

Boulder County Assessor's Office Residential Comparable Sales Look-Up Tool

Objectives


We will cover:

- Walking through a sample account
- Demonstrate reviewing comparables
- How to modify the filters
- Selecting the comparables
- Generating a report

This training will enable you to utilize the Residential Comparable Sales Tool independently. This information was prepared for tax years 2023 & 2024. The tool and the sale data may change over time. The process may be very similar, but the individual sales results may vary.

To find the Residential Comparable Sales Look-Up Tool:

- Open Google Chrome
- Go to www.boulderassessor.org
- On right-side of the page, under “Assessor Links”, click “Appeals”

Assessor Links
Assessor's Office
Property Search 
Property Search Help
Assessment & Valuation
Appeals
Senior Tax Exemption
Business Personal Property
Property Sales & Data

- Go to the green “Appeals Process” tab



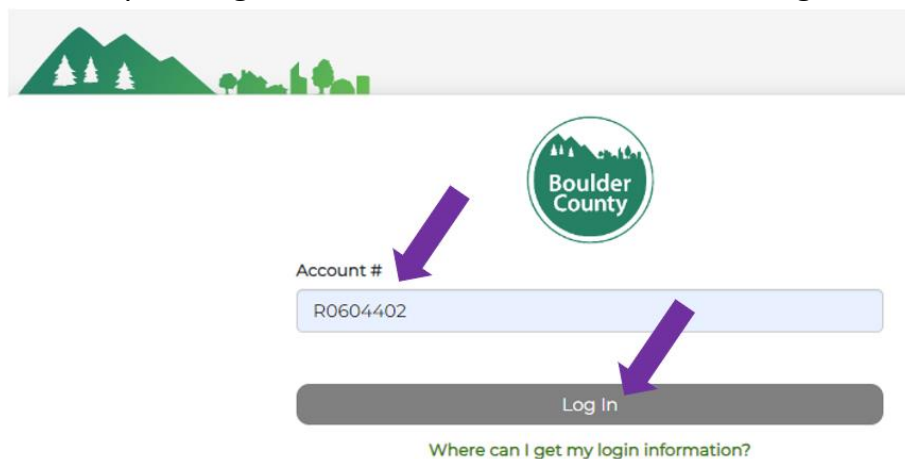
- Scroll down the page and click on “Residential Comparable Sales Lookup Tool” (link: <https://prognose.boulderassessor.org/web>)



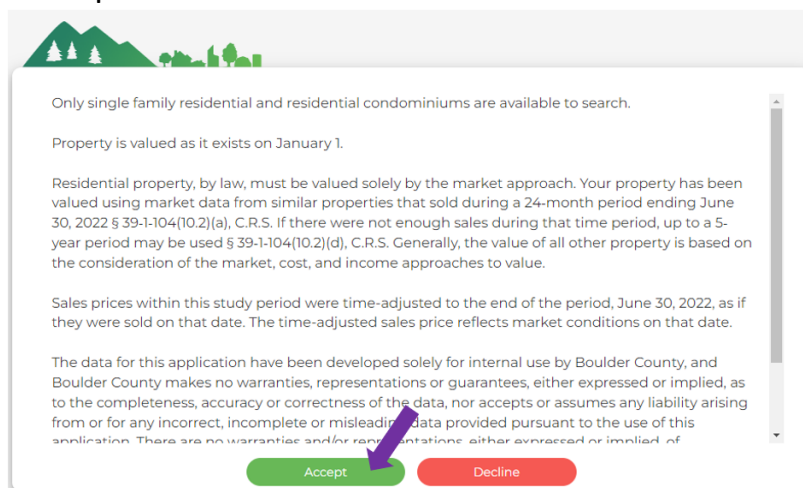
In the Comparable Sales Look-Up Tool

- Enter Account # R0604402, and then click “Log In”. This property will be referred to as the subject property.

Arrows pointing to the Account number field and Log in button.



