



Valuation Services Client Portal

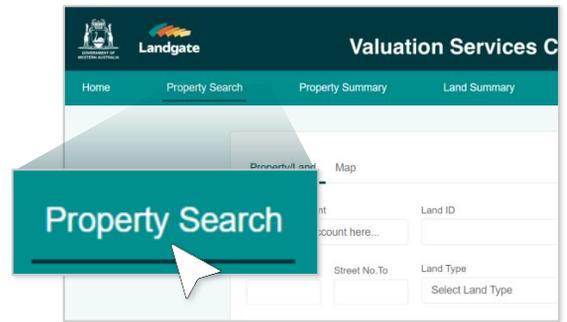
Property Search

What is covered in this quick reference guide?

- **Performing a Property or Land Search** Page 2
- **Using the Interactive Map** Page 3

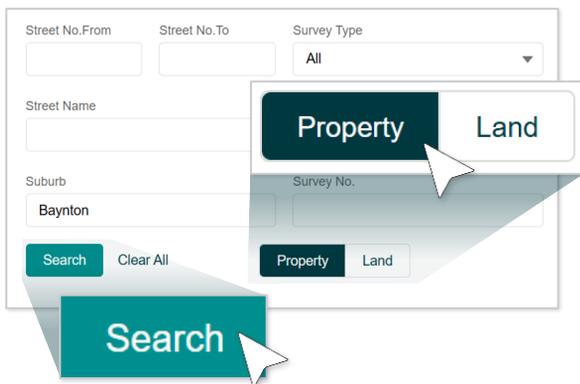
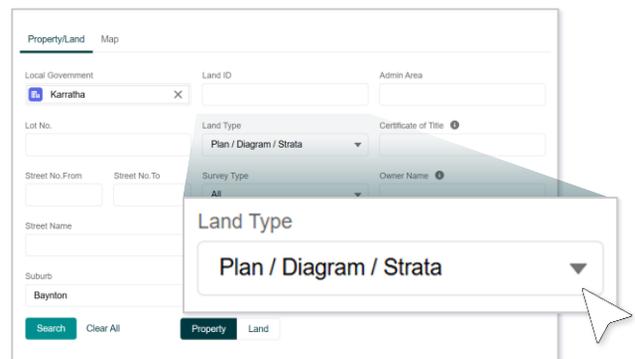
Performing a Property or Land Search

1 Navigate to the **Property Search** page by clicking on the **Property Search** tab.



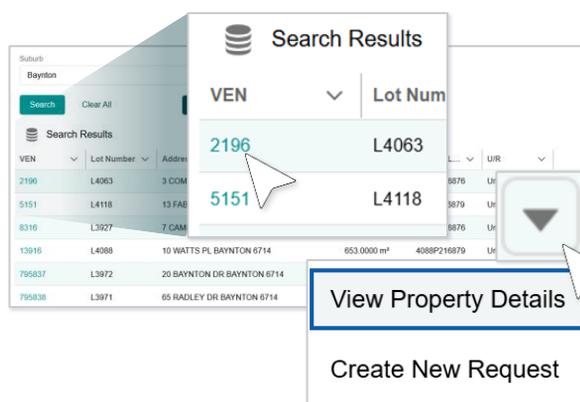
2 All fields in the **Property/Land** search are **optional**. Use as many fields as you would like to narrow down your search.

Note: Changing the **Land Type** will change what fields are available to you.



3 Use the **Property** or **Land** toggle to swap between viewing **search results** lead by **VEN** or **Land ID**.

4 Click **Search**.

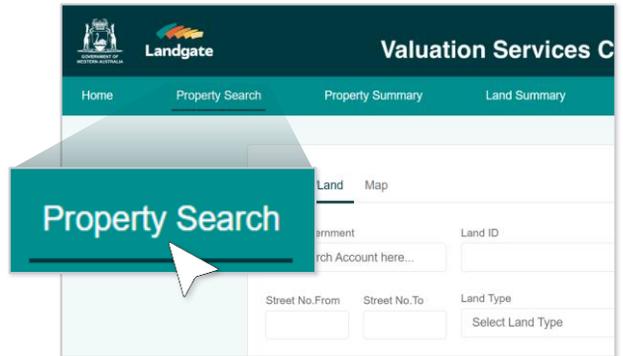


5 If you performed a **property search** click on a **VEN** to view a **property's summary**. If you instead performed a **land search**, click on the **Land ID** instead to view the **land's summary**. You can also use the **dropdown arrow** and select **View Property Details** or **View Land Details** respectively.

