Remine Agent Pro

USER GUIDE

Unlock the Opportunities

by

FGCMLS
FLORIDA GULF COAST MLS

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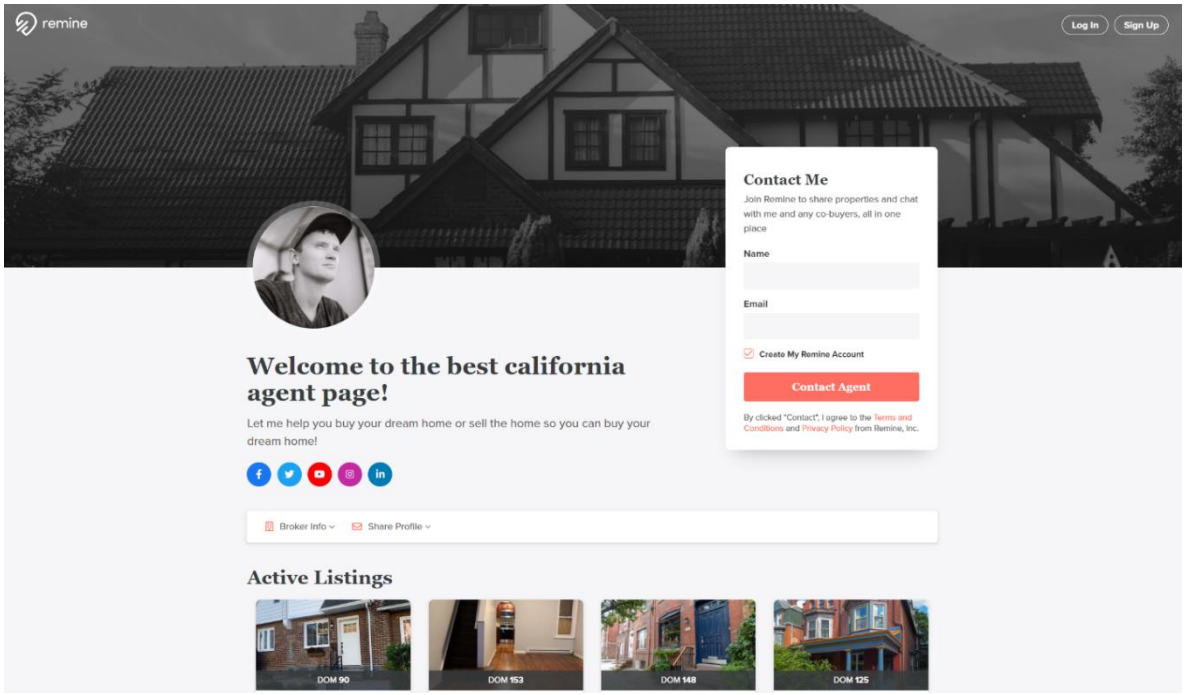
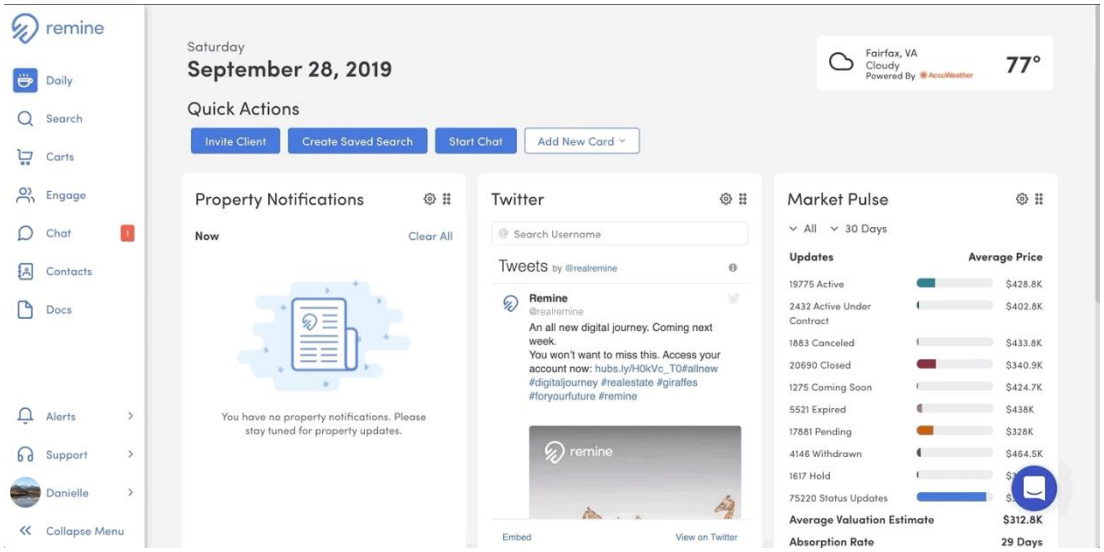
Agent Homepage



You can create a public Remine homepage to use as a landing page for your clients. You must create a URL for your public homepage before you can save searches or invite clients to Remine. When your client clicks your custom link, they'll see your homepage.

1. In the left navigation bar, click your username, and then click Settings.



The following settings affect content on your homepage:

- Profile picture - a picture of you that appears with your name on your homepage.
- Custom URL - the link your clients will use to access Remine.
- Logo - the logo that appears in the upper left corner of your homepage.
- Background Image - the background image for your homepage, which will take up most of the screen.
- Welcome Message - welcome text that appears at the bottom of your homepage.
- Social Media - allows you to link your social profiles. (Facebook, Instagram, and more)
- Display Preferences - the contact information that appears on your homepage.

2. At the top of the Settings page, click Change Photo. Upload a photo that you want to appear on your homepage and printed materials like CMA 360 reports.

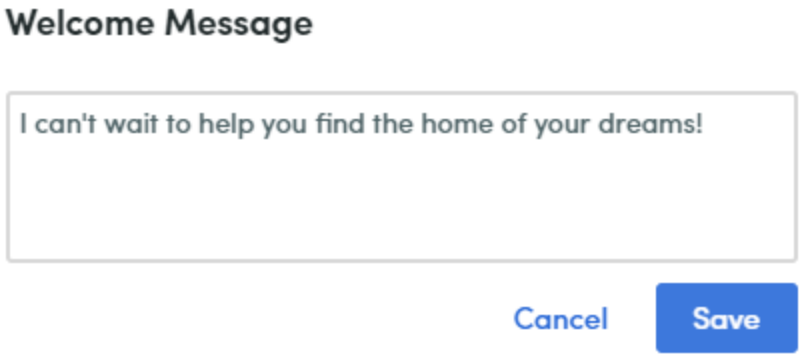
3. Scroll to the Public Homepage settings.

4. In the Custom URL section, type a URL for your homepage. This URL is permanent, and you won't be able to modify it later. Choose something recognizable that you can remember.

5. In the Logo section, click Add to upload your logo.

6. In the Background Image section, select one of the preset images, or click Add to upload your own.

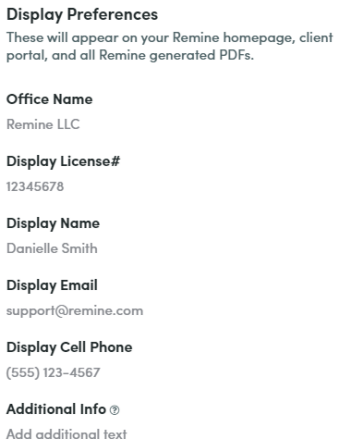
7. In the Welcome Message section, type a message that appears at the bottom of the homepage.



8. In the Social Media section, click on edit in the top right-hand corner. This will allow you to enter in any social media link that you would like to display on your Agent Homepage. Once you have entered in the information you would like to display, click save.

9. In the Display Preferences section, type the contact information that you want to appear on your homepage. If you don't enter anything here, your homepage will display just your name that we get directly from your MLS.

If your licensing authority requires you to display your license number on marketing materials, you can include your license number under Additional Info.

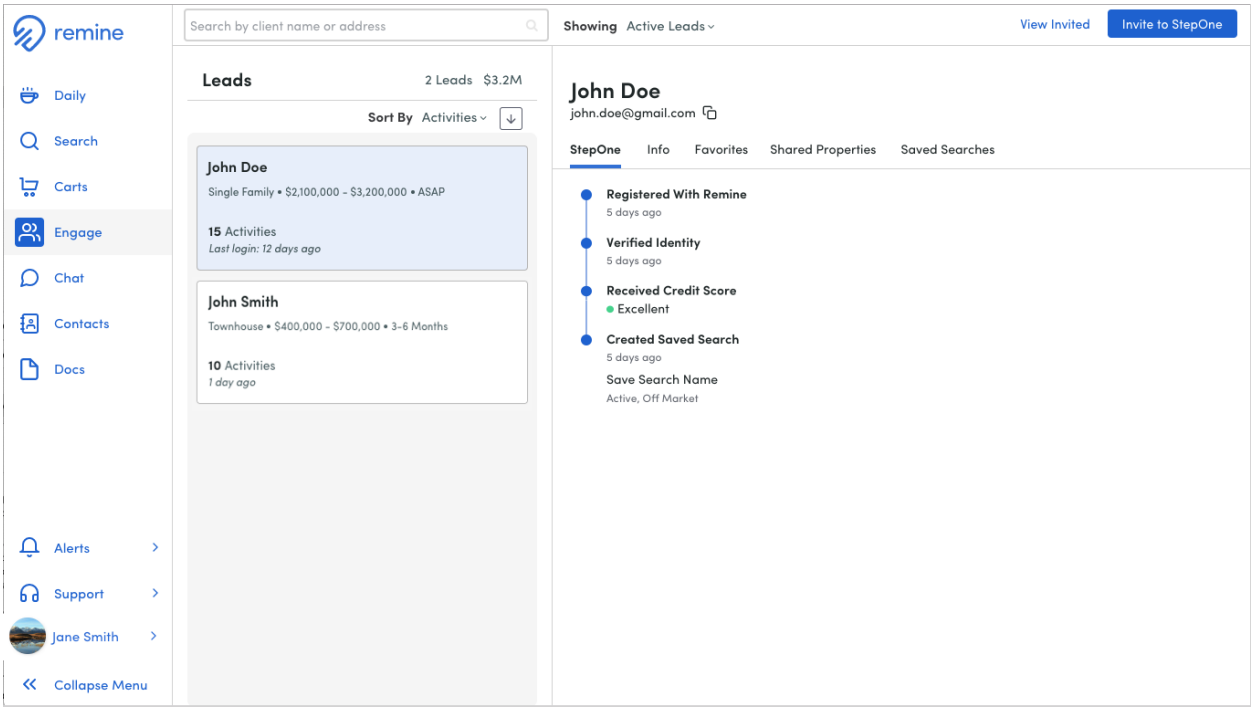


Inviting Clients to Remine

In Engage, you can quickly and easily invite your clients and view their activity from Remine.com

You can invite up to 250 clients at one time. You can send one invitation in 12 hours, but you cannot send a client more than 5 total invites. In other words, when you have sent one client 5 invitations, you cannot send them anymore regardless of the timeframe.

Note, there is no limit to the total number of invitations you can send.



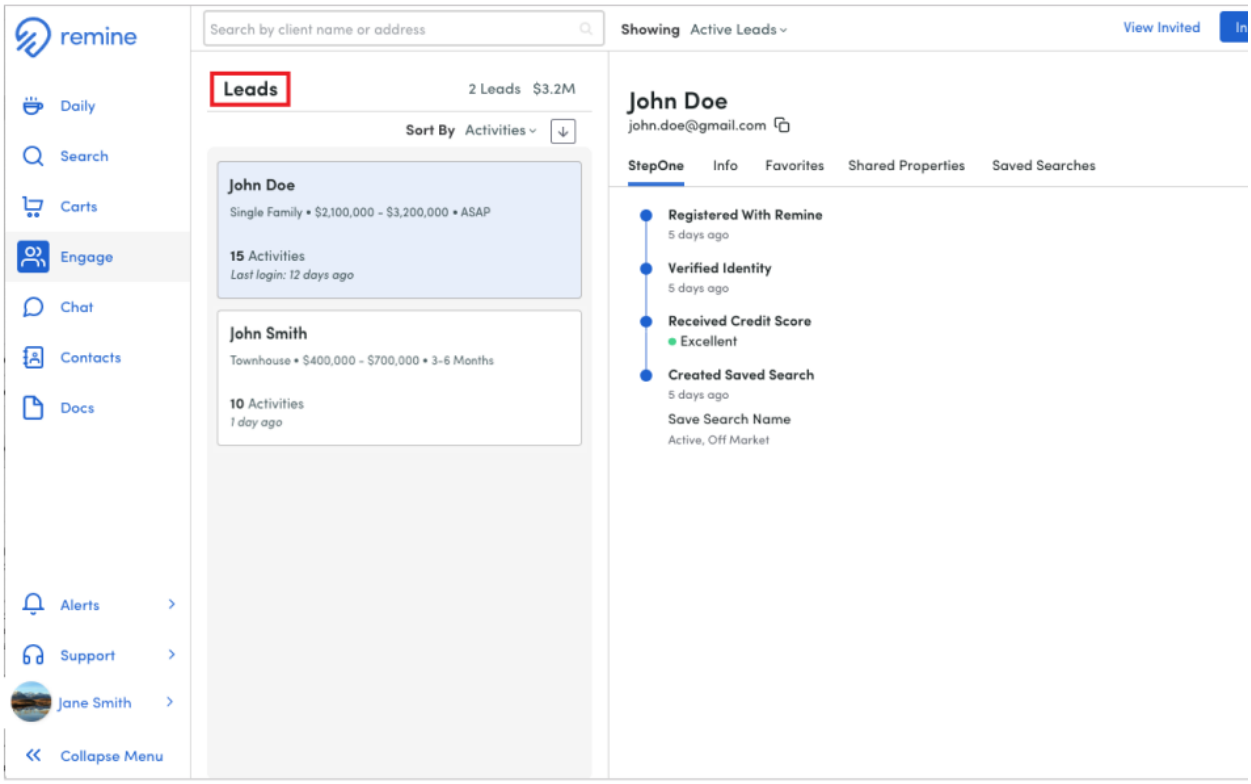
What's on the Engage page?

There are two main sections on the Engage page. From left to right, these sections are the Leads column and the details section. When you're invited client accepts your invitation and registers their Remine account, that client is sorted into the Leads column. When you click on a client in the list, the client profile appears in the details section on the right side of the screen.

Tab	Insights
StepOne	View where a client is in their digital journey. Check out your client's Credit Report rating. ***We do not display the full credit report or the actual score.***
Info	View the client's buying preferences. View the client's Remine activities, like the number of properties shared and viewed. Add, edit, and delete private notes associated with the client.
Favorites	View the properties the client has favorited.
Shared Properties	View the properties the client has shared.
Saved Searches	View the saved searches the client has created.

Viewing the Status of Invited Clients

After you invite a client to Remine, that client can register their account and receive a FREE credit report on your behalf! Clients can still register if they choose to opt out of the free credit report. After the client registers their account and confirms you as their agent, that client will appear in the Leads column on the Engage page.



To view the status of invited clients, follow the steps below:

1. In the left navigation bar, click Engage.

   The Engage page appears, where you'll see your clients' activities. If you don't have any registered clients yet, there won't be any data on this page.

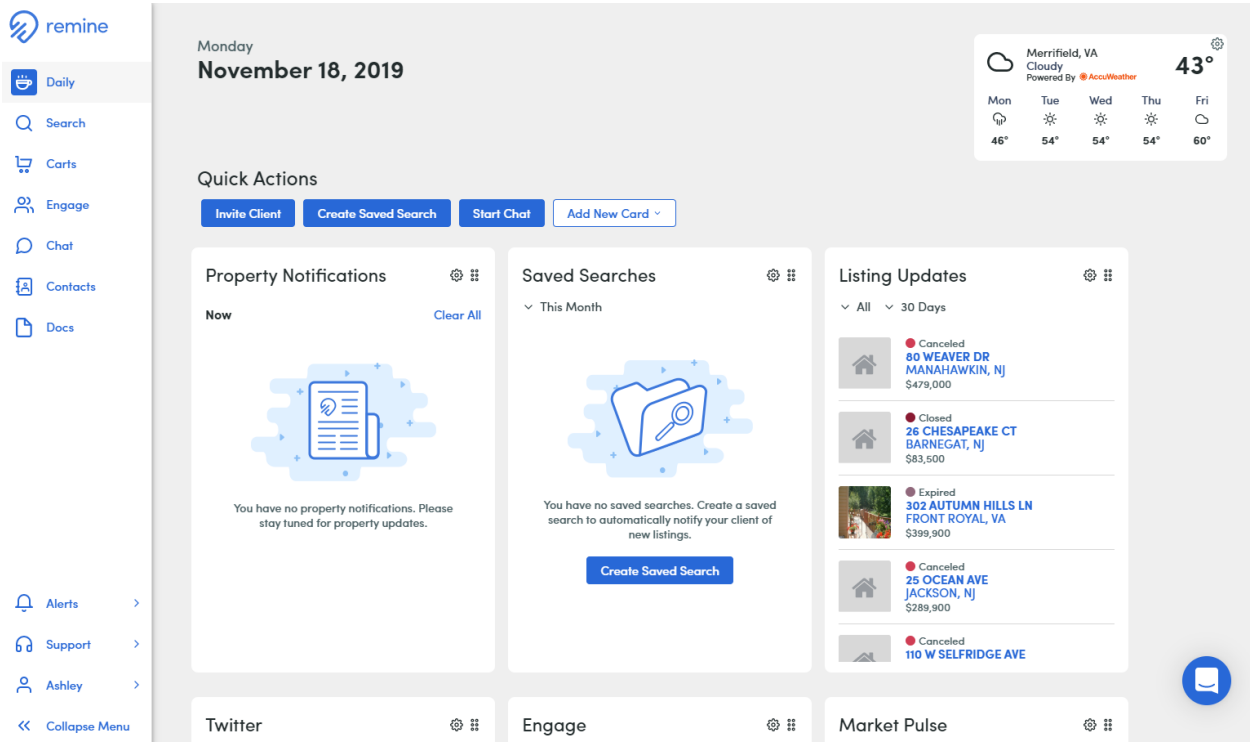
2. In the upper right corner, click View Invited.
   A window appears, which displays a list of clients you've invited, along with their status in the registration process.

In this window, you can search for an email and click Resend to quickly send another invitation. You are not able to remove any invites from the View Invited list.

Daily Dashboard

About Daily

The Daily dashboard is the landing page of Remine DailyIcon.png. Daily is where you can view crucial metrics about properties, market pulses, listings, and more.



Customize content on your dashboard

Manage Weather Forecast on Daily

The Daily dashboard is the landing page of Remine! It includes the ability to stay up to date on the weather by selecting your zip code.

1. In the upper right corner of the Daily dashboard, in the ZIP Code box, type your five-digit ZIP code.
2. In the Degrees drop-down, select your temperature scale.
3. Click Done.
   The card will update with your location's weather forecast.

Change ZIP Code for Weather Forecast

1. In the upper right corner of the Daily dashboard, click the weather card.
2. In the upper right corner of the card, click the DailySettingButton.png button. The forecast disappears, and you can update your ZIP code.
3. Type the ZIP code of the new location and select a temperature scale.
4. Click Done.

The card will update with the new location.

Manage Cards on Daily

The Daily dashboard is customizable! You can select which Cards you'll see when first logging into Remine. To learn how to manage your Cards, see the steps below.

Steps to Add a Card

1. In the top row of the Daily dashboard, click Add New Card.
2. In the drop-down menu, select the type of card that you want to add. The card appears on the dashboard.

Steps to Move a Card

1. In the upper right corner of the card that you want to move, click and hold the mceclip0.png button on the top right corner of the card.
2. Drag the card to the desired location on the Daily dashboard and release the mouse. The card will now appear in the new location on the dashboard.

Steps to Duplicate a Card

1. In the upper right corner of the card that you want to duplicate, click the mceclip0.png button.
2. In the drop-down menu, click Duplicate Card. A copy of the card appears on the Daily dashboard.

Steps to Delete a Card

1. In the upper right corner of the card that you want to remove, click the mceclip0.png button.
2. In the drop-down menu, click Delete Card. The card disappears from the Daily dashboard.

Integrations and Cards

The following table describes the available integrations and cards on the Daily dashboard.

Integrations	
Invite Client	Opens the **Engage** page, where you can invite your clients to Remine.
Create Saved Search	Opens the Search page, where you can quickly apply layers and create a saved search.
Start Chat	Opens the Chat page, where you can send a new message to an agent or client.
Cards	
Engage	Displays metrics about your invited clients.
Market Pulse	Displays metrics about MLS status changes over a specific time frame. You can filter results with the following options: • To filter by ZIP code, click the **All** drop-down in the upper left corner of the card. Type a ZIP code and press the Enter key. • To filter by a different time frame, click the 30 Days drop-down in the upper left corner of the card. Select a time frame.
My Listings	Displays your current and past listings. You can filter results by your listings, or your offices' listings.
New Listings	Displays all the new and updated listings in your market. You can filter your results with the following options:

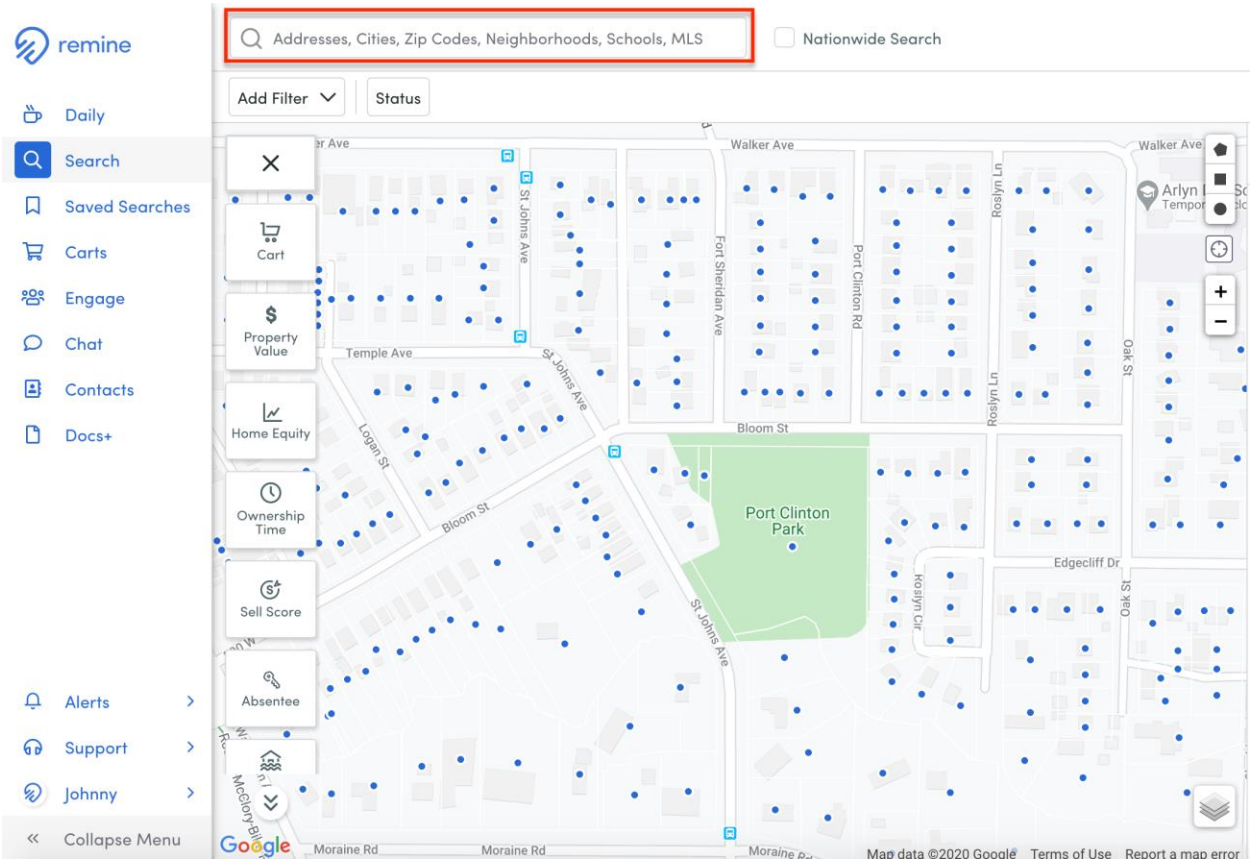
	• To filter by zip code, click the ALL drop-down in the upper left corner of the card. Type a zip code and press the Enter key. • To filter by a different time frame, click the 30 Days drop-down in the upper left corner of the card. Select a time frame.
Property Notifications	Displays notifications about properties in your Carts.
Twitter	Displays a Twitter feed of your choosing. To change the Twitter feed, type a Twitter handle in the Search Username box, then press the Enter key.
Saved Searches	Displays metrics about your saved searches.

The Search Bar

What Can I Search For?

The search bar appears at the top of Remine on the Search map. Upon typing in the search bar, results will appear in the drop-down.

To see the results on a separate page, in the search results drop-down, click See all results.



Search for an Address

For the best results, we recommend typing the beginning of the address and allowing the results to populate. Commas aren't necessary when searching by address.

Search by Listing ID

If you want to search for an MLS ID for a listing, type *Listing ID:##########*. "Listing ID" is not case sensitive, but the MLS ID that you enter is case sensitive. For best results, avoid spaces. For example:

- Will work
    - ListingID:ABCD123456
    - listingid:ABCD123456
- Will not work
    - Listing ID: ABCD 123456
    - Listing ID: abcd123456

Search by Tax/PIN/Parcel ID

If you want to search for a tax identification number, type *PIN:##########*. For best results, avoid spaces. This feature is not sensitive to hyphens, provided they're placed in the correct location. For example:

- Will work
    - PIN:12-345-678
    - PIN:12345678
    - PIN: 12345678
- Will not work
    - PIN: 12 345 678
    - PIN: 12-34-567-8

Search for People

When searching for people, we recommend using a combination of first name, last name, and city: the more details that you can provide, the better. You can also search for other agents in your MLS. Just type their name in the search bar and select them from the results.

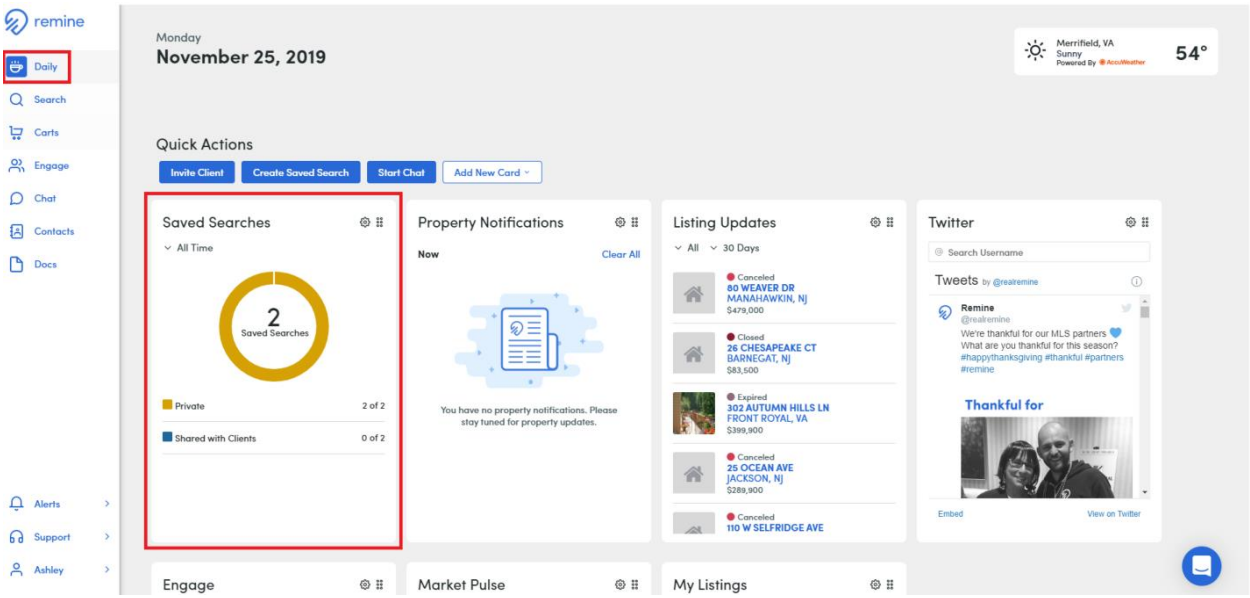
How Do I Create a Saved Search?

Stay up to date on property updates through the Saved Search feature! When you save a search, you'll receive email notifications when new properties meet your search criteria, or when property characteristics change, like MLS status or listing price.

For information on making changes to your saved search, see the Managing Saved Searches article.

1. In the left navigation bar, click Search.
2. Search for a zip code, neighborhood, or other boundaries, and apply layers
3. In the upper right-hand corner of the map, click the Save Search button

Tip: Once your search is saved, it can be viewed on your Daily Dashboard



- **Name:** Type a name for the saved search.

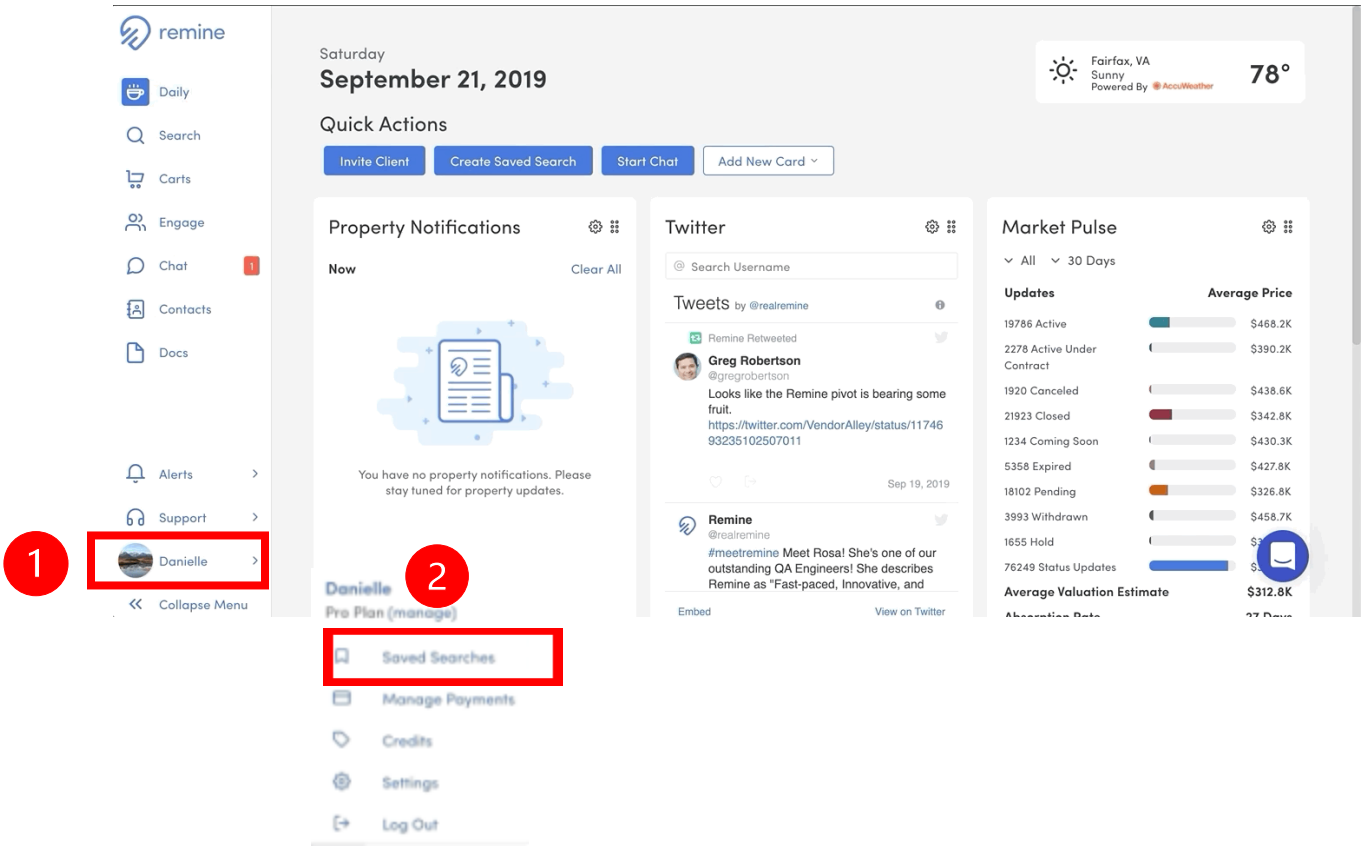
- **Share:** Include the email addresses that you would like to receive the saved search. The Send me an email also option serves as a Cc, and if selected, you will be included on ALL notifications for the Saved Search.