- Please take a moment to read through the disclaimer and then click “Accept”




The display of the lookup tool can be divided into two pages:

1. Parcel/Account Details
2. Side-by-side sales comparisons

Parcel/Account Details Page Summary


Parcel Details

On the account details page, you'll see the account number, property type, physical address, neighborhood number, a description of the parcel, and a photo of the property, if available.

 #R0604402 Tax Year: 2023 [Contact Us](#) [Disclaimer](#) [Help Video](#)

Parcel Details


Account No	R0604402	
DOR CODE	RES	
Physical Address	2381 SPOTSWOOD LONGMONT	
NBHD	205	
Living Area	Main-1,977	
Landsqft/Acres	6,540 / 0.15	
Quality	Good	
Design	Ranch	
Yrblt/EffYrblt	2017/2017	
Predicted Total Value		\$712,400
Extra Features Value		\$0
Outbuilding Total Value		\$0
Percent Complete		1.00
Permanently Affordable?		No



Comps




Further down on the page is the Comp section, short for Comparable Sales. This section contains the list of up to 32 comparable sales including photo, short description of the sale, short description of the sold property, and the address. These 32 sales were generated based on a mathematical formula as well as the filters. The bottom of this section includes a small statistical analysis of the selected sales. If the selected subject property has less than 32 sales available for

comparison based on the mathematical formula and the filters, then it will populate with the number of sales that it does have.



Subject Parcel ID : R0604402

NBHD : 205, Living Area : Main-1,977, Design : Ranch, Quality : Good, Land : 6,540 / 0.15, Age : 2017/2017, Address : 2381 SPOTSWOOD LONGMONT

<input type="checkbox"/>	Comp No	Comp Score	Parcel No	Distance	Sale Price	Sale Date	TASP	Adj Value	\$Adj	\$Adj(%)
<input checked="" type="checkbox"/>	 1	99	R0604504002	0.15	\$696,000	05/13/2022	\$696,000	\$689,138	-\$6,862	-0.99%
NBHD : 205, Living Area : Main-1,977, Design : Ranch, Quality : Good, Land : 7,179 / 0.16, Age : 2017/2017, Address : 2306 SPOTSWOOD LONGMONT										
<input checked="" type="checkbox"/>	 2	99	R0604399002	0.03	\$825,000	03/14/2022	\$839,000	\$829,898	-\$9,102	-1.08%
NBHD : 205, Living Area : Main-1,977, Design : Ranch, Quality : Good, Land : 6,437 / 0.15, Age : 2017/2017, Address : 2393 SPOTSWOOD LONGMONT										
<input checked="" type="checkbox"/>	 3	98	R0604419002	0.13	\$707,500	12/27/2021	\$756,762	\$745,044	-\$11,718	-1.55%
NBHD : 205, Living Area : Main-1,977, Design : Ranch, Quality : Good, Land : 7,305 / 0.17, Age : 2018/2018, Address : 2440 SPOTSWOOD LONGMONT										

