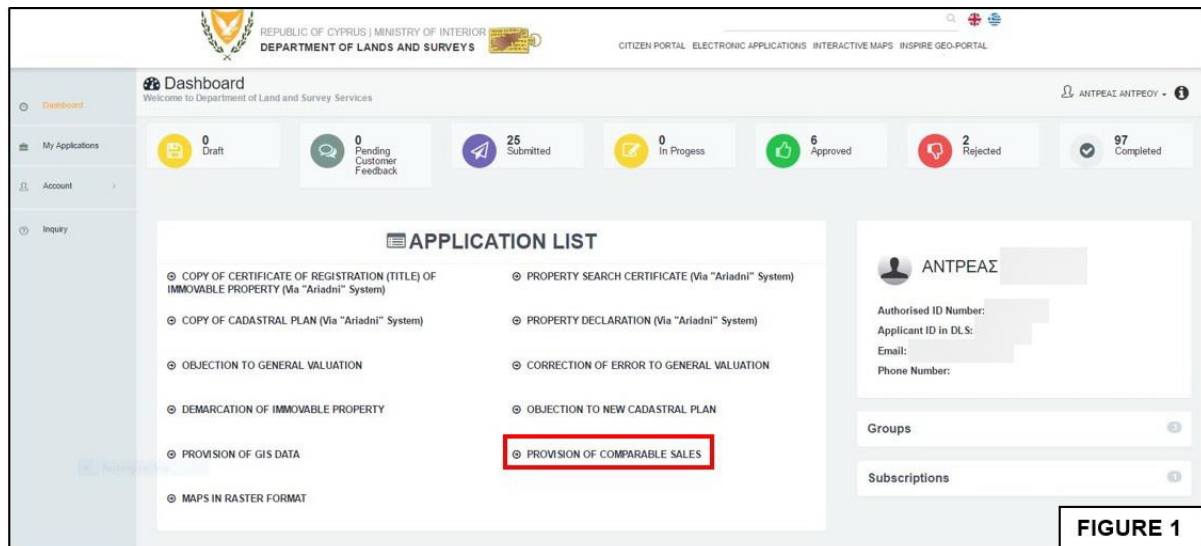


Provision of Comparable Sales

Purpose: The aim of the electronic application for the Provision of Comparable Sales is to provide direct access to the specialized users (i.e valuers) to the data of the department concerning the comparable sales and contract of sales from 1994 and later. This application allows the user to navigate on a map with sales information and to export and download sales and/or contracts of sales. The users of the application are registered private valuers who are members of Cyprus Scientific and Technical Chamber. For more information regarding the registration and the subscription, visit the links [Groups and Memberships](#) and [Subscriptions](#).

Login to the System: The user by using his access codes proceeds with Login into the System. Automatically, the page "**Dashboard**" appears, with a catalogue of available electronic applications, as shown in **Figure 1**.



Tab 1 "General Information":

From the page of figure 1 and the list of applications, the user selects the application "**Provision of Comparable Sales**". The first page of the tab 1 "**General Information**" appears as in **Figure 2**. This page contains a brief description of the application.



Tab 2 "Export Option": Then the applicant selects tab 2, "**Export Option**". The user has to select between the following two options in order to export comparable sales (**Figure 3**):

A. "By property selection criteria": the user selects certain criteria (e.g. district) in order to export and download the requested information in an electronic file (excel), without using the map.

B. "Using map": the user may navigate to the map of Cyprus, to specify geographical area and find comparable sales on the map. In addition, the user may also export and download sales/ contracts of sales by selecting specific area from the map.

FIGURE 3

A. Property Selection Criteria

By selecting "**Property Selection Criteria**", the system automatically displays to the user a series of fields, as they are shown in the **Figure 4**.

The user may export a file of sales/ contract of sales by filling the following mandatory fields:

"District" (shows only the districts that are covered from the user's subscription)

"Identify Date From" - the applicant must determine the date that his search will begin

"Identify Date To" - the applicant must determine the date that his search will end

"Information Type" - the applicant must select the kind of export he wants (i.e. sales or/and contract of sales).

Furthermore, the user may restrict his selection by filling one or more of the following search criteria:

"Municipality"

"Quarter"

"By property selection criteria": After filing the fields District, Municipality and Quarter, the user may restrict his selection by selecting specific sheet, plan, block, scale and parcel number.

"Registration Number": After filing the fields District, Municipality and Quarter, the user may restrict his selection by filling the block and registration number.

Export Option * ☒ By property selection criteria
☐ Using Map

Selection Criteria

District * Please select District ▼

Municipality Please select Municipality ▼

Quarter Please select Quarter ▼

Selection By Map Reference ▼

Sheet Please select Sheet ▼

Plan Please select Plan ▼

Block Please select Block ▼

Scale Please select Scale ▼

Parcel No Parcel No

Criteria for exporting data

Identify Date From * Date Created by (dd/MM/yyyy) 📅

Identify Date To * Date Created To (dd/MM/yyyy) 📅

Information Type * ☐ Sales
☐ Contract of Sales

FIGURE 4

While the user submitted the selection criteria, he presses the button "**Submit**", as it is shown in red color in **Figure 5**.

Export Option * ☒ By property selection criteria
☐ Using Map

Selection Criteria

District * Nicosia ▼

Municipality DIMOS STROVOLOU ▼

Quarter (3) AP. VARNAVA & AG. MAKARIOS ▼

Selection By Map Reference ▼

Sheet 30 ▼

Plan 06E2 ▼

Block Please select Block ▼

Scale Please select Scale ▼

Parcel No Parcel No

Criteria for exporting data

Identify Date From * 01/01/2015 📅

Identify Date To * 31/12/2015 📅

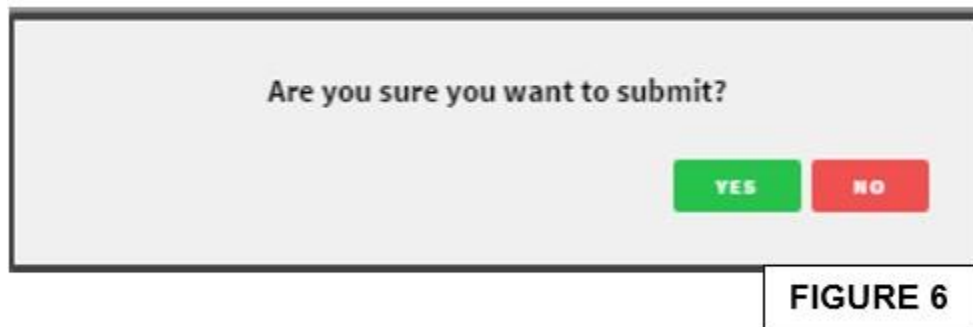
Information Type * ☒ Sales
☒ Contract of Sales

FIGURE 5

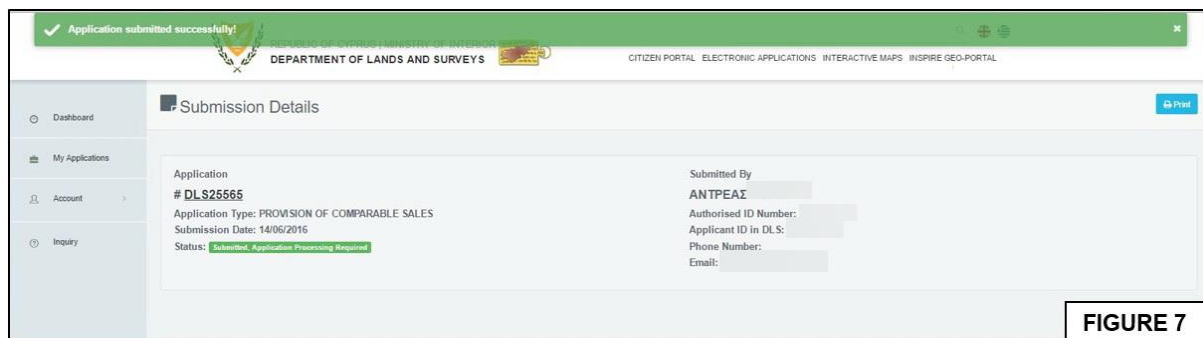
Automatically, the system displays a message for the applicant to confirm if he wants to proceed with the submission of the application. By clicking the button:

Yes: The application is submitted and the application details are displayed as shown in **Figure 7**.