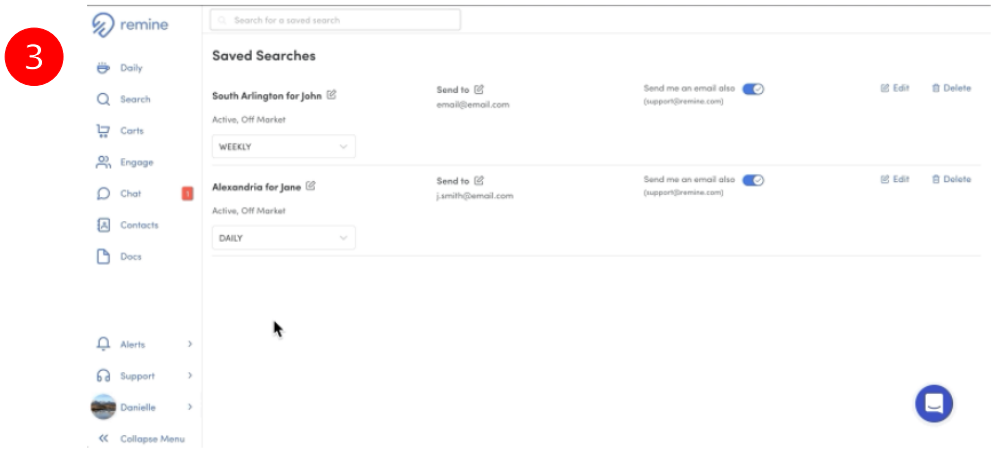
4. Click Save Search.

Managing Saved Searches

Once you've created your Saved Search, you can always go back and make changes like editing the name, criteria and sharing.

To make changes to your existing Saved Searches, click your username in the bottom-left corner of the left navigation bar. In the sub-menu, select Saved Searches.





What changes can I make?

- **Edit Name and Frequency**
    1. In Saved Searches, click the icon next to the name of the Saved Search
    2. Type the new name in the box that appears
    3. To change the frequency, click the arrow in the Frequency filed located beneath the name of the Saved Search
- **Edit Share Permissions**
    1. Click the icon next to the Sent To field
    2. Remove a name by clicking the 'X' next to each name you wish to remove or add a name by typing in the box that appears
- **Receive a Copy of the Saved Search**
    - To include yourself as a recipient, just toggle the button next to Send me an email also.
- **Edit Saved Search Criteria**
    1. Click the Edit button at the end of the row
    2. Change your selected filters and layers, or shape
    3. Click Save Search at the top of the Search map to save the changes or Cancel to cancel them
    4. Click Update to save the changes or Create Now to save a new search with the new criteria
- **Delete a Saved Search**
    1. Click the Delete button at the end of the row
    2. Click Delete to confirm deletion of the Saved Search

Note: Deleting a Saved Search cannot be undone. Please ensure that you and your clients no longer need the Saved Search before deleting.

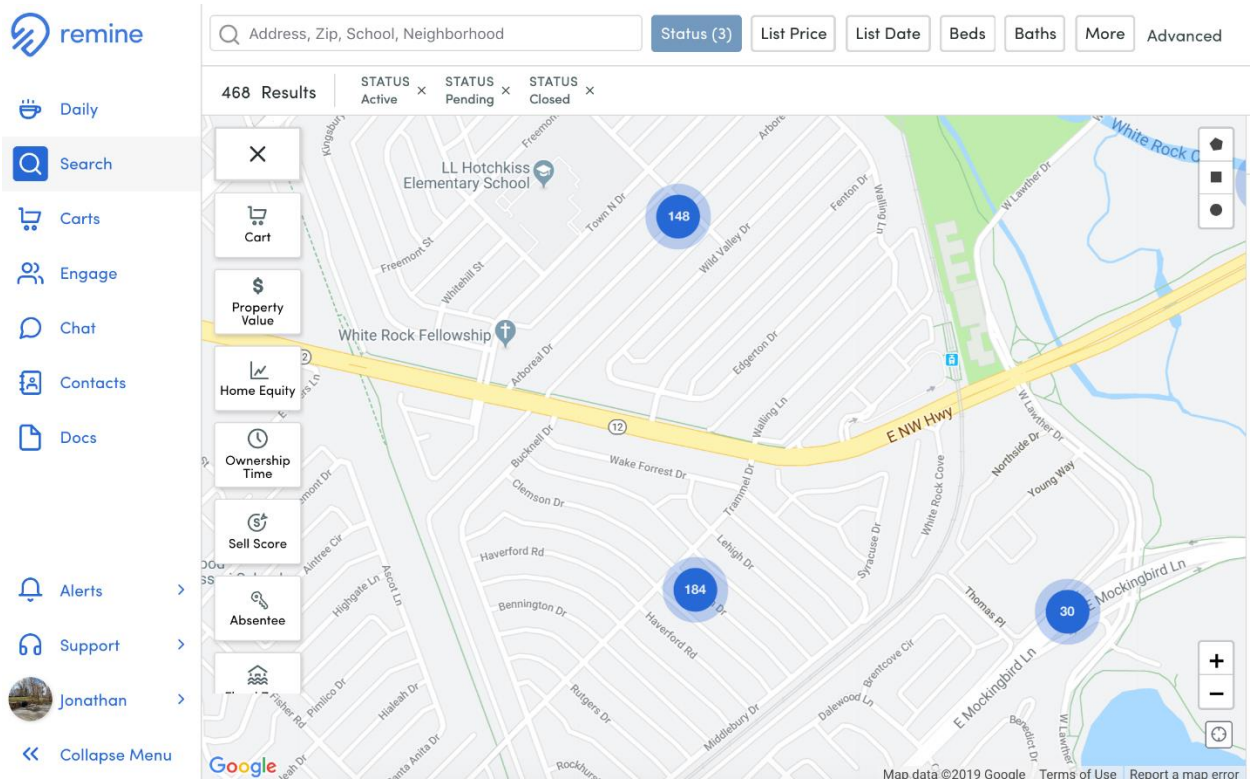
Interacting with the Map

<u>Understanding the Blue Dots</u>

Cluster Blue Dots

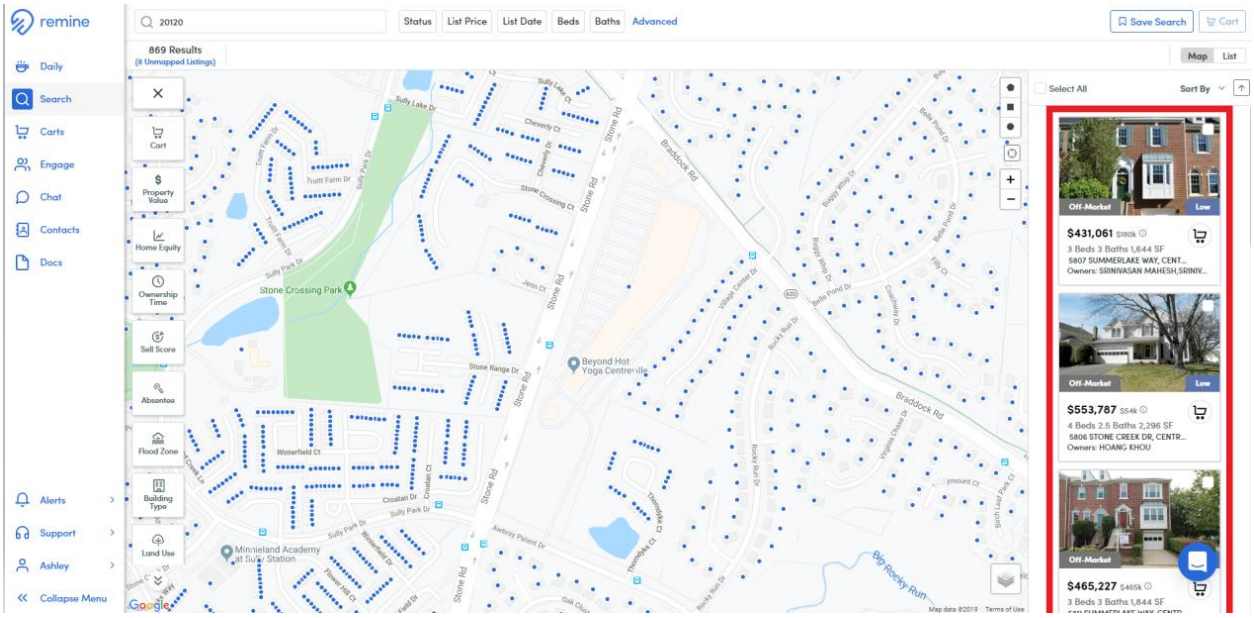
When you log in to Remine, by default, the Search map is zoomed out and the Active Status filter is applied. Blue circles with numbers appear on the map, which represents clusters of active listings.

When you apply any other Status filter, like Pending, Closed, or Withdrawn, the clustered dots will update to include those listing types.

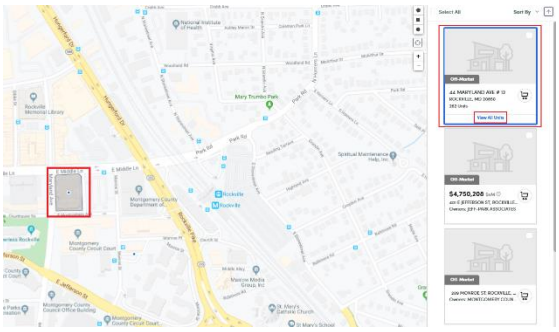


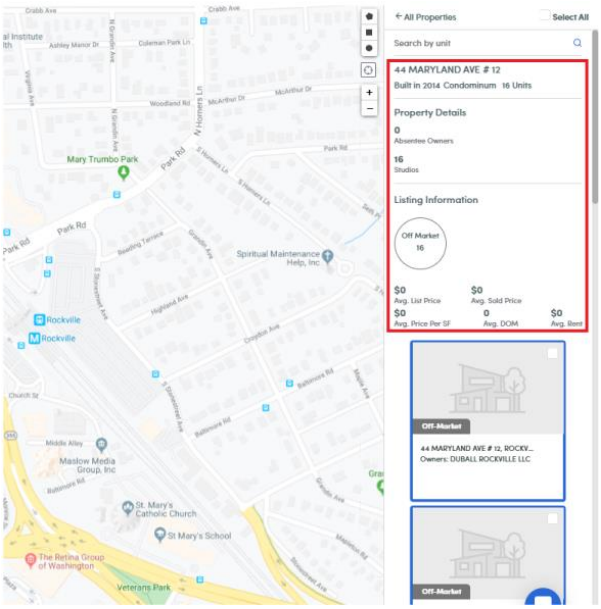
Property-Specific Blue Dots

Generally, each blue dot represents a single property. When you click the blue dot, a property card will display on the panel to the right-hand side of the page. Click the property card to open the Property Details page.



One exception of a blue dot not representing a single property is in the case of multi-unit properties. When you click the blue dot for a multi-unit property, the information will be available in the panel on the right, but the property card will indicate that there are multiple units associated with the property. Click View All Units to see a list of all the units in the building and their listing information. You can click on an individual unit's address to see the Property Details page.

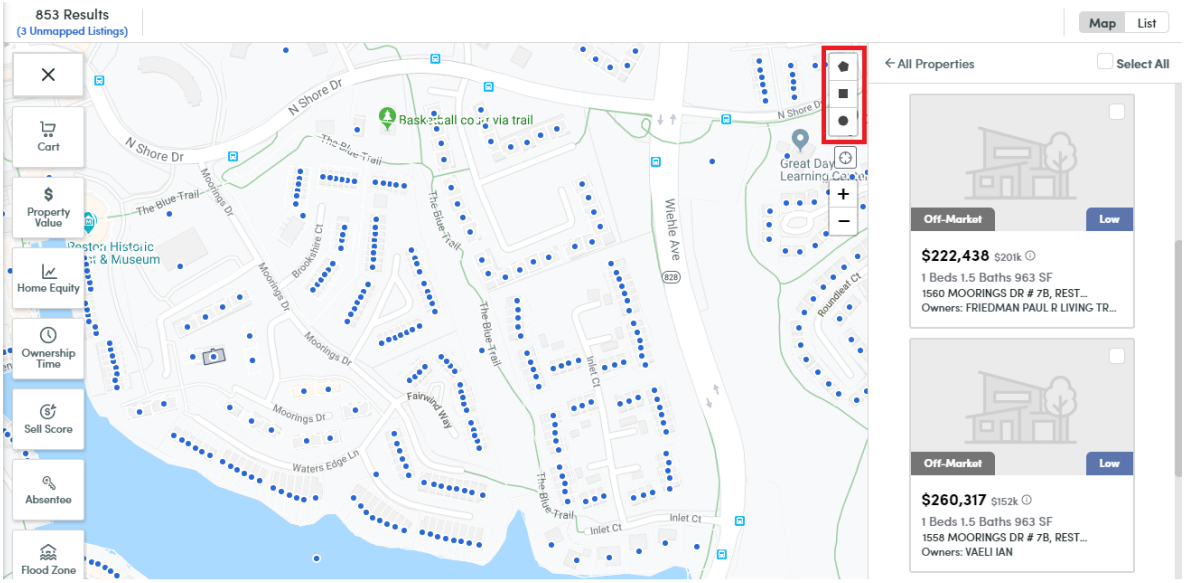




Map & Draw Tools

Drawing Tools

The Draw Tools are located on the right-hand side of the Search map and allow you to define a geographical area. You can draw multiple shapes on the map if you're looking to target more than one neighborhood.

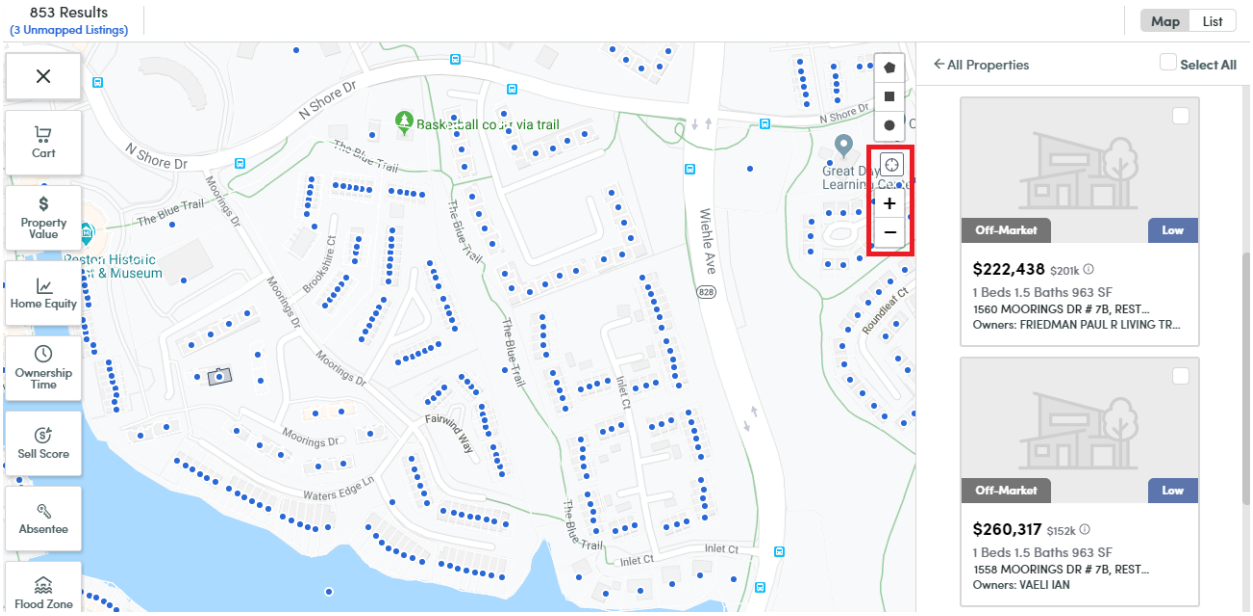


Shape	Functionality - When to Use
Hand	The hand is selected by default and allows you to move the map around. To move the map, click and hold your mouse. Any time you move the map, the number of results in the upper left corner will change. This number displays the number of blue dots that are visible in your current map view.
Circle	This tool allows you to draw a circle on the map. You will need to click, drag and release to apply the shape to the map. The number that displays in the upper left corner will be the number of properties within the circle.

Shape	Functionality - When to Use
Rectangle	This tool allows you to draw a rectangle on the map. You will need to click, drag and release to apply the shape to the map. The number that displays in the upper left corner of the map will be the number of properties within the circle.
Polygon	This tool allows you to draw a custom shape on the map. You will need to click and release to create your desired shape. The number that displays in the upper left corner of the map will be the number of properties within the circle.

Zoom Options

You can zoom using the Google Map zoom options on the left-hand side of the Search map.

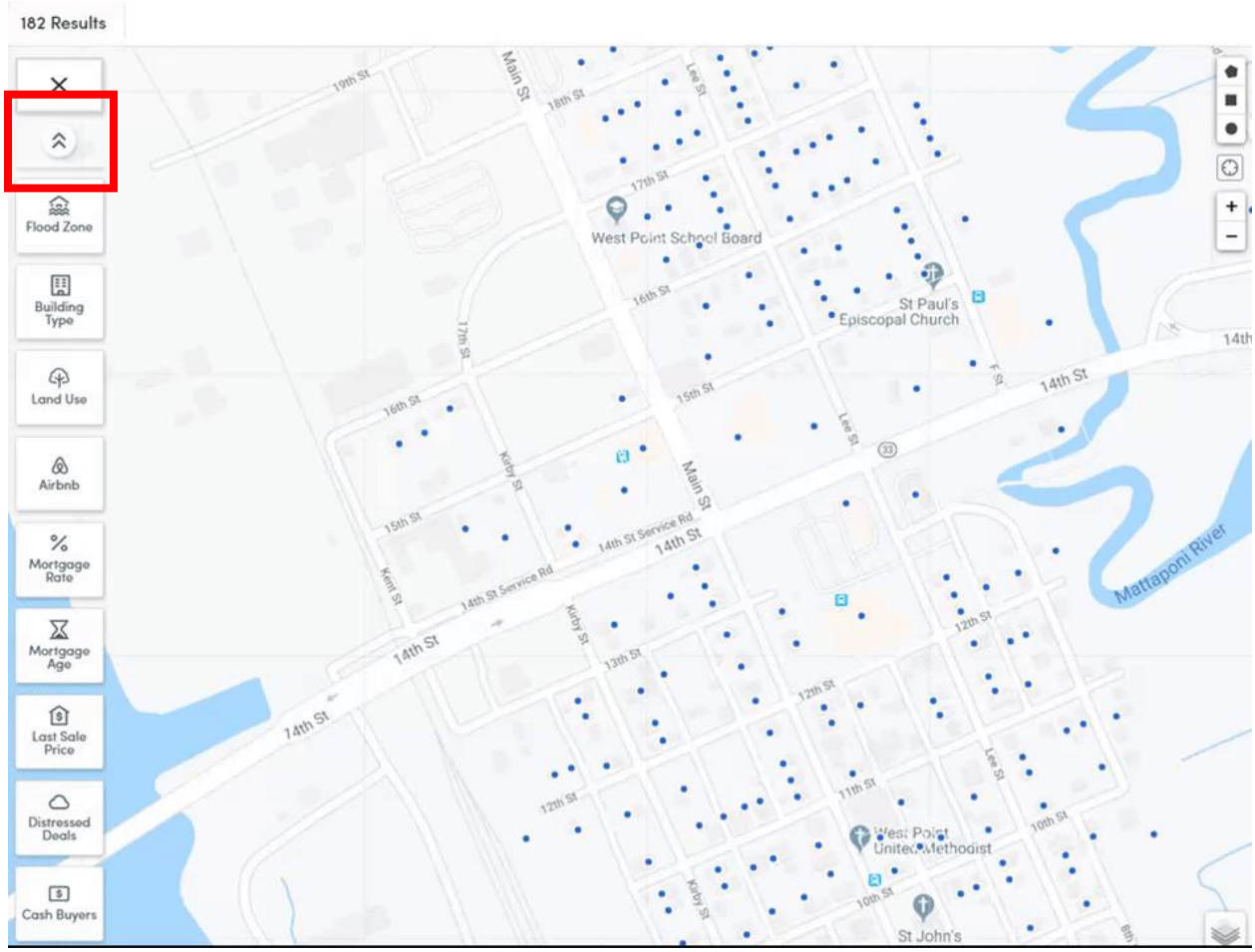


Icon	Functionality - When to Use
My Location	Click this to position the map around your current location, so you can quickly view properties in your area.
Zoom In +	Click this to zoom *in* on the current map view.
Zoom Out −	Click this to zoom *out* on the current map view.

Viewing Flood Map Information?

Exclusively for Pro users, the FEMA Flood Map allows agents to toggle the flood boundaries on and off to get a better representation of where a property structure lies on the Map.

Remine's Flood Zone layer relies on FEMA flood maps to categorize properties into



various risk zones. Just like the other filters, the Flood Map works as a choropleth to allow you to see a quick visual of each property's zone.

Don't see flood zone data in your area? Some areas are currently not mapped by FEMA. Check out the FEMA Flood Map Service Center for the latest FEMA Flood Map Data.

Helpful Terms

National Flood Insurance Program (NFIP): The NFIP aims to reduce the impact of flooding on private and public structures by providing affordable insurance to property owners, renters, and businesses. NFIP also encourages communities to adopt and enforce floodplain management regulations.

Flood Insurance Rate Map (FIRM): The official map of a community on which FEMA has delineated both the special hazard areas and the risk premium zones applicable to the community.

Base Flood Elevation (BFE): The computed elevation to which floodwater is anticipated to rise during the base (1% annual chance) flood event.

What are the FEMA Flood Zone Designations?

The following zones are depicted on community FIRMs or Flood Hazard Boundary Maps. Each zone reflects the severity or type of flooding in the area.

Moderate to Low-Risk Areas - In communities that participate in the NFIP, flood insurance is available to all property owners and renters in these zones:

ZONE	DESCRIPTION
B and X (shaded)	Area of moderate flood hazard, usually the area between the limits of the 100-year and 500-year floods. B Zones are also used to designate base floodplains of lesser hazards, such as areas protected by levees from 100-year flood, or shallow flooding areas with average depths of less than one foot or drainage areas less than 1 square mile.
C and X (unshaded)	Area of minimal flood hazard, usually depicted on FIRMs as above the 500-year flood level. Zone C may have ponding and local drainage problems that don't warrant a detailed study or designation as base floodplain. Zone X is the area determined to be outside the 500-year flood and protected by levee from 100-year flood.

High-Risk Areas - In communities that participate in the NFIP, mandatory flood insurance purchase requirements apply to all of these zones:

ZONE	DESCRIPTION
A	Areas with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. Because detailed analyses are not performed for such areas; no depths or base flood elevations are shown within these zones.
AE	The base floodplain where base flood elevations are provided. AE Zones are now used on new format FIRMs instead of A1-A30 Zones.
A1-30	These are known as numbered A Zones (e.g., A7 or A14). This is the base floodplain where the FIRM shows a BFE (old format).
AH	Areas with a 1% annual chance of shallow flooding, usually in the form of a pond, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.
AO	River or stream flood hazard areas, and areas with a 1% or greater chance of shallow flooding each year, usually in the form of sheet flow, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Average flood depths derived from detailed analyses are shown within these zones.
AR	Areas with a temporarily increased flood risk due to the building or restoration of a flood control system (such as a levee or a dam). Mandatory flood insurance purchase requirements will apply, but rates will not exceed the rates for unnumbered A zones if the structure is built or restored in compliance with Zone AR floodplain management regulations.
A99	Areas with a 1% annual chance of flooding that will be protected by a Federal flood control system where construction has reached specified legal requirements. No depths or base flood elevations are shown within these zones.

High-Risk - Coastal Areas - In communities that participate in the NFIP, mandatory flood insurance purchase requirements apply to all of these zones.

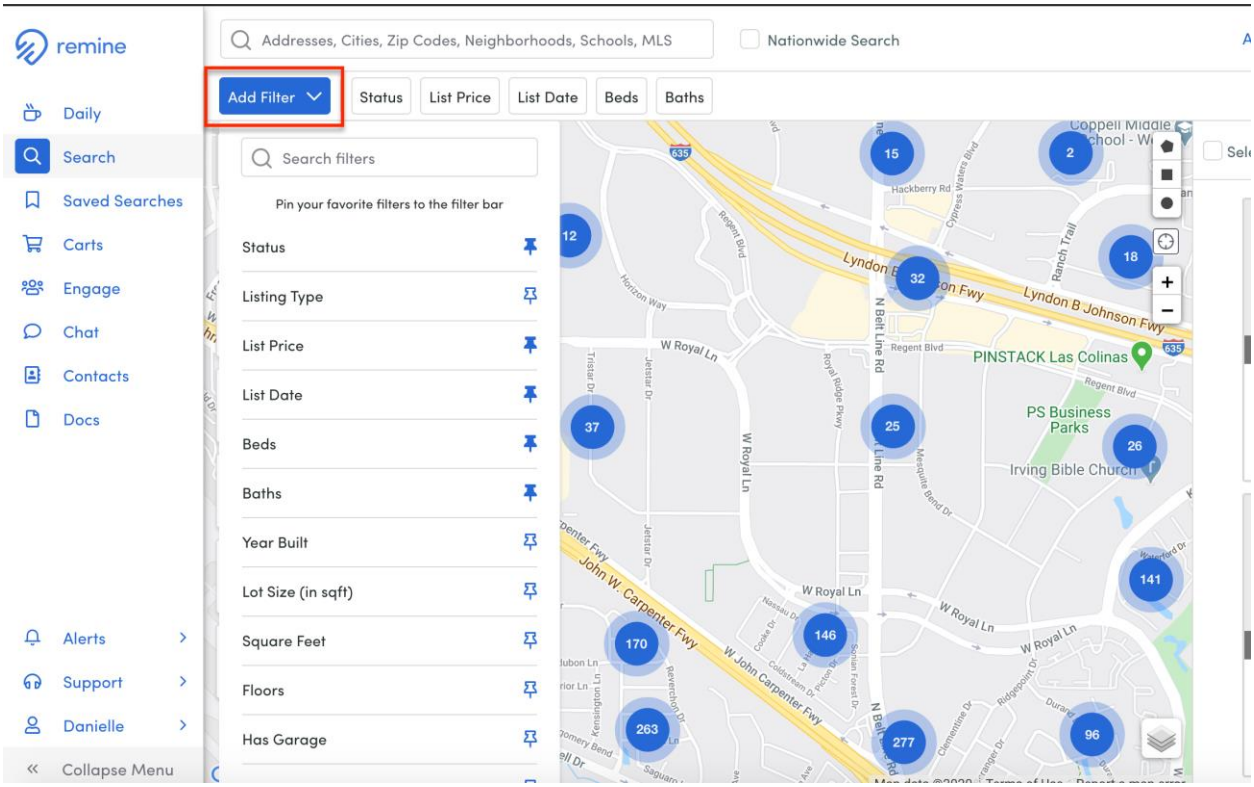
ZONE	DESCRIPTION
V	Coastal areas with a 1% or greater chance of flooding and an additional hazard associated with storm waves. These areas have a 26% chance of flooding over the life of a 30-year mortgage. No base flood elevations are shown within these zones.
VE, V1 - 30	Coastal areas with a 1% or greater chance of flooding and an additional hazard associated with storm waves. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.

Undetermined Risk Areas

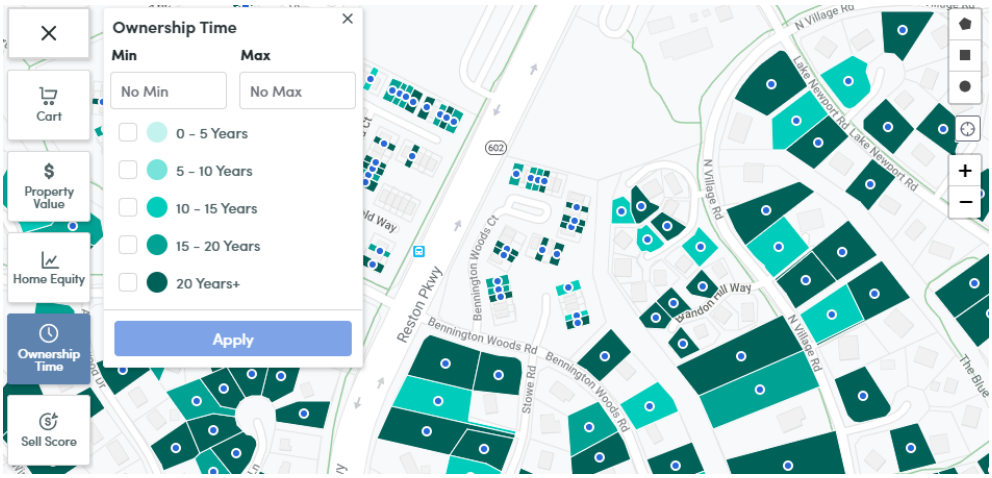
ZONE	DESCRIPTION
D	Areas with possible but undetermined flood hazards. No flood hazard analysis has been conducted. Flood insurance rates are commensurate with the uncertainty of the flood risk.

Filters and Layers

Search is more than just a map. It's a place for you to visualize opportunities using targeted filters that pull from several data sources at once. **Using filters is like doing an advanced search that's geared specifically toward identifying leads.**



Layers display a colorful overlay on the map (also known as choropleth) for quick reference. Once you apply your specified criteria, the choropleth disappears, and the map will only contain properties that meet your specifications.



Available Top-Bar Filters

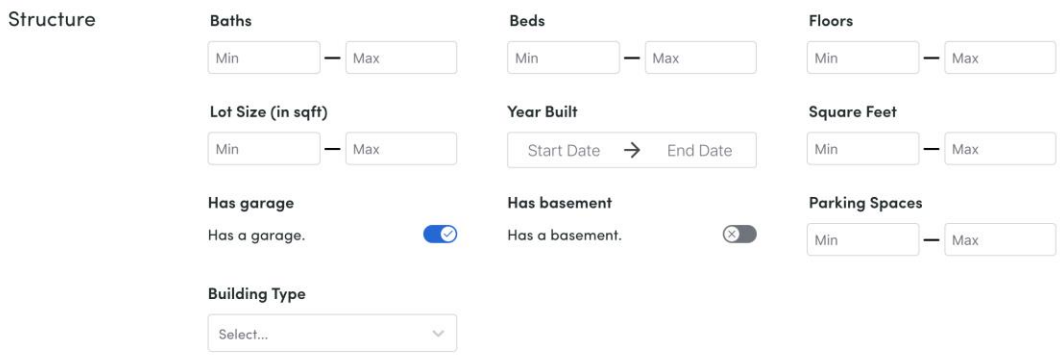
Filter	Description
Status	Displays flags for all the properties within your MLS with their appropriate listing status. When you click a property, you'll see some basic information, and you can click the property card to view the property and listing details. When there are multiple listings in multi-unit properties, the flags display the number of listings within a given property. to the statuses your MLS uses, see the MLS status mappings article that corresponds to your MLS.
Listing Type	Filters by Residential Sale and Residential Lease properties
List Price	Filters by the list price of any property with any of the MLS statuses.
List Date	Filters by the date a property was listed, canceled or expired.
Year Built	Filters by the year the property was built.
Beds	Filters by the number of bedrooms in the property.
Baths	Filters by the number of bathrooms in the property.
Lot Size	Filters by the size of the lot in square feet.
Square Feet	Filters by the size of the home in square feet.
Floors	Filters by the number of floors in the home.
Has Garage	Filters by whether the property has a garage.
Has Basement	Filters by whether the property has a basement.
Parking Spaces	Filters by the number of parking spaces, regardless of the parking type.

Advanced Search

The Advanced Search tool provides the flexibility of doing a deeper dive to identify properties in Remine. Below is an overview of the filters available in Advanced Search.

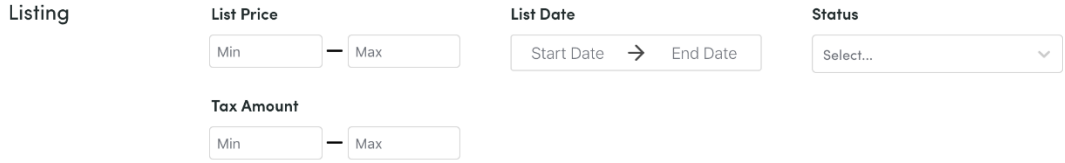
Structure

Search by building attributes, including Beds, Baths, Lot Size (in sq. ft.), and Building Type. Results for the Structure section come from public record data.



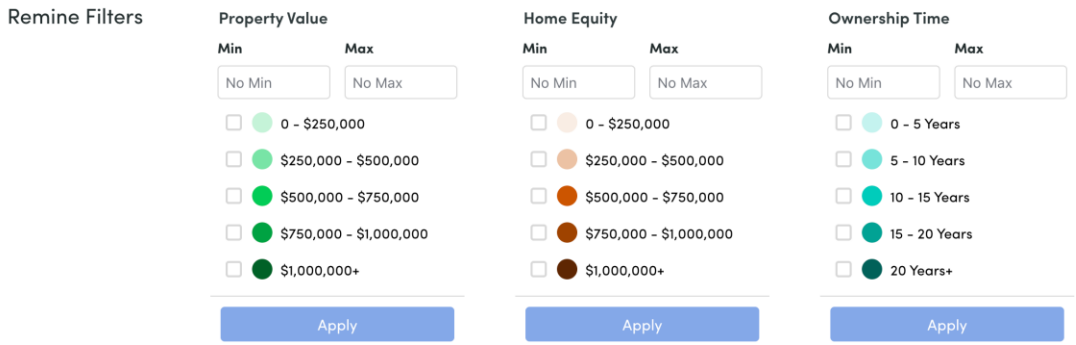
Listing

Search and filter by listing details, including Status, List Date, and List Price.



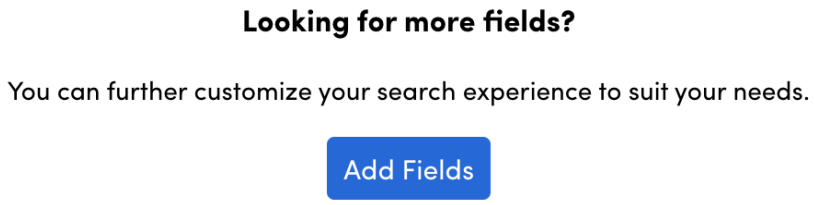
Remine Filters

Search by all available Remine Filters and Layers, including Mortgage Age and Ownership Time.



