Find your perfect new home with Copaan!

Instruction manual (English)



+ In woonwijk



Copaan - in 3 steps

Welcome at Copaan!

In this manual we will guide you through Copaan in three steps. In addition to this manual, you may want to see our 8 minute video introduction to Copaan: <u>https://youtu.be/-oHxpvFihcl</u>



Enter your preferences

- Log in
- Personal information
- Budget
- Location
- House
- Nearby facilities
- Priorities
- Neighbourhoods
- Tips & tricks



Keep an eye on available properties

- Website
- Mail
- App



Keep in touch with your agent

- Your agent keeps an eye on your matches
- Viewings
- Messages
- Checklist



Welcome!

You have just received a link from your real estate agent to log in to Copaan, or you will receive it shortly. If you click on the link you have received, you can choose your own password on your first visit. Now you're ready to go!

		i≡ Wensen				
	Copaan	Buurten	Huizen			
Preferences	¦≣ Wensen ▲	Welke buurten passen het beste bij je woonwensen? Bekijk de lijst en klik op een buurt voor alle details over huizen, inwoners en voorzieningen.	Welke huizen passen het beste bij je woonwensen? Bekijk de lijst, gesorteerd op 'match' met je wensen, met de plus- en minpunten in één oogopslag.			
Log in	Persoonlijk Financieel	Bekijk de buurten	Bekijk de huizen			
Personal information	Locatie Huis	Woonwenscompleetheid				
Budget	Voorzieningen Prioriteiten					
Location	Buurten	Je profiel is 100 % compleet.				
House	 ✓ Mijn huizen 	A Persoonlijk	Financieel			
Nearby facilities	Prijzenradar R Prijzenradar R Prijzenradar Prijzenra	Je gegevens, samenstelling gezin en huidige woonsituatie.	De minimale en maximale vraagprijs.			
Priorities	Help	Wijzigen	Wijzigen			
Neighbourboods		Locatie	A Huis			
• Tins & tricks		De regio en gemeentes waar je een woning zoekt.	Type woning, gewenste grootte, bouwjaar en voorzieningen.			
		📜 Voorzieningen				
		De gewenste maximale afstand van een aantal belangrijke voorzieningen. Wijzigen				
	å diny@proloco.nl ⊮ Uitloggen	Prioriteiten				

You'll start at the 'Preferences'-screen, which will guide you step by step through the process of setting up your preferences



You then start, only once, by providing your personal information. You can add an optional photo here, to personalize your Copaan profile.

If you enter your address, Copaan automatically fills in your current house's neighbourhoud, square meters and year of construction. This provides your real estate agent with a good idea of your current living situation.

		i≡ Wensen						
1 Preferences	Copaan	Copaan I Financieel						
	⊟ Wensen ▲ Persoonlijk	Minimum en maximum vraagprijs						
Log in	Financieel							
Personal information	Locatie Huis	Als een kluswoning een optie is, denk daar dan aan bij het bepalen van de minimum prijs.						
I	Voorzieningen	Minimumprijs (EUR 350.000) 350000						
Budget	Prioriteiten	Maximumprijs (EUR 750.000) 750000						
Location	Buurten	Absolute voorwaarde Daza kaunes komen automatisch in 'Absolute voorwaarde'. Bii Prindtetten kun ja dit later aannassen naar 'Dit wil ik risaar' of 'Dit zuu mool ziin'						
I	🛇 Mijn huizen 👻	Huizen die niet aan de wensen van 'Absolute voorwaarde' voldoen, worden niet getoond.						
House	Drijzenradar							
Nearby facilities	📽 Instellingen	Hypotheekadviseur						
	Help							
Priorities		Heb je al een hypotheekadviseur?						
Neighbourhoods		O Nee						
• Lips & tricks		Kantoor hypotheekadviseur HypotheekAdvies						
		Vestigingsplaats hypotheekadviseur Amsterdam						
		Naam hypotheekadviseur Erik van den Berg						
		Vorige OK OK & Volgende						
	diny@proloco.nl • Uitloggen							

Next, start by filling in your wishes step by step, starting with the minimum and maximum price of a home.

Enter this exactly as your budget is. Please note that that Copaan adds a small margin: if we find a perfectly fitting house up to 5% above the maximum price or 10% below the minimum price, we will still show it. You don't want to miss that, right?

If you have a financial adviser already, you can fill it in here, so that the real estate agent can contact him or her quickly when necessary



Next step: Location

Copaan shows the working area of your real estate agent: you can switch municipalities and places on and off.