Showing 1 to 32 of 32 entries

Subject Value: \$712,400

[Stats] Mean : \$734,383

Median : \$724,612

Min : \$689,138

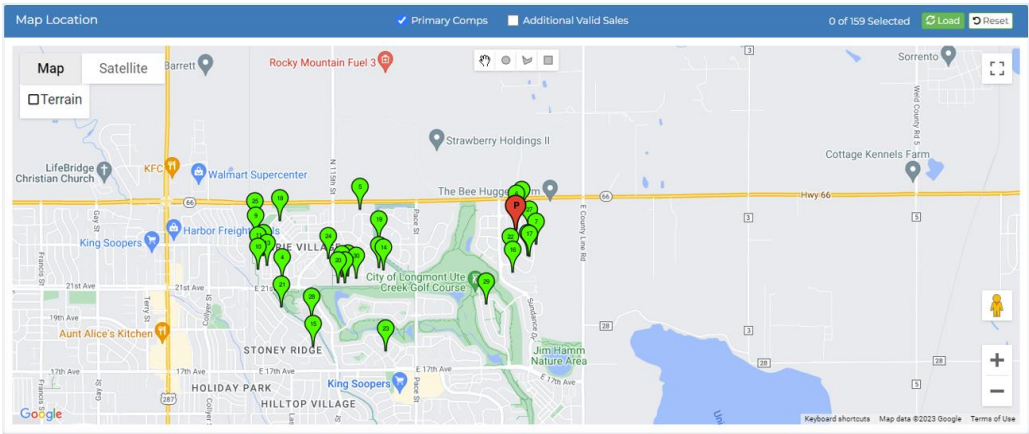
Max : \$829,898

Standard Deviation : \$2,272

Compare

Map Location

A map of the subject property and comparable sales from the Comps list using Google Earth imagery.



Filter

A sales filter tool that allows you to select criteria to increase or decrease the number of comparable sales available for review, with a maximum of 32 sales

allowed. Examples of filters that may be used include distance from the subject property, neighborhood, design, sales years, and subdivision.

Click the “+” icon to view the filters.

Review, Filter, Map, & Select Sales

Review Sales

Scroll up the page to the Comps section. Note the similarities and differences between the subject property and these comps. You can note how similar the living area is, if the design type is the same, if the quality grade is similar, the age of the sale compared to your property, as well as how far away the sale is to your property. Don't worry, you'll have another chance to view and compare these details on the side-by-side comparison page.

Filter Sales

You can filter these sales yourself. Using the Filter Sales drop-down menu below the map, you can filter which comparable sales are included in your group of 32 sales by distance, neighborhood number, and design type. However, only the top six comparable sales will be allowed to populate in the comparable sales report that you generate.

Filter Exercise 1

Add a distance filter to reduce the available sales:

- Enter “0.25”
- Click the ‘Sale Comp button in the bottom-right of the screen

Filter Sales

Add Distance (miles)

0.25

NBHD

Reset Clear All

205.00
223.00
240.00
241.00
242.00
243.00
255.00

DESIGN

Reset Clear All

Paired
Patio
Purged MH
Ranch
Single Wide MH
Split level
Studio

2YR BASE YEAR SALES ONLY

Reset Clear All

Y

Sale Comp

- Notice that now there are only 21 sales, not 32
 - Top of the screen:

The system is running scoring on 21 comps.
Please be patient. It may take a few moments.

- And 21 sales in the Comps Sales count:

Comps Sales : 21

Filter Exercise 2

Change the Design filter to increase the available sales:

- In Design, scroll up until you see “Multi Sty”
- Hold down the “Ctrl” and then click on “Multi Sty”. This will highlight both Ranch and Multi Sty at the same time.

DESIGN

Reset

Clear All

Multi Sty

Multi Sty Townh

Other Str

Paired

Patio

Purged MH

Ranch

- Now click the green “Sale Comp” button
- Notice that the tool is processing 38 sales, not 21
 - Top of the screen:

The system is running scoring on 38 comps.
Please be patient. It may take a few moments.

- However, there are only 32 sales in the Comps Sales count:

