**This is a sample system for a lead setter to comp properties. It’s been cleaned of all passwords etc. and is for your use as an example.**

**“Comping” properties**

The purpose of comping properties is to estimate the “after-repaired value” (ARV), or the value of the property in fully renovated condition. It is the first step in determining an offer on a property.

Generally, the setter or acquisitions coordinator will get the “raw comps”—the sales of properties that are nearby, sold within the past 12 months, and are of similar size (generally +/1 200 square feet) to the property we’re comping—and send the complete list to the acquisitions manager to determine an ARV.

Because the availability of data on sold property varies by location, we use several systems for getting comps.

1. Cincinnati MLS—for Ohio properties within 50 miles or so of Cincinnati and limited Indiana properties
2. Haines Criss-Cross plus real estate—for Ohio and Kentucky properties
3. Realtor Property Resource—for properties in many parts of the country
4. Kentucky MLS—for northern Ky properties. Vena has access to this off and on, but it’s “borrowed” and Vena will have to access it. It works much like Cincinnati MLS, but there is no writeup on it here.

Free online sources (Zillow.com, Realtor.com, Redfin.com) for properties in areas where we don’t have comps from one of the other resources, or where the comp information is incomplete. Use these only when forced to by circumstance—for instance, in areas where there is limited public record and we have no access to MLS. In general, if a property HAS to be comped using exclusively these sources, it needs to be done by Vena or the acquisitions manager, so there is no writeup on it here.

**How to Comp Properties With Haines Criss Cross Plus Real Estate**  
last update 8/19

Haines is a subscription system that pulls sold property data from public records.

We use it for:

* Pulling comps in any county in Ohio
* Pulling comps in the 3 Northern Kentucky counties of Boone, Kenton, and Campbell
* NOTE: THE INSTRUCTIONS BELOW ARE COMPLETE ONLY FOR OHIO PROPERTIES. KENTUCKY PROPERTIES REQUIRE AN ADDITIONAL STEP, DETAILED IN “HOW TO USE HAINES TO GET COMPS IN KENTUCKY”
* Because it contains sales that did NOT happen through MLS, we always cross check sales through Haines before finalizing a written offer.

It does not have data for Indiana.

Unlike MLS, it does not contain pictures or details about property condition

There is a training video on this in OneDrive, in the folder called Real Estate>Real Estate Systems>Onboarding systems for Acquisitions ppl called “How to run comps through Haines”

**What you’ll need before you start:**

* The address of the subject property
* The county of the subject property

**How to use**:

1. Open a browser
2. Enter <https://v4i.haines.com/Secure/login.cfm>?
3. Log in
   1. User name is B\*\*\*\*\*\* (case sensitive)
   2. Password is \*\*\*\*\*\*\*
4. Select the appropriate state from the dropdown menu
5. Then select the appropriate county from the county dropdown menu
6. Click the “select” button
7. Choose “Comparison/Radius search”
8. Enter the address of the property
9. Select “Vena’s” from the dropdown box under “search type”
10. The property address should appear below
11. Press the “select” button
12. On the next page, press the green “search” button at the top right of the box
13. On the next page, select the “filters” link, then deselect businesses and residents, then hit the update button
    1. The goal is to have AT LEAST 5 comps
    2. If fewer than 5 appear, see “Troubleshooting”
14. Hit the update button again to “select all”. All boxes next to addresses should now be checked
15. Click the “view selected records” link with the magnifying glass next to it, it’s above the box. You’ll get as message asking if you want to pay for these records; just click continue
16. A screen will open with a list of addresses. Above the box, you’ll see a “print reports” link with a printer icon next to it. Select it.
17. On the next screen, select “comparable properties” and then “continue”
18. Click “view report”. A pdf will open; save it to the comps folder on your desktop under the name STREETNAME ADDRESS Haines comps (for instance, Warsaw 3707 haines comps)
    1. If the PDF doesn’t open, it may be saved in your downloads folder. Go there and open it
19. Send to the acquisitions manager along with any other relevant information—seller interview forms etc—from the leads system
20. When finished, LOG OUT-top middle of screen next to door icon

**Troubleshooting**:

* System says there’s a user already logged in
  + Is it you? Did you recently use the system and forget to log out? if so, click continue
  + If not, text/slack other people who might be using the system and ask if they’re in it; do not click continue or you’ll kick them out and potentially destroy the work they’re doing
  + If you get no response after 10 minutes, assume someone else forgot to log out, and click continue
* After clicking search, system says there is no such address
  + Double check that you’re in the right state and county. Haines does NOT cross-match counties, you must be in the right county in the system. There’s a “change county” button on the top left
  + Double check the address. If there’s a space after the street number, or before the street name, the system can’t read it. If you added “St.” or “Ave” or the zip, the system can’t read it
  + Check alternative spellings; Northbend road is spelled North Bend or N. in the direction box and Bend in the street box over various parts of the city. Don’t even get me started on William Howard Taft
* There are no comps, or fewer than 5 comps, when the search is complete
  + Go to the “change criteria” link at the top of the page.
  + First, scroll down in the box on the left and change the radius to .5—or to 1 or 2 miles if the property is in a very rural area
  + If this doesn’t give enough comps, the problem is probably that the property is unusually small or large for the area, so click change criteria again, and then select the “size/sq ft” link and reduce the first number by 200 square feet and increase the second by 200.
    - DO NOT SIMPLY HIT RETURN AFTERWARD, or you’ll permanently change the search parameters; hit the “select criteria” button at the top
  + If this doesn’t increase the comparables, go back to change criteria and change the sale date to 18 months ago
  + If that doesn’t work, talk to the acquisitions manager about next steps