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”
• 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.

• 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.

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.

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

- 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:

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.
• Now click the green “Sale Comp” button
• Notice that the tool is processing 38 sales, not 21
  o 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:

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.
The comparison provides the following information:

- Photo (if available)
- Account Number
- Address
- Distance from the subject property in miles
- Property Characteristics - Only if any of the comps are different from the subject will a property characteristic appear here. If the subject and all the comps have the same characteristic, it will not appear in the list.
- Sales information – details including the date of sale and adjusted sales price

To rearrange the comps, you must click and drag the blue comparable sale banner number associated with each comp.
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.

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.