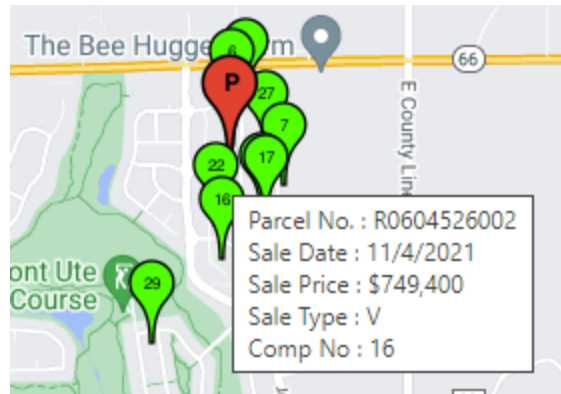
Comps

Sales : 32

Map Sales

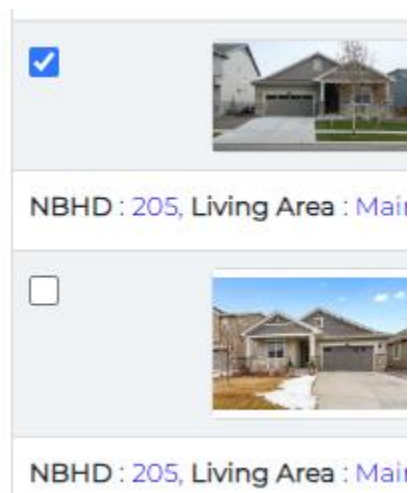
The map included here is a Google Map which is populated with comparable sale data. You can toggle your view of the map using the zoom-in and out features as well as the first-person Pegman feature to view the Street View of the comparable sale parcels. If a subject property generates more than 32 sales, checking the additional valid sales box will make them populate on your map. If there are fewer than 32 sales, no more additional sales are available in your list or on the map.

Hovering over the green sales comp markers on the map will reveal a few key summary details of the sale, like their sale date and sale price. The red marker labeled P is the subject parcel, which the other sales are being compared to.



Select Sales

After you are satisfied with your filter selection, select up to 6 comparable sales by checking/unchecking the box to the left of the sale photo. For the purposes of this exercise, please select the first 6 sales in the list.

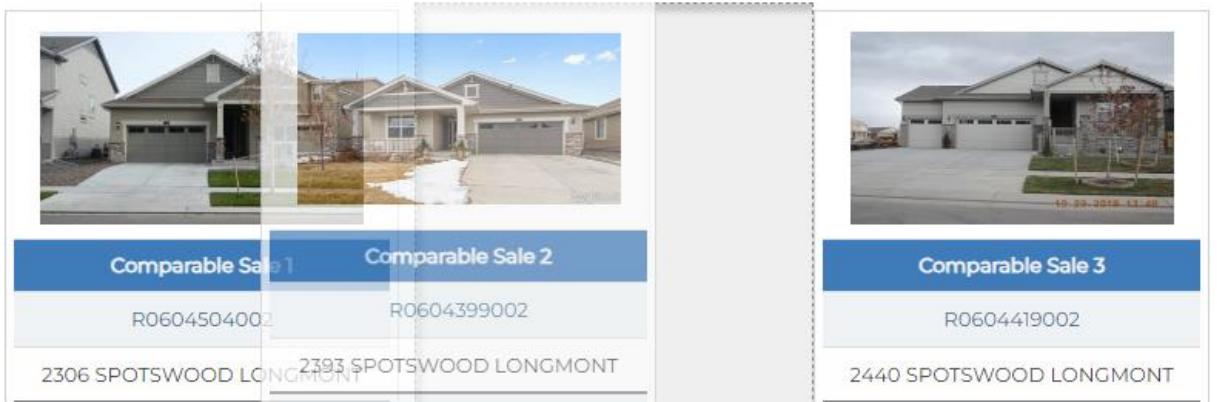


Detailed Sales Comparison

Once the sales are selected for comparison, click the green “Compare” button.



The next window is a side-by-side comparison page of the sales you have selected. It will display information about the subject property on the left, and then each comparable sale in order. If you don't see your 6th sale, simply click the “next” arrow that's located under Generate Report.



Being able to arrange your comps allows you to put the sale or sales you find most applicable at the front of the lineup.

Note: Dragging Comparable Sale 2 to the left of Comparable Sale 1 places it at the front of the lineup, however, its number will remain the same and it won't be renumbered to Comparable Sale 1.

When you are happy with the arrangement of your comparable sales, you are ready to generate your sales report.

Select the green “Generate Report” button and a PDF of your comparable sales report will be downloaded directly to your electronic device.

[Generate Report](#)

Only the sales you selected will be included in your report. Your report will look like this:

Your report is saved for your record-keeping purposes. To start over, click the Boulder County logo in the top-right corner of your screen.