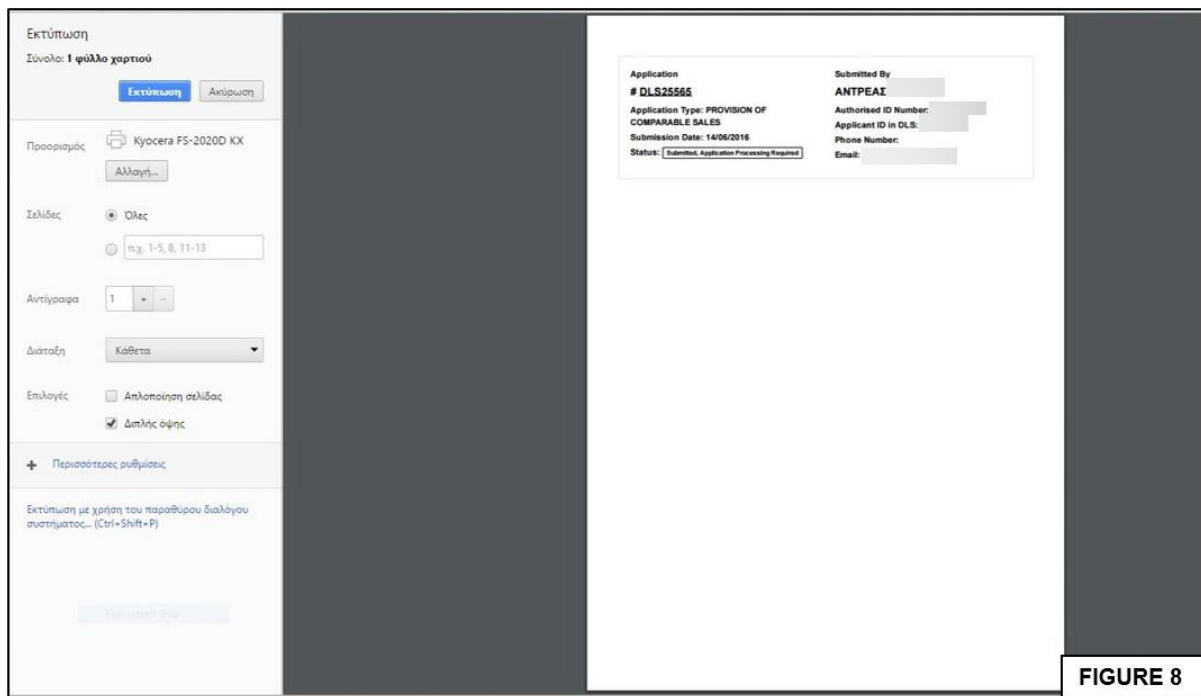
No: The application is not submitted and the user stays in the page "**Property Selection Criteria**".



The system displays a message that the application has been submitted successfully and simultaneously displays the confirmation of the submission of the application, as in **Figure 7**, below.



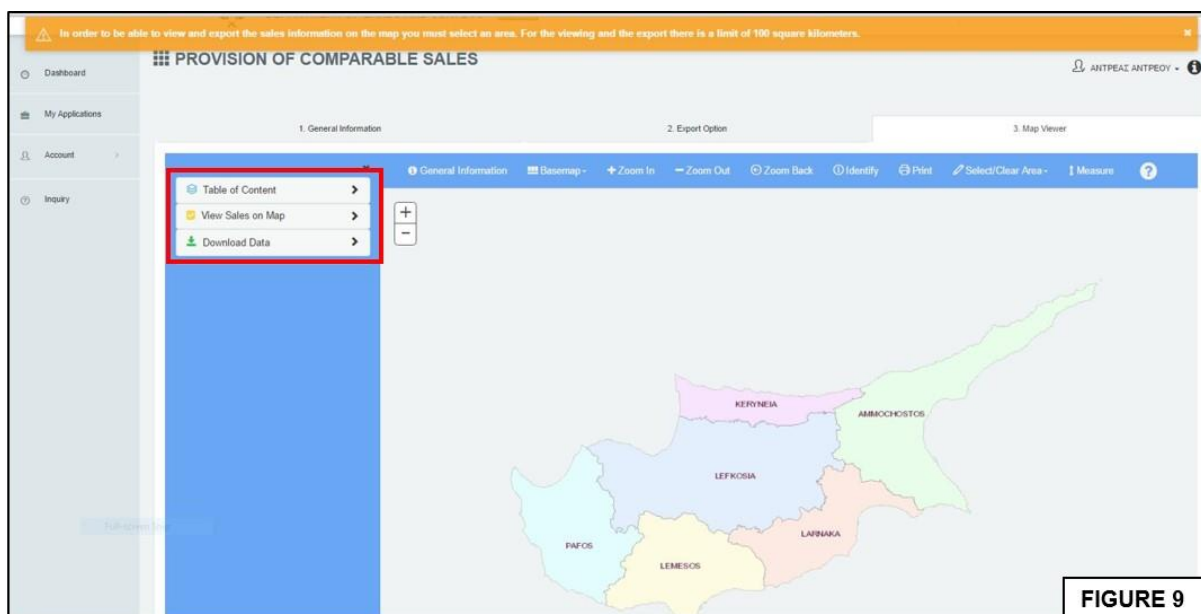
From this page, the applicant has the capability to print the application confirmation by clicking the button 'Print' which is located in the top right of the page (**Figure 7**). By clicking the button, a pop up window is appeared and the applicant can proceed to print the confirmation (**Figure 8**).



B. Using Map

By selecting the **"Using Map"** button from the tab **"Export Options"**, the system automatically transfers the user to another tab called **"Map Viewer"**.

