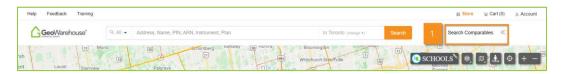


## **Tips For Success**

## **Comparable Sales Search**

In GeoWarehouse you can search for comparable sales with or without a subject property.

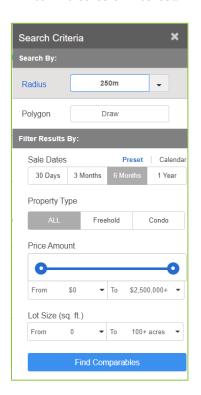
1. To search using the map, adjust your screen to the area of interest and select **Search Comparables**<< from the top right side of the web page.



2. To search from a property report, select **Comparables** from the menu bar.



3. A Search Criteria tool bar will appear on the right side of the page with a list of adjustable filters to find sales of interest.



**Radius**: select the **down arrow** to choose a radius or use the click and drag option

**Polygon**: click to select then draw your own custom radius on the map

**Sale Dates**: offers preset options or a calendar

**Property Type:** choose from ALL\*, Freehold or Condo

\*ALL includes condo, road, railroad & freehold

**Price Amount**: select from the **down arrow** to choose an amount or type the amount in the from & to fields

**Lot Size**: select the **down arrow** to choose a from & to measurement



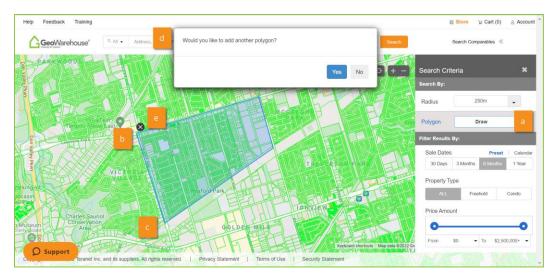
There are two options available when identifying an area of interest: Radius & Polygon.

- 4. Radius search can be:
  - a. Moved: click on the + icon in the center of the circle and drag it to the desired location.
  - b. Re-sized: click the **resize icon** and move the circle to outline the desired area or select the down arrow in the menu and select the desired area.
  - c. Deleted: click on the x icon  $\boxtimes$ .



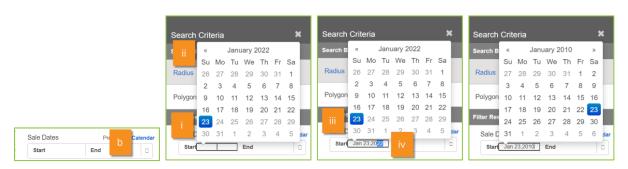
- 5. The Polygon draw feature allows you to draw one or multiple custom area(s). To draw a polygon:
  - a. Click on **Draw** in the Search Criteria tool bar.
  - b. Click on the map at the starting point.
  - c. Move to the next boundary and select again until the area is complete.
  - d. A window will appear to ask, 'Would you like to add another polygon?'
    - i. Select Yes to draw another polygon.
    - ii. Select **No** to continue to select filters for the search.
  - e. To delete the polygon, click on the **x icon 8**.





Once the Radius or Polygon are identified, filters for Sale Dates, Property Type, Price Amount & Lot Size may be selected.

- 6. Sales Dates can be identified using preset or calendar data options. To select the desired timeframe:
  - a. Click Preset and then 30 days, 3 Months, 6 Months or 1Year OR
  - b. Click Calendar
    - i. To select a start date, click on **Start** and a calendar will open.
    - ii. Select the directional arrow at the top of the calendar to go back month by month OR
    - iii. Select today's date and it will populate in the start field.
    - iv. Highlight the details you would like to change such as the year and then type the desired details and you will be directed to that time in the calendar.



7. To select a Property Type, click on **ALL**, **Freehold** or **Condo**.





8. To select a Price Amount, select from the **down arrow** to choose an amount or type the amount in the from & to fields.



9. To select the Lot Size, click the **down arrow** to choose a from & to measurement.



10. Click on **Find Comparables** and a list of properties that match the filters selected will appear on the screen.



You can adjust the filters and view of the comparable sales results using the tools in the menu bar:



- 11. Click on the **down arrow icon** to right of the filter and adjust the criteria.
- 12. Click on the **refresh icon**  $\odot$  to update the results.
- 13. To remove a result from the list, click on the check mark  $\Box$  to remove it  $\Box$ .
- 14. Click the split screen icon to change the orientation of results.



- 15. Click the PDF icon at to generate a PDF report.
- 16. Click the printer icon at to print the report.

If you have any questions, please contact us at <a href="mailto:geowarehouse.support@teranet.ca">geowarehouse.support@teranet.ca</a>.