Additional Filters

Not seeing the filters you need? Click the Add Fields button at the bottom of the Advanced Search screen to add additional fields. The button will look like the image below:



You can also click the  icon in the filters bar to add custom filters.

Remine Pro Layers FAQ

Q: How do I use layers?

A: In Search, you can use Layers to target specific properties and remove any properties that you don't want to be included in your search.

Example:

Let's try finding potential listings in your current neighborhood. We recommend applying the Ownership Time and Home Equity layers to find your market neighborhood.

Since people typically sell their homes every 7 to 12 years, you'd select the Ownership Time layer and set the minimum to 7. When you click Apply, all the blue dots that don't meet that criteria will disappear from the map.

If a person doesn't have enough equity, they probably aren't eligible to sell. To filter based on equity, set the Home Equity layer minimum to 250,000. When you click Apply, more ineligible blue dots will disappear.

From here, you can use the map tools to draw a shape around the area that you want to target and add to carts.

Q: What are the use cases for using Remine filters and layers?

A: **Sell Score:** Remine recommends using the Sell Score filter alongside other filters to increase accuracy. For example, you could combine Sell Score, Ownership Time, and Home Equity.

Absentee: You can use this filter to identify people who may be tired of renting their property and are looking to sell or tenants who are renting and may be ready to buy.

Flood Zone: You can use this filter to ensure that you are not pulling listings that fall in high-risk zones unless your buyers are willing to pay for expensive flood insurance.

Building Type: A great use case for this, is someone that works with condominiums. Using this filter, you pair the Building Type and Home Equity filters to find condo owners with enough equity to sell. You can also add the Sell Score filter to narrow your results to those who are likely to sell within the next year.

Land Use: If you have a client that is interested in a parcel of land, but they are concerned about the zoning of the empty parcel of land across the street. You can view this data instantly with Remine.

Distressed Deals: You can use this filter to find potential opportunities for investors.

Airbnb: You can use this filter if you're working with someone who wants to rent a property. You can use the Airbnb layer to identify popular areas for rentals and average short-term rental prices. Alternatively, you can use this filter if you're working with a buyer who doesn't want to live in an area with lots of short-term rentals. You can use the Airbnb layer to identify areas with fewer short-term rental properties.

Q: How does Remine identify cash buyers?

A: The Cash Buyers overlay displays properties that were paid for in cash.

The transaction date is referenced and whether a mortgage was taken out on the property within 48 hours before or after that date. You can confirm the exact mortgage date on the Property Details page.

When you click Cash Buyers, flags appear for any properties in the area that we've determined were cash sales. This is an overlay, rather than a filter because applying the Cash Buyers overlay does not remove any blue dots.

Q: What if I can't find distressed deals?

A: If you can't find distressed deals your state may not require lenders to report all of these document types. Check your state's foreclosure laws for more information.

Alternatively, if your state's foreclosure laws say it is reported, Remine could be missing data. If you believe the latter is more likely, please Submit a Bug and include corresponding documents, if any.

Q: How does the Airbnb overlay work?

A: Airbnb is a company that specializes in vacation home rentals. Individuals can use Airbnb to set up short-term rentals for their own properties.

The Airbnb overlay in Remine displays flags for available Airbnb rentals in the area. Airbnb does not publicly reveal property addresses for security reasons. Specific addresses are only provided to guests after they book a rental.

Since Remine doesn’t receive addresses from Airbnb, the flags displayed in Remine don't correspond to any particular blue property dots, and you cannot filter for Airbnbs. However, the flags will appear within the neighborhood or block of the rental, so the Airbnb layer is useful for identifying the concentration of short-term rental properties in a given area.

Q: What is predictive analytics?

A: Predictive analytics involves using historical data with machine learning and artificial intelligence to predict what will happen in the future. Remine analyzes historical data with a mathematical model that considers key trends and patterns. We then apply this model to current data to predict what will happen next.

Q: How accurate is the Sell Score?

A: A High Sell Score property is 2 to 6 times more likely to transact in the next 6 months than a randomly selected property.

What does this mean?

If you select 100 off-market homes at random, on average, 2 to 3 of those properties will likely sell in the next 6 months.

If you select 100 off-market homes with a High Sell Score, 5 to 20 of those properties will likely sell in the next 6 months.

Tip: Using the Sell Score in conjunction with other layers, like Home Equity and Ownership Time, can increase the probability that you're targeting properties that are likely to sell.

How is the Sell Score's accuracy measured?

The Sell Score's performance through an equation that compares properties with a High Sell Score to the homes that have sold. Remine runs this equation in limited geographic areas to calculate accuracy among various markets.

Q: Why should I use the Sell Score?

A: The purpose of predictive analytics is to help you prioritize your time, so you can reach out to the right people with the right message. The Sell Score is a tool to help with prioritization. While you may not have the time or resources to send out 10,000 mailers to build your brand, you can instead focus on 100 properties with High Sell Scores and yield better results.

Q: How often does Remine calculate the Sell Score?

A: The Sell Scores are calculated biweekly to keep the scores as up-to-date as possible. Not every property will see a difference with each Sell Score update, but an average of about 5% of properties change each month.

A property's Sell Score may change over time as new or updated information is received. The Sell Score model is always changing and improving, so Sell Score changes are a good thing.

Q: How is Sell Score calculated?

A: Using weighted values, so you may occasionally come across some surprising results (e.g., a property that transacted within the last year with a high Sell Score).

The following are the primary variables that affect the Sell Score:

Property attributes (e.g., square footage, bedrooms/bathrooms, and current valuation).

Property transaction history (e.g., time since last sale, current mortgage(s), and foreclosure history).

Neighborhood averages of the previous two variables, for many different neighborhoods (e.g., by ZIP code, by city, and by state).

When any of these data points change, the Sell Score changes accordingly.

Q: Why don't I see a Sell Score on this property?

A: Remine disables Sell Score for active listings and leaves it disabled until 6 months after the property has sold, the listing has expired, or the listing has been canceled.

Remine Pro Carts

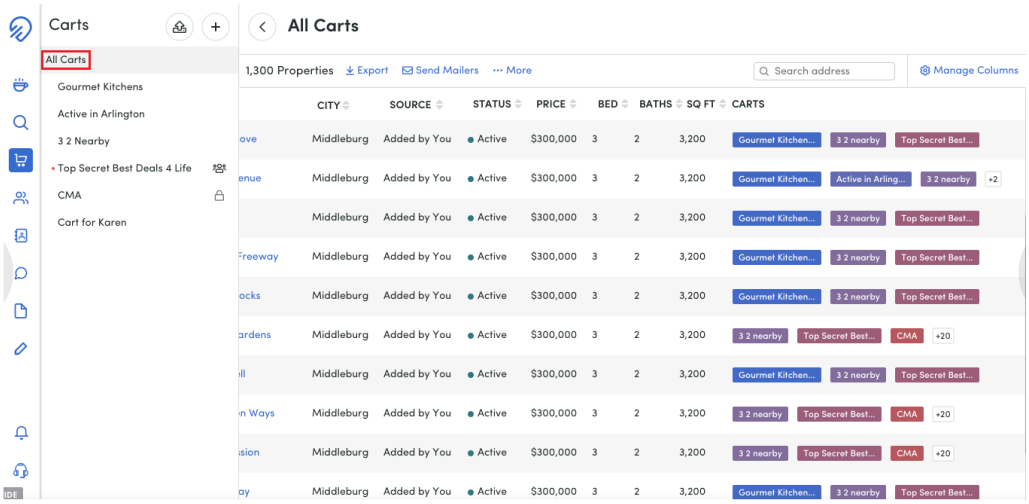
- **What is a Cart?**
- **How Do I Create a Cart?**
- **How Do I Add Properties to a Cart?**
- **How Do I Remove Properties from a Cart?**
- **How Do I Share a Cart?**
- **How Do I Upload to a Cart?**
- **Carts FAQs**

<u>What is a Cart?</u>

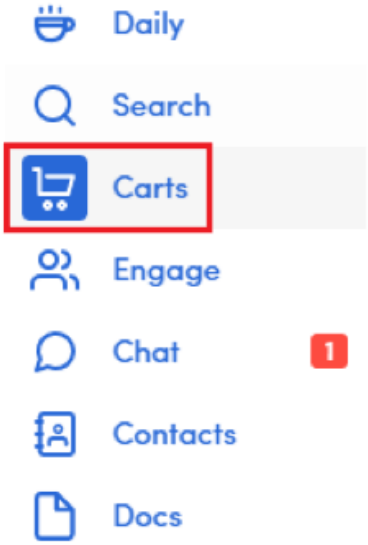
In Remine, a Cart is simply a collection of properties. It can be a group of properties that you would like to share with clients or a geographic farm of properties that you're particularly interested in keeping tabs on.

All Carts

This feature will allow you to view all of your carts in one full list. This can help you visualize the full scope of carted properties, including properties that are tied to multiple carts. All Carts provide most of the same functionality as the individual carts, such as the ability to sort, search, and manage columns.



From the left-hand menu, select Carts, and the All 'Carts' options will be the default view.



Navigating within the Carts page

Once on the Carts page, you can perform various tasks such as adding, removing, or duplicating a Cart, as well as managing the columns that appear in the table.

Create a Cart

1. Click the mceclip1.png icon at the top of the Carts page

2. In the Cart Name section, enter a name for the Cart

3. Click the Create Cart button to save the Cart

Rename a Cart

1. Click the down arrow next to the Cart name and select **Rename**
2. Enter the new name of the Cart
3. Click the ✓ icon to save the name. Click the ✕ icon to cancel the update.

Delete a Cart

1. Click the down arrow next to the Cart name and select Delete
2. In the popup window, type DELETE in all caps
3. Click the Delete button to confirm the deletion of the cart

Note: Once a Cart is deleted, it cannot be undone. You do have the option to recreate the Cart.

Duplicate a Cart

You may want to duplicate a Cart if you would like to share similar properties with multiple clients.

1. Click the down arrow next to the Cart name and select Delete
2. In the popup window, type DELETE in all caps
3. Click the Delete button to confirm the deletion of the cart

Manage Columns in Carts

You may choose to rearrange the column order if you would like to see DOM before Listing ID or have a preference of how you would like to see the data on the Carts page.

1. Click Manage Columns in the top, right-hand corner
2. In the section on the left, click the mceclip1.png icon to add that column to the table on the Carts page
3. In the section on the right, click the mceclip4.png icon to remove that column from the table on the Carts page

Note: The Address and City columns cannot be removed.

Click the icon to drag and drop and change the order of how you would like the columns to appear on the Carts page

Click **Save** to save the selection. Click the icon in the top, right-hand corner to Cancel your changes

Search Address

Search by any address parameter including Street, City, State, or Zip Code, in the Search Address field at the top of the page.

How Do I Create a Cart?

As an agent, you can create a cart both on the Search map and within the Carts page of the application. Once a cart is created, Agents can interact with those properties including sharing them with clients and sending mailers.

Creating a Cart in Search

1. Apply your selected Filters and Layers on the Search map
2. Check the box next to the properties you would like to add to the Cart
3. Click the **Cart** button in the top, right-hand corner of the Search map
4. In the dropdown, select **New Cart** at the bottom
5. Give the cart a **Cart Name** then select **Create Cart** at the bottom of the window

Once the cart is created, you can click the blue **Add to cart button** option to add the properties to the cart.

Creating a Cart in the Carts page

1. In the top, left-hand side of the Carts page, select the  button
2. Give the cart a **Cart Name**
3. Click **Create Cart** at the bottom of the popup

How Do I Add Properties to a Cart?

Once you have created a cart you can add a new property or group of properties to that cart at any time. This article will outline how to add properties to a Cart in Remine.

Adding Properties to a Cart in Search

To find an area of interest, use the **search bar** located at the top of the search page - you can search by Address, Zip, School, and neighborhood. Once you have selected your target, you can use the map-drawing tools to further define the area. Next, use the **Layers** on the left-hand side of the map to eliminate any properties that do not meet your criteria. Once that is complete, you are ready to add your properties to a cart!

1. On the right-hand Property Card's menu, click **Select All**.
2. Next, select the 

in the top right-hand corner
3. Next, you can select the Cart that you would like to add the property to, or you can create a new Cart.
4. Select, **Add Properties to Cart**
5. Once your properties have been successfully added to the cart, a Success message will display in the top, right-hand corner of the Discover Map. From there, you can add additional properties to carts!

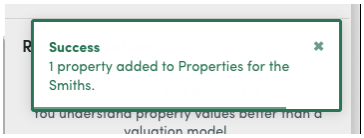
Adding a Property to a Cart from the Property Details Page

1. In the Property Details Page click the **Add to Cart** button on the left-hand, property info menu.

2. Choose the Cart you would like to add the property to in the dropdown

3. Click **Add Property to Cart** at the bottom of the popup

4. Once the property has been successfully added to the cart, a Success message will display in the top, right-hand corner of the Property Details page.



How Do I Remove Properties from a Cart?

Note: You must be on the Carts page to remove a property from a Cart.

Just as you can add properties to carts, you can remove properties from a cart if they no longer meet the needs of your client or you as an Agent.

1. On the Carts page, open the Cart to which the property belongs
2. Check the box next to the property that you would like to remove

Tip: You can check multiple boxes or the Select All checkbox to remove a group of properties from a Cart

3. Click More at the top of the page
4. In the dropdown, select Remove
5. In the popup, enter the word DELETE in all caps to confirm that you are removing the selected property or properties from the cart. Then click Delete.
6. A success message will display on the top, right-hand side of the page when the properties have been removed

Note: Deleting a property from a Cart cannot be undone. To add the property again, see our article Adding Properties to a Cart.

How Do I Share a Cart?

After you've invited your clients to Remine, you may choose to share specific properties that you have in mind for them. Once you've created a Cart and added properties to a Cart, sharing with your clients is quick and easy!

Note: To share a Cart with an individual, they must be in your Contacts list in Remine. To learn more about adding Contacts in Remine, see the Adding Contacts article.

1. On the Carts page, open the Cart you would like to share
2. Click the Share button in the top, right-hand corner
3. Select a contact in the Contacts list or add a new contact
4. Click the Share Cart button

Your client will receive an email letting them know that they can sign into Remine to view your handpicked properties!

As your clients like and dislike shared properties on Remine.com, their feedback will display on the Carts page as well.

How to unshare a Cart with a client

1. Within the Cart, click the Edit Share button
2. Click the "X" next to the contact that you would like to unshare with
3. Click the Unshare All button

Once a Cart has been unshared, it will be removed from your client's Favorite Groups.

How Do I Upload to a Cart?

Upload a CSV file and match those property addresses in just a few simple steps! Matched properties are automatically added to a cart for easy trackability.

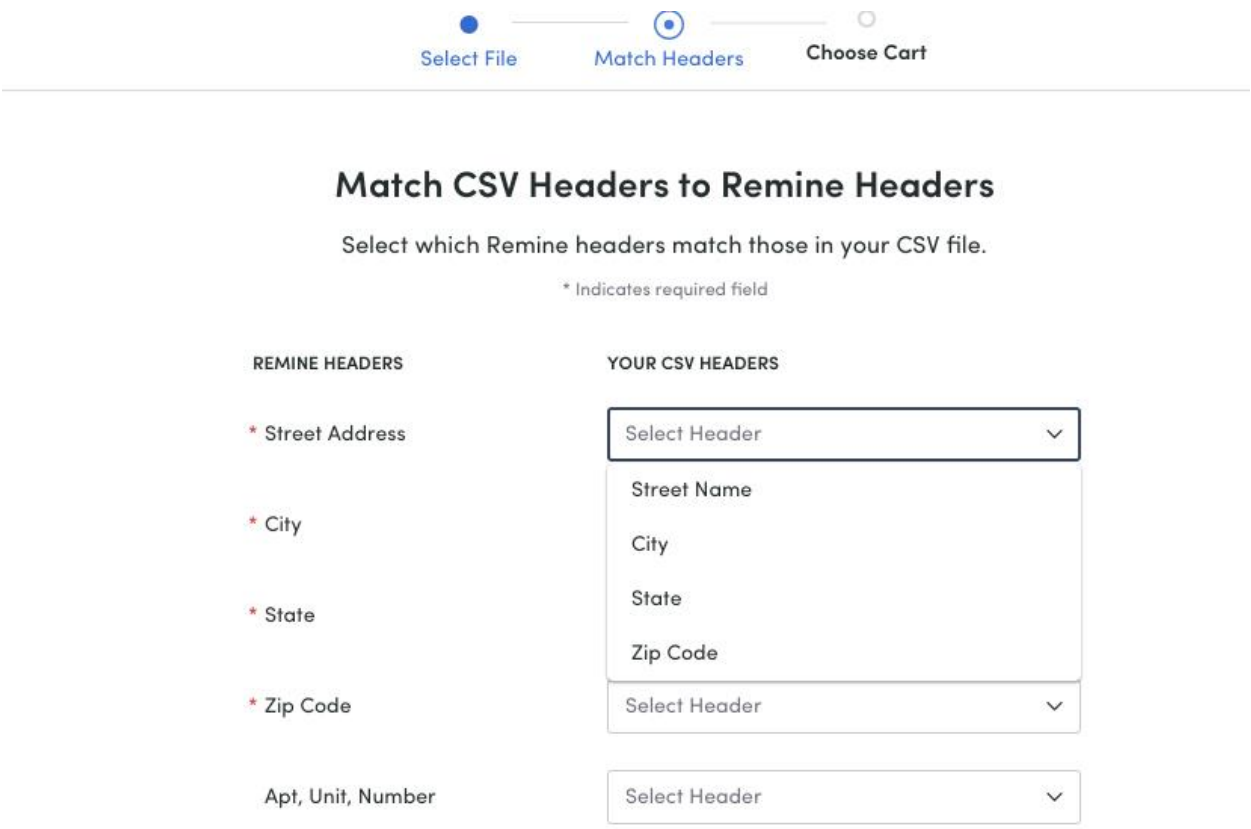
Ready to upload your CSV to Remine? Follow the steps below:

1. Go to the Carts page, then click the Upload button.

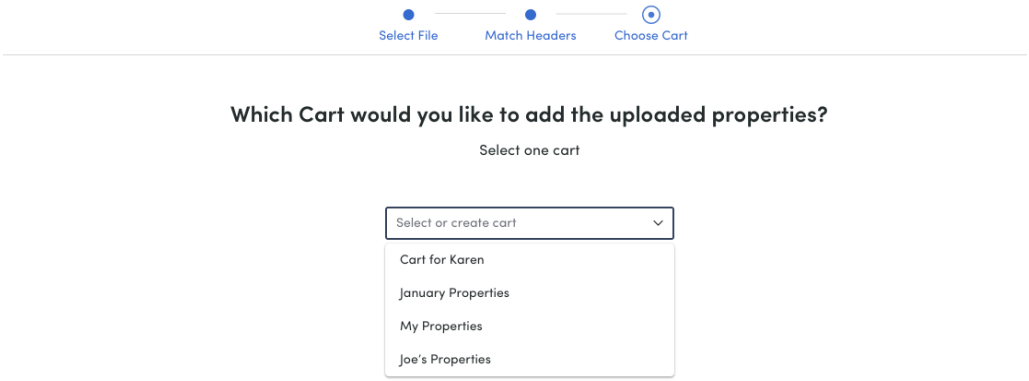
2. Upload or drag and drop a file. (You'll also have the option to download Remine's preferred template.)

3. We want you to get as many matches as possible! That's why you'll see a visual example of the best way to format your CSV. Once you're happy with the format of your CSV, go ahead and upload it.

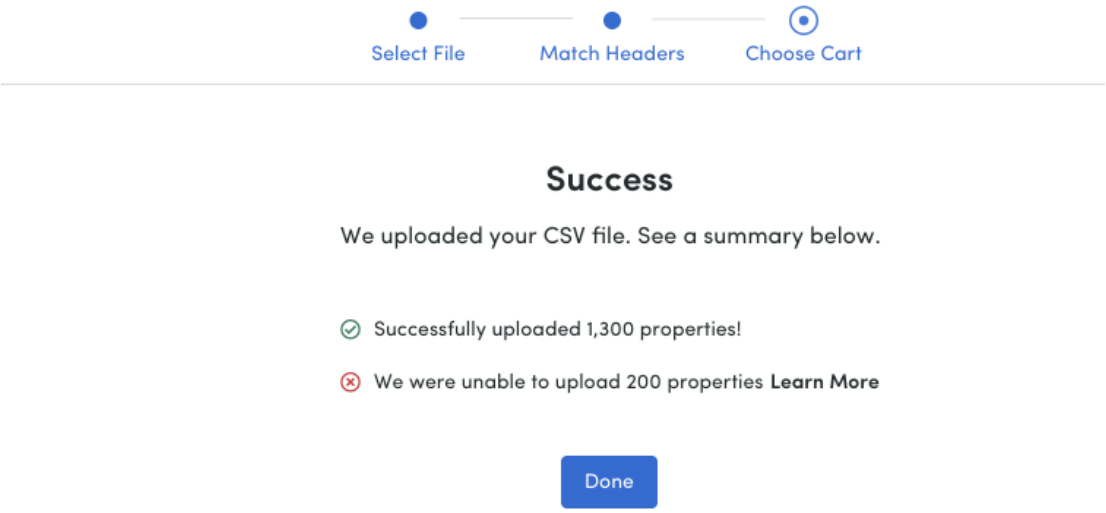
4. After your file loads, you'll be prompted to match the default Remine headers with the headers in the CSV file.



5. Then, you'll be prompted to assign the uploaded properties to a cart. You can assign these properties to a brand-new cart or add them to an existing one.



6. Time to let Remine do the heavy lifting! You'll see a loading screen letting you know the file is being uploaded. Remember, the system needs to take this time to successfully match your listed properties! If you've uploaded a large file, this might take a little bit longer. Don't worry! You'll see a notification that the upload may take a while, and we'll email you when the upload is complete.
7. If the file is within the size limit for immediate upload, you'll see a screen that will let you know how many properties were successfully matched and how many were not matched.



8. Click Done to go right to the individual cart.

How do I export Carts in Remine?

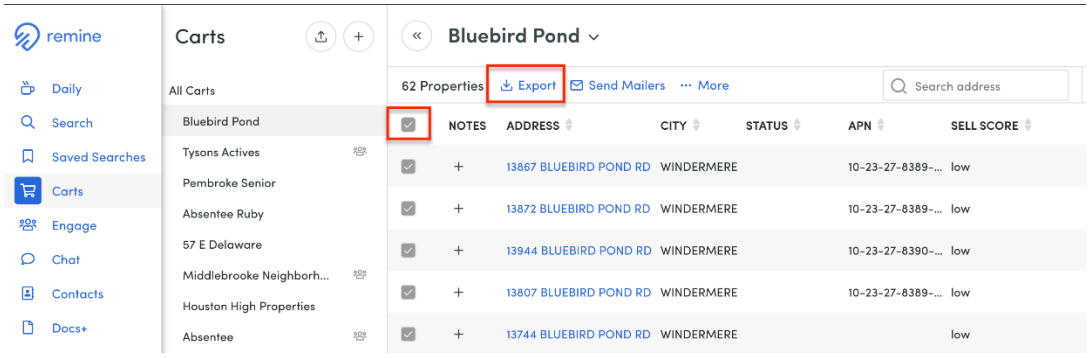
After you have created a Cart and added properties to that Cart, you can export them in a CSV from the Carts page. You can also export a list of your Contacts from the Contacts page.

Creating a CSV Export from Carts

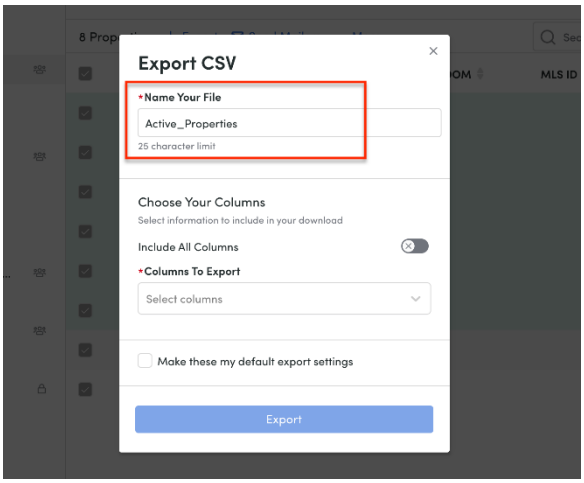
1. Open the Cart for which you would like to export data.

2. Check the box next to the properties you would like to export or check the box in the headers section to Select All properties in the cart.

3. Click the Export button at the top of the page.



4. Name the file - this is how it will export from Remine.

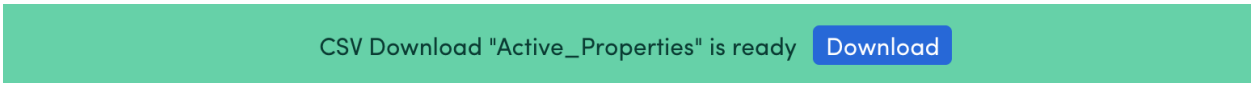


Note: File names cannot contain spaces or special characters.

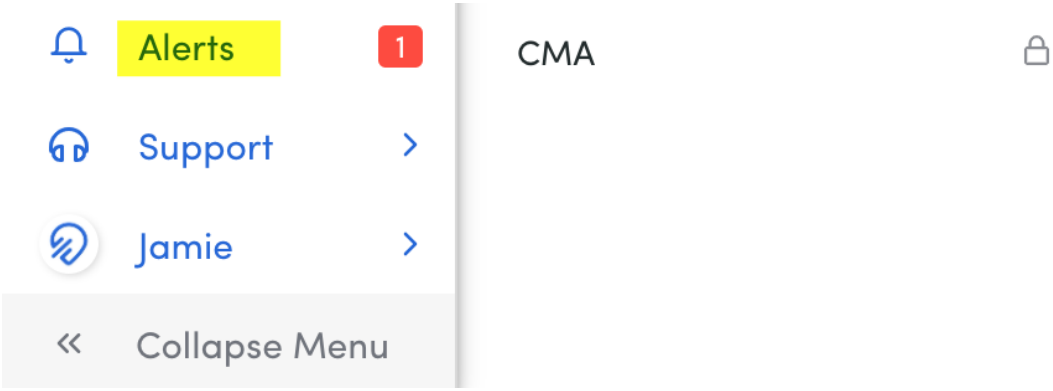
5. Select the columns that you would like to export then click Export. You can also choose to Include All Columns if you would like.

Tip: To quickly add columns, begin typing the name of the column in the dropdown box. You can save these as your default columns so that every export moving forward will include those specific columns.

6. You will receive a banner at the top of the page, saying that you will be notified when the export is complete.



7. The notification will appear in the Alerts section in the bottom, left-hand corner of the application.



Property Details and Data

Everything there is to know about the properties you see

Property Results

- **How Do I View a List of Units?**
- **How Do I Purchase Deeds and Plats?**
- **What Is the Public Record Data One-Page Report?**
- **How Do I Print Custom Reports?**
- **What Is Included in the Property Details Page?**
- **What Are Unmapped Listings?**

Data in Remine

- **How Do I Find Distressed Properties?**
- **What Are Estimated Bedrooms?**
- **How Do I Add a Remine Valuation?**
- **What Are Remine's Listing Statuses?**

Associated People

- **How Do I Find Associated People?**

Property Details

How Do I View a List of Units?

Remine is making it easier for you to take action on the units in a building. You can now choose whether you want to see units in the form of a property card or as a table list view.

Property Card:

Here you can see an example property card for a unit in a building. From the property card, you can see that there are 71 total units in the building, that the unit (Apt 505) is currently off-market, and that the sell score is low. You can select Building Details to view more information about the property, or you can select View All Units to see a table list view of all units.

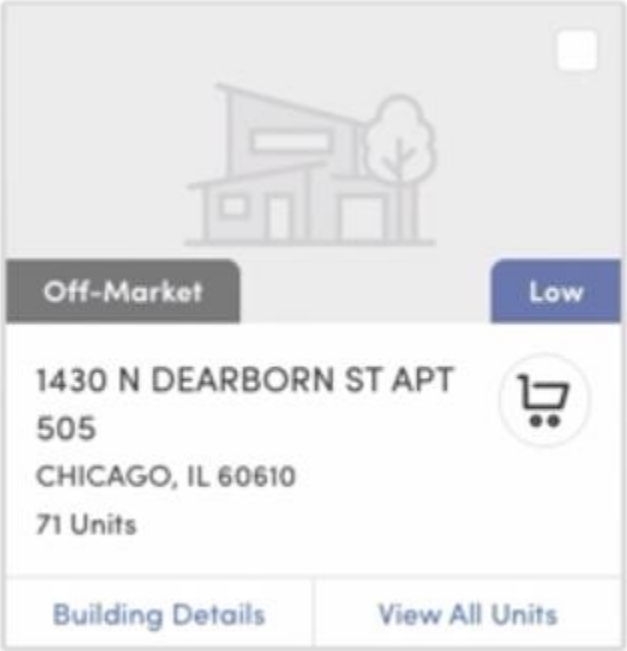


Table List View

Here's a view of the unit list. This view offers a table/list version of the unit information, along with details on status, equity, beds, baths, square footage, and lot size. You can also export units or add them to a cart. Just select the checkboxes next to the units you would like to export or add to a cart, then click the Export or Add to Cart button on the top bar.

How to Purchase a Deed

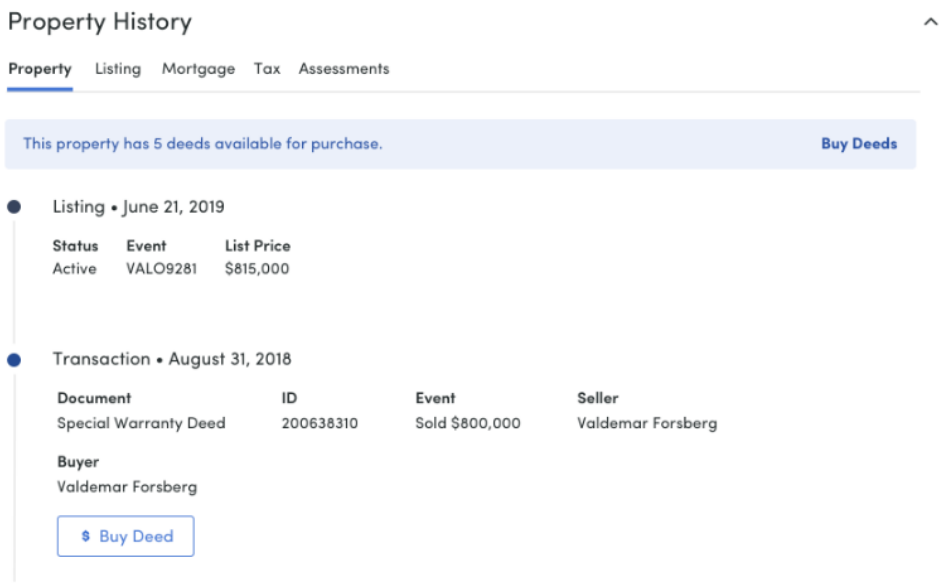
Having specific details on a property transfer can assist in understanding the full picture of the property history. You can purchase Deeds directly from the Property Details page in Remine.

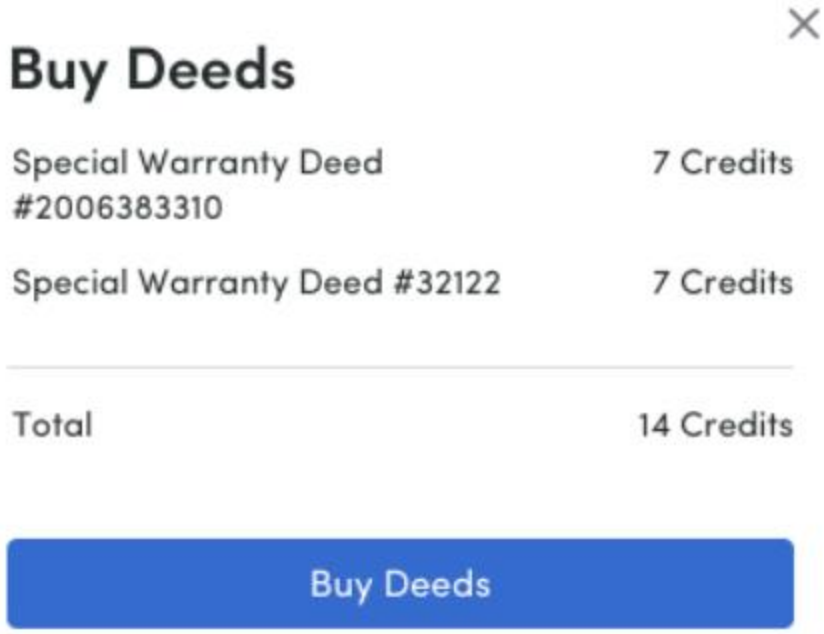
Note: If a Deed is available, you will see it in the Property History section of the Property Details page.

1. Within the Property Details Page, scroll down to Property History.

2. In the Property tab, you have the option to purchase individual deeds. You can also purchase all deeds for a property by clicking "Buy Deeds" in the blue banner.

Deeds can be purchased with credits (historically used for Contact information) at a rate of $7/deed.