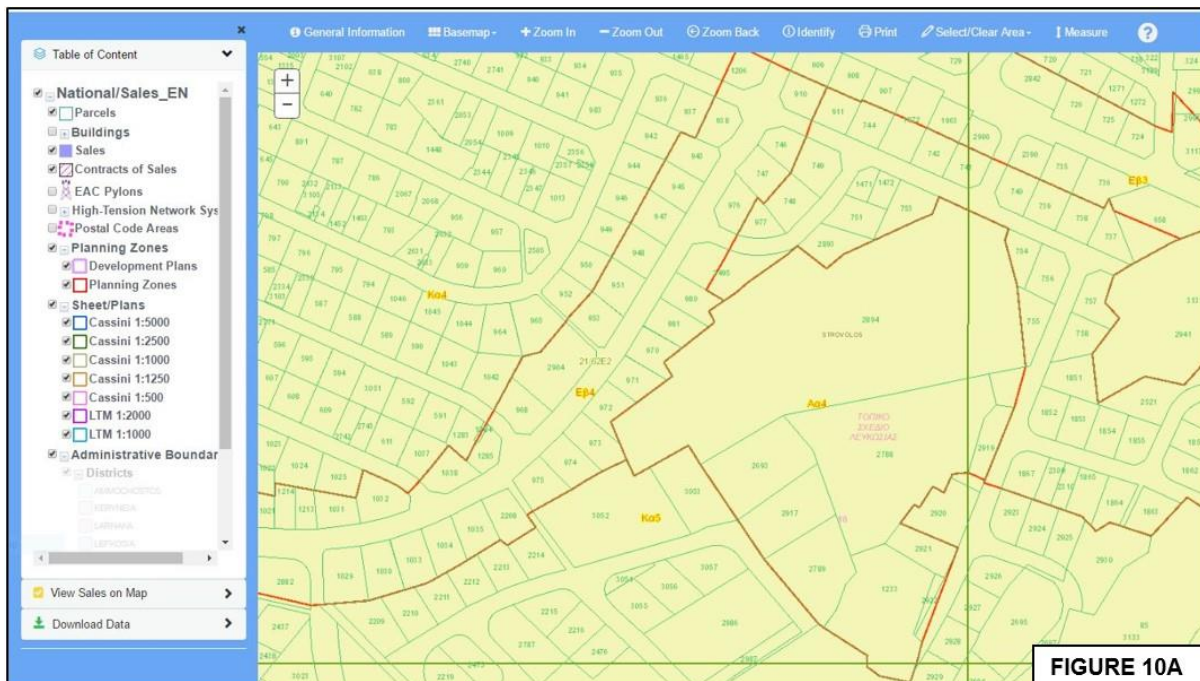
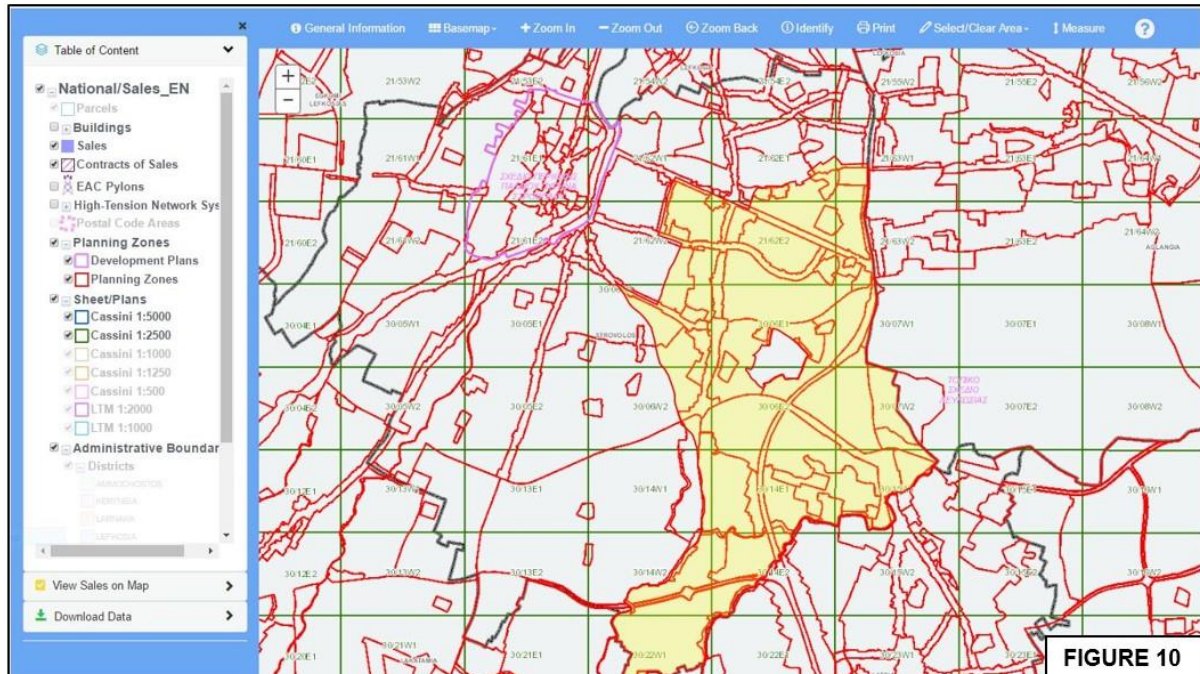
Tab 3 'Map Viewer': In this tab, the map of Cyprus is automatically displayed with the functionalities of **"Table of Content"**, **"View Sales on Map"** and **"Download Data"**, as they are displayed with a red frame at the left side of **figure 9**. At the time that the map is displayed, a warning message informs the user about the export and viewing limitation. The user can use the map viewer to find parcels with sales and contracts of sales.



With the use of **"Table of Content"**, the user has the possibility to enable or disable informative layers such as Buildings, Planning Zones, Sheet /Plans, Administrative Boundaries (Municipalities, Quarters, Blocks) and Contour lines 1993 (except parcels).

In order to be able to view and export the sales information on the map you must select an area. For the viewing and the export there is a limit of 100 square kilometers.

By zooming to the map, some layers are automatically displayed such as planning zones, sheet /plans and administrative boundaries (**Figure 10 and 10A**). The parcel information layer is displayed by doing the corresponding zooming in the map.



By selecting the function "**View Sales on Map**", the window is expanded and they are displaying to the user the following two steps:

Step 1: Select Area of Interest

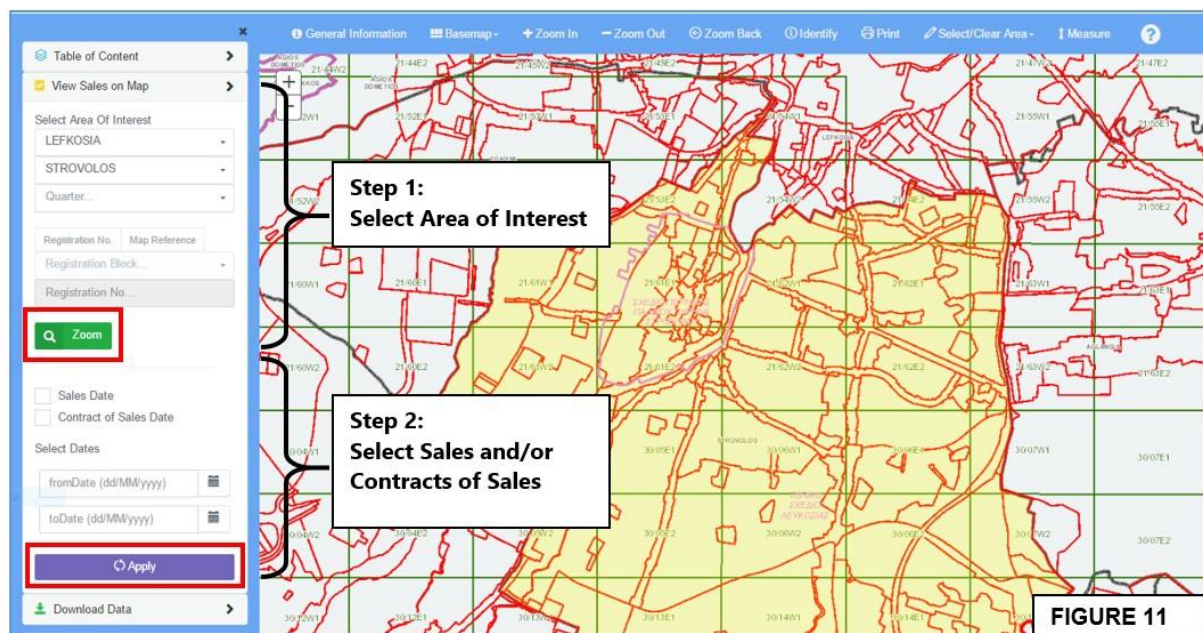
Step 2: Select Sales and/or Contracts of Sales

Step 1: By choosing the tab "Select Area of Interest", the user defines the area that is interested and is automatically directed from the map to the area selected. Once the user, enters values for the fields "District", "Municipality/community" and "Quarter" has the ability to search in two different ways:

- **Registration Number**, (Registration Block and Registration Number)
- **Map Reference**, (Sheet, Plan, Block, Parcel Number)

The above choices are activated on the map by selecting the button "Zoom" as it is shown in red frame in the left side of **Figure 11**. The area that has been already selected from the search criteria will be displayed with a shaded colour.