If you want to add a specific place just outside this work area, you can do so under 'Overige gemeentes en woonplaatsen'



At 'Huis' you can enter an extensive list of preferences.

Keep in mind that you enter your wishes as extensively as possible.

Later on in te process, you'll have the opportunity to indicate for every wish whether it is an 'must-have', or just a 'nice-to-have'.

		E Wensen Tuin Dit wil ik graag: Deze keuzes komen automatisch in 'Dit wil ik graag'. Bij Prioriteiten kun je dit later aanpassen naar 'Absolute voorwaarde' of 'Dit zou mooi zijn'. Huizen die niet aan je wensen van 'Dit wil ik graag' voldoen, worden wel getoond, maar met een lagere score.					
1 Preferences	Copaan						
Log inPersonal information	Persoonlijk Financieel Locatie Huis	Tuin en/of buitenruimte Minimaal 50 m2 Perceeloppervlakte Minimaal 90 m2	Maximaal 3 m2 Maximaal m2				
Budget Location	Voorzieningen Prioriteiten ∓ Buurten	Ligging tuin (hoofdtuin) noordwest noord noordoost vest * oost vest vuidwest vuid vest vuidoost					
House	 Mijn huizen Mijn huizen Prijzenradar Instellingen 	Eigendom perceel					
Priorities	Help	Geen en pacint Alleen erfpacht indien afgekocht Alleen erfpacht indien optie tot afkopen Geen voorkeur					
NeighbourhoodsTips & tricks		Bouwjaar woning					
		(Dt wil ik graag) Deze keuzes komen automatisch in 'Dit wil ik graag'. Bij Prioriteiten kun je dit later aanpassen naar 'Absolute voorwaarde' of 'Dit zou mooi zijn'. Huizen die niet aan je wensen van 'Dit wil ik graag' voldoen, worden wel getoond, maar met een lagere score. Voor 1920					
		 ✓ Jaren '20/30 ✓ 1940 - 1979 	Na 2000 Nieuwbouw				
Litvilikges							

We ensure that Copaan will never exclude houses if they do not meet one or some of your wishes: every house will have a match percentage and the pros and cons of how it matches your preferences. If a house scores 50% or higher, it matches all your 'must-haves'. If it matches all your wishes, it scores 90%, up to 100% if it is in a neighborhood you love.

So, that's why we ask you to provide **all** your wishes.



From type of house, to living area and number of rooms, the size of the garden, year of construction and so on. It's a long list of options. Take your time to see this for yourself. And take your time to input all your preferences properly.

			i≡ Wensen					
	Preferences	Copaan	🐂 Voorzieningen	Yever Voorzieningen				
	Log in Personal information Budget Location House Nearby facilities	Image: Second		standa dstand vozieningen bieren ein maximale afstand (in lieb nach ein an li				
	Priorities		Afstand tot zelfgekoze	n locaties				
	Neighbourhoods		Naam locatie (bijv. 'Werk')			Maximale afstand		
•	Tips & tricks		Eva & Ivo			5 km [wijzig]	× Verwijderen	
			Johan & Monique Zijn er één of meerdere locaties d	ie belangrijk voor je zijn en v	vaar je niet te ver vandaan wilt wonen? (5 km [wijzig] Seef deze hieronder dan op. Denk bijv. aan je werklor	Verwijderen catie, je ouder(s)/kind(eren) of je favoriete kroeg/sportschool/station/tante/etc.	
			Naam locatie (bijv. 'Werk')					
			Adres/locatie	Geef een loca				
		diny@proloco.nl Uitloggen						

We now continue to the next step: Nearby facilities.

Do you want to live within 500 meters of a bus stop? Max. one kilometer from the supermarket? Or close to a school, daycare or train station? Enter the facilities that are important to you, from the list or add your own location (like work, school or family).

And remember, we do not exclude houses if they are a bit further away from the supermarket. But we do note it as a downside.



Please specify the priority of all your preferences. From 'Must-have' to 'Should-have' and 'Nice-to-have'. All 'Must-haves' are strict requirements: if a house does not meet these requirements, the house will score a match below 50% and you won't be notified.

This is not the case in the other two columns, if a house does not meet those requirements, you will see this house anyway, although with a lower score. You can drag the blocks here yourself. The more to the left and the higher a wish, the higher it counts when calculating the match for a home.



