QUICK START · HOW-TO 14

The comparison grid and your adjustments

How do I fill the grid fast, and where do my adjustments go?

1. **Find it**
   Your report, then Sales Comparison Approach. Answer Yes to developing it. The Comparison Grid is right under it. Tap a number on the compass to slide to that comp.

2. **Your order**
   Tap a comp's name, like Comp 2, and pick its new number. The comps in between slide over one.

3. **The toolbar**
   UAD 3.6 shows the new report's order, Classic the names you know. Differences only hides lines that match. The blue number is what the grid still needs. Key explains every mark.

4. **Read a line**
   Quiet gray matches your subject. A different answer comes forward with the difference beside it. Teal is the intern's draft: change it and the teal falls away.

5. **Fill your blanks**
   Fill across copies the subject's answer into every blank comp on one line. Same as subject does the whole grid after one look. Blanks only, never condition, quality or a comp's own facts. Each leaves an Undo bar.

6. **Your adjustments**
   Expand opens the grid full screen. Type an amount, Shift and the right arrow copies it to every comp to its right, Tab goes down. No adjustment puts $0 in that line's blank boxes only. A zero counts.

7. **Weight and value**
   Pick Most Weight, Less Weight or No Weight for every comp. Type your Indicated Value by Sales Comparison. Add a property for any sale you left out, with your reason.

THE ONE THING THAT TRIPS PEOPLE UP

Same as subject, Fill across and No adjustment show only while there is a blank for them to fill. Once a line is done, its buttons go away. Before you Add a line, open No data yet: use a line that is already there.

ALWAYS YOURS

Every adjustment, every weight, the condition and quality of each comp, and the value stay yours. The grid copies what is already on it, or the zero you chose. It never decides an amount.

Source: Appendix A-1 URAR Delivery Specification v1.4, 1800.0317 (ComparableAdjustmentAmount), Implementation Notes: "Deliver the value provided, even when it is zero." 1800.0312 (22.15.14 Comparable Weight): Most, Less or NoWeight, for every sales comparable. UAD 3.6 Job Aid, Guidance for Appraisers through Lessons Learned v1.0 (June 23, 2026), p. 4: "It is crucial to use the predefined row whenever possible" and "Do not report the same information more than once in the sales grid."