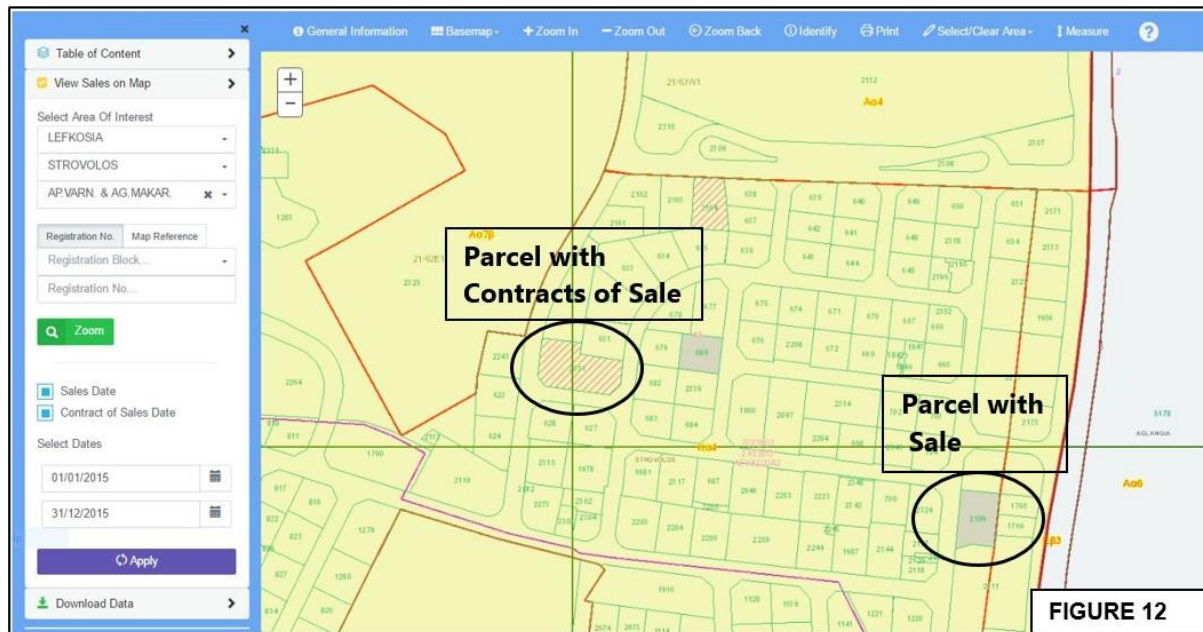
Step 2: Sales and/or contracts of sales will be loaded on the map, only if the user proceeds to step 2 that is to define his search criteria by selecting sales and/or contracts of sales and by selecting start and end date for the search. The loading will be fulfilled by pressing the button "Apply".



By the end of the search, the system displays a message with the result of the search (i.e. the total number of parcels with sales and/or contracts of sales).

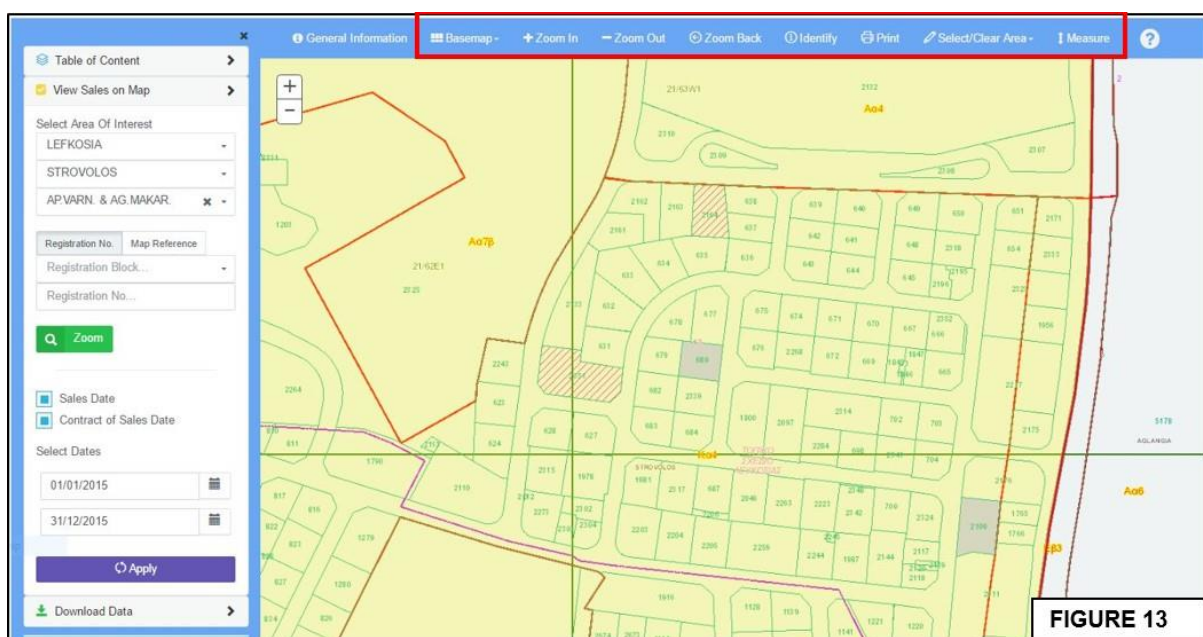


Parcels with sales on the selected date range are displayed in blue shaded color while parcels with contracts of sales are displayed with pink diagonal lines as they are shown in **Figure 12**.



On the tool bar of the map, shown in red frame in **Figure 13**, below there are the followings tools:

1. The data identification tool, "Identify" tab,
2. The available backgrounds, "Basemaps" tab,
3. The navigation tools, "Zoom in", "Zoom out" and "Zoom Back" tabs
4. The printing maps tool, "Print" tab
5. The tool of select/ deselect on an area on the map, "Select/ Clear Area" tab and
6. The measurement tool, "Measure" tab
7. "General Information" tab



1. The data identification tool, "Identify" tab

The user has the ability to display and view information on the data of the comparable sales and/or contracts of sales service by using the **"Identify"** tab. The identification frame appears with the message "Click on map to run Identify", as shown in **Figure 14** below.

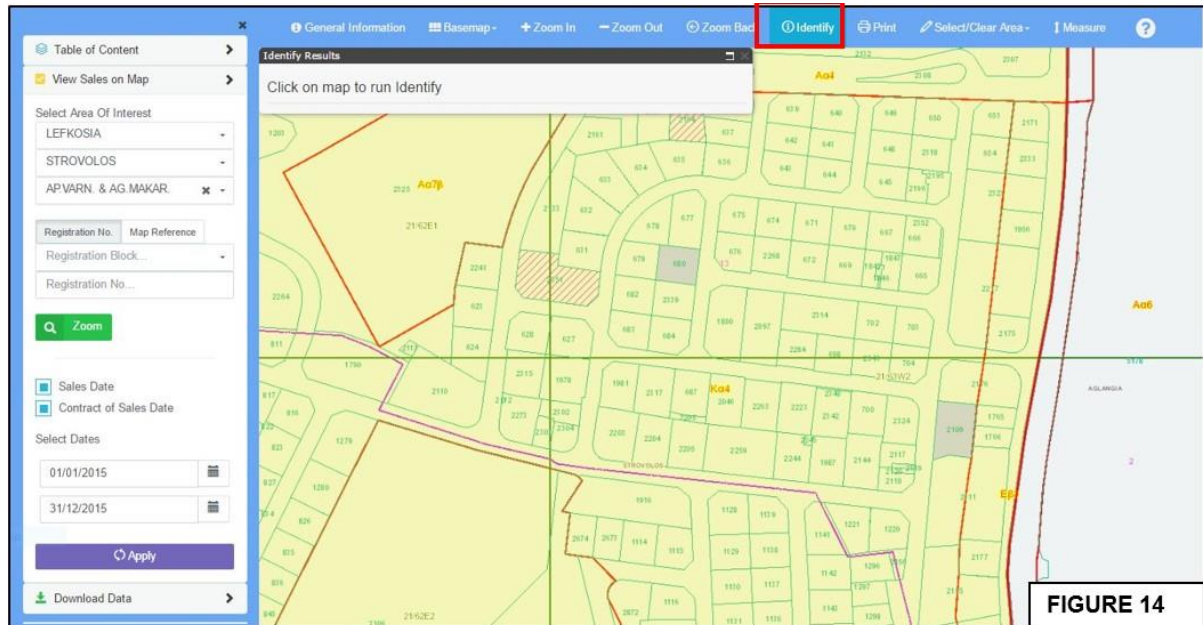


FIGURE 14

The user finds and clicks a point on the map below for the parcel of his interest (with or without sales/ contracts of sales). Automatically, all the information of the specific parcel appears in the **"Identification Results"** frame as shown in **Figure 15** below.