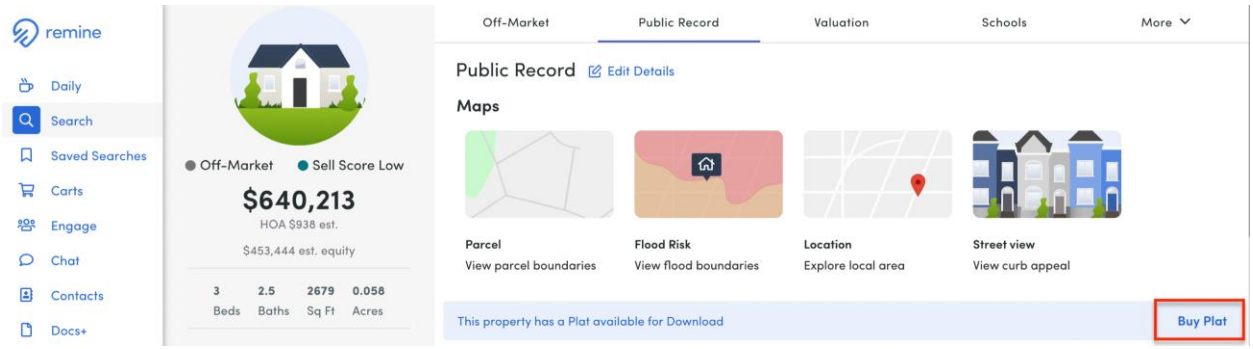
How to Purchase a Plat.

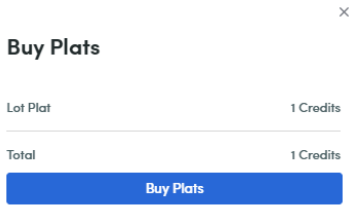
A Plat Map provides information on the division of land in a given area.

1. In the Property Details Page, scroll to the Public Record section.

2. If a Plat is available, you will see the Buy Plat option to purchase the plat map.

Plats can be purchased with credits (historically used for Contact information) at a rate of $1/plat.





What Is the Public Record Data One-Page Report?

You can print a One-page report that only contains Public Record Data (PRD) for both On-Market and Off-Market status properties. You will also have the ability to choose which evaluations that you would like to be included, such as First American, Black Knight, and Redfin.

Sections Included in PRD print:

Key Stats

Building Features

Structure

Utilities

Flood Zone

Lot

APNs

Home Value

Property History

Here is a sample PRD report: (to enlarge, right-click and select open image in new tab)

12645 NE FREMONT ST
PORTLAND OR 97230

Single Family Residential
SCHMIDT ANNE A TR & SCHMIDT DEAN E TR

Owned 23.5 years

KEY STATS

Occupancy Status	Corporate Ownership	Absentee Owner
Occupied	Yes	No

Mailing Address
12645 NE FREMONT ST
PORTLAND OR 97230

County	Subdivision	Legal Description
Multnomah County	ARGAY TERR	ARGAY TERR, BLOCK 1; LOT 1 EXC W 81.32; LOT 2

BUILDING FEATURES

Total SqFt	Tax Living Area	Bedrooms	Full Baths
2928	2826	7	3
Year Built			
1960	--	--	--

STRUCTURE

Stories	Roof Type	Roof Cover Type
1	GABLE	Composition Shingle

UTILITIES

Heating	Sewer
Forced air unit	Municipal

FLOOD ZONE

FEMA Map Date	FEMA Map Number	Flood Zone Code	Flood Risk
11/26/2010	41051C0120F	X	Low/Medium Risk

LOT

Lot Acres	Lot SqFt	Land Use	Zoning
0.211	9200	Single Family Residential	R7
Lat, Long	**Block**	**Lot Number**	
45.55, -122.53	1	1-2	--

APNs

1N2E23CC 07200	R107425	1N2E23CC07200

HOME VALUE

Value	Loan Balance	Net Equity	Percent Equity
$415,713 est.	--	$415,713 est.	100% est.

First American	Black Knight	Redfin
$415,713 est.	$413,200 est.	$420,775 est.

Powered by REDFIN

PROPERTY HISTORY

Date	Document	Event
07/09/96	Intrafamily Transfer & Dissolution	--

Seller	Buyer
SCHMIDT DEAN E SCHMIDT ANNE A	SCHMIDT ANNE A SCHMIDT DEAN E

TAXES

Tax Year	Assessed Total	Assessed Improvement	Tax
2019	--	--	$5,408.09
2018	$268,050	$0	$5,223.77
2017	$239,490	$0	$5,034.39

Printed 01/16/2020

remine

Information is believed to be accurate, but should not be relied upon without verification.

How Do I Print Custom Reports?

Remine gives agents the ability to pick and choose which sections of the Property Details page they would like to print for their report. You can customize the following:

Agent Full (for on-market status)

Agent Full (for off-market status)

One-page Public Record Data Report

Client Full (for on-market status)

Gallery View

What does this mean for you? You can print information on the sections that are most relevant to you. For example, if you are working with a retired couple, it is less likely they are going to be concerned with school rating information.

This customized option is of the biggest benefit to agents that would like to present specific AVMs in their reports. You will be able to select and deselect the suitable Valuations to include: Redfin, First American, and Black Knight. You will also be able to save your printing preferences for future use.

To Print a Custom Report

1. Go to the Property Details of any property of interest.
2. Select Print from the menu options on the left.

Depending on the listing, you will have different printing options available.

Agent Full (On-Market status)

- Listing Details
- Property Images
- Public Record
- Valuation
- Schools
- Demographics
- Property History
- Associated People
- Add Valuations
- Choose File Name

- Ability to set default settings

Agent Full (Off-Market status)

- Public Record Data
- Schools
- Valuations
- Property History
- Demographics
- Associated People
- Ability to set default settings

One-Page Public Record Data

- Public Record Data
- Valuations
- Choose File Name
- Ability to set default settings

Client-Full (On-Market status)

- Listing Details
- Property Images
- Public Record Data
- Schools
- Valuations
- Demographics
- Property History
- Valuations
- Choose File Name
- Ability to set default settings

Gallery View

- Images
- Choose File Name

What Is Included in the Property Details Page?

The Property Details page displays the available public record data (henceforth, referred to as PRD) about a single property. On this page, you can view data, cart the property, buy contact information and add it to your Contacts page.

On the left-hand side of the Property Details page, you will see the options to add to cart, share, print, create a CMA 360, and Schedule a Tour (if this is offered by your MLS and enabled).

Note: The information found on the Property Details page is largely comprised of data from the county and municipality (if applicable), apart from Net Equity and Flood Zone.

Property Details Page Headers

Public Record

Maps:

- **Parcel:** Will display the lot dimensions for the property
- **Flood Risk:** The flood zone is derived directly from the latest digital FEMA flood map available for the area.
- **Location:** Explore the area surrounding the subject property
- **Street View:** Check out the property using the Google Map Street View

Key Stats:
Remine determines whether the owner is absentee or if the property is owner-occupied in this section relative to public records, as well as the APN/PIN/PID.

Building Features:
Features such as square footage, bed, and bath county can be found in this section.

Structure Features:
Features such as the number of stories, the roof type and more can be found in this section.

Parking:
If the property has a garage, it is displayed here along with how many spaces are available.

Lot:
The land-use type, the lot acreage, the lot square footage, and zoning data are found here.

Utilities:
The information available on heating, air conditioning, and sewer type are found here.

Net Equity:
The net equity by subtracting the estimated loan balance from the First American valuation.

Active Mortgage:
The current mortgage's original loan amount, type, and the lender is public record.

HOA:
First American (FA) provides information about HOA liens against properties and FA cross-references those liens with neighborhood boundaries to determine whether a property falls within the jurisdiction of an HOA, as well as HOA dues.

Valuation

Average Valuation:
Remine determines Average Valuation based on valuations from First American, Black Knight, and Redfin. They all use their proprietary AVMs to calculate property value.

Adding Valuation:
As an agent, you know better than any automated valuation model (AVM) what a property is worth. So after you've walked through a property and determined your own estimated value, you can add your valuation to the property on the Property Details page. When you add your valuation, it's calculated into the average valuation for the property.

Schools

Top Closest to Property
Remine displays the nearest schools to the property based on the school data Niche provides. This data takes into account open enrollment states, which is why sometimes the list of schools may be longer than expected.

Demographics

Education: Percentage of the neighborhood that pursued a college education and above.

Have Children: Percentage of the neighborhood families that have children.

Average Household: The number of years people in this neighborhood tend to live in the home.

Average Income: The average income of the neighborhood.

Average Age: The average age

Property History

Property:
Within this section, you will see data such as deeds and listing information.

Mortgage:
If the county provides this data, we include all available historical mortgage information for the selected property.

Tax:
Total tax history for this property broken down by year is displayed in a table here.

Assessments:
The totals and respective assessments for land and improvement are found here broken down by assessment year for this property. A

Associated People

Owner:

Owners of the property are displayed here and signified by an owner tag. You'll also see their Sell Score and available contact information for a purchase.

Note: *Contact information is available for free on the Pro plan.*

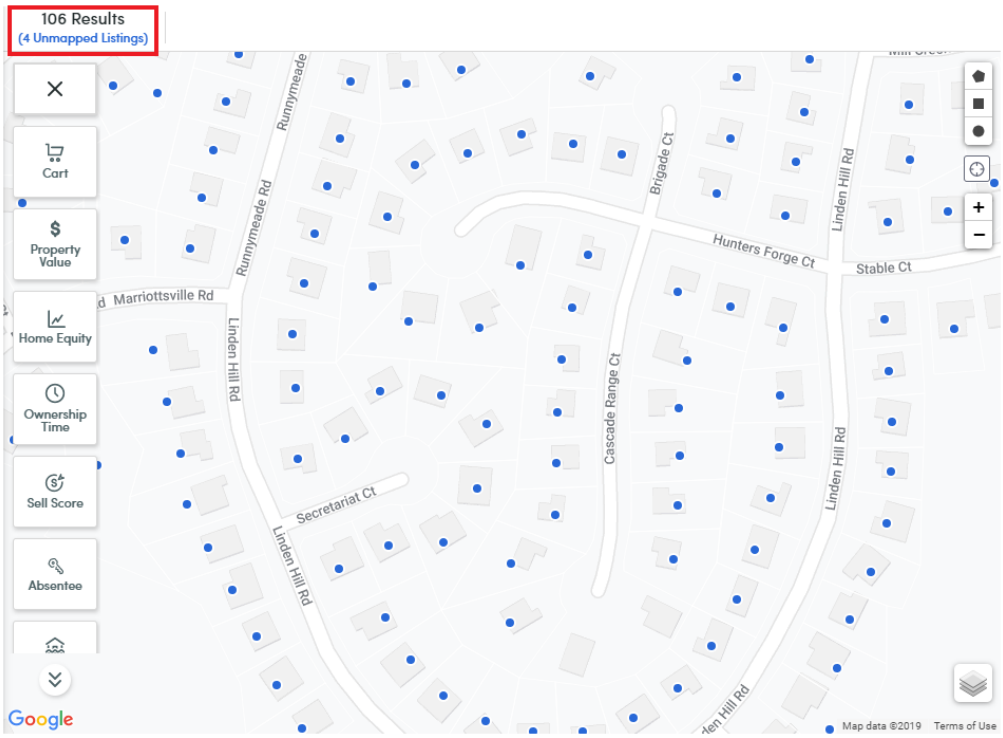
Others Associated with Property

People associated with this property are displayed here along with their Sell Score and available contact information.

Note: *Contact information is available for free on the Pro plan.*

What Are Unmapped Listings?

In the upper left corner of the Search map, you may see a link indicating that there are unmapped listings:



Unmapped listings in Remine are listings that we can't match to a blue dot. We populate our MLS listing data by matching listings to addresses in our property data. When we can't match a listing, we add it to our database of unmapped listings. The number of unmapped listings you'll see in any given map view changes based on the visible map area.

You cannot add unmapped listings to Carts, and they are not included in your results when you add to Carts in bulk. The number of unmapped listings is not affected by any filters that you apply but is simply there for your reference.

There are two main reasons why a listing may not match properly:

1. The listing data doesn't match the data we collect from the public record (e.g., street address or tax identification number).
2. We're missing data from the county, so we don't have a property in our system to match the listing.

Sell Score will always be disabled for unmapped listings, regardless of any sold, expired, or canceled dates. We calculate Sell Score based on several data points tied to a property's public record, therefore we can't calculate a Sell Score with just listing data. See the What is the Sell Score? article for more information.

Unmapped listing example

There are many reasons why a match may not be located.

- The parcel number (tax identification) included in the listing doesn't match the parcel number for any unit in the building.
- 5225 Pooks Hill Road is a multi-unit property, so the listing is also missing an apartment number.
- The listing doesn't include the street suffix, which is Road.

View details for unmapped listings

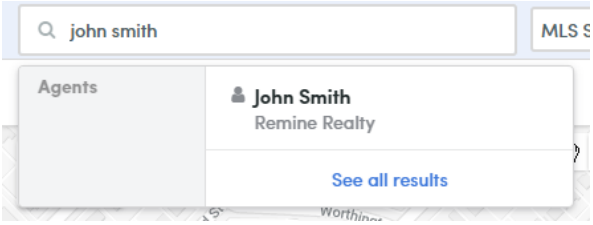
In the case that there's a listing that has an assigned MLSID, but we aren't able to match that listing to an address in our system, you can still view a simple details page with just the listing information.

Click the (# Unmapped Listings) link in the upper left corner of the Search map to view a list of unmapped properties in the area.

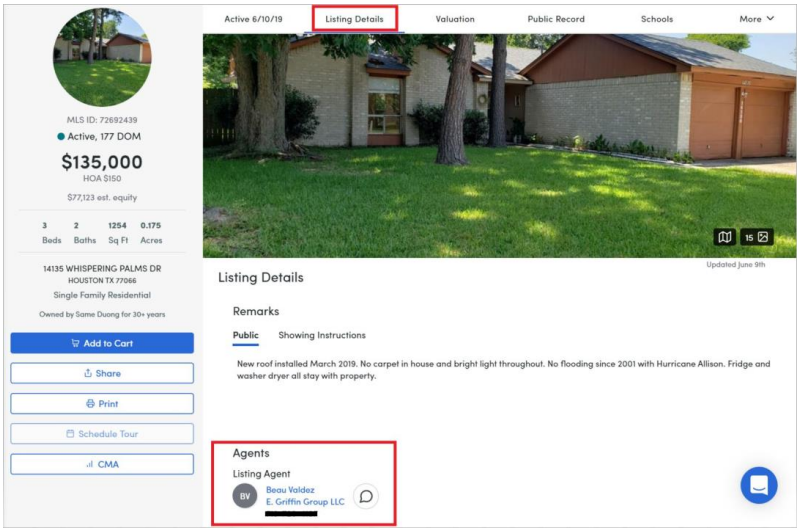
Viewing Agent Details

There are two ways to view agent details:

- Use the search bar at the top of the screen to find an agent. The person's name will appear in the Agents section of the search results. Click the agent's name.



- On an Active Listing's Property Details page, navigate to the Listing Details section. Click the agent's name.



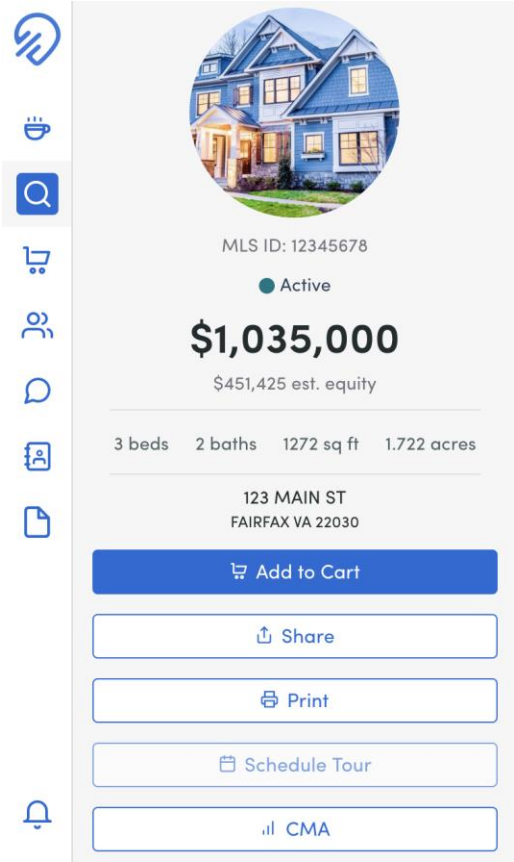
Using either of these methods, when you click the agent's name, the agent details appear. This page displays the agent's contact information, as well as the agent's most recent listings.

Property Details FAQs

Q: How do I schedule a Showing for an active property in Remine?

A: The following steps outline how to schedule a showing for an active property.

1. Open the Property Details page for an active listing where you want to schedule a showing with ShowingTime.
2. If the listing agent has configured ShowingTime for the property:
    - You'll check Schedule Tour on the left-hand side of the Property Details page.

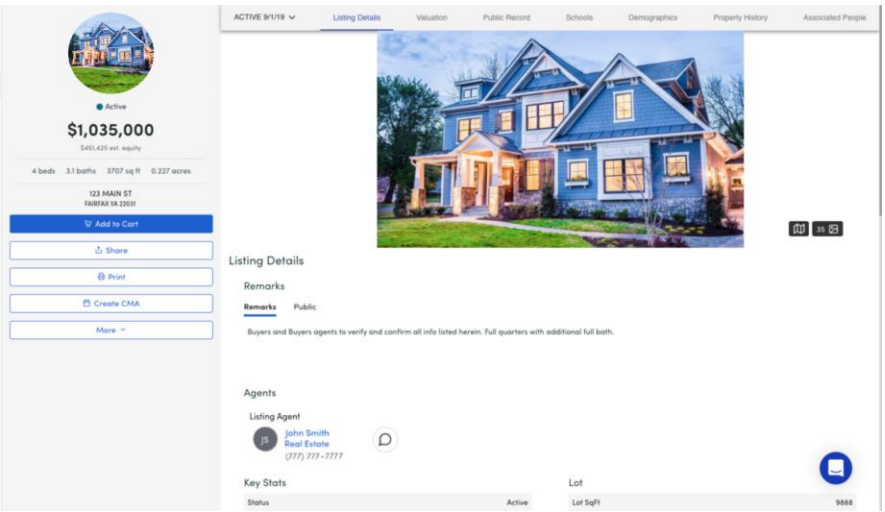


ShowingTime opens in a new browser tab, where you can schedule a showing for the property.

-or-

If the listing agent has not configured ShowingTime for the property:

In the **Listing Details** section, click  **.**

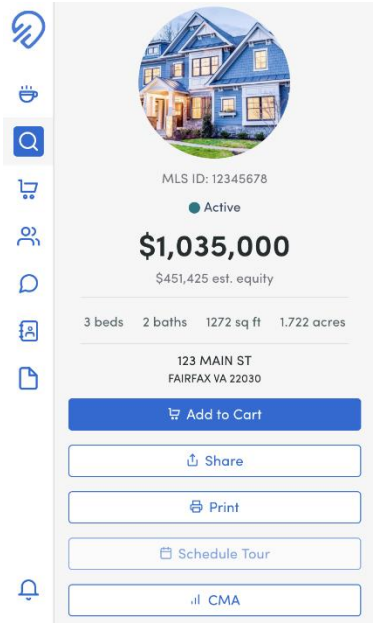


You'll be taken to the Chat page with a new message window. Here you can send the agent a message to request a showing. If the agent hasn't registered their Remine account, they'll still receive an email notifying them of the message.

Q: How do I share a property?

A: The following steps outline how to quickly share a property directly from the Property Details page.

1. Open the Property Details page that you want to share.
    - Recipient's Email: Type one email for the person with whom you want to share the property.
    - Message: Optionally, type a message to attach to the email.
2. On the left side of the Property Details page, underneath the property address and the Add to Cart button, click the Share button.



The Share This Property window appears, where you can specify where you want to send the property.

3. Configure the options and click Send or you can copy and paste the link provided at the bottom of the pop-up into the body of your message. Clicking send will generate and send an email to the address you typed in the Recipient's Email box immediately.

Data in Remine

What is the Sell Score?

Sell Score is a machine-learning model that identifies which off-market residential properties are likely to transact sooner than others in their area, measured on a High, Medium, and Low scale. Sell Score is attached to properties, whereas Buy Score is attached to individuals.

We recommend using the Sell Score filter alongside other filters to increase accuracy. For example, you could combine Sell Score, Ownership Time, and Home Equity in your search to identify owners who are more likely ready to move and have plenty of equity to sell. Here's what the different Sell Score values mean:

- High - The property is more likely to sell within six months to one year than other surrounding properties.
- Medium - The property is about as likely to sell within six months to one year as surrounding properties.
- Low - The property is less likely to sell within six months to one year than other surrounding properties.

The Sell Score is disabled for active listings and left disabled until 6 months after the property has sold, the listing has expired, or the listing has been canceled.

How accurate is the Sell Score?

Nationally, a property with a High Sell Score is 5 to 10 times more likely to transact in the next 6 months to a year than a random off-market residential property. While the Sell Score is not perfect, our feedback shows over 50% accuracy.

How is the Sell Score calculated?

Remine calculates Sell Score using weighted values, so you may occasionally come across some surprising results (e.g., a property that transacted within the last year with a high Sell Score). For this reason, they recommend combining Sell Score with other filters like Home Equity to increase the accuracy of your results.

The following are the primary variables that affect the Sell Score:

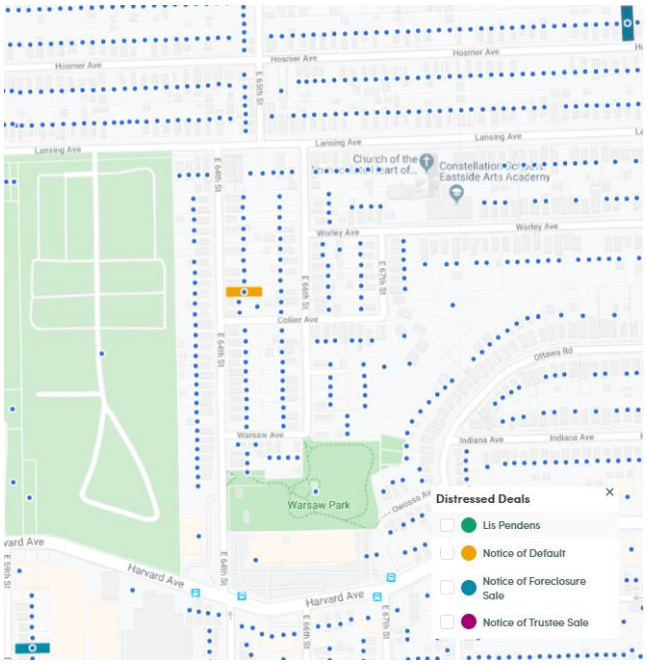
- Property attributes (e.g., square footage, bedrooms/bathrooms, and property value)
- Financial information related to the property or owner (e.g., years since the property last transacted and debt vs. equity on the mortgage(s))

- Neighborhood averages of the previous two variables, for many different neighborhoods (e.g., by ZIP code, by city, and by state)

When any of these data points change, the Sell Score changes accordingly.

How Do I Find Distressed Properties?

The Distressed Deals filter displays four states of foreclosure in a color-coded visual on the Search map. You can use the Distressed Deals filter to find potential investment opportunities. Sometimes, this information can be difficult to find unless you are paying for a specific service that specializes in distressed properties.



There are a few steps in the foreclosure process before a property going up for public auction. Having access to this data in the early stages can provide you with a better chance of identifying these properties for your buyer and/or investor clients.

Remine removes the Distressed tag after 6 months of no courthouse activity (the owner has caught up on payments), or after the property changes hands; whichever comes first. Distressed Deals identifies the following states of foreclosure:

Note: Not all states require lenders to report all of these document types. Check your state's foreclosure laws for more information.

- Lis Pendens: Latin for a suit pending, lis pendens is a written notice that a lawsuit has been filed involving the title to the property, or that there is a

legal matter with the owner of the property. The defendant (property owner) has been notified that there is a claim on the property, and the recording is public information. This information is useful to anyone interested in purchasing or financing the property.

- Notice of Default: This filter is state-specific. Notice of default is the official correspondence between the lender and borrower when the lender expresses its intention to foreclose on the property because the borrower has not made their payments. The borrower may prevent the foreclosure by paying the money owed (plus legal fees, sometimes) by a particular deadline. Some states require that the notice of default be filed with the county clerk. Notice of default is part of the process of a non-judicial foreclosure.

- Notice of Foreclosure: This filter is state-specific. Notice of Foreclosure Sale is a legal document that notifies the public of the date, time, and location of a foreclosure auction, as well as the address of the foreclosed property. This is typically a step in the process of a judicial foreclosure in a mortgage state.

- Notice of Trustee: This filter is state-specific. Notice of Trustee's Sale is a legal document that notifies the public of the date, time, and location of a foreclosure auction, as well as the address of the foreclosed property. This is typically a step in the process of a non-judicial foreclosure in a deed of trust state.

The information available to us is only what the lender has officially recorded with the courthouse. We do not have real-time data on missed payments.

What Are Estimated Bedrooms?

You may notice some properties have estimated bedrooms. This is because some counties don’t include bedroom counts in the public record.

Remine created a machine-learning model that uses property characteristics that are highly predictive of the number of bedrooms in a residential property.

Deciphering Estimated Bedroom Total

Our estimate is generally a range, so we display the lower end of the range on the property card and Property Details page (e.g., for an estimate of 2-3 bedrooms, we display 2 bedrooms). If you apply the Beds filter with a minimum of 2, you will see

properties with 2-3 estimated bedrooms, but not properties with 1-2 estimated bedrooms. If you apply the Beds filter with a maximum of 2, you will see only properties with 1-2 estimated bedrooms.

How Do I Add a Remine Valuation?

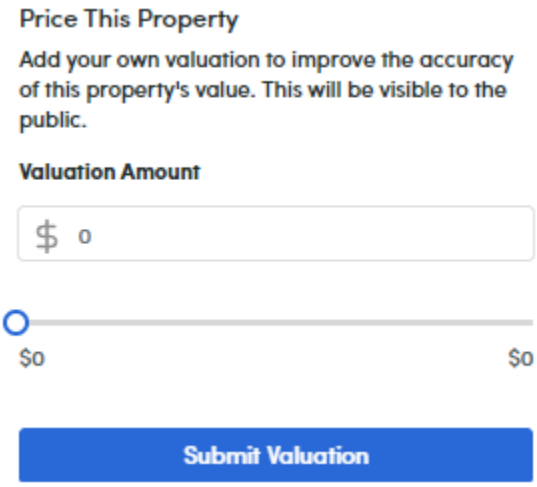
As an agent, you know better than any automated valuation model (AVM) what a property is worth. So after you've walked through a property and determined your own estimated value, you can add your valuation to the property on the Property Details page.

Note: You can submit one valuation every 30 days for any given property. If you submit a second valuation for a property after 30 days, your new valuation will replace your previous valuation in the average valuation for the property.

To delete a valuation, go to the Valuation section of the Property Details page and find the row with your valuation. In the lower-left corner of the card, click the Delete button.

How to Add a Valuation in Remine

1. In the Valuation section of the Property Details page, enter your valuation amount in the Valuation Amount field
2. Click Submit Valuation once you're confident with your Valuation Amount



Your valuation appears in a card alongside the First American, Black Knight, and Redfin cards, and the average valuation updates to include yours.

What Are Remine's Listing Statuses?

Remine has fully adopted the Real Estate Standards Organization (RESO) standard statuses. The MLS Status filter displays the following RESO standard statuses. However, you will see your native MLS status on the Property Details page for a listing.

Note: If these statuses don't directly align with the statuses used by your MLS, see the MLS status mappings article. Select your MLS's status mapping article to see how we map RESO statuses to your MLS statuses.

Coming Soon	The property is going to be listed soon. The listing agent is marketing the property, but not setting any showing appointments.
Active	The property is listed and actively accepting offers.
Active Under Contract	The seller has accepted an offer with contingencies but may accept backup offers.
Pending	The seller has accepted an offer, all contingencies have been met, and a closing date has been set.
Canceled	The seller and listing agent have mutually voided the listing agreement.
Closed	The seller and buyer have settled the real estate transaction per the terms of the agreed-upon contract.
Expired	The seller and listing agent have ended the contract on the agreed-upon ending date (usually 6 months to a year).
Hold	The seller is not currently accepting offers or showing appointments, but the listing agreement between the seller and the listing agent is still valid.
Withdrawn	The seller and listing agent have ended the contract before the agreed-upon ending date.

FGCMLS Status Mappings

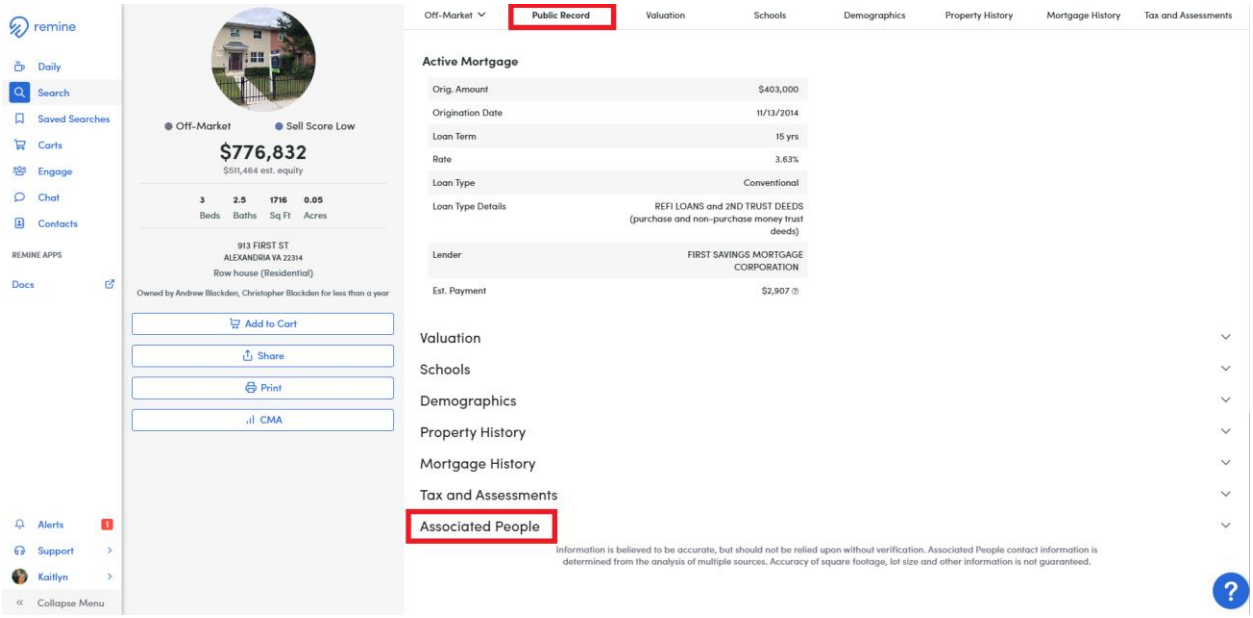
Remine MLS Status	FGCMLS Status
Active	Active

Active Under Contract	Pending with Contingencies
Canceled	Terminated
Closed	Sold Rented
Coming Soon	N/A
Expired	Expired
Hold	N/A
Pending	Pending
Withdrawn	Withdrawn

<u>Associated People</u>

How Do I Find Associated People?

At the bottom of each Property Details Page, you can view any Associated People that we were able to connect to that property. Associated People may be the current owners, previous tenants, or other residents of the property.



Associated People

Add to Contacts

Below are contacts who have a historical connection to the property.

You may purchase them to view phone numbers, email addresses and social media accounts. Check your subscription plan for pricing. Also, you may see some people who may no longer reside at this property or unfamiliar names, but we like to be thorough.

Jane Smith

Ownership Status: Owner

Buy Score: High

Locked

Buy contact information for this person to view phone numbers, email addresses, and associated social media accounts.

Add to Contacts

John Smith

Buy Score: High

Locked

Buy contact information for this person to view phone numbers, email addresses, and associated social media accounts.