Now that you have filled in all your preferences, Copaan calculates in which neighborhoods you have the best chances of finding your home. Next, you can like or dislike the neighborhoods where you want to live. Or do not want to live.

Love, like or dislike the neighborhoods. But do pay attention! A dislike means you'll never see a matching house in this neighborhood.



- You can even be more specific and love, like or dislike specific parts of a neighborhood by clicking on that neighborhood. For each neighborhood or part of it, you can see statistics about the houses, inhabitants and facilities there.
- If you already know the neighborhoods well, indicate here exactly where you do not want to live. If you don't know the neighborhoods that well yet, you can do this later in the search process.

Preferences

Log in

Personal information

Budget

Location

House

Nearby facilities

Priorities

Neighbourhoods

Tips & tricks

Tips & tricks

• Don't put too much in the left column

For example, you can easily put the the number of bedrooms in the second column. Because this can often also be solved with an extension or an extra wall. Make sure to include the asking price and location in the first column. These are the real absolute conditions.

We therefore advise you: under must-haves, only put the location, asking price and house type. The rest can be done in the order of what is important to you in the other two columns. You will see that this will get you the best results.

Additional e-mail address

Do you want to receive notifications on one (or more) additional mail address? Please provide additional email addresses (for example your partner or work e-mail) at the "Instellingen" menu-item.

• Neighbourhoods earn houses an additional 5% or 10%! Please indicate the neighborhoods you love, like or dislike. A house gets an additional 5% (like) or 10% (love) if it is situated in one of these neighborhoods. Houses in disliked neighborhoods always score below 50%.

Did you know...

Copaan calculates a 'woonwenscompleetheid', the completeness of your preferences? The more preferences, the higher this score. Try to get at least a 70% score!

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Website - Listing

In the overview you see the houses with the highest matches. With the pros and cons you can see immediately how the house is matching your preferences, possibly supplemented with a comment from your real estate agent.



At the top of 'View' and 'Order' you can choose exactly what you want to see, what you don't want to see and in what order.

"New first, then best old matches" is the most useful, showing the good matches from the last 5 days first. The first time it is better to view the 'Best matches first'.

Again, you can love, like or dislike every home with a heart, thumbs up or thumbs down.



Click on a house for all the details: all pros and cons, photos, details and location on the map.

Use the tabs at the left to navigate through all the details of the house.



Take a look at all the photo's at the "Foto's"-tab.

If available, a menu-item for video and/or brochure will show up as well.



Indischewiik

Vraagprijs EUR 425.000 kosten koper EUR 5.313 per m2 Servicekosten EUR 0 per maand Huidige status Beschikbaar Aangeboden sinds 2022-03-30 Aanvaarding In overleg Woning Soort object Woonhuis Soort bouw Bestaande bouw Soort woonhuis Eengezinswoning, Tussenwoning Onderhoud binnen Redelijk tot goed **Onderhoud buiten** Goed Bouwjaar 1914 Ligging Aan rustige weg, in woonwijk

Prijs & beschikbaarheid

'Detail' provides a description of the house and a list of all details.

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Here you can see all schools and childcare on the map, supermarkets and public transport stops. You can even check the timetable of the bus that stops in front of your new home.

Found a good match? Then you can make a viewing request at Samenvatting' or at 'Contact'. You can enter your availability, and the request will go directly to your real-estate agent. He or she will then plan a viewing, taking your stated availability into account as much as possible.





Beste Diny,

We hebben 1 nieuwe huizenmatch voor je gevonden:



2 toiletten Johan & Monique: 12 km Toilet in badkamer Geen garage Woonoppervlakte 136 m2 3 woonlagen Buitenruimte: 58m2 1 badkamers Geen erfpacht Geen inloopdouche Schuur/berging Geen ligbad Treinstation: 2,0 km Niet in centrum Geen beschutte ligging Aan rustige weg · OV (Bus, tram of metrohalte): 'Beleggingsobject' niet in tekst 181 meter 6 kamers Achterom 5 slaapkamers · Perceel: 143m2

Supermarkt: 310 meter

You'll receive a daily mail with all the matches of the last 24 hours.

You can also set up direct alerts for the best matches at 'Instellingen'. Here you can specify the match threshold and how you would like to receive notifications (mail and/or app).







Please use our website for setting up your profile and preference. But do use our app for the real time listings. You'll find all your matched houses in the app: download the app at <u>www.copaan.nl/app</u>



Did you know...

Copaan has a 'dream mode' ('droommodus')? Imagine what house you would buy if you'd have unlimited budget. Enable the 'droommodus' at 'Opties'. And don't forget to disable this mode when you're returning to reality...