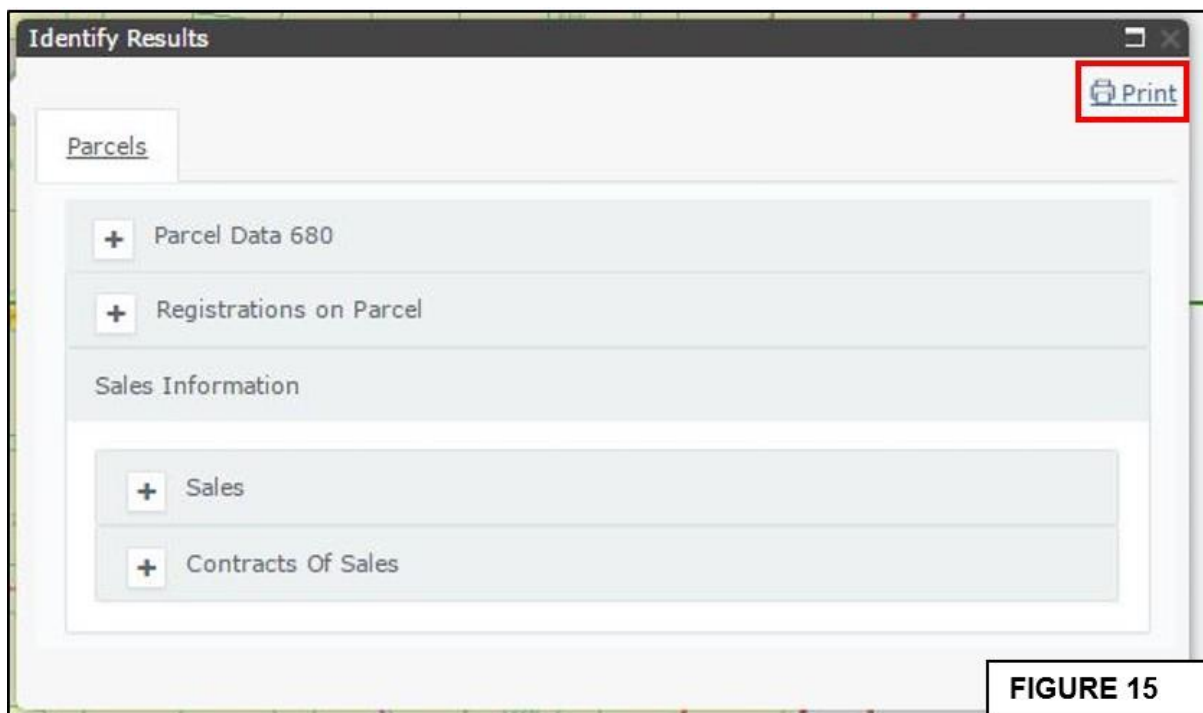


FIGURE 15

In this field **"Identify Results"**, four information sections are displayed parcel data,

registration on parcels and

sales information

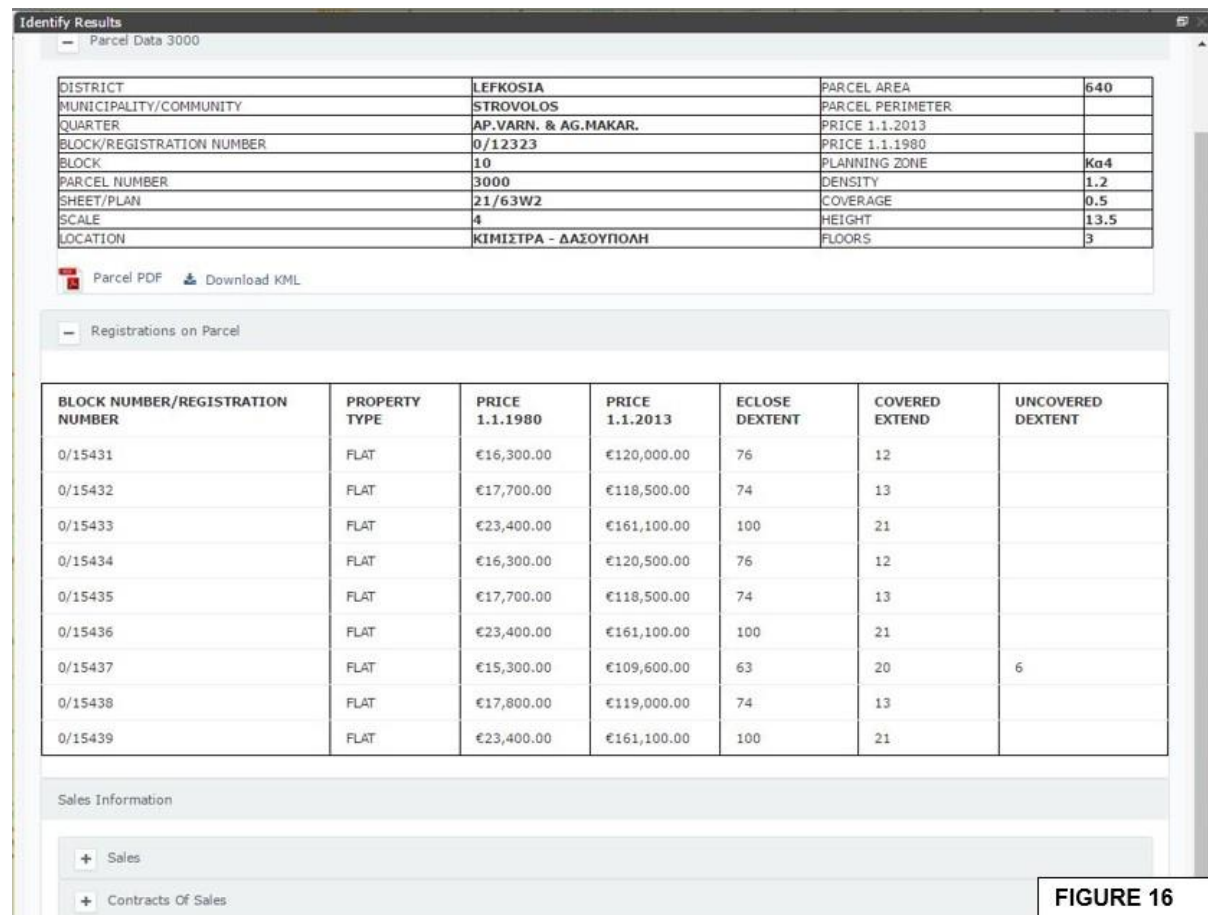
sales

contracts of sales

It must be noted that in the identification result table, the sales and/or contracts of sales information are displayed regardless the time period that the user sets in his search. If the district is not covered by the user subscription, then no results will be available on the identification table even if sales/contracts of sales will be marked on the map.

The results of the identification table can be printed, by using the **"Print"** button, which is in the identification results table, as shown in red frame in **Figure 15** above.

By selecting the  button in each information section, the window is expanded and displays all the relevant information as it is shown in **Figures 16 and 17**.



The screenshot shows the 'Identify Results' window with the following sections:

- Parcel Data 3000**: A table with parcel details.
- Registrations on Parcel**: A table listing property registrations.
- Sales Information**: A section with expandable options for 'Sales' and 'Contracts Of Sales'.