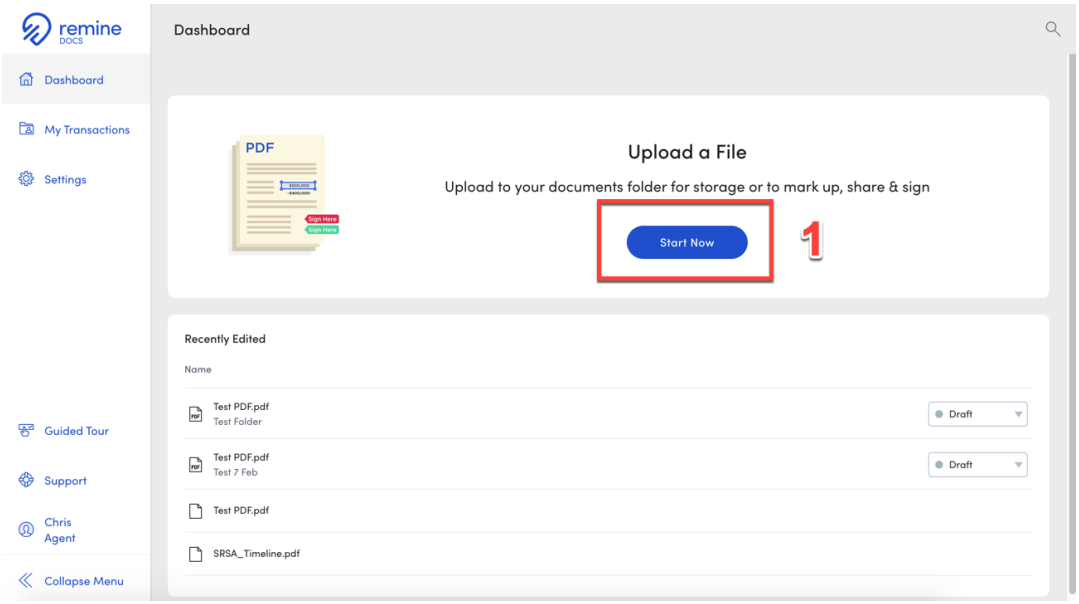
Add to Contacts

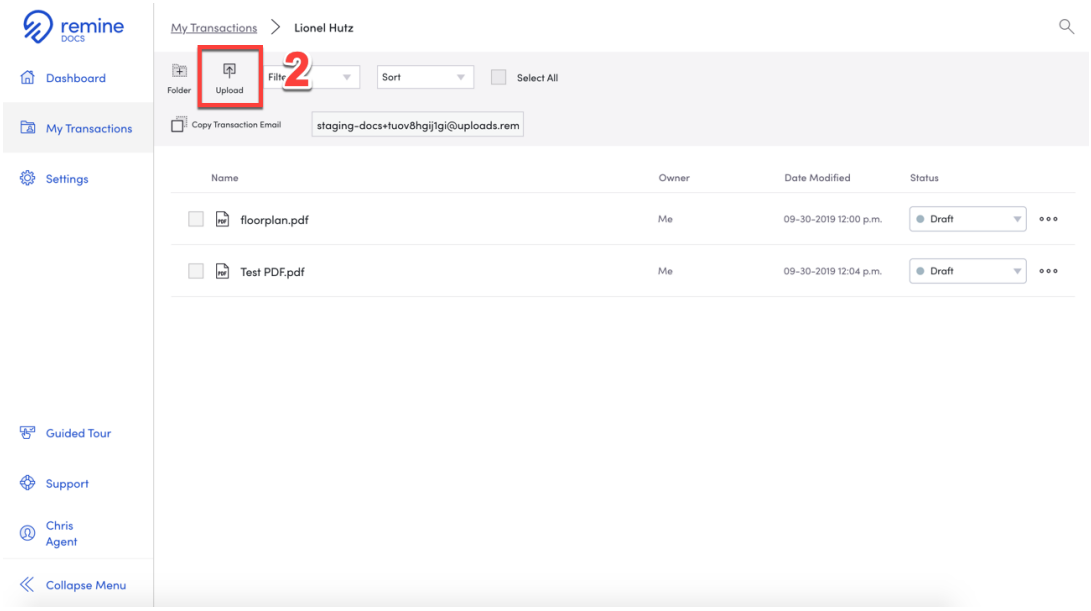
Remine Documents

Remine Docs is an easy-to-use, cloud-based app to upload, mark up, share & sign your simple PDF documents!

Part 1: Uploading your PDFs

There are a couple of ways to upload a PDF into Remine Docs: you can click Upload PDF from the Dashboard (1) where you can select the file and choose its destination, or you can upload from within a Transaction folder (2).



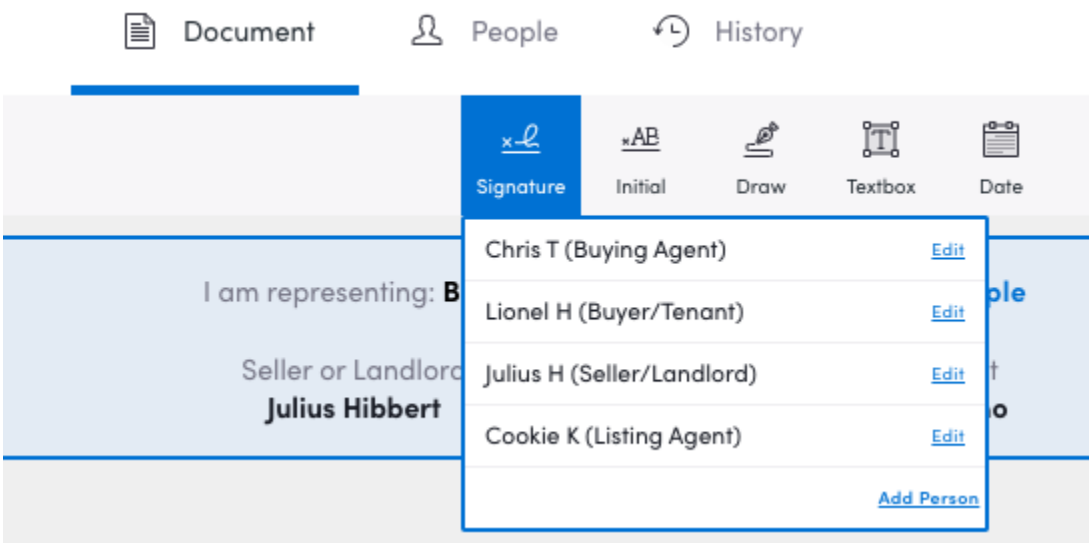


Part 2: Using Mark-up

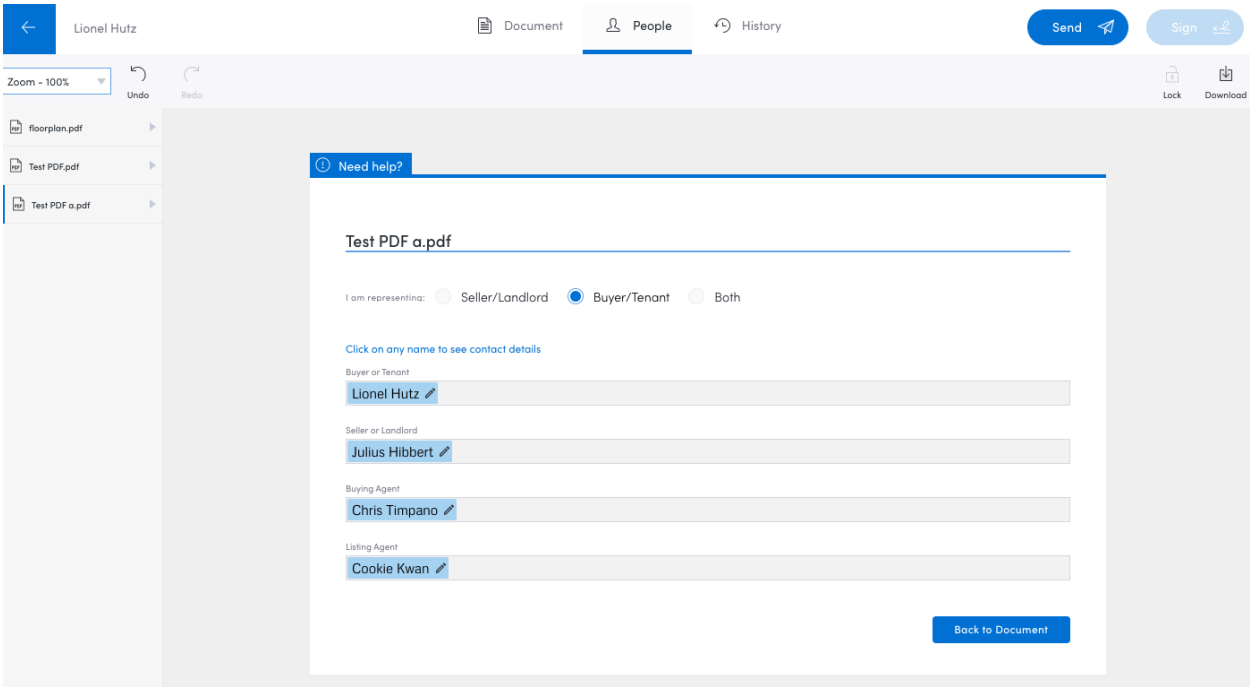
Unless you're just looking to store this document for your records (i.e. a survey or floorplan), you'll likely need to get some signatures or initials added to it as part of the deal you're working on. Remine Docs makes adding signature fields and other necessary edits easy with a tool called 'Mark-up'.

While viewing your uploaded PDF, check out the toolbar at the top of the page. You can place the signature or initial fields anywhere you need: just click the Signature or Initial button, select whose signature is needed, and use your cursor to put it anywhere on the document.

Note: Make sure that you're set to represent the correct side of the transaction. You can do this by clicking Edit next to your name in the signature/initial drop-down menu. You can also add other parties (your clients, the cooperating agent, etc.,) from this drop-down:

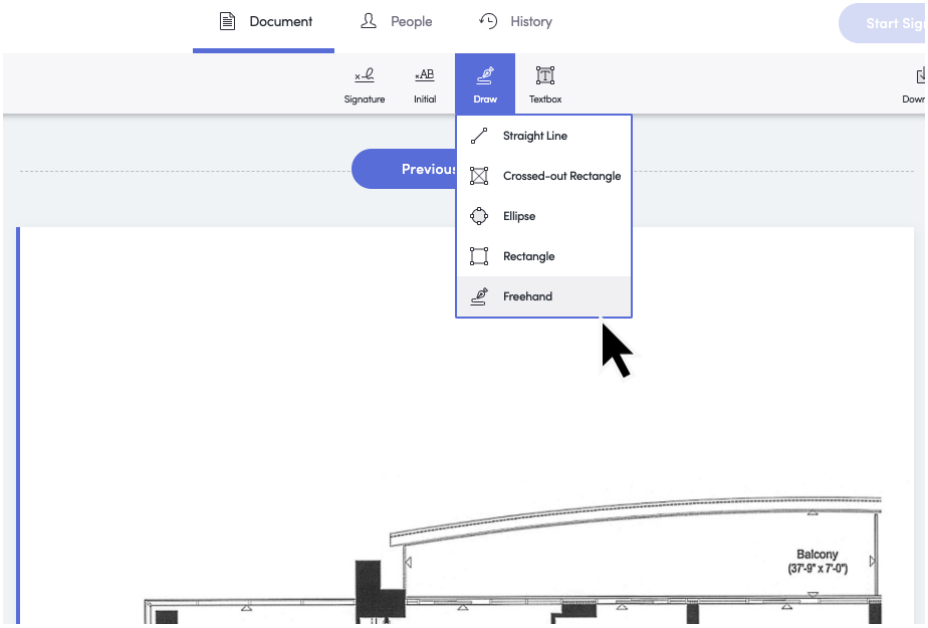


You can also enter the name(s) of the recipient(s) (those to whom you'll be sending the document) by clicking the People view option just above the Mark-up toolbar:



It's important to make sure that you're set up as representing the right side. Remine Docs will set you up on the 'Buyer' side by default; you can always switch yourself to represent the 'Seller' side if need be.

You can use the Draw tool to draw straight lines (or freehand) anywhere on the document and use the Rectangle or Ellipse options to highlight specific areas.



Another neat feature designed for agents is the Crossed-out Rectangle. Use it to strike out any portion, big or small:

Note that you can adjust the color, opacity, and thickness using the Line Drawing Details toolbar that opens on the left once you've added the markings. Remine Docs will remember the last setting you applied for the next time.

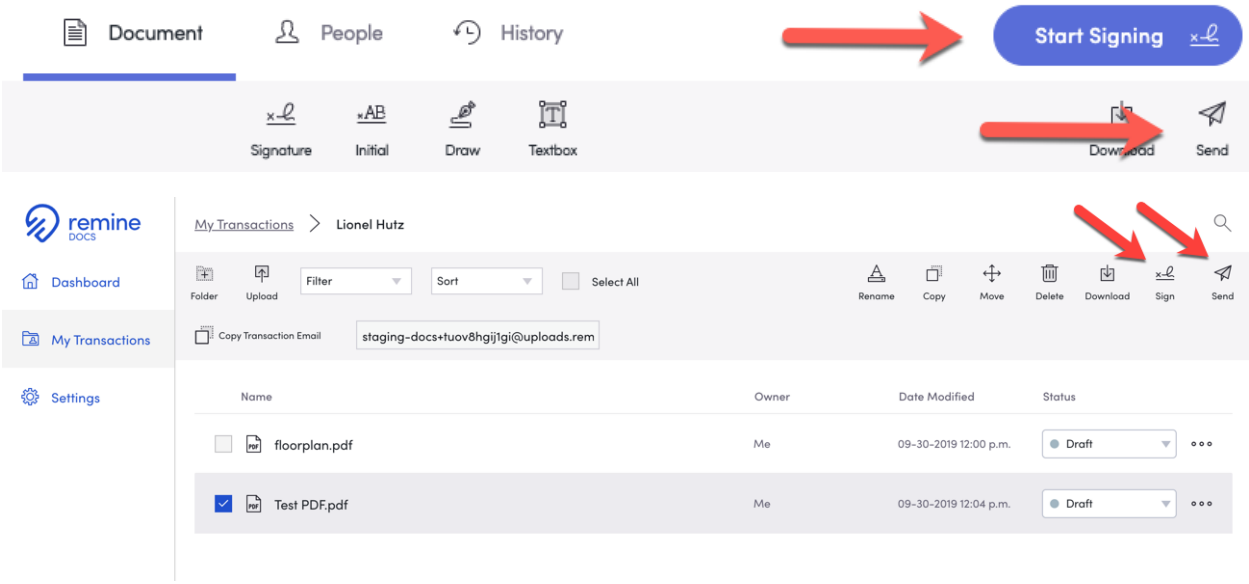
You've also got Undo and Redo buttons in the upper left that allow you to delete or re-add any edits you've made in sequence.

Once you're finished making all the necessary changes to your uploaded PDF, click Finish on the right side of the Mark-up toolbar.

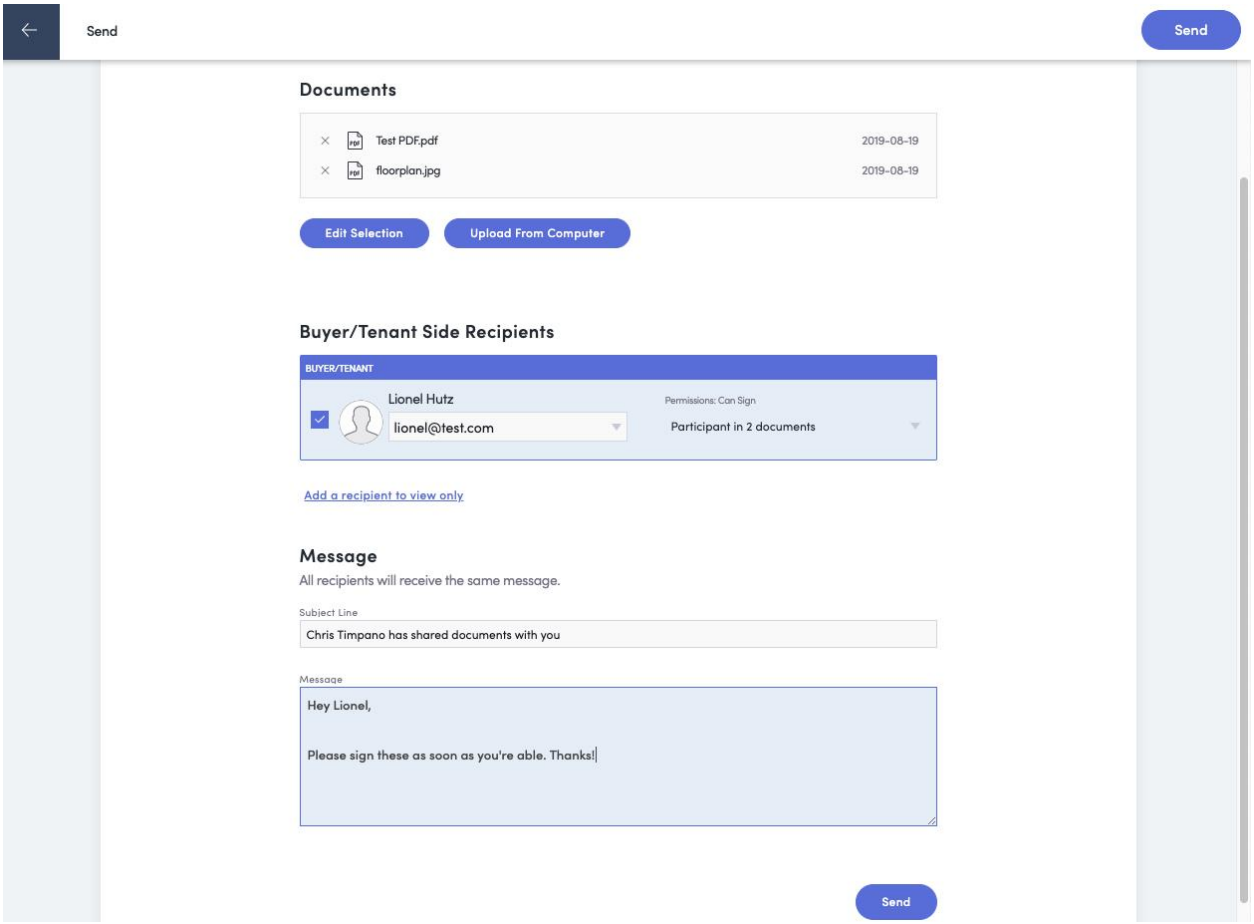
Part 3: Sending and Signing

First of all, signing documents in Remine Docs is pretty straightforward. Once signature/initial fields have been added to your PDF, just click Start Signing in the upper right. If the signee is with you, you can hand them your device and allow them to create their signature and sign.

There are a couple of ways to send documents (via email) for sharing or signing. While viewing your document, you can simply click the Send button in the upper right, or Start Signing to begin a signing session:



If you've got multiple documents in your folder, you'll be asked to indicate which documents you want to send or sign. After that, select the recipient(s), add an optional message to accompany the documents, and click Send:



If you need to send the document(s) to multiple people for signing, you may want to consider establishing a signing sequence. Alternatively, you can always send the document(s) for signing to each person manually. It's up to you!

One thing to keep in mind is that each recipient needs their own, unique email address.

After you've sent your document(s) for signing, the recipient will receive an email including a downloadable copy of the documents and a link to view and sign. The recipient does not need a Remine account to view or sign the document(s); they'll be shown a few simple instructions on how to sign and are automatically guided end-to-end through the signing session. When they're finished, they'll receive an email with a downloadable copy of the signed document.

It's important to note that buyers & sellers will only have permission to sign their respective fields. Cooperating agents, on the other hand, will have the ability to markup documents (to counter and send back to you) as well as normal signing permissions.

Notifications of important events, like if/when your document emails are opened, or when a document is signed, will be emailed to you.

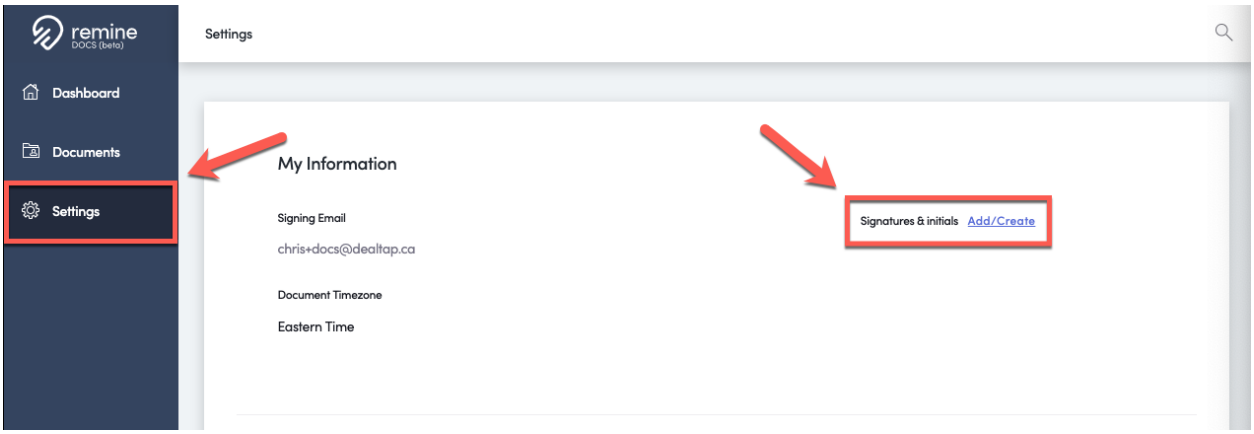
Those are the basics! Don't forget to create your signature and initial stamps to help make your signing sessions quick and seamless!

Creating Your Signature and Initial Stamp

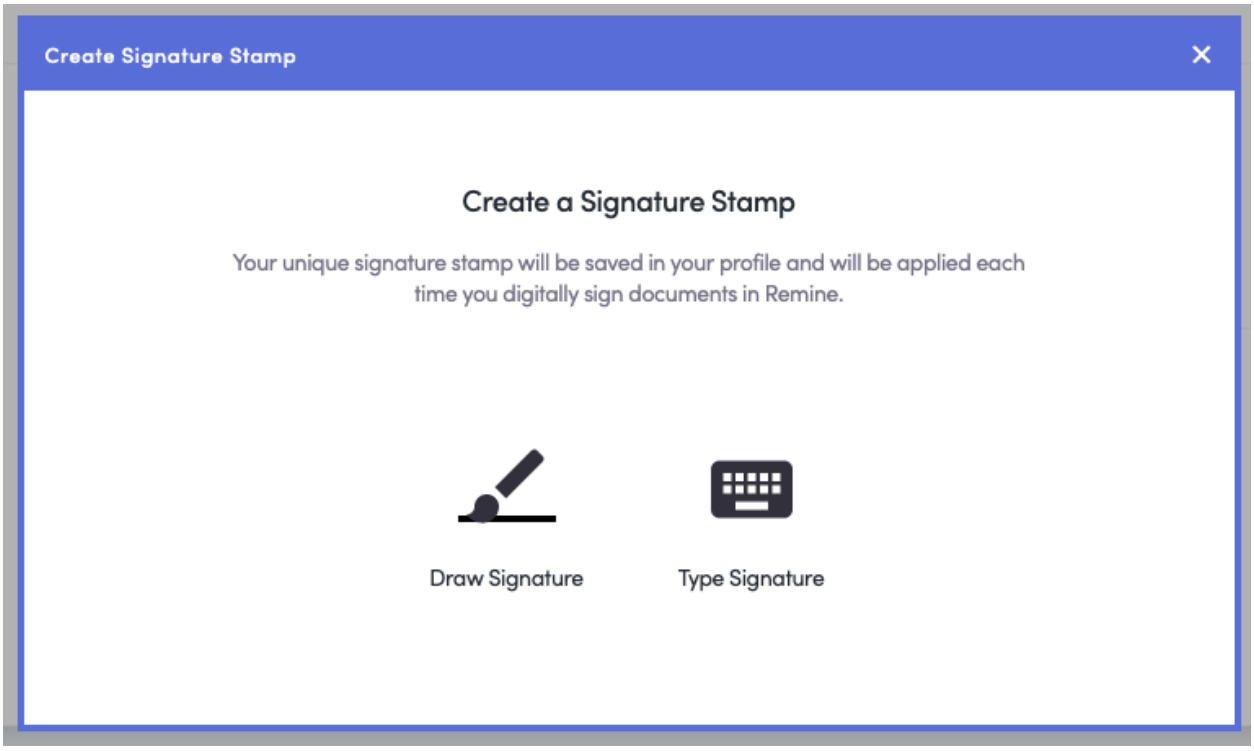
There are two ways to create your signature and initials: You can create them as you go through your first signing session, or, pre-emptively in the 'Settings' section. Most will choose the latter option but know that a signature and initial stamp created during your first signing session will automatically be saved to your Profile.

To create a net new signature & initial stamp, follow the steps below:

1. Go to the Settings section
2. Click on Add/Create Signatures & Initials



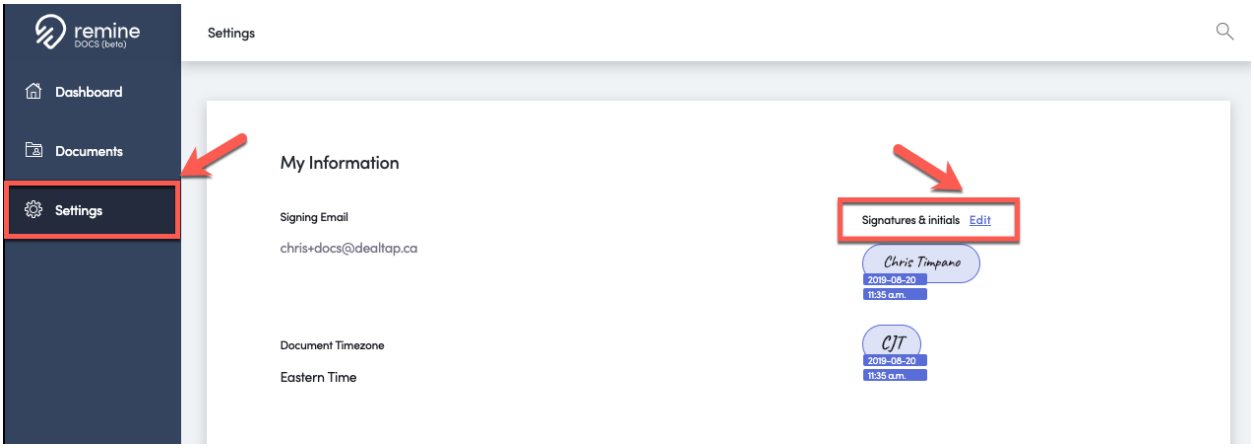
3. Select either the Draw or Type method:
    - Drawing can be completed via mouse, track pad, or touch
    - Type can be completed via keyboard



4. Draw or type your initial and signature
    - If typing, you can also specify different font styles
5. Read and check off the consent box
6. Save your stamp by clicking Create

7. Your signature stamp will be used in future signing sessions
8. Your signature tags with unique hashtags and dates will be visible on the Settings page

To edit an existing signature & initial stamp, follow the steps below. Please note that your edited signature and initial will be applied on new signing sessions moving forward, it will not retroactively update previously signed documents.



1. Go to the Settings section
2. Click on Edit under Signatures & Initials
3. Repeat steps #3-8 from above

Enabling Cookies

Cookies are small files that websites store on your computer. They make your online experience easier by saving browsing information. With cookies, sites can:

- Keep you signed in.
- Remember your site preferences.
- Give you locally relevant content.

All browsers support the ability to enable or disable cookies.

Enabling cookies in Chrome

1. Click the "Customize and control" button located on the right beside the address bar, from the menu, select "settings."
2. On the settings screen, type in "cookies" in the search bar and select "Content settings..."
3. Change your preferred cookie settings and click "done."

Enabling cookies in Firefox

1. Click the "menu" button located on the right beside the address bar, from the menu, select "Preferences/Options."
2. Click the "Privacy" menu item and adjust your preferred cookies/history settings.
3. Close the "preferences/options" tab.

Enabling cookies in Safari on an iPhone

1. Tap the settings icon on the home screen.
2. scroll down the settings screen to the "Safari" menu option.
3. Go to the "Privacy & Security" section, tap "Block cookies" and choose your preferred cookies settings.
4. Exit settings and return to safari browser.

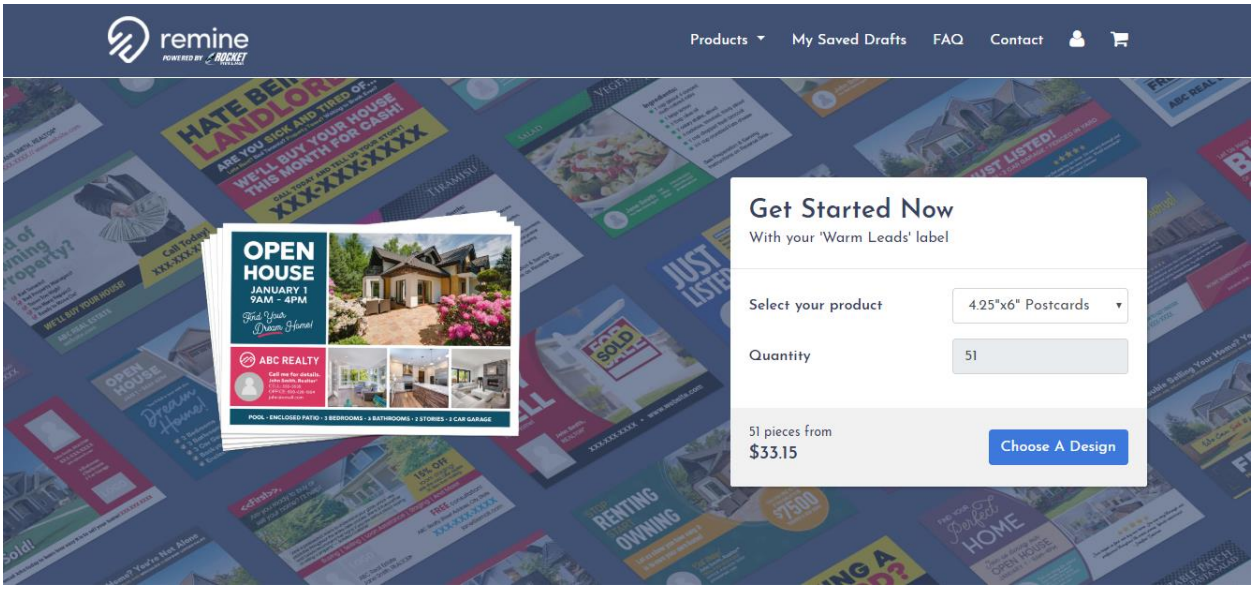
Marketing with Remine

How Do I Send Mailers Using Remine?

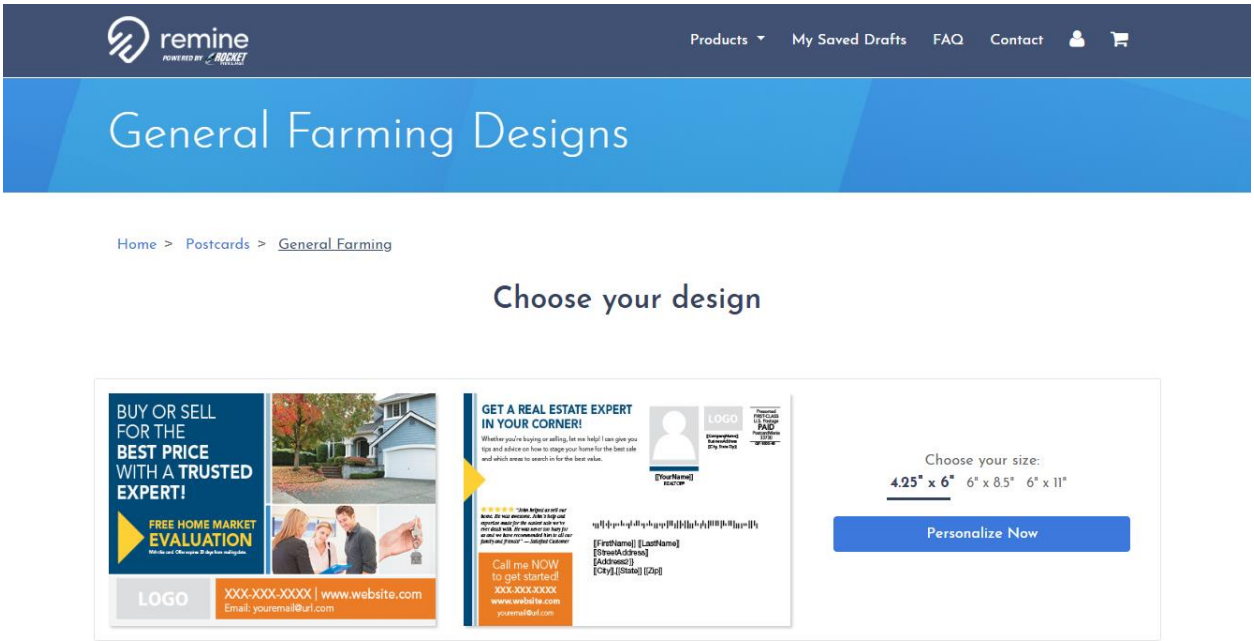
After you have added properties to a Cart, you can generate mailers directly from the Carts page. Through our integration with PCM Digital, addresses are scrubbed to limit the number of returned mailers.