Tips & tricks

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Direct alerts:

Enable direct alerts at 'Instellingen' to get real time alert if an house pops up with a high match. For example 70% or higher.

• Prijzenradar:

Use the 'Price radar' ('Prijzenradar') to see what neighborhood offer realistic changes of finding your new home. The price radar shows the amount of square meters you can buy with your budget, based on actual transactions.

• Neighborhoods turn green if they match your preferences and budget. In bleu zones you can buy even more square meters. The yellow, orange and red neighborhoods might be too expensive for your budget and preferences.

Did you know...

You can love, like or dislike smaller parts of a neighboorhood? A neighborhood is split up in multiple parts: click on a neighborhood to see these parts and judge them independently.



Tips & tricks

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Comparable houses

When you like a house, click on 'Vergelijkbaar' ('Comparable') to see similar houses in the same region.

Click and compare:

When in doubt between houses, you can compare them side by side by clicking on '+ vergelijk deze woning' (compare this house). A bar will appear in the lower left of the screen, providing a link to a side-by-side comparison of the selected houses, based on your preferences.

Did you know...

That it might be smart to check what you're missing every now and then? Select 'Nog niet beoordeeld (Lager dan 50%)' en '
Buurt' at 'Weergave' at the house listing to see the houses in disliked neighborhoods or that score 50% or lower. See if you really don't like them or use them to change your preferences.

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By using Copaan, your agent has an excellent insight in your wishes and preferences. He/she sees your listings and matches and may provide additional tips and suggestions.



Your agent has access to your activity overview, preferences, mails sent and likes and loves. If necessary, your agent can log into your account and support changing your preferences.



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Contact & interaction

	Matches P				
Your agent keeps an eye on your matches	Huizen Geselecteerde zoe	X Status: Bezichtiging aangevraagd Status van deze woning voor Diny Vliet ker:	Status wijzigen Wijzigen status van deze woning voor Diny Vliet		
Viewings	Zoekers Diny Vliet Match	30-3-2022 • 🏶 Woning aangemeld	Geboden en/of in onderhandeling Bod uitgebracht o In onderhandeling →		
Messages	Leads World gepland	4-4-2022 ○ Suggestie:	Afgerond Woning aangekocht → Niet aangekocht, geen koper geworden → Niet meer geinteresseerd of niet meer beschikbaar →		
Tips & tricks	Inzicht Bezichtiging	4-4-2022 o 🎢 Bezichtiging aangevraagd Beschikbaarheid Ochtend Middag			
	oc Opmerkingen Instellingen # Huis	woensdag 6 april Ja Nee donderdag 7 april Ja Nee vrijdag 8 april Nee Ja zaterdag 9 april Ja Nee			
	Huizenzoekers Foto's Detaile	maandag 11 april Nee Ja dinsdag 12 april Ja Nee woensdag 13 april Nee Ja donderdag 14 april Ja Nee			
	Orngeving BAG & Bestemm	zaterdag 16 april Ja Nee maandag 18 april Nee Ja			
	Opmerkingen 🖸 Historie 3	Aanvullende berichten			
	Prijsontwikkeling Vergelijkbaar Deferentiepende	u Suggestie makelaar Hier kan je zo ini Tuin is aan de kleine kant, maar wel vlakbij een mooi park.			
	Referenceptante	Barieht vareturen			

Your agent may send you a suggestion for a house. You'll receive an instant notification/mail with the tip of your agent and a link to the details of the house.

Riouwstraat 22

vraagprijs EUR 425.000 kosten koper 80 m2, vraagprijs per m2: EUR 5.313 2022 ZK HAARLEM. Indischewijk. Soendabuurt