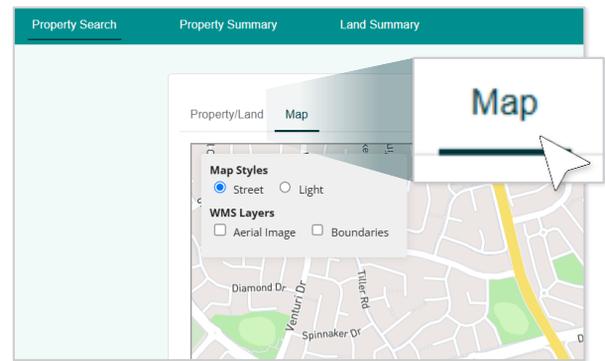
Note: A new browser tab will open with the **Property Summary** or **Land Summary** respectively.

Using the Interactive Map

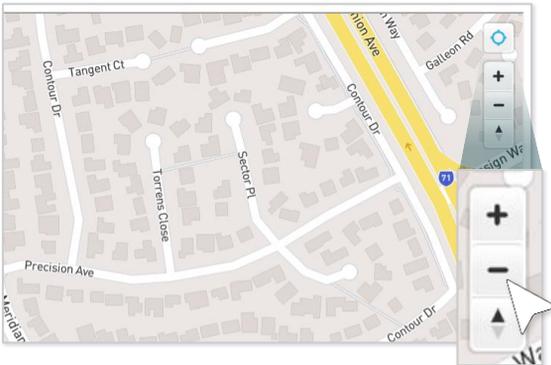
1 Navigate to the **Property Search** page by clicking on the **Property Search** tab.



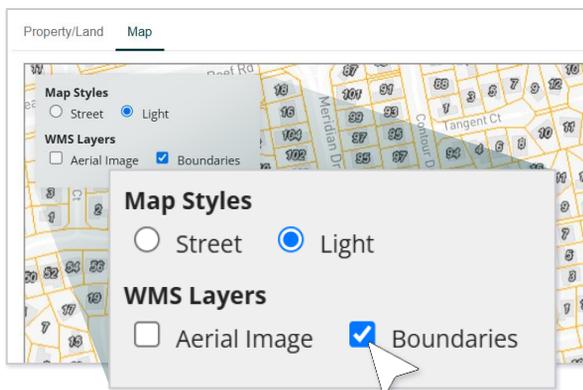
2 Click on **Map**.



3 Zoom in and out of the map using your mouse scroll wheel or the + and - buttons.

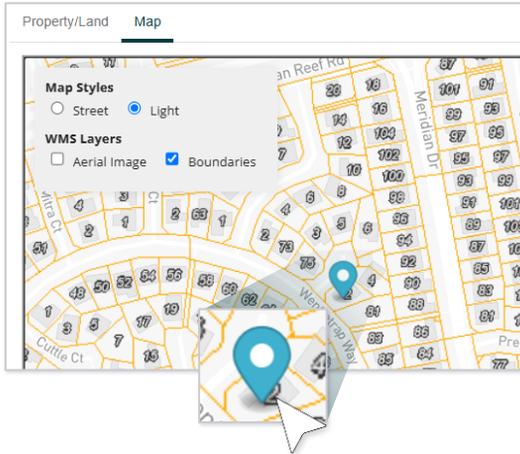


4 Swap between different **Map Styles** based on your preference.



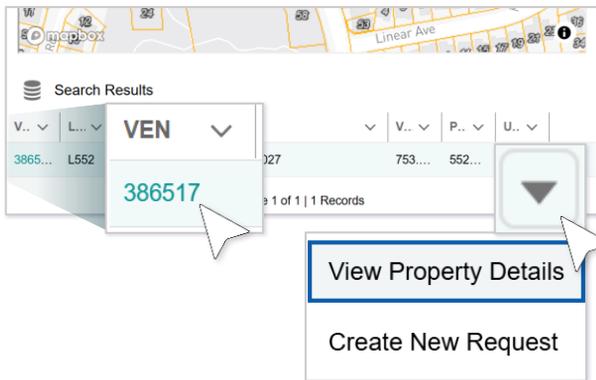
5 Toggle **WMS Layers** to help you find the property you are looking for.

 *Continued on the next page...*



6

Once you have **found the property** on the map that you would like to view, **click on it.**



7

In the **Search Results** table below, click on the **VEN** to view the property's summary. You can also use the **dropdown arrow** and select **View Property Details.**

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Note: A **New Request** can also be initiated using the same dropdown **action list.**