Steps to Create Mailers

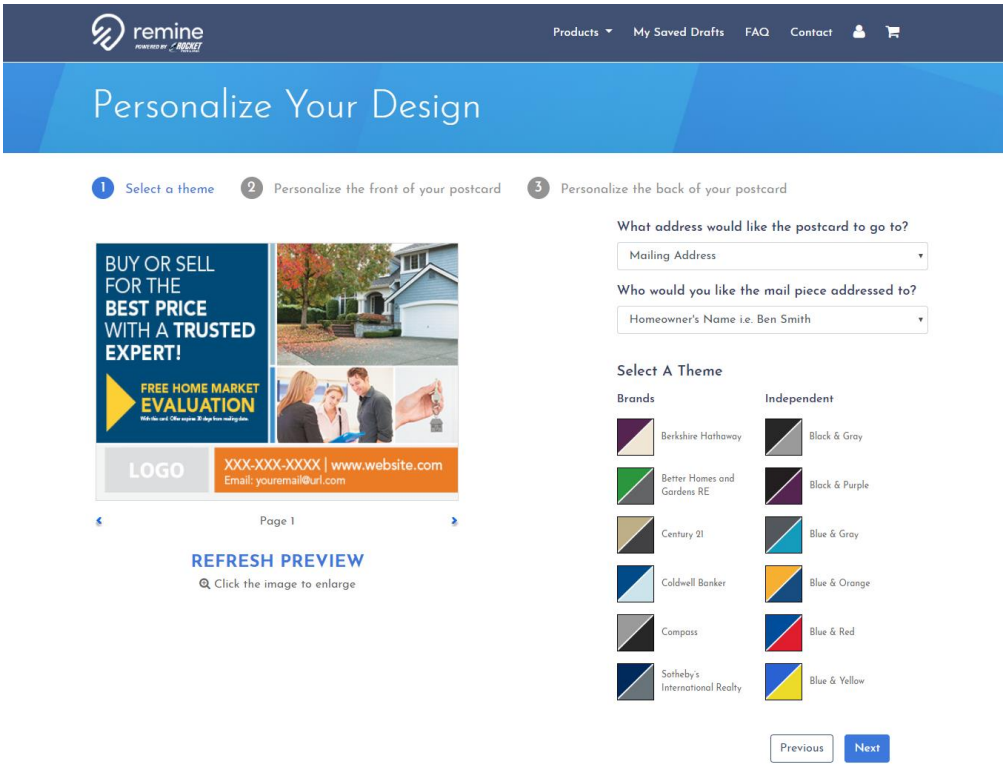
1. On the Carts page, open the Cart for which you would like to send mailers.
2. Use the checkboxes to select the opportunities to whom you want to send mailers.
3. When your list is ready, click the Send Mailers button at the top of the Carts page.
4. Type a name for the campaign and click Continue to PCM Digital.
   - Once on the PCM Digital follow the steps below to complete your mailing.
5. In the **Get Started Now** section, select the type of product you want and click Choose a Design.



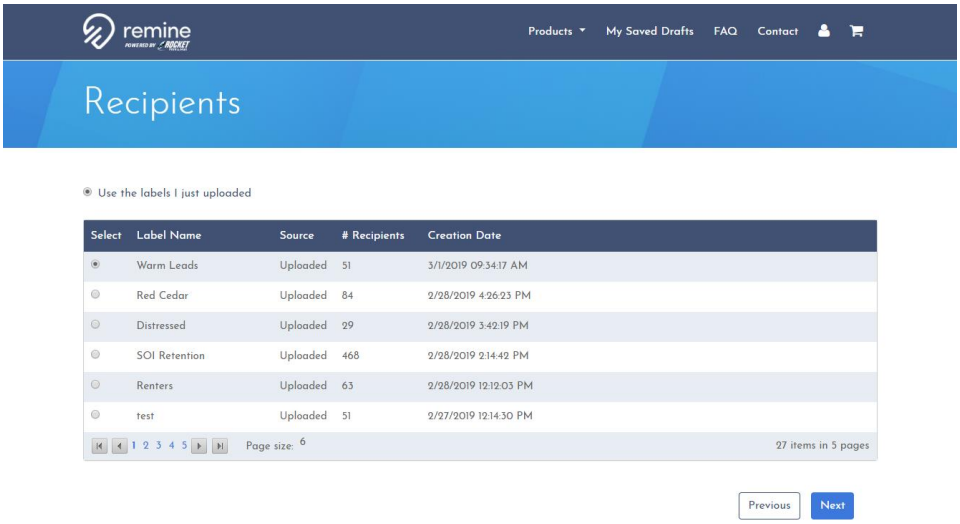
6. Search and select your desired design and click **Personalize Now.**



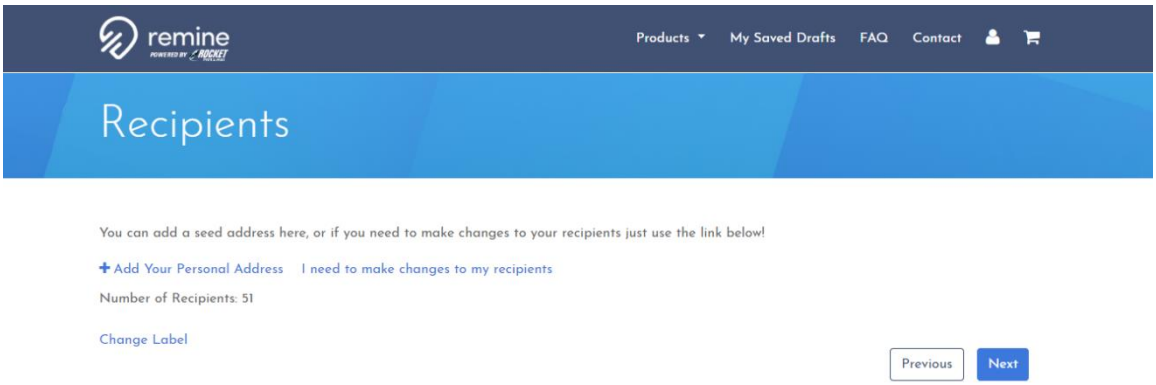
7. Select the preferred address (Mailing or Property), choose a color scheme, and personalize your content. Click **Next.**



8. After you've finished customizing your mailers, you'll have the option to change the list of recipients. By default, the recipients will be the tracked opportunities you selected in step 2. Click **Next**.



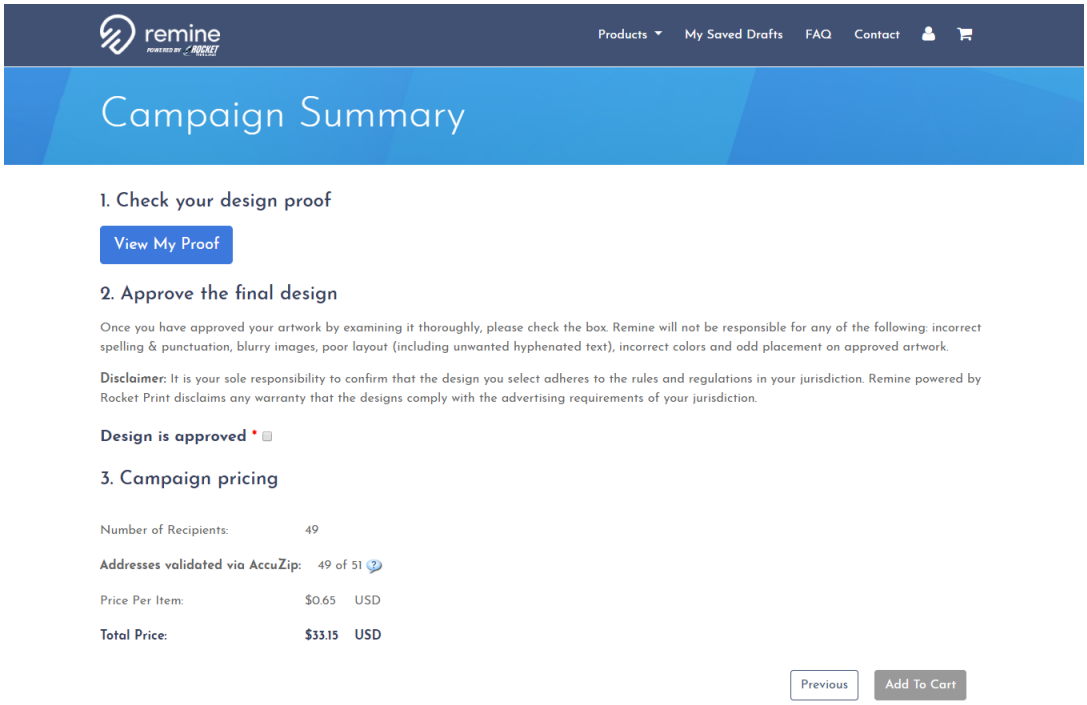
9. Make any final changes to your recipients and add a seed address. The seed address allows you to include yourself as a recipient to ensure the mailings arrive on time and as expected.



- **Make Changes to My Recipients**. Click this link to launch a window where you can make manual changes to the details of each recipient.
- **Change Label.** Click this link to return to the list of uploaded labels in step 8. On this page, you can select a different list of recipients from past uploads.

After the system scrubs the addresses to ensure the campaign includes the most accurate data, your campaign summary appears.

10. View and approve your proof to continue. The **Add to Cart** button remains disabled until you have viewed and approved your proof.

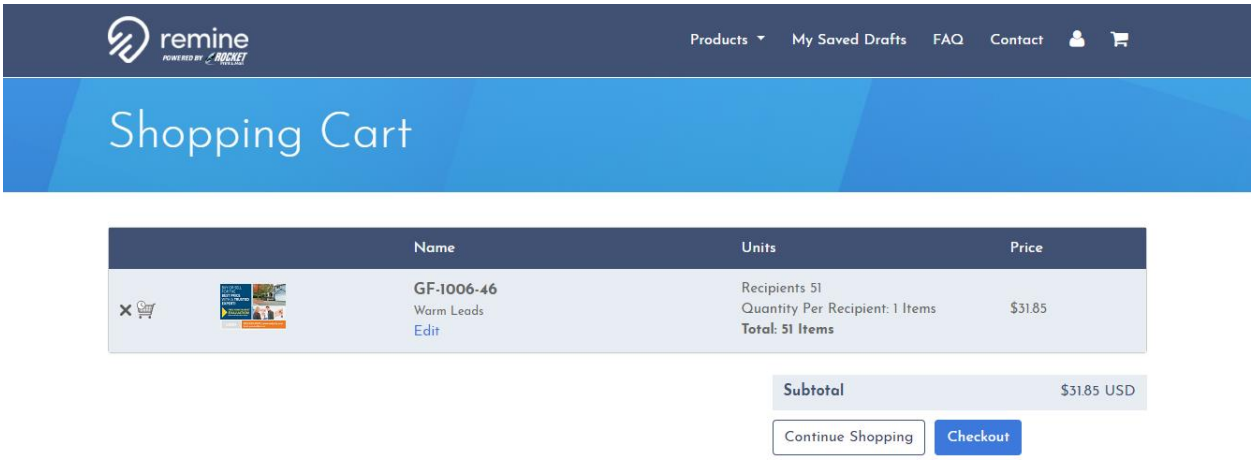


Check your design proof. Click **View My Proof** to see a mockup of your mailer. You are responsible for the content of your mailers, so carefully look over your mailer to ensure everything is correct.

Approve the final design. When you're satisfied with the design and content of your mailer, select the **Design is approved** checkbox.

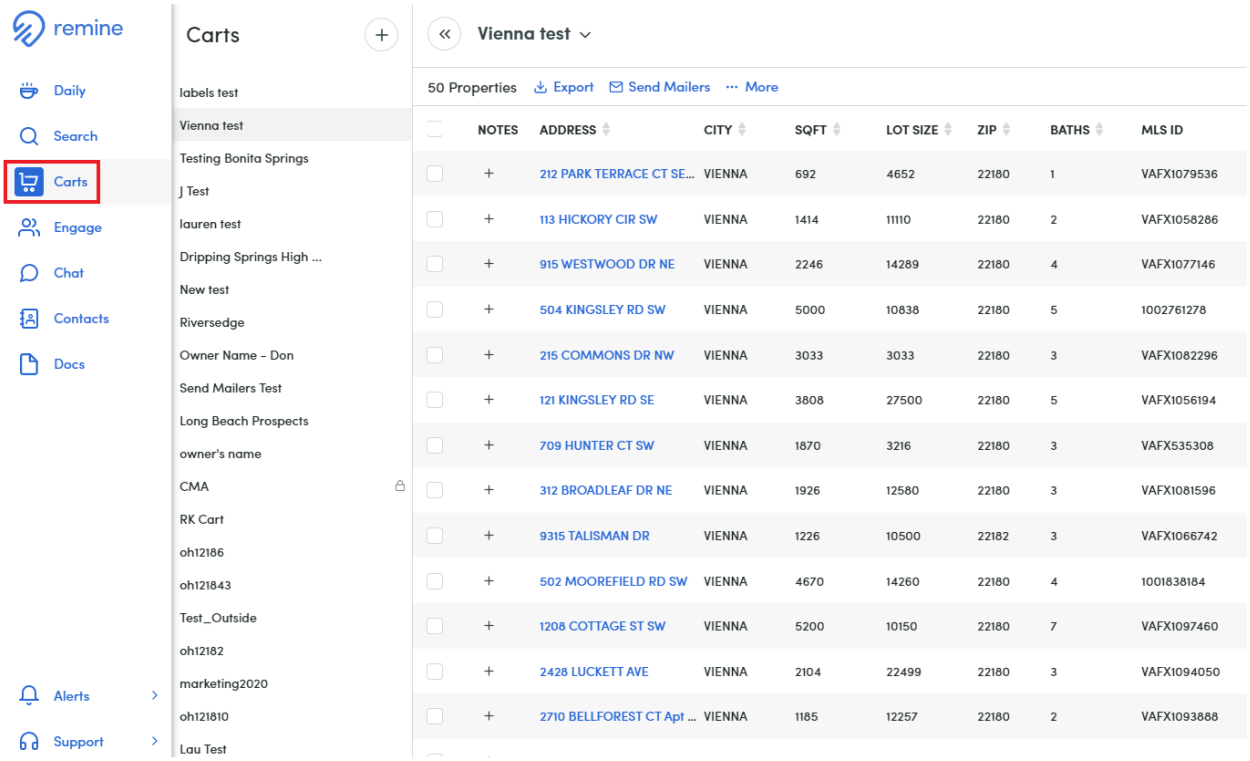
Click **Add to Cart.**

11. Review your order and click Checkout. Follow the rest of the flow to enter your payment method and start the campaign.



How to Print Mailing Labels in Remine?

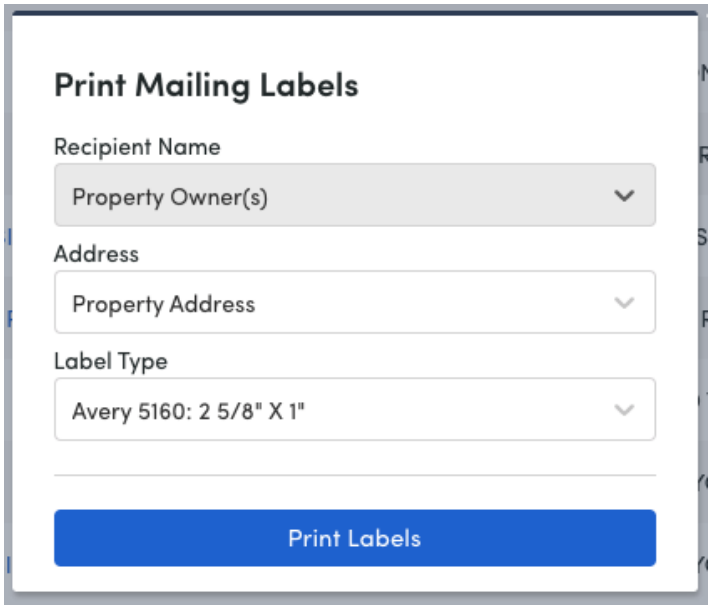
Click on the Carts section.



1. On the left side of the list of properties, select the checkboxes associated with the properties for which you want to create mailing labels. You can also click the Select All checkbox at the top.

2. Go to More located in the top center of the page. Click Print Mailing Labels.

3. The Print Mailing Labels window appears, where you can configure the information that appears on your mailing labels.



4. In the Recipient Name box, select one of the following:

Property Owner(s) - The label displays the name(s) of the property owner(s) we have on file.

"Current Resident" - The label displays CURRENT RESIDENT in place of a name.

5. In the Address box, select one of the following:

Property Address - The label displays the address for the selected property.

Mailing Address - The label displays the mailing address for the owner of the selected property.

6. In the Label Type box, select the type of label you want to use

7. Click Print Labels

Once you select Print Labels, a download will generate, which displays a preview of your mailing labels, giving you the option to Print.

What Is a Property Address vs. the Mailing Address?

When you download a CSV report, there are two address columns: property address and mailing address. Depending on your needs, you'll need to know the difference between the two.

Property Address

The Property Address occupies the first four data columns in the report (columns A-D). The Property Address represents the physical address for each property contained in the report.

A	B	C	D
PropAddress	PropCity	PropState	PropZip
6603 ROSECROFT PL	FALLS CHURCH	VA	22043
4113 N RANDOLPH ST	ARLINGTON	VA	22207
5830 BENT TWIG RD	MC LEAN	VA	22101
1334 MERRIE RIDGE RD	MC LEAN	VA	22101
4423 19TH RD N	ARLINGTON	VA	22207

Mailing Address

The Mailing Address columns are next (columns G-J). The Mailing Address represents the primary address of each absentee owner in the report.

G	H	I	J
MailingAddress	MailingCity	MailingState	MailingZip
6603 ROSECROFT PL	FALLS CHURCH	VA	22043
PO BOX 7640	ARLINGTON	VA	22207
5830 BENT TWIG RD	MC LEAN	VA	22101
622 BENNINGTON DR	SILVER SPRING	MD	20910
4423 19TH RD N	ARLINGTON	VA	22207

When to use the Property Address vs. the Mailing Address

Let's say you downloaded a CSV from Remine that contains properties that you want to include in a targeted mailing campaign. Your CSV includes both owner-occupied and absentee-owned properties. In this instance, you can send the owner-occupied properties a tailored message about finding a more suitable home for their needs, and the absentee-owned properties may benefit from possibly having their rental property taken off of their hands. It's very important to understand which address is the most appropriate to use for each case to ensure your message is received by the correct recipients.

How to Use Remine for Facebook Advertising?

Export a Remine CSV to Use as a Customer List to Make a Custom Audience in Facebook

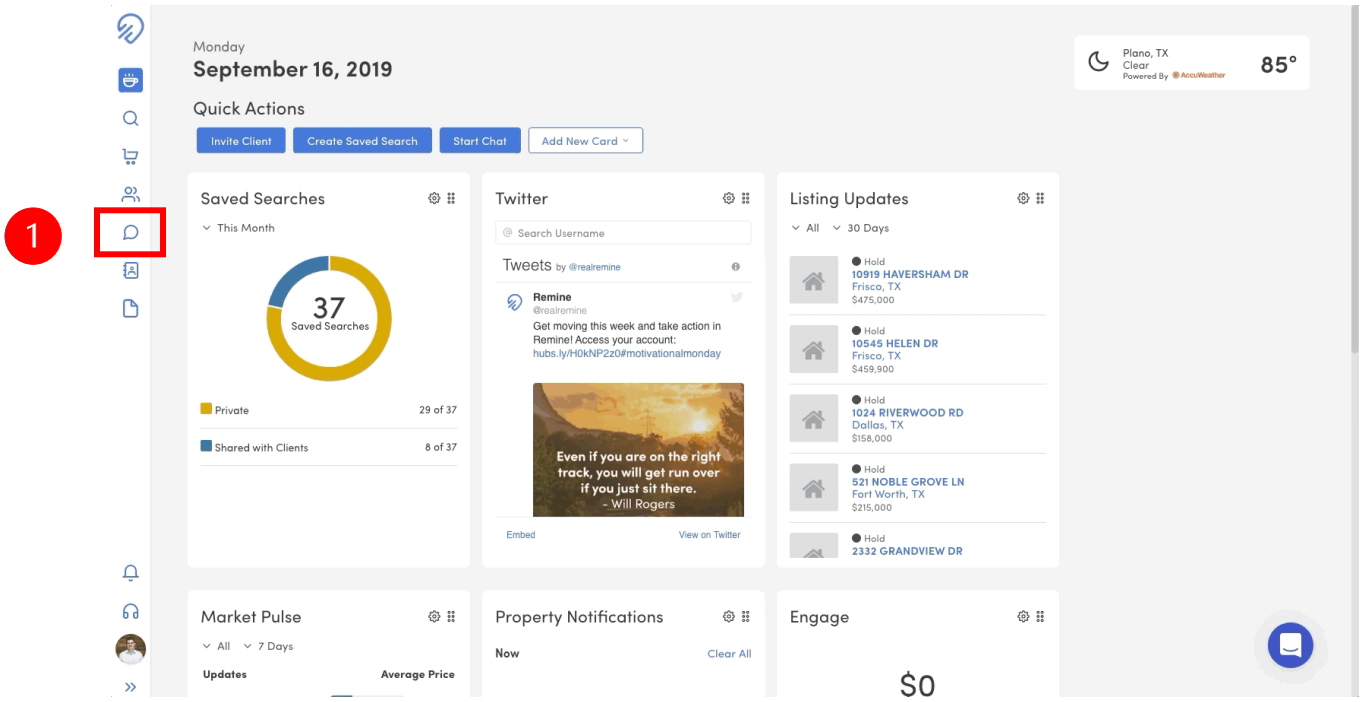
1. Go to your **Contacts** page.
    - If you have not yet added any Contacts, do so now. Add the Contacts to which you want to advertise. Assign them to a group (example group name: Facebook SOI).
2. Open the Group of contacts that you would like to export.
3. Check the box next to the contacts you would like to export individually. To ***Select All*** contacts in the group, check the box in the headers section.
4. Click the **Export CSV** button at the top of the page.
5. Name your file and click **Submit**.
    - A *.csv file downloads, which you can open in Excel to format.
    - **Note:** Downloaded contact CSVs and property CSVs include any purchased contact information by default, for convenience. If you're on the Pro plan, all available contact information is included for free.
6. Now that you have a list of people in a *.csv file, click to view the Create a Custom Audience from a Customer File article. From there, follow Facebook's instructions outlined in the article to create targeted Facebook advertisements.

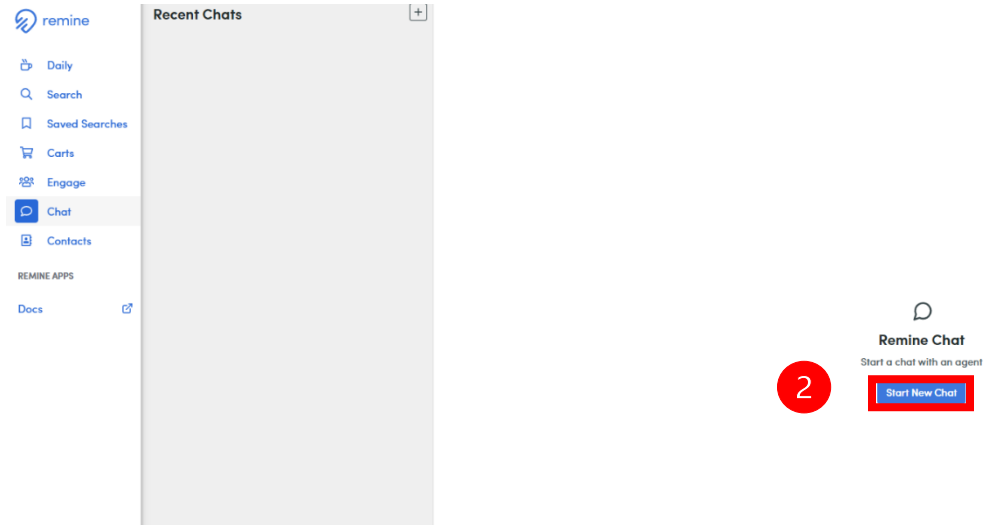
Remine Chat

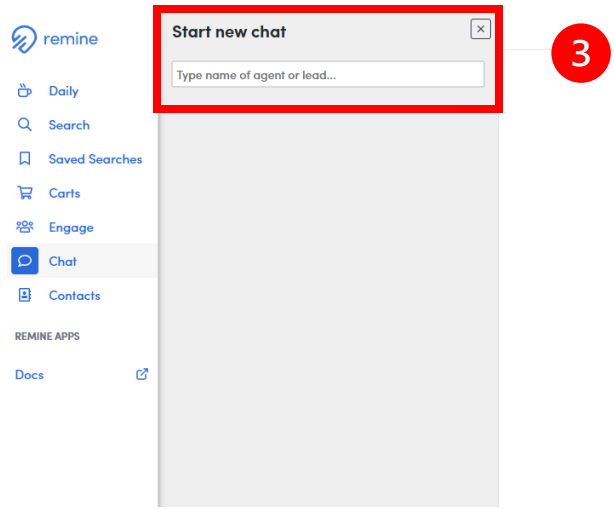
What is Remine Chat?

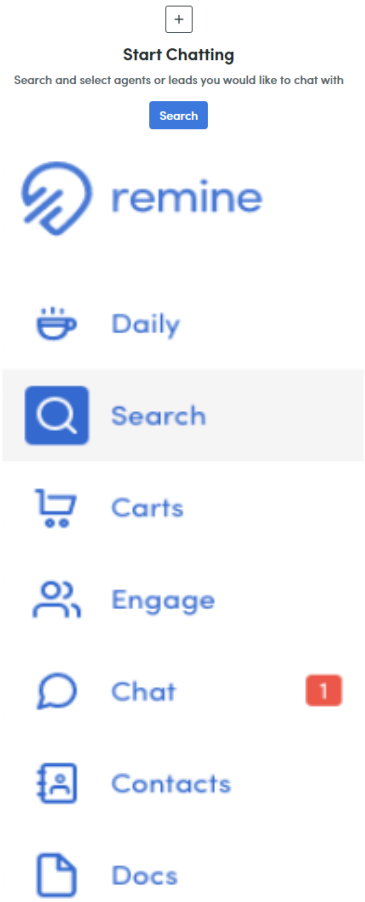
With Remine Chat, you can easily connect not only with any agent within your MLS, but now you can seamlessly Chat with clients, Co-buyers, and other agents inside of Remine with a click of a button. Chat works cohesively between your desktop experience and the Remine Mobile app. This way you can communicate quickly, keeping all conversations in one location.

Accessing from the Desktop









Notifications

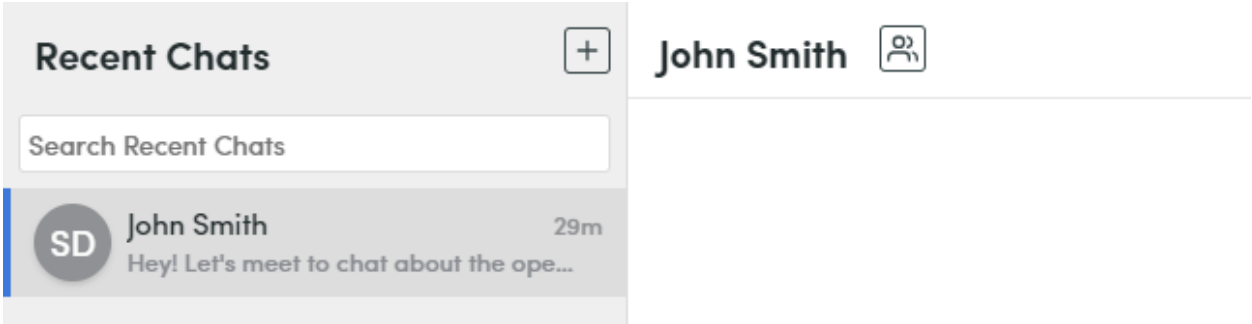
Anytime you have a new alert, you will see a number in a red box located next to the Chat icon.

What you need to know

- You can chat with any other activated Remine agent (i.e., an agent who has logged into Remine at least once) within your MLS.
- You can search for on-market properties and chat with the listing agent provided on the Property Details page.
- You can use the search bar to find activated Remine agents.
- If you send a message to an agent who has not activated their Remine account, that agent will receive an email notification about the message and a prompt to log in.

Send Message via the Chat Page

In the left navigation bar, click Chat. The Chat page appears, where you'll see your chat history and manage your messages.



In the upper right corner of the **Recent Chats** bar, click the button to create a new message. Search for an agent and click their name. Create a group chat by adding additional agents.

When you've added your desired recipients, type your message at the bottom of the **Chat** page, and click **Send**.

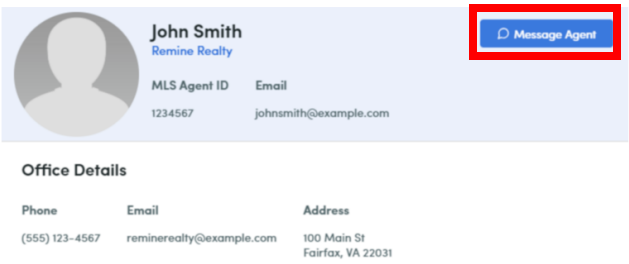
Click the button to view the group members in the selected chat.

Send Message via the Property Details Page

When you view the Property Details page for an active listing, click PropertyDetailsSendMessageButton.png located underneath the Listing Agent section next to the Listing Agent's name to send a new message.

Send Message via the Agent Details Page

When you search for an agent and click on their name, you'll see the Agent Details page. Click Message Agent in the upper right corner to send a new message.



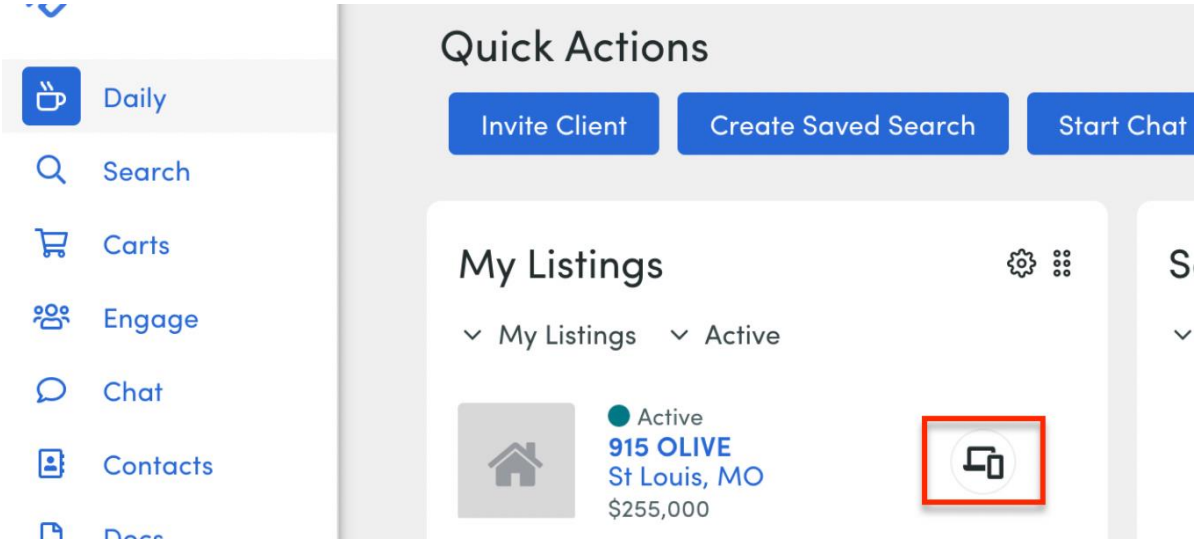
Live Open House

How to add an external live Open House Link

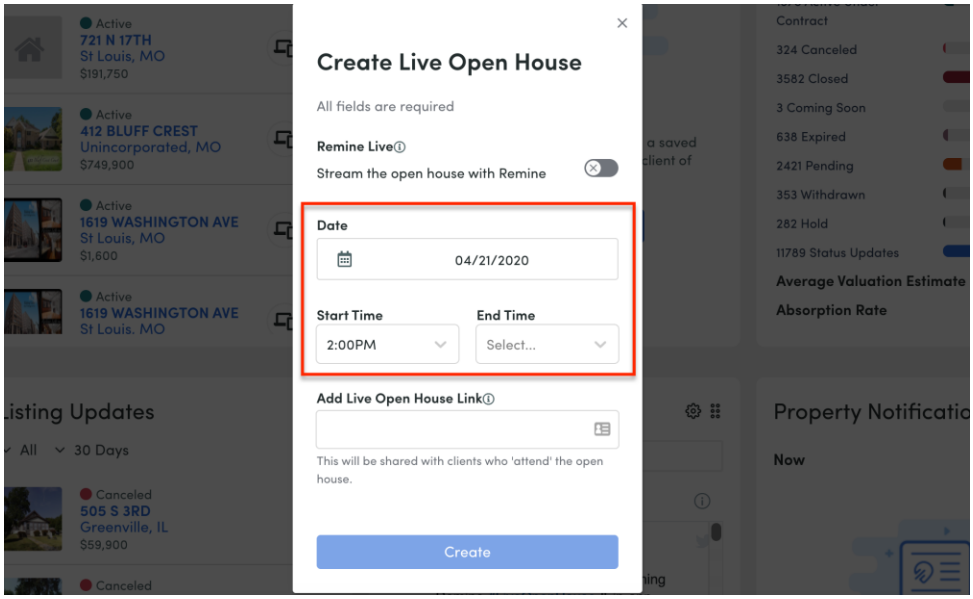
The Live Open House feature allows agents to invite their clients to a virtual open house with an existing streaming URL such as Zoom, Facebook, or Snapchat. Please note, that a Live Open House can only be scheduled by the Listing Agent or Co-Listing Agent.