🕆 Huizen

	A Huizen		
3 Contact & interaction		Riouwstraat 22 × vraagprijs EUR 425.000 kosten koper 80 m2, vraagprijs EUR 5.313 2022 ZK HAARLEM, Indischewijk, Soendabuurt	
Your agent keeps an eye on your # Buurten matches © Mijn huizen	Samenvatting Foto's	Bezichtigingsaanvraag	
Viewings	Details	Door op onderstaande knop te drukken, wordt een malitje met je aanvraag voor bezichtiging naar ons verstuurd. Wij nemen z.s.m. contact met je op voor verdere afstemming.	
Messages Checklist • Tips & tricks	Contact Vergelijkbaar	Geef hieronder aan op welke data je welke dagdelen zou kunnen; wij proberen wij hier zo veel mogelijk rekening mee te houden, maar kunnen niks garanderen. Dagdelen Ochtend Middag dinsdag 5 april Ja Nee Ja woensdag 6 april Ja Nee Ja vijdag 8 april Ja Nee Ja vijdag 8 april Ja Nee Ja voensdag 11 april Ja Nee Ja voensdag 12 april Ja Nee Ja voensdag 13 april Ja Nee Ja voensdag 14 april Ja Nee Ja voensdag 13 april Ja Nee Ja voensdag 14 april Ja Nee Ja voensdag 14 april Ja Nee Ja voensdag 14 april Ja Nee Ja voensdag 13 april Ja Nee Ja voensdag 13 april Ja Nee Ja voensdag 14 april Ja Nee Ja voensdag 14 april Ja Nee Ja voendag 14 april	
<mark>≧ diny@proicc.nl</mark> t# Minores		Verstuur aanvraag	

Found a good match? Then you can make a viewing request at Samenvatting' or at 'Contact'. You can enter your availability, and the request will go directly to your real-estate agent. He or she will then plan a viewing, taking your stated availability into account as much as possible.



You can use the same 'Contact' page to contact your agent and ask questions about the house or the planned viewing.

	A Huizen				
3 Contact & interaction	Copaan Wensen	Riouwstraat 22 vraagprijs EUR 425.000 kosten koper 80 m2, vraagprijs per m2: EUR 5.313 2022 ZK HAARLEM, Indischewijk, Soendabuurt			×
Your agent keeps an eye on your matches	Buurten Huizen Mijn huizen Checklist	Stap voor stap door het huis			PDF/Printversie
Viewings	Prijzenradar Opmerkingen Instellingen Makelaar	Begane grond (1 kamers)			
Messages	Help # Huis	Woonkamer	♡ ₺ ✓ ₽		
Checklist	Foto's	Kaukan			
Tips & tricks	Details Omgeving	inbouwapparatuur,open keuken	$\Diamond \Diamond \land \Diamond$		
	Contact Vergelijkbaar	Berging	♡ \$ \$ \$ \$		٥
		Hal	♡ \$ \$ \$		۵
		Toilet	♡ \$ \$ \$		۵
		1e verdieping (3 kamers, waarvan 3 slaar	okamers)		
🛎 di 14 Uni	ny@proloco.nl loggen	Slaapkamer 1	$\Diamond \ \Diamond \land \dot{O}$		

As soon as a viewing is requested, a new tab 'Checklist' appears at the house page. Copaan has constructed a specific checklist for this house, which you can use before, during and after the viewing to register all findings, remarks and photo's.

If your agent has any remarks on the house after the viewing, these will be visible here as well.



Contact & interaction

Your agent keeps an eye on your matches

Viewings

Messages

Checklist

• Tips & tricks



Houses you like, love, want to view of have viewed, appear at 'Mijn Huizen' ('My houses'). This is an overview of all these houses, easy accessible for making notes or fill in the checklist.

Contact & interaction

Tips & tricks

Your agent keeps an eye on your matches

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• Availability at viewing requests

When requesting a viewing, please provide your availability for the next 2 weeks. Your agent will take this into account when planning the viewing (although there are no guarantees...). You can use the tekst box for any additional remarks on your availability.

Custom checklist

The checklist we create for a house, is unique for each house. It is tailored to all rooms and details of that specific house. You can use it to note down all your findings and to save all your photo's. In case your agent is not present at the first viewing, he/she can still see how you like the house.

Did you know...

it is a good thing to like and dislike as much houses as possible? By doing that, your agent gets a good insight in what you do and don't like.

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Still questions? Contact your agent! He or she will help you!

Take a look at all explainer movies at our Youtube channel: <u>https://www.youtube.com/channel/UC7RBpjm-FCO7fRGg7q8rXLA</u>.

Find your perfect new home with Copaan!



Heemstede, Wijk 00 Heemstede-Centrum, Rivierenbuurt Riinlaan 180

160 m2 EUR 860.000

"Mooie woning, centraal gelegen en dichtbij je werk. Zeker de moeite waard om te gaan bezichtigen! 2 uur geleden

Geen garage

Geen ligbad

Ligging tuin: noord

- Woonoppervlakte 160 m2
- 5 slaapkamers
- + OV (Bushalte): 136 meter
- Schuur/berging
- In woonwiik



The smart way to find your new home

www.copaan.nl