DISTRICT	LEFKOSIA	PARCEL AREA	640
MUNICIPALITY/COMMUNITY	STROVOLOS	PARCEL PERIMETER	
QUARTER	AP.VARN. & AG.MAKAR.	PRICE 1.1.2013	
BLOCK/REGISTRATION NUMBER	0/12323	PRICE 1.1.1980	
BLOCK	10	PLANNING ZONE	Ka4
PARCEL NUMBER	3000	DENSITY	1.2
SHEET/PLAN	21/63W2	COVERAGE	0.5
SCALE	4	HEIGHT	13.5
LOCATION	KIMIΣTPA - ΔΑΣΟΥΠΟΛΗ	FLOORS	3

BLOCK NUMBER/REGISTRATION NUMBER	PROPERTY TYPE	PRICE 1.1.1980	PRICE 1.1.2013	ECLOSE DEXTENT	COVERED EXTEND	UNCOVERED DEXTENT
0/15431	FLAT	€16,300.00	€120,000.00	76	12	
0/15432	FLAT	€17,700.00	€118,500.00	74	13	
0/15433	FLAT	€23,400.00	€161,100.00	100	21	
0/15434	FLAT	€16,300.00	€120,500.00	76	12	
0/15435	FLAT	€17,700.00	€118,500.00	74	13	
0/15436	FLAT	€23,400.00	€161,100.00	100	21	
0/15437	FLAT	€15,300.00	€109,600.00	63	20	6
0/15438	FLAT	€17,800.00	€119,000.00	74	13	
0/15439	FLAT	€23,400.00	€161,100.00	100	21	

FIGURE 16

Identify Results									
+ Parcel Data 3000									
+ Registrations on Parcel									
Sales Information									
- Sales									
DLO File Num	Acceptance Date	Agreement Date	Reg.Block/Reg.Num	Property Type	Declared price	Accepted price	Share	FLOOR NO	PLAN NO
1/П/351/2014	07/03/2014	21/06/2006	0/15433	FLAT	€186,664.71	€186,664.71	1/1	1	3
1/П/2135/2013	17/12/2013	01/08/2006	0/15434	FLAT	€155,226.44	€155,226.44	1/1	2	1
1/П/1735/2015	11/09/2015	11/09/2015	0/15434	FLAT	€118,000.00	€118,000.00	1/1	2	1
1/П/2343/2013	31/12/2013	18/07/2006	0/15436	FLAT	€200,418.95	€200,418.95	1/1	2	3
1/П/2134/2013	17/12/2013	29/05/2006	0/15437	FLAT	€117,893.50	€117,893.50	1/1	3	1
1/П/1488/2013	24/09/2013	15/06/2011	0/15438	FLAT	€164,450.00	€164,450.00	1/1	3	2
1/П/1272/2013	08/08/2013	16/02/2006	0/15439	FLAT	€193,541.83	€193,541.83	1/1	3	3
- Contracts Of Sales									
DLO File Num	Acceptance Date	Agreement Date	Reg.Block/Reg.Num	Property Type	Declared price	Share	FLOOR NO	PLAN NO	
1/ΠΔΕ/828/2012	28/05/2012	29/02/2012	0/15431	FLAT	€123,050.00	1/1	1	1	
1/ΠΔΕ/662/2007	23/02/2007	07/02/2007	0/15432	FLAT	€137,542.00	1/1	1	2	
1/ΠΔΕ/638/2006	22/02/2006	30/12/2005	0/15435	FLAT	€144,548.00	1/1	2	2	

FIGURE 17

Where there are registered units (eg. flat), user can find floor and plan number. Below you can find a table describing the floor number codes:

FloorNo	
Field code	Field Description
-99	SEMI-BASEMENT
-9	GROUND FLOOR D
-8	GROUND FLOOR C
-7	GROUND FLOOR B
-6	GROUND FLOOR A
-5	ELEVATED FLOOR
-4	4 TH BASEMENT

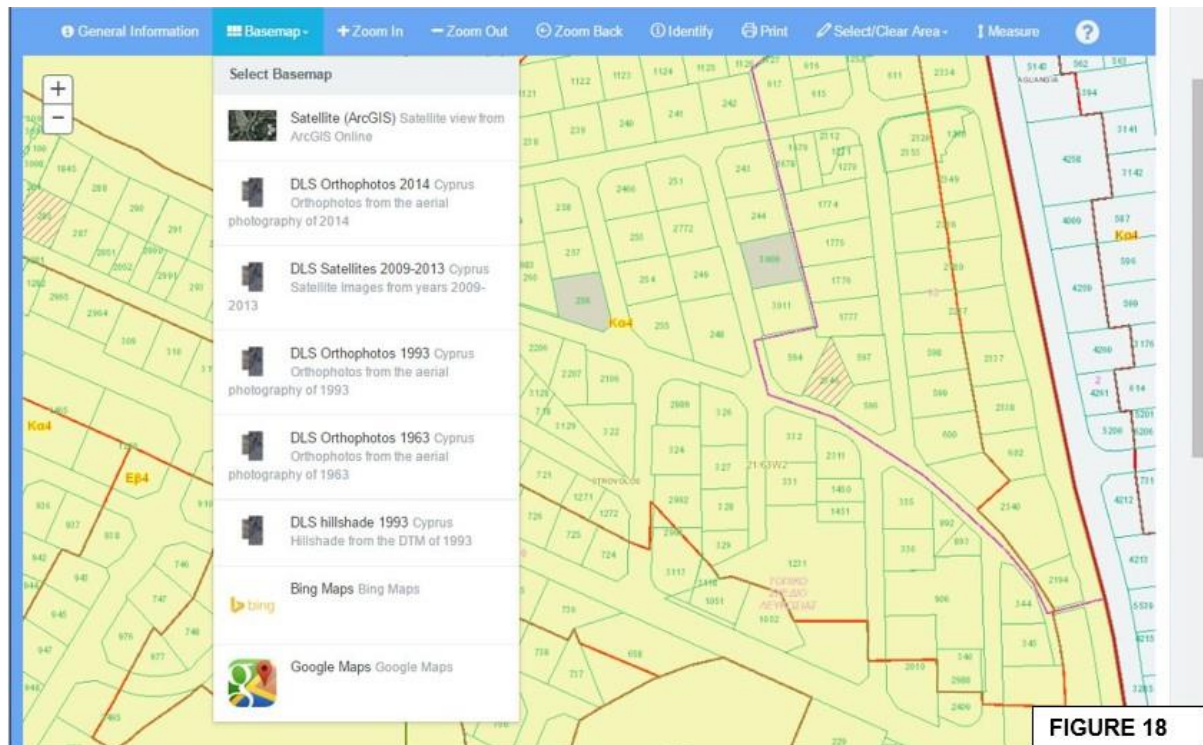
-3	3 RD BASEMENT
-2	2 ND BASEMENT
-1	BASEMENT
0	GROUND FLOOR
90	TERRACE
99	MEZZANINE

2. The available backgrounds, "Basemaps" tab,

In all Cadastral Maps Layer, (Services), the user has the possibility to use a background Basemap from those available which appears when the user selects the "Basemaps" tab. The following Basemaps are available, as shown in **Figure 18** below:

- i. Satellite (ArcGIS)
- ii. DLS Orthophotos 2014, (Cyprus Orthophotos from the aerial photography of 2014)
- iii. DLS Satellites 2009-2013, (Cyprus Satellite Images from years 2009-2013)
- iv. Bing Maps
- v. Google Maps Satellite
- vi. Google Maps Street

Note: The Department of Lands and Surveys, reserves the right to remove and / or add a new Background at anytime.



3. The navigation tools, "Zoom in", "Zoom out" and "Zoom Back" tabs

Using the navigation tools, the user can move anywhere on the map, in any service selected. There are the following tools:

- I. **Zoom in:** The user can zoom in the map in a larger scale.
- II. **Zoom out:** The user can zoom out the map in a smaller scale.
- III. **Zoom Back:** The user can return to the previous extent of the map.

4. The printing maps tool, "Print" tab

The user has the ability to prepare a map using the "Print" tab. By selecting the specific tool the system displays the printing frame. In this frame, there are parameters within List of Values, which the user must fill in, as below:

- Plan format selection, (PDF, PNG32, PNG8, JPG, GIF, EPS, SVG, SVGZ)
- Page size selection, (Sizes A4 and A3 in Portrait and Landscape position, either in Greek or English language.
- Plan Title

After the user entered the above parameters, he selects the button "Print". Once the plan is ready, the "Get Results" button is displayed and when the user presses it the map appears. The user can save or print the plan.

5. The tool of select/ deselect on an area on the map, "Select/ Clear Area" tab and

The user can deselect the area already selected, using the "Clear selection" tool and choose another area using the "Rectangular" or "Polygon" tools.

