HOW TO PERFORM SALES SEARCH ON THE SAN JUAN COUNTY WEBSITE

**Step 1:**
Go to the San Juan County homepage: [http://sanjuanco.com/](http://sanjuanco.com/)

Click on “County Portal”.

![County Portal Image]
Step 2:
Choose “Property Search & Tax Payments” under the box entitled “Property Search & Taxes”.

Step 3:
On the Property Search page, choose “Sales Search”. (Menu bar on the top of the page.)
Step 4:
This screen allows the user to research sales based on a variety of search options.

It is recommended that the user search for property sales based on the broadest range of interest. Then, the user can refine the search criteria.
Example:
Find all sales with the following search criteria:

- Sales Search Type: Residential
- Living Area from: 1000 to 2500
- Year Built from: 1970 to 2020
- Price Range from: 300000 to 800000 (Do not enter the comma)
- Beginning and End Sale Date: 1 Year (Use the quick range selection or enter your own dates)
Go to the bottom of the webpage and click on “Search”.

The Search results in 166 properties.

To refine the results, use the Tax Code Area to limit your search to a specific island or area. Please note that some islands have multiple areas, so you may need to select more than one Tax Code Area.
Example: Limit results to San Juan Island

The refined Search results in 68 properties.

The results may be further refined by choosing additional search criteria.
Display Options:
The user may choose the order in which the results will be displayed by selecting: Deed Number, Sales Date, Owner, Property ID, Sale Price, Geo ID, Seller or Buyer.

To clear the screen and start a new search, click *New Search* at the top of the screen.

We are here to help if you need it. Call us at (360) 378-2172