Remine supports links from Facebook, Google, Zoom, TikTok, Snapchat, and Instagram

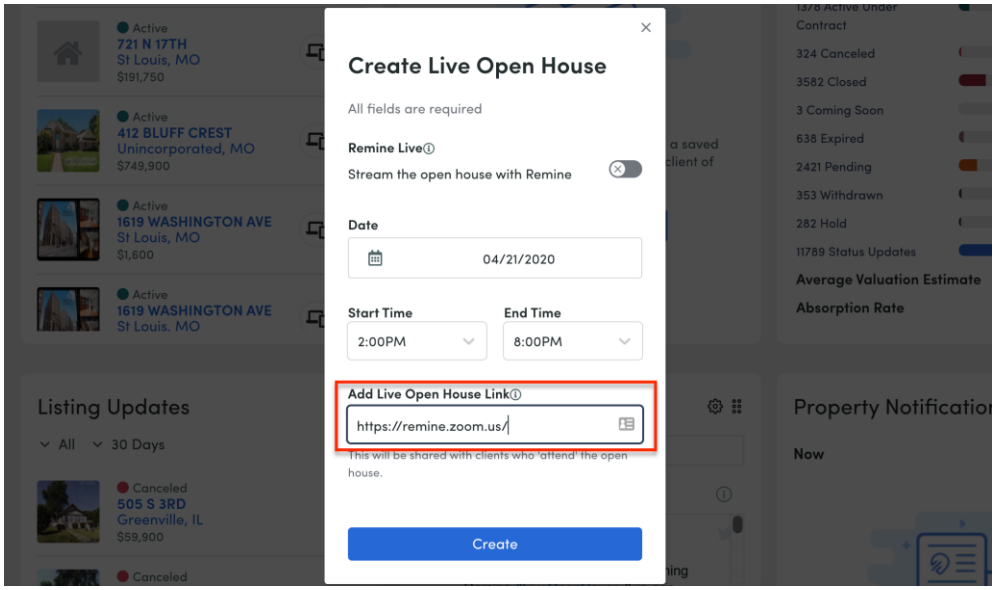
1. In the My Listings card on Daily, click the  next to the listing for which you would like to schedule a Live Open House



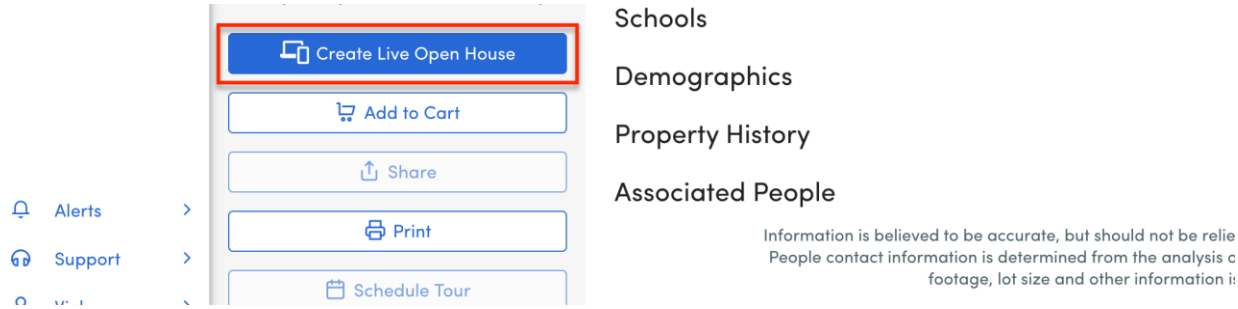
2. In the modal that pops up, enter a Date, Start Time, and End Time for the Live Open House



3. Insert the preexisting URL in the Add Live Open House Link field then click Create



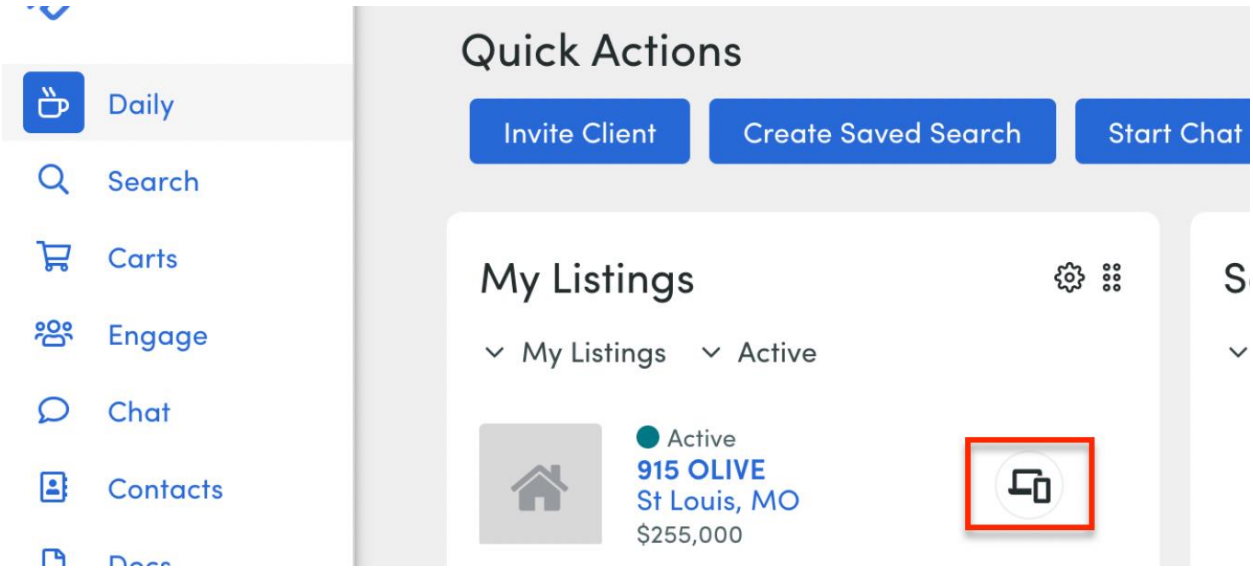
Tip: You can also create a Live Open House directly in the Property Details Page using the "Create Live Open House" button on the left-hand side of the page!



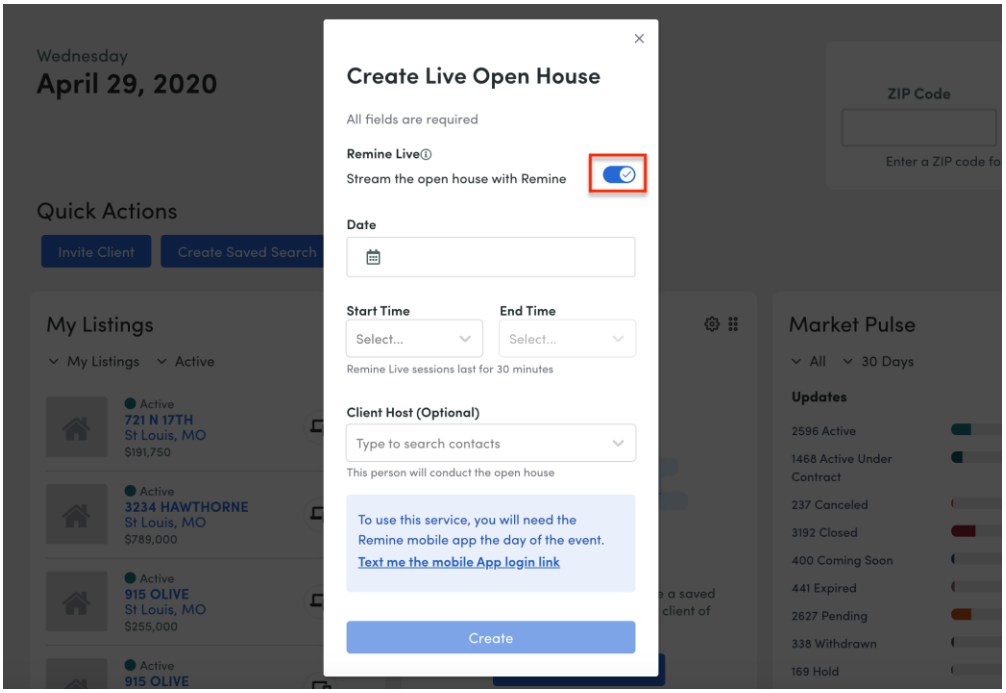
How to Create a Remine Live Open House

Remine Live allows agents to connect with potential buyers virtually using a virtual online tour through the Remine Mobile App. Clients will need to be invited to and registered on Remine.com to view Remine Live Open Houses.

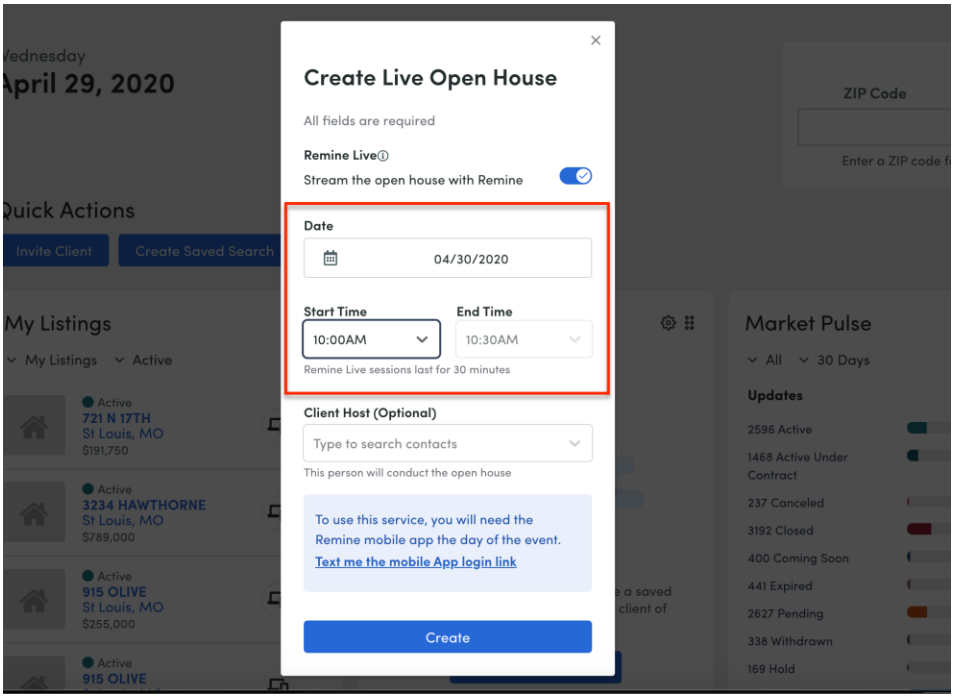
1. Inside the **My Listings** section of Daily, click the  icon.



2. In the popup modal that displays, turn on the toggle for Remine Live.

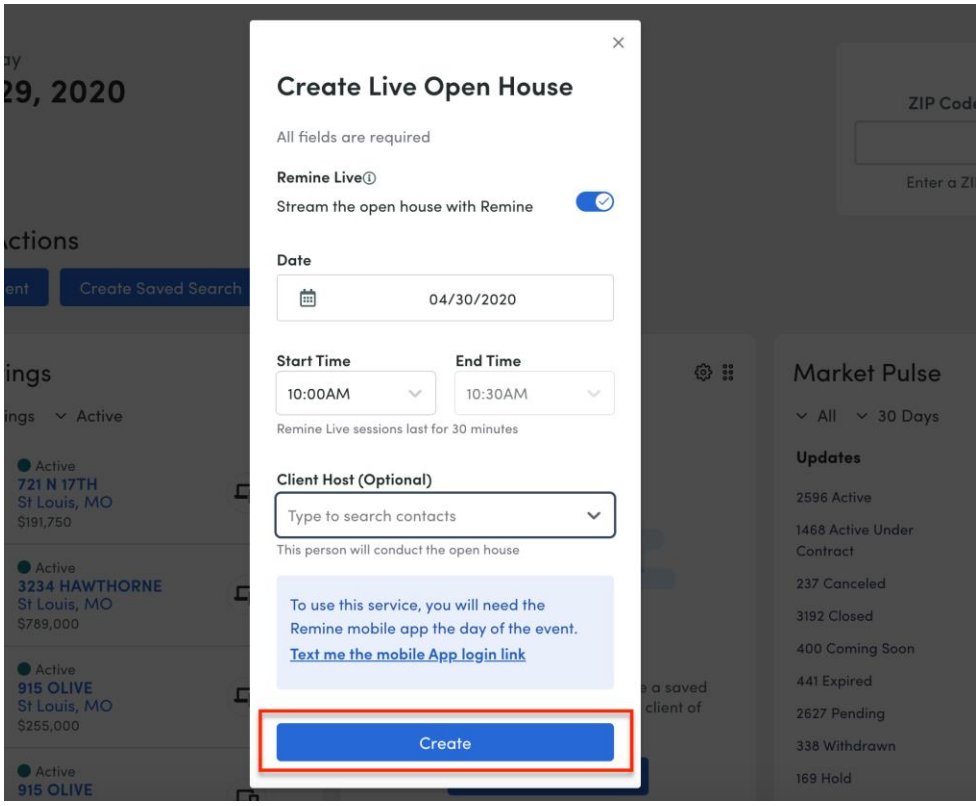


3. Enter a Date, Start Time, and End Time. Please note that Remine Live sessions have a maximum time of 30 minutes.

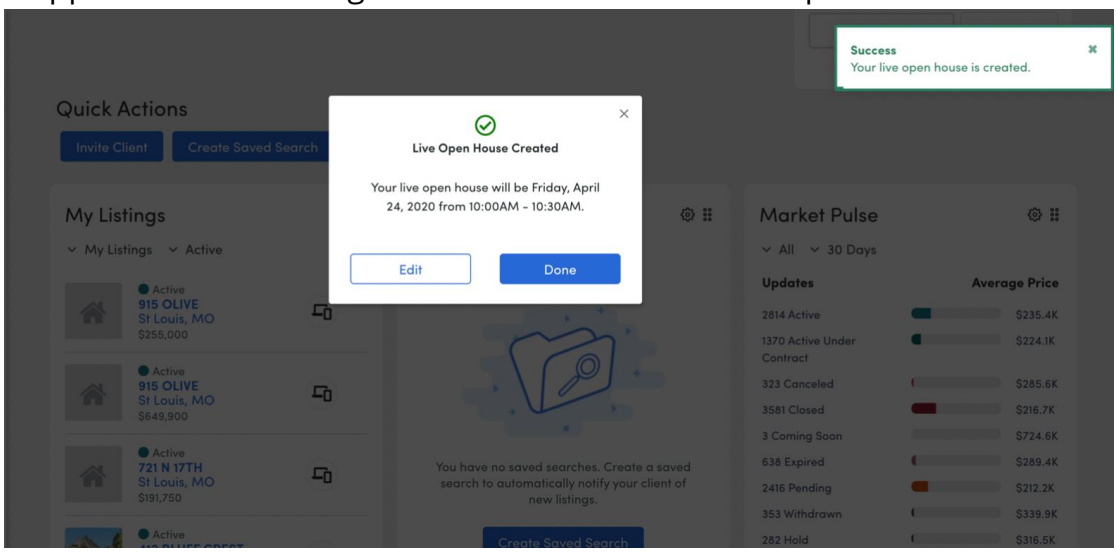


Tip: You can make this a Client Hosted Live Open House by designating a contact in the Client Host field.

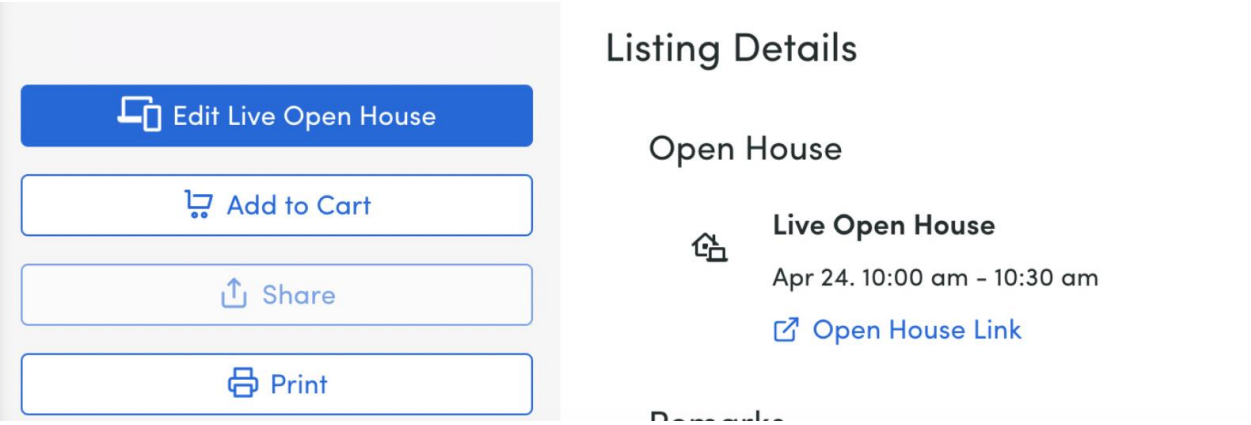
4. Click Create at the bottom of the modal.



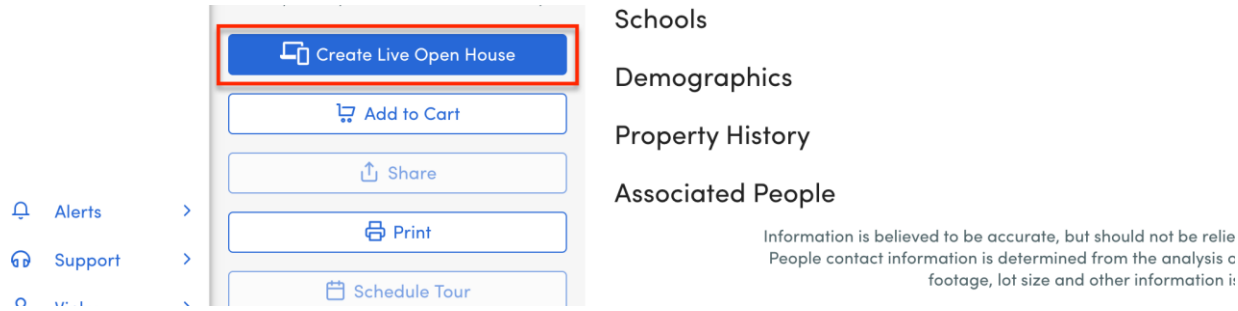
5. You will receive a Success message in the top, right-hand corner of the application confirming the scheduled Remine Live Open House.



6. The scheduled Remine Live Open House will display in the Property Details Page where the Listing Agent or Co-Listing Agent can edit at any time before the stream and other users can launch to view the stream.



Tip: You can also create a Remine Live Open House directly in the Property Details Page using the "Create Live Open House" button on the left-hand side of the page!

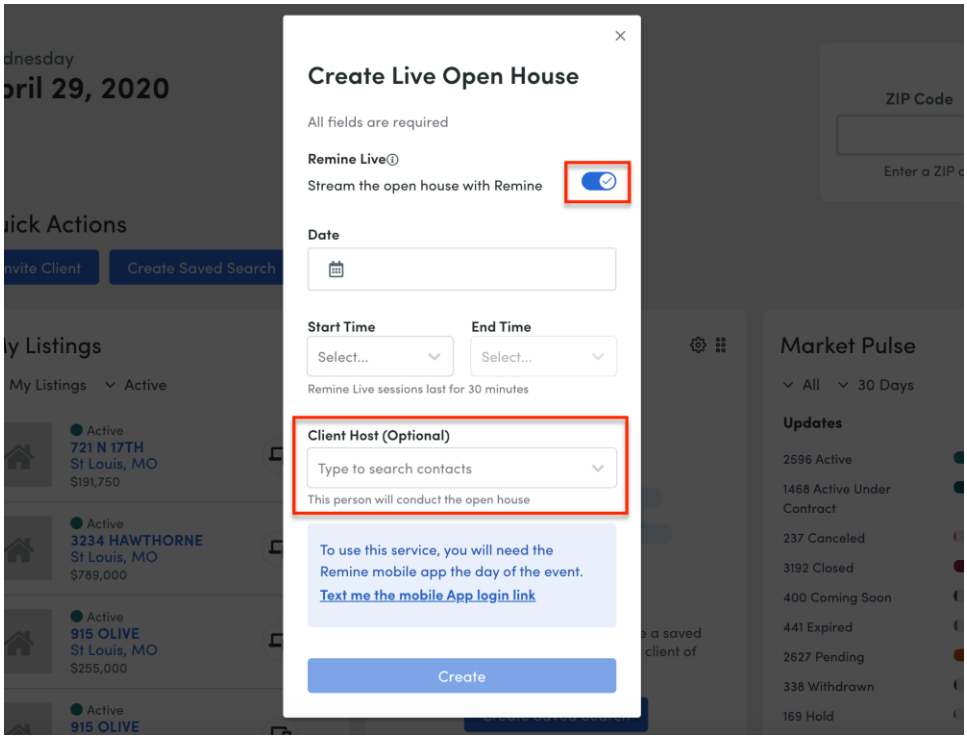


How to Create a Client Hosted Live Open House

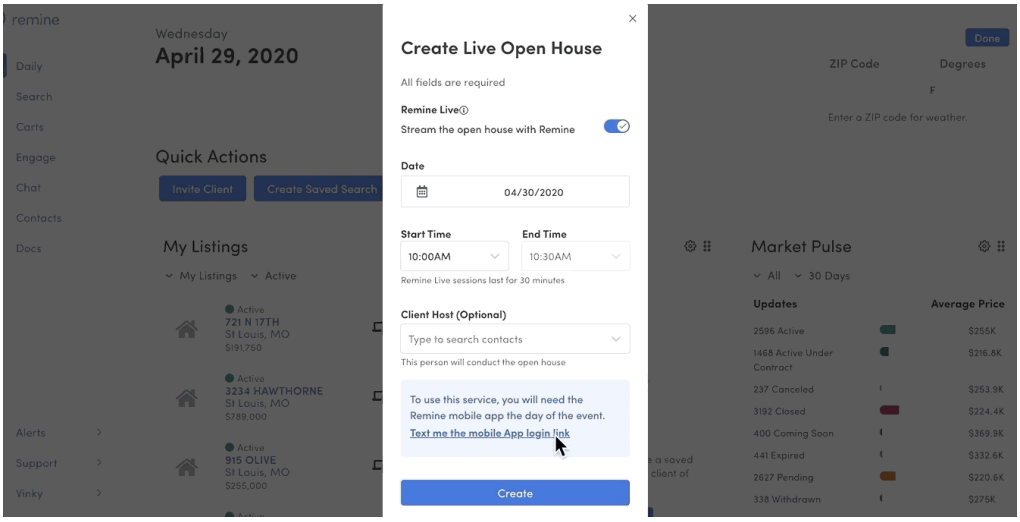
When creating a Live Open House and enabling Remine Live, you will have the ability to assign a contact as the "Client Host" for the live showing. This option provides the flexibility for your client to broadcast the open house if you are unable to show the home.

Step 1: Agent Creates a Remine Live Open House.

1. To get started, you will need to create a Live Open House via Daily or the Property Details page. As soon as you switch on the Remine Live toggle, a Client Host option will appear.



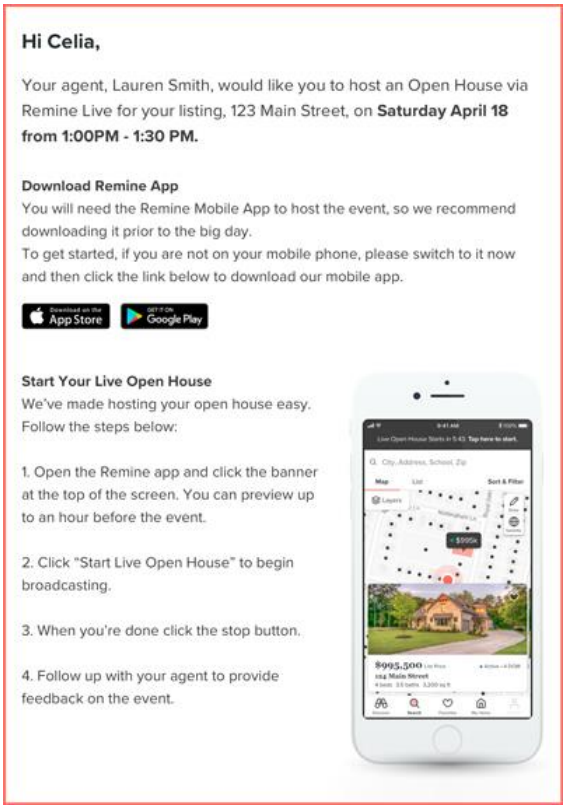
2. In the Client Host field, you can search for an existing contact or create a new one. You can edit the open house at any time if you wish to become the host again.



Step 2: Client Receives Email Confirmation.

Once a client host is assigned, they will receive an email confirmation with instructions to download the Remine Mobile app and how to broadcast the Remine Live event. Remine Live stream is only available from the Remine Mobile app.

If they have not registered on Remine yet, we will automatically associate them with the listing agent who granted them access to live stream the listing.



Hi Celia,

Your agent, Lauren Smith, would like you to host an Open House via Remine Live for your listing, 123 Main Street, on **Saturday April 18 from 1:00PM - 1:30 PM.**

Download Remine App
You will need the Remine Mobile App to host the event, so we recommend downloading it prior to the big day.
To get started, if you are not on your mobile phone, please switch to it now and then click the link below to download our mobile app.

App Store | Google Play

Start Your Live Open House
We've made hosting your open house easy.
Follow the steps below:

1. Open the Remine app and click the banner at the top of the screen. You can preview up to an hour before the event.

2. Click "Start Live Open House" to begin broadcasting.

3. When you're done click the stop button.

4. Follow up with your agent to provide feedback on the event.

Step 3: Client Hosts Live Open House from Mobile App.

1. Once the client has the mobile app and is signed in, they will see a banner alerting them of the Live open house 24 hours before it starts.

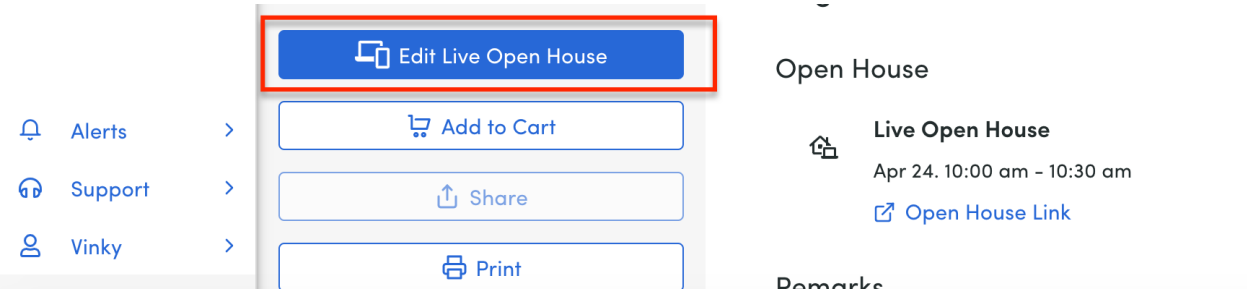
2. In the hour leading up to the open house, they will see a banner that allows them to test the live stream.

3. Five minutes before the scheduled time, they will also receive a reminder push notification. The client can click the banner at the top of the app to start live streaming!

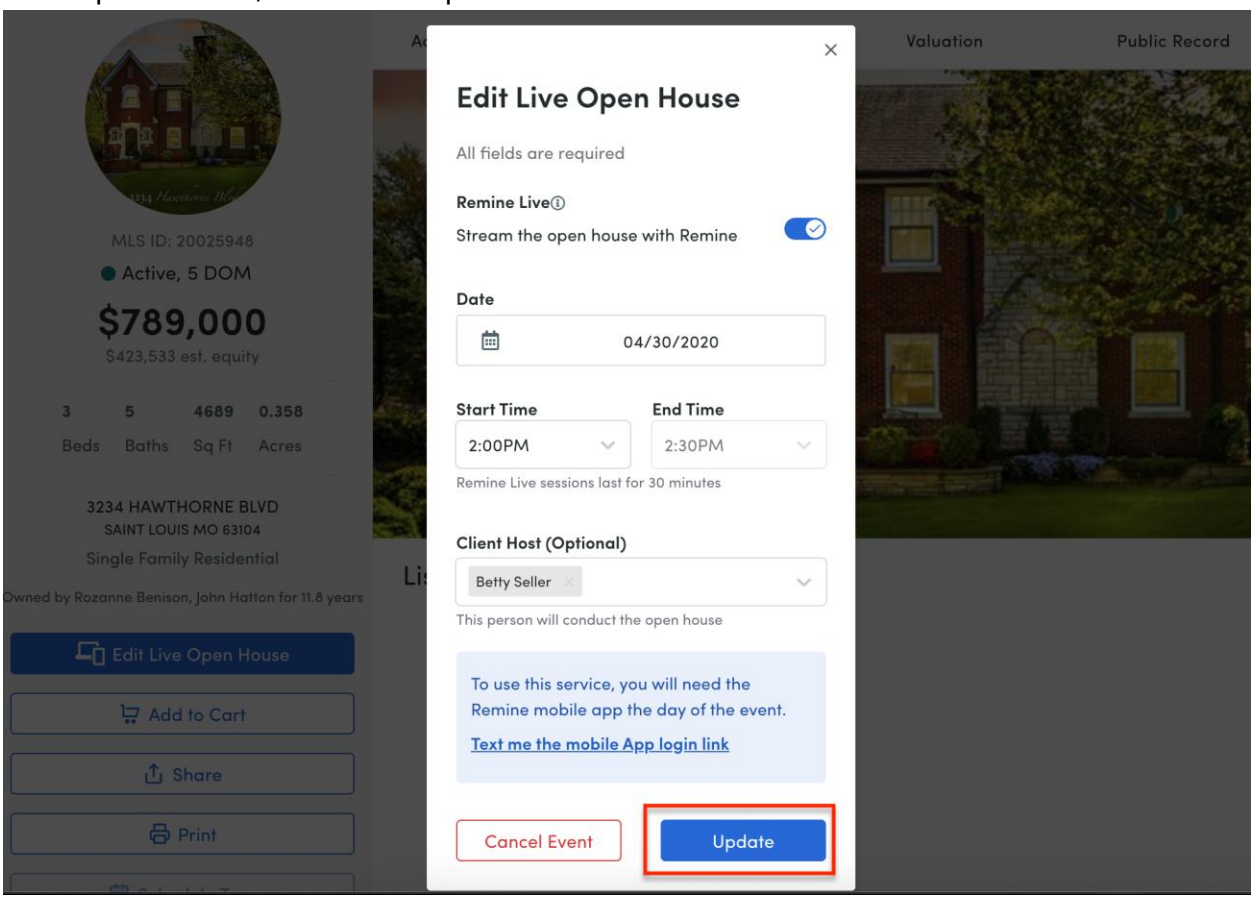
How to Edit a Live Open House

Either a Listing or Co-Listing Agent can edit a scheduled Live Open House or Remine Open House any time before the event occurs.

1. Within the Property Details page, click "Edit Live Open House".



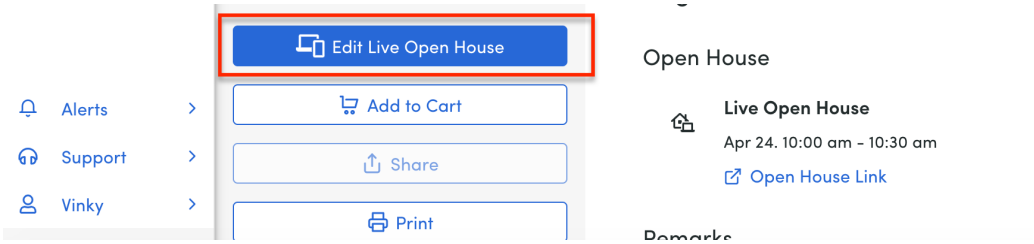
2. In the modal that populates edit any details that need to be changed for the Live Open House, then click Update.



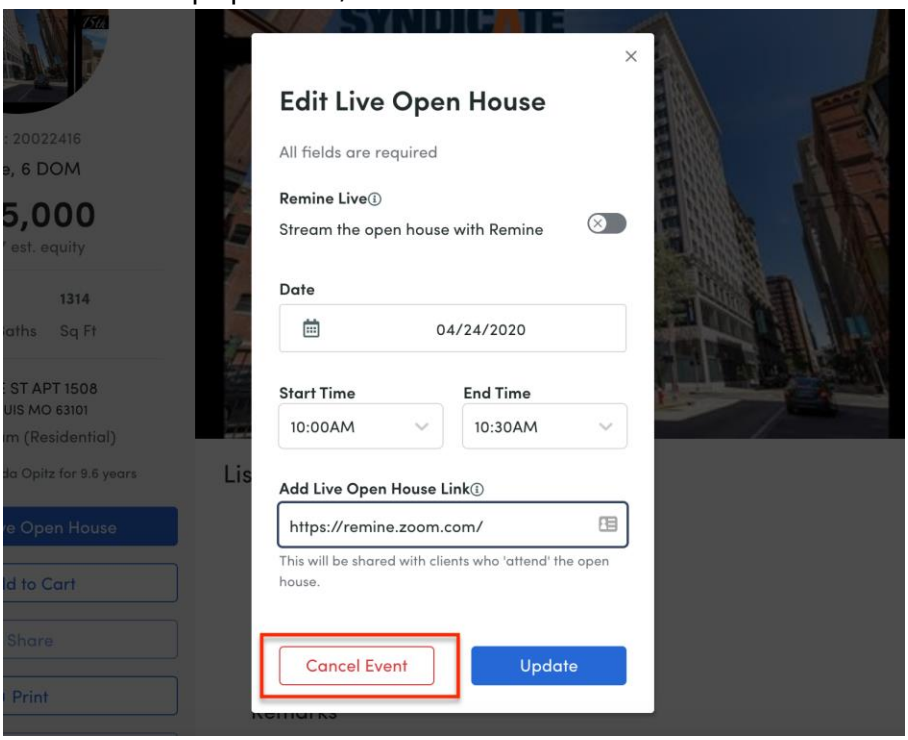
How to Cancel a Live Open House

Just as you can Edit a Live or Remine Live Open House, you can also cancel the scheduled event if it is no longer occurring.