6. The measurement tool, "Measure" tab

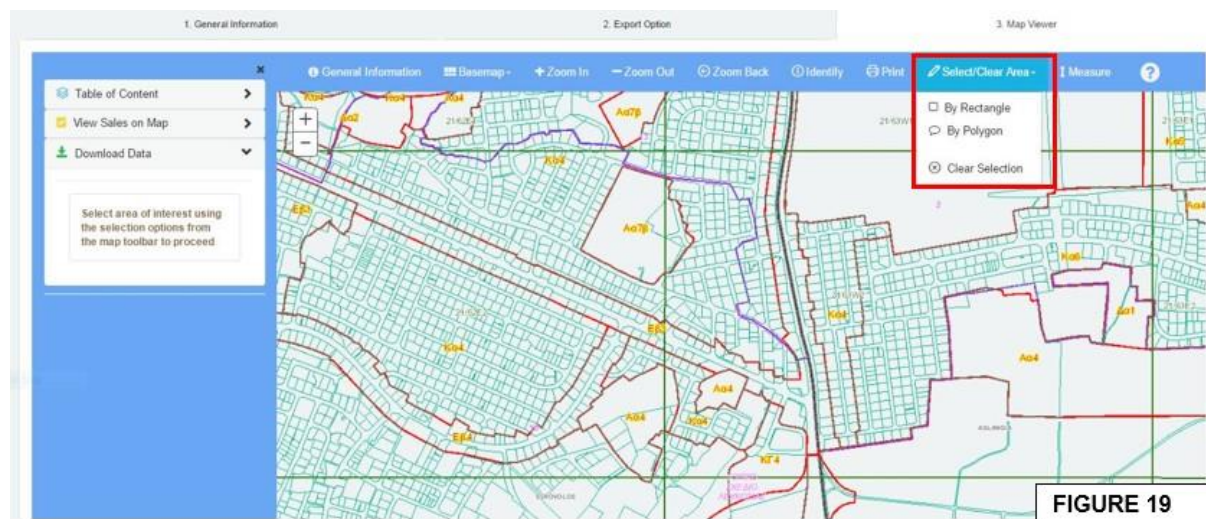
There are three types of measurements, on the map, as shown in red frame in figure 13, as follow:

- Measurement of the extent of an area.
- Measurement of a distance.
- Measurement of coordinates, (Longitude and Latitude).

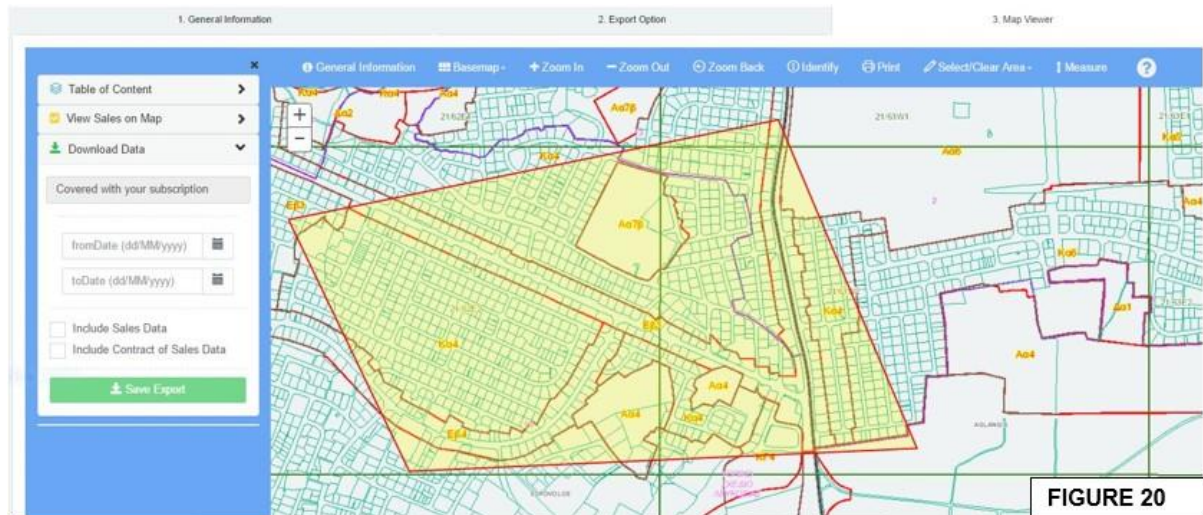
7. "General Information" tab

The table on the left side of the map with the three functions of **"Table Content"**, **"View Sales on map"** and **"Download Data"** becomes visible or invisible. When the table is invisible the map is expanded.

Using the third function **"Download data"**, the user may export data on excel format. By selecting this function, the system automatically warns and directs the user to select the area of his interest using the tool **"Select/Clear Area"** from the map toolbar, as it is shown in red frame in **Figure 19**. Using the tools **"By Rectangle"** or **"By Polygon"**, the user selects the area of his interest from the map.



The selected area is displayed on the map in yellow shade. After the selection of the area the fields **"Sales"**, **"Contract of Sales"** and the **"Date from"** and **"Date to"** are activated and should be filled from the user in order to proceed to the data export. These details must be filled regardless the information asked in **"Select Area of Interest"**.



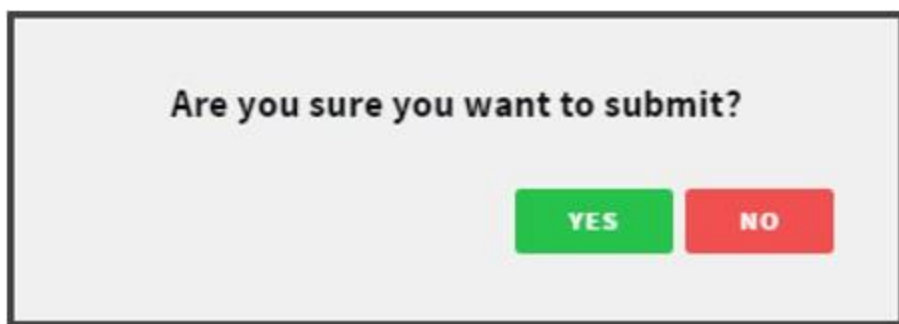
By clicking the **"Save Export"** button, a message is displayed on the top of the map, informing the user that the criteria selected have been recorded and saved. Then the user should press the **"Submit"** button, as it is displayed in a red frame at the bottom of the **figure 21**, in order to submit the application to the System.





FIGURE 21

After the submission, the system displays a warning message where the user has to confirm the intention of submitting the application.



With the button selection

No: The application is not submitted and stays in the page "Property Area Selection"

Yes: The application is submitted successfully, by displaying the application details, as they are shown in **Figure 22**.

After the application submission, the details of the application are displayed to the user.

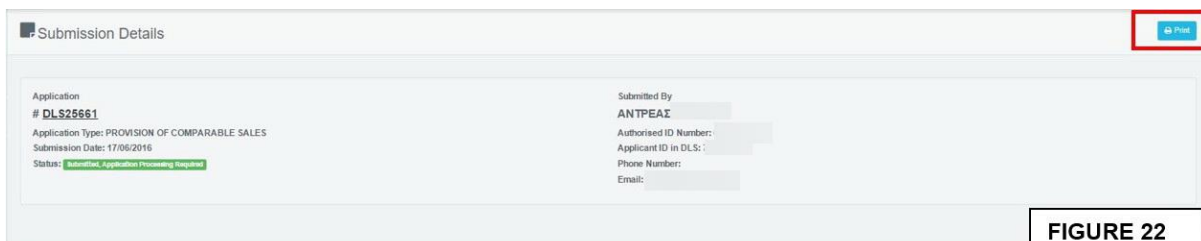


FIGURE 22

From this page, the applicant has the capability to print the application confirmation by clicking the button **"Print"** which is located in the top right of the page (**Figure 22**). By clicking the button, a pop up window is appeared and the applicant can proceed to print the confirmation (**Figure 23**).



FIGURE 23

View the Details of the application:

The applicant has the option to see the details of his application in two ways:

1. By selecting directly the number of the application from the confirmation screen of the submission, which appears immediately after the submission (**Figure 22**).
2. By selecting the button "My Applications" shown on the left side of each screen (**Figure 24**).

