ...

11 Output PDF Export 12

12. Click on the **Export** button to see the comps.