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## Searching for Properties

When you select **For Sale** or **Historical** from the Inside Edition menu bar, the For Sale-Search or Historical-Search window displays. You can also display this screen by selecting the For Sale or Historical menu option **Search**.

You can search for properties by entering information in any of the following fields:

Field	Description
Property Category	You can select <b>All Property Types</b> to search for all properties, or select a specific category from the pick list, such as <b>Offices</b> , <b>Single Tenant</b> , <b>Shopping Centers</b> , <b>Multi-housing</b> , etc.
Property Type	Select the type of property from the pick list. These options will vary depending on the property category you selected. For example, if you selected the category <b>Shopping Centers</b> , property types such as <b>Neighborhood Centers</b> , <b>Regional Malls</b> , etc. will display in the list. You can also select <b>All Types</b> for the selected property category.
Price Range	Enter the minimum and/or maximum prices. You can enter a single-, double- or triple-digit in both fields to indicate millions. (For example, if you enter 5 in the minimum field and 10 in the maximum field, the system will search for all properties priced between 5 million and 10 million dollars.)
Sq Ft Range	Enter the minimum and/or maximum square footage. (If you selected the property category <b>Shopping Centers</b> , this field is named <b>GLA</b> .)
CAP Range	Enter the minimum and/or maximum CAP.
County and State	Select the country and state from the pick lists. The state names will vary depending on the country you select.
City	Enter the name of the city. You can perform a multiple city search by entering additional cities separated by commas (example: <b>San Diego, Atlanta, Miami</b> ).
Zip Code	Enter the zip code. You can perform a multiple zip code search by entering additional zip codes separated by commas (example: <b>90045, 67505, 10277</b> ).  <b>TIP:</b> Searching by zip code is a great way to find properties in a particular region. For example, if you're looking for properties in Southern California, you could enter <b>90,91,92,93</b> .

### Example

- To enter status and date range criteria, click the **Additional Criteria** button. See [Additional Criteria](#).
- To view search criteria you previously entered, click the **Saved Searches** button. See [Saving Your Search Criteria](#).
- To save the criteria you entered, click the **Save** button. See [Saving Your Search Criteria](#).
- To start the search, click the **Run Search** button.
- To reset the fields to their default values, click the **Reset** button.
- You can display the results of your last search by selecting **Show Results** from the menu.

### [Viewing a Property Page](#)

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