How to receive the Data:

1st Method

Once the data is prepared and the applicant received a message by email and/or sms, he can use the function "My Applications", on the left side of each page to download the data. Instructions of how to download the data are on the page "My Applications" in the "i" button. (**Figure 24**)

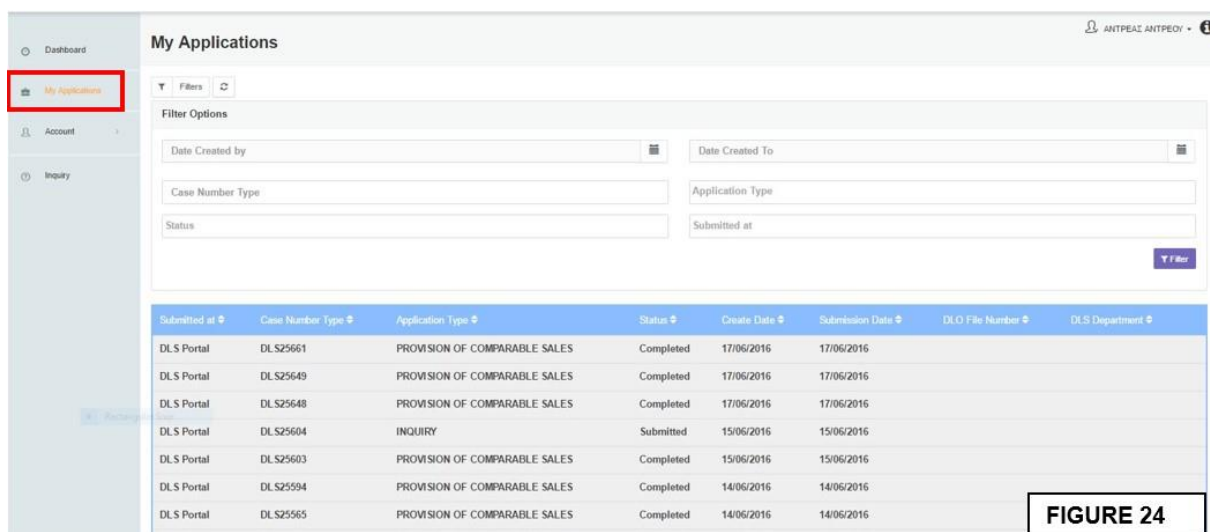


FIGURE 24

From this page, the applicant selects the application by its number as it was given in the confirmation page after the application submission. The number of the application is also shown in the electronic message/ mail sent to the applicant.

By selecting the application number, automatically the system displays a screen with the details of the application (**Figure 25**).

PROVISION OF COMPARABLE SALES DLS25661

General Information | Application Related Information | Attachment Data | Messages | **Data Downloads** | Notifications | Application History

Application General Information

Case Number	DLS25661	Application Origin	DLS Portal
Create Date	17/06/2016	Application Status	Completed
Submission Date	17/06/2016	Application Sub Status	
Expire Date		Comment	
		Assigned To	

Customer Details

Name	ANTPEAZ	Profile Type	Individual
Authorised Id Number		Cilis Id	
Email		Profile Number	
Phone Number			

FIGURE 25

From this screen, the user selects the tab "**Data Download**" and a page is displayed with the downloadable file. The applicant can download the file by pressing the button "**Download**" on the right side, as shown in the red box in **Figure 26**.

PROVISION OF COMPARABLE SALES DLS25661

General Information | Application Related Information | Attachment Data | Messages | **Data Downloads** | Notifications | Application History

File Name	Upload Date	Expire Date	
25661-ComparativeSalesInformation.xlsx	17/06/2016	07/07/2016	Download

FIGURE 26

While the download procedure is finished, the file will be shown to the bottom left of the page, as it is shown in the **Figure 27**. Afterwards, the user can save the file to the computer.

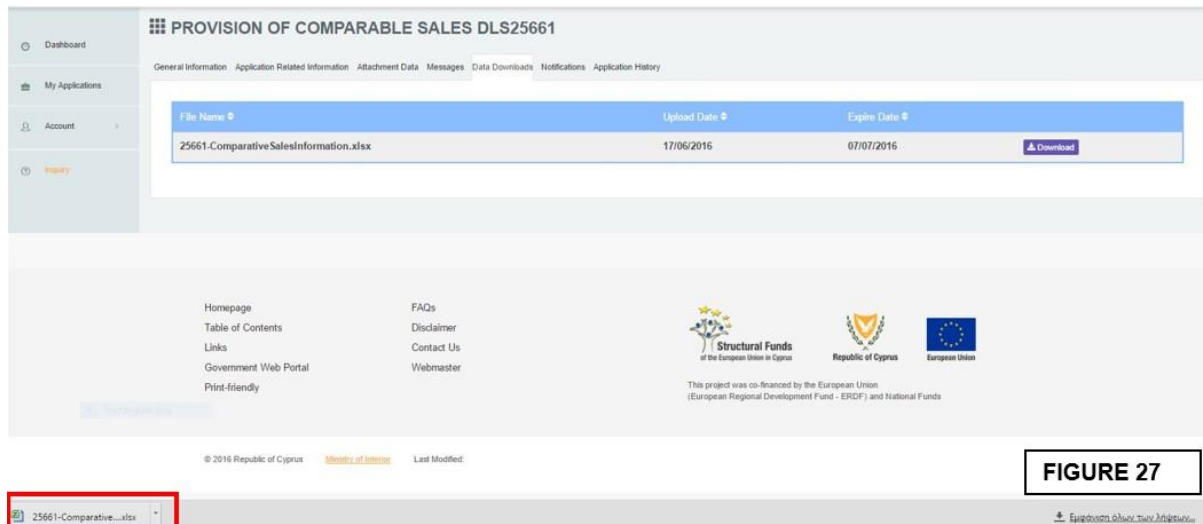


FIGURE 27

2nd Method

The user can also find and download all electronic files that have been prepared by selecting the "**Account**" button on the left side of the "**Dashboard**" home page and then the function "**Downloads**" from the extended menu.

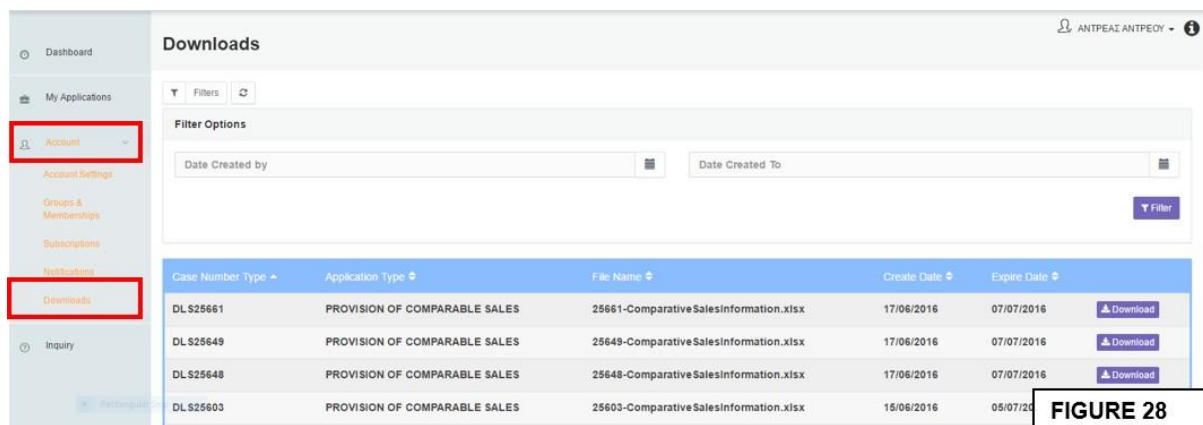


FIGURE 28

This page displays the files that have been created by user demand through the various electronic applications of DLS Portal. All available files for download are presented to the user with the elements listed below, such as case number, application type, file name create date and expiry date (**Figure 28**). The files can be downloaded during the period of the "**Create Date**" and the "**Expiry Date**".

Note:

1. All spatial data, including geographical data layers and Basemaps, provided by this application, do not replace the "Official Cadastral Plan" in any instance. Users must consult the "Official Cadastral Plan", regarding the official geographic position of a parcel.
2. Measurements on maps do not replace in any way the survey measurements and data of the Official Cadastral Plans.