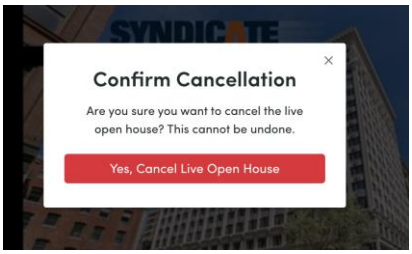
1. Within the Property Details page, click Edit Live Open House.



2. In the modal that populates, click Cancel Event.

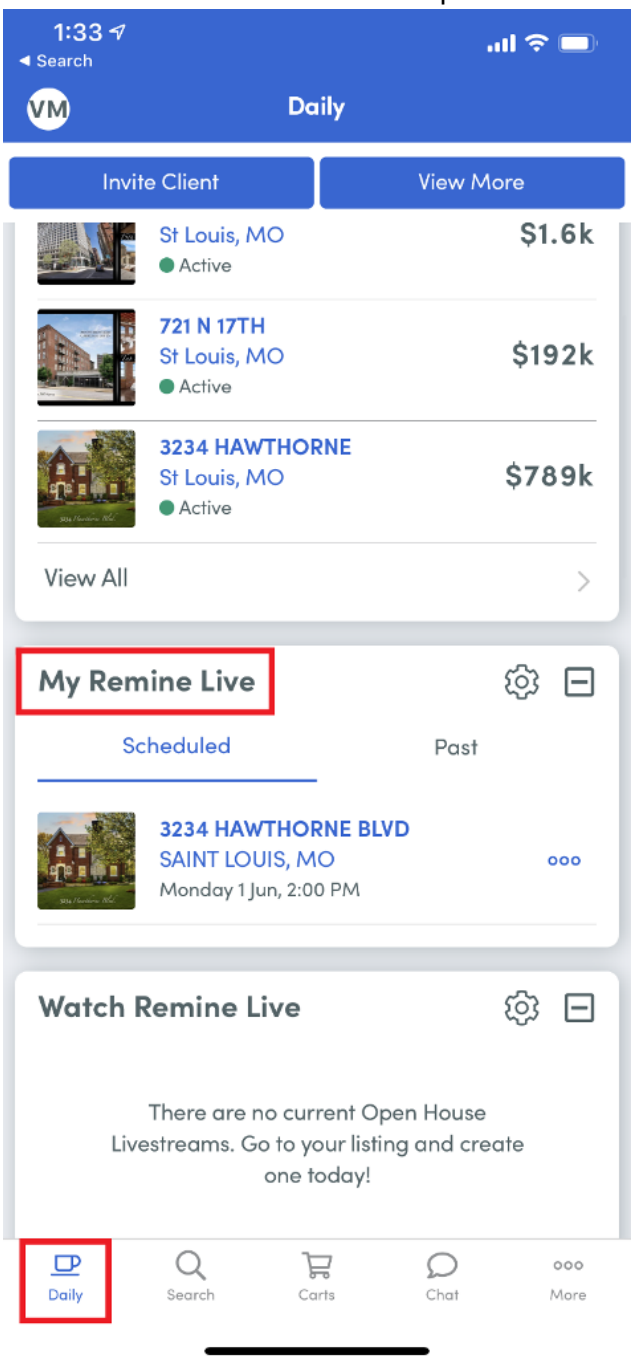


3. Click Yes, Cancel Live Open House to confirm the cancellation.

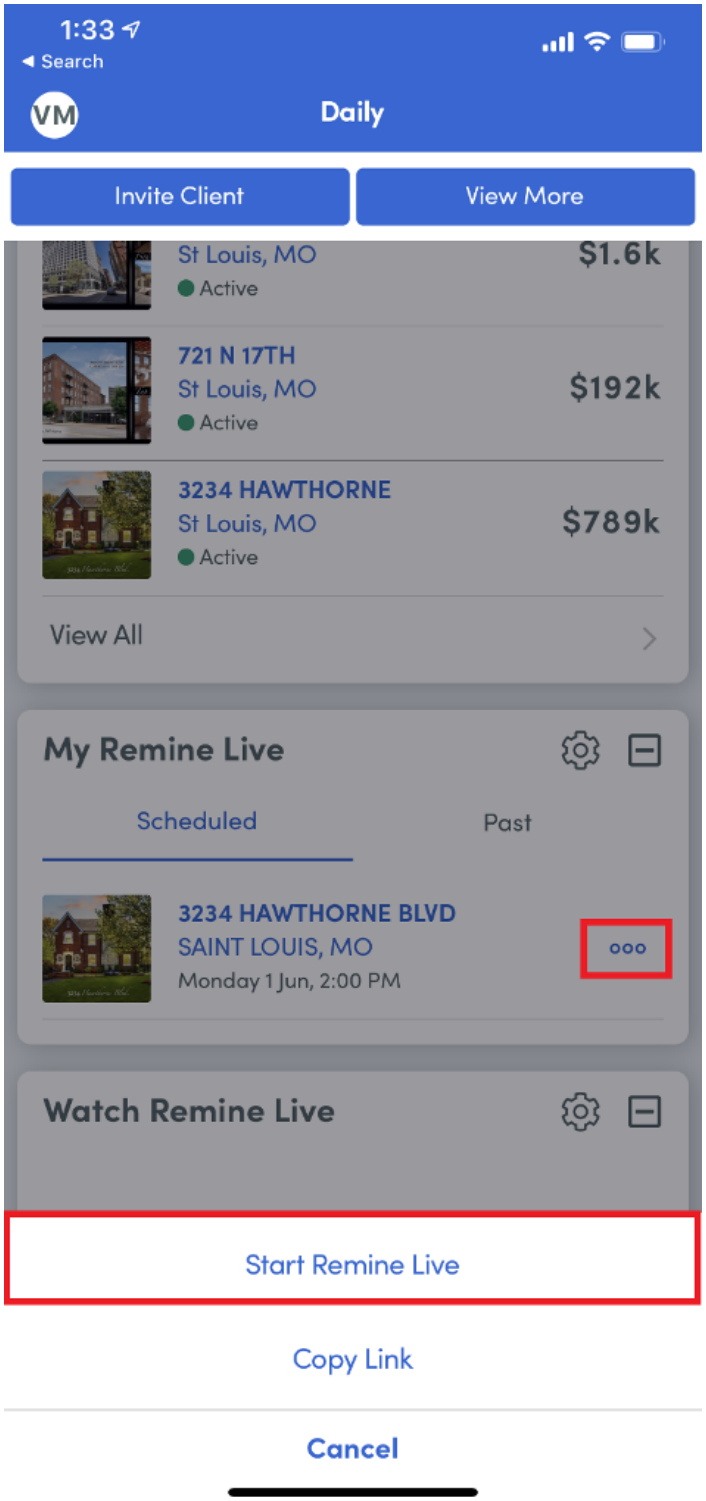


How to Record and Share a Remine Live Open House

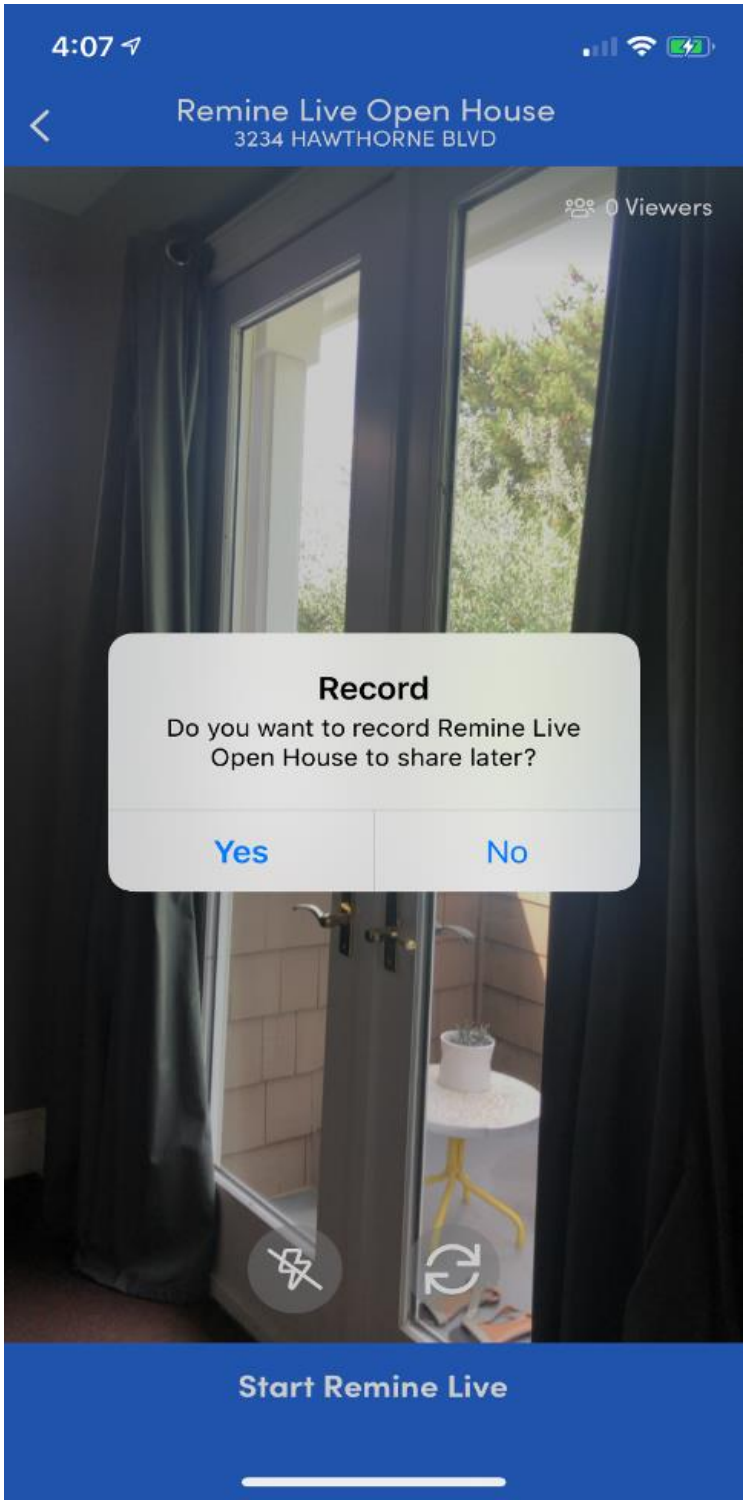
1. You must be in the Remine Mobile App, signed in as an Agent to start your Remine Live Open House.
2. Your upcoming Remine Live Open House sessions will display in Daily under My Remine Live. You may need to swipe the screen down to refresh the page if you recently scheduled the Remine Live Open House.



3. In the Scheduled tab, click on the three dots next to the scheduled Remine Live and then Start Remine Live.



4. Once the recording screen opens, click Start Remine Live at the bottom of the screen. It will then ask if you would like the video to be recorded to share later. To record the Remine Live Open House, click Yes.

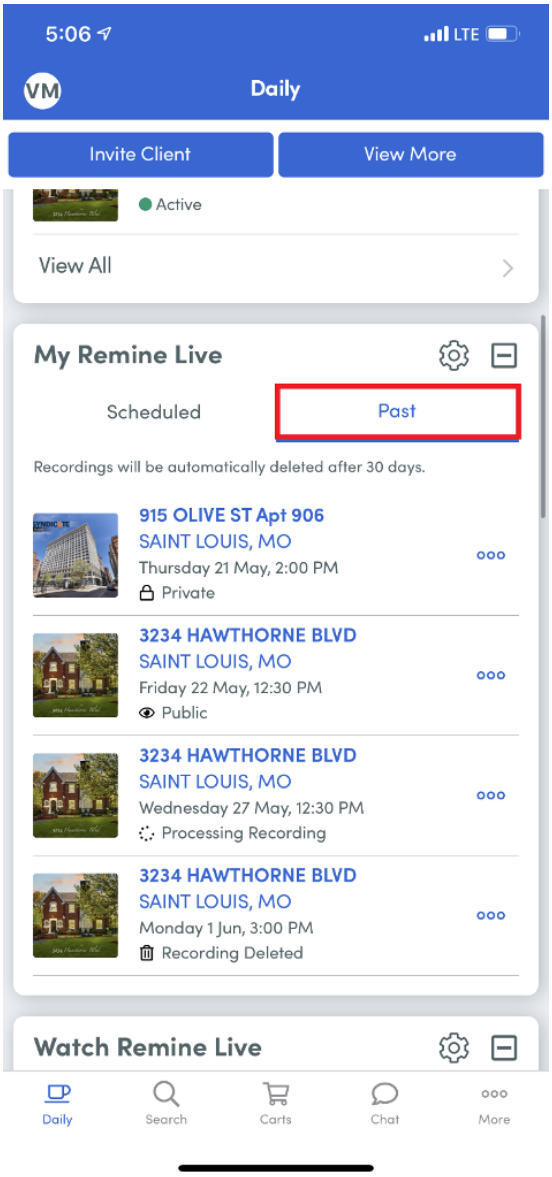


5. To end the Remine Live Open House, click the box at the bottom center of your screen, then click the back button at the top left corner of the screen.

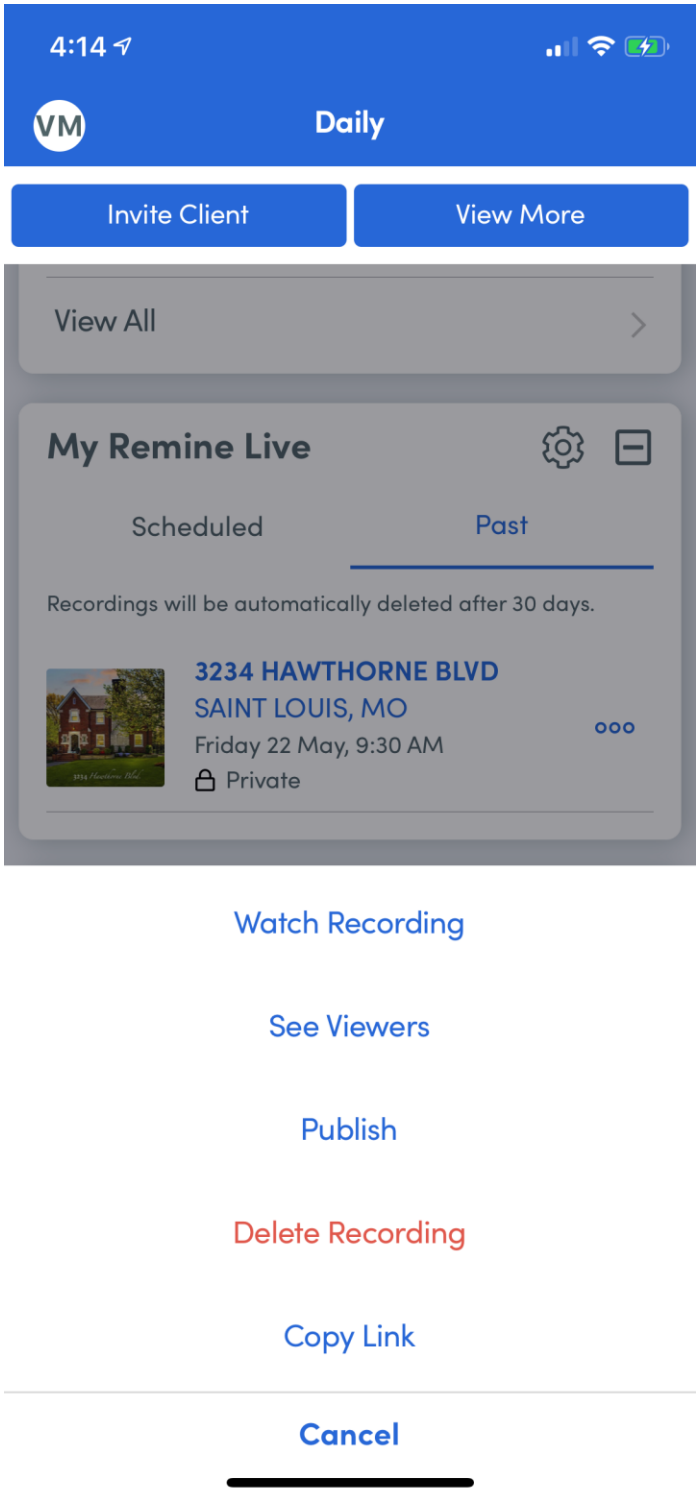
Sharing A Past Remine Live Open House

You can access previously recorded Remine Live Open House sessions in the Daily tab, under My Remine Live. From here, you can share those recordings with clients who are interested in the property.

1. In the My Remine Live card on Daily, click the Past tab to view your previously recorded Remine Live Open Houses.



2. Click the three dots next to the property of interest, this will produce a few options for you:



- **Watch Recording** - Recordings are stored for 30 Days in the application. After 30 days, the recording will be automatically removed and no longer viewable.

- **See Viewers** - View any Agents or Consumers who have viewed the recorded Remine Live Open House.

- **Publish** - Published Remine Live Open Houses will display within the Property Details Page for Agents and Consumers on the desktop and the Remine Mobile App.

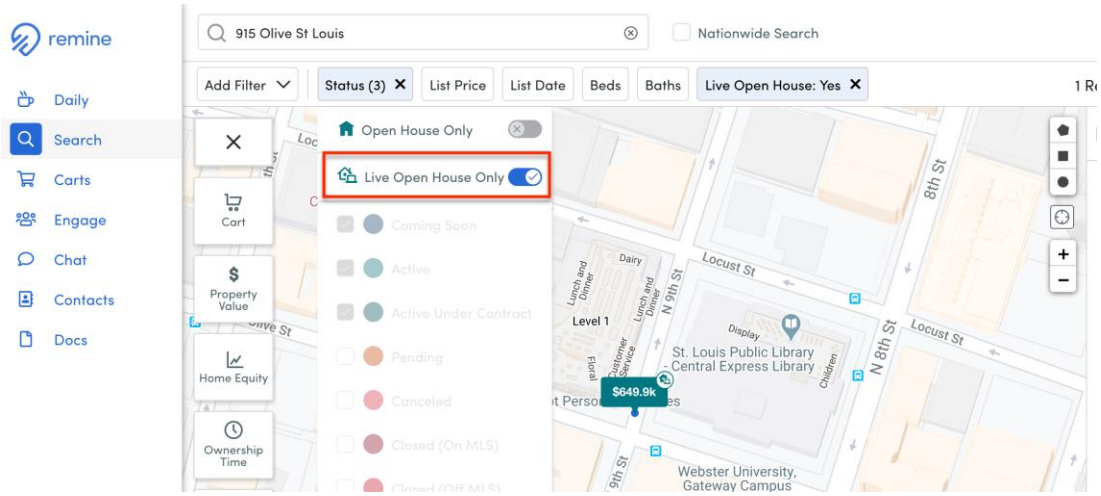
- **Delete Recording** - Once a recording is deleted, it cannot be recovered.

- **Copy Link** - This allows you to share the link with Consumers on your Remine.com site. If the recording is published, the page will display that recording. If it was not recorded, the page will show the listing

Join a Live Open House as an Agent

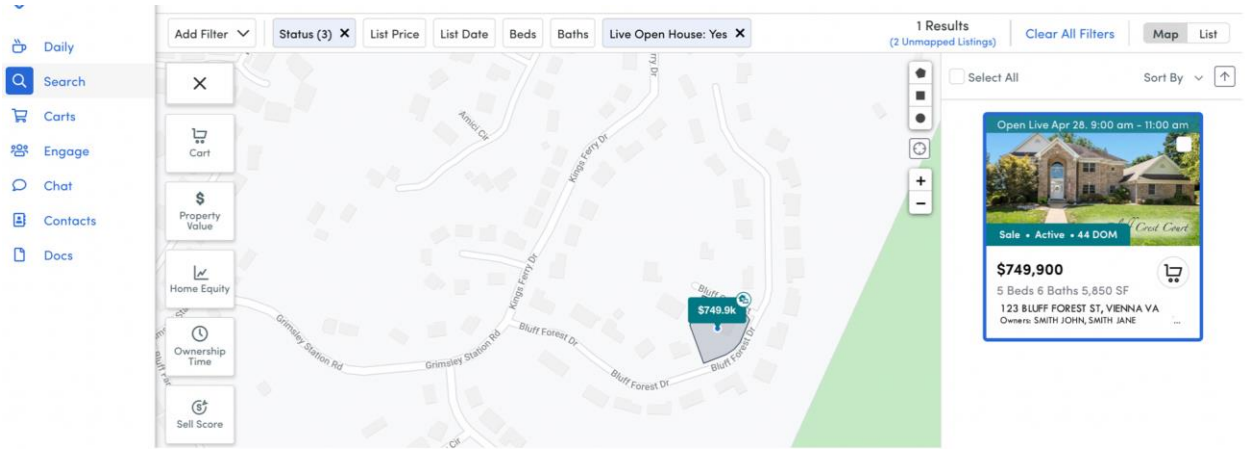
As an Agent in Remine, you can join any scheduled Live Open House event. Live Open House events can be joined either from the desktop application or the Remine Mobile App.

1. In Search activate the Live Open House Only filter under Status.



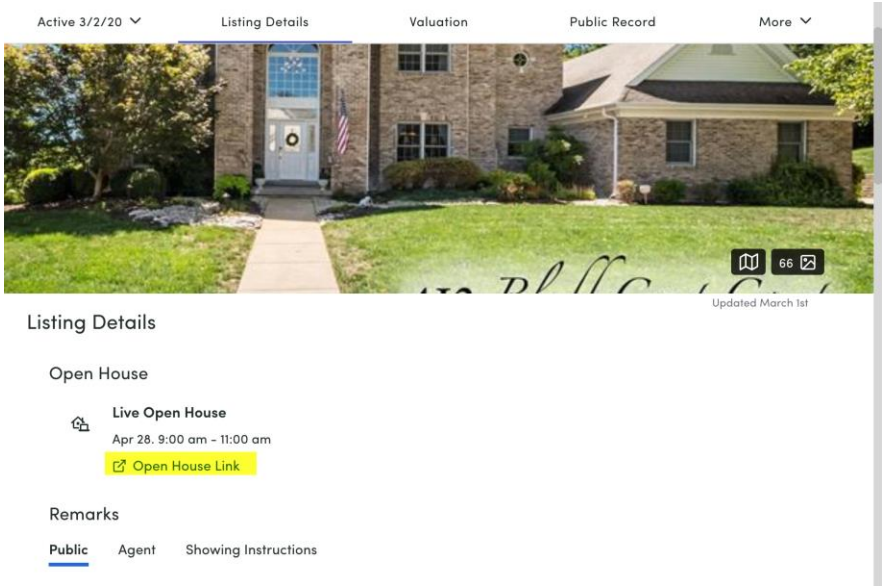
2. On the right-hand panel, you will see properties that have a Live Open House scheduled, along with details of the Open House.

3. Click on the property card to open the Property Details Page.



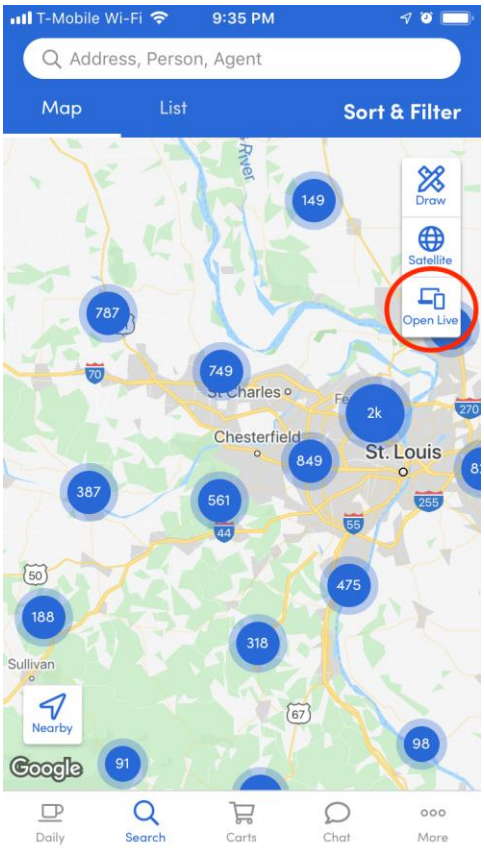
4. Within the Property Details page, you'll see the scheduled Open House in Listing Details.

5. At the time of the event, click the Open House Link to launch the live stream in a new tab.

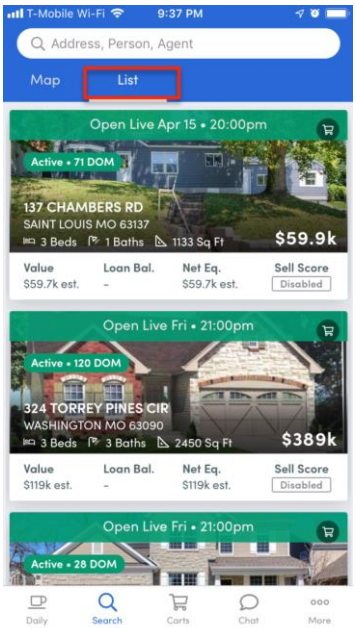


Joining from the Mobile App

1. On the Search map in the Remine Mobile App, click the Open Live filter.

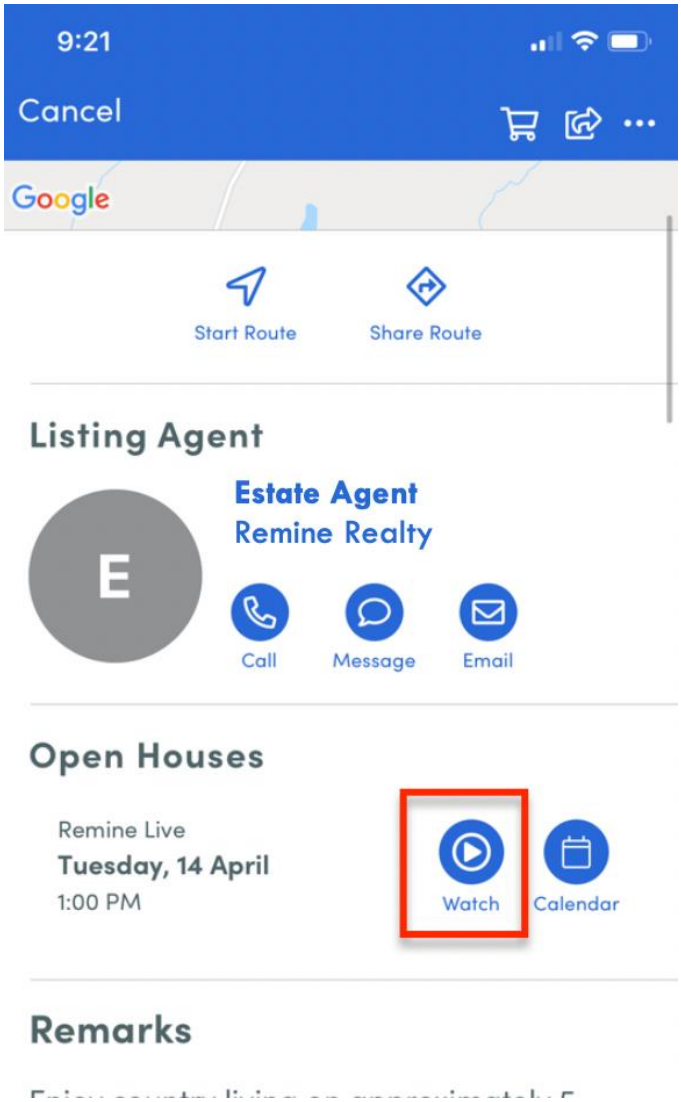


You can also view these properties in the List view.



2. Click one of the property cards to open and view property details.

3. Within the Property Details page on Mobile, click the Watch button to launch the live stream.

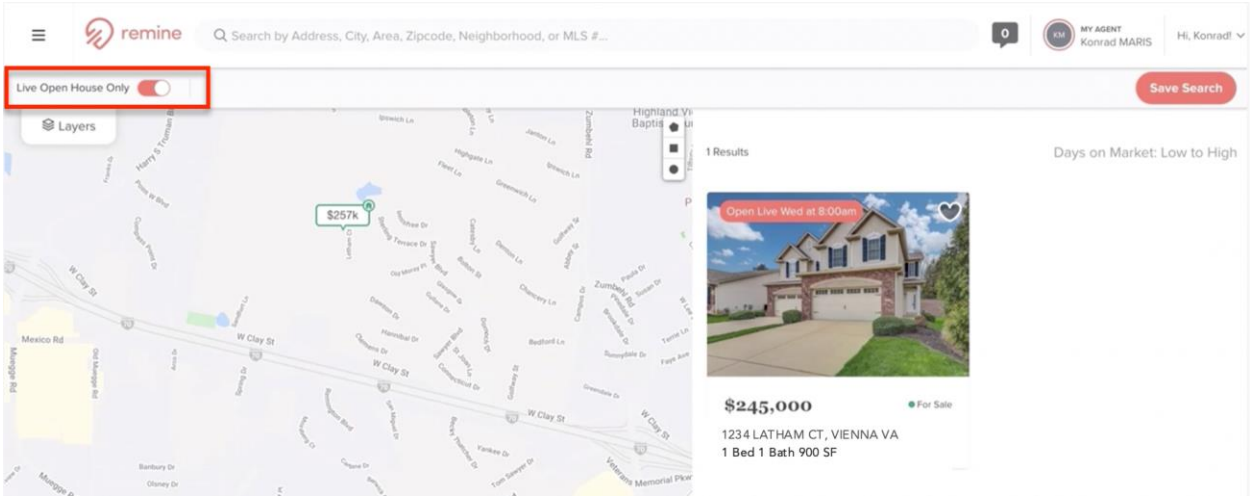


Join a Live Open House as a Consumer

Once a Live Open House virtual stream has been scheduled in Remine, clients that have been invited to and registered on Remine.com or the Remine Mobile App can join Live Open House events.

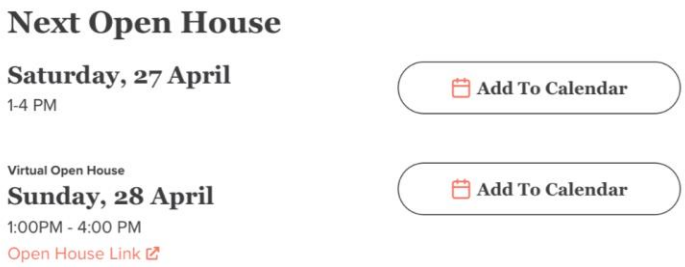
Note: To view Live Open Houses, a consumer will need to be registered on Remine.com or the Remine Mobile App and be associated with an agent.

1. From the Search map, click the Live Open House Only toggle to view Live Open Houses. At this time, the Live Open House filter cannot be used in conjunction with filters like Bed, Bath, Sqft.



2. On the Property Details page, scroll to the Next Open House section.

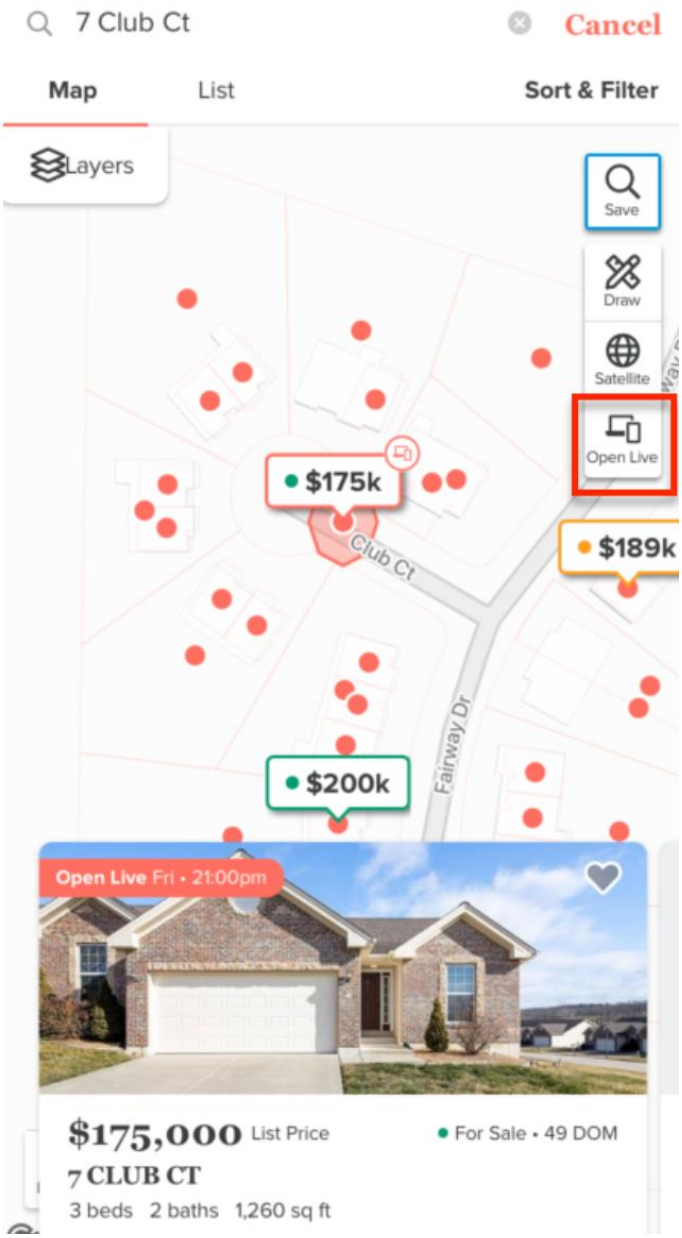
3. From here, click Add to Calendar for the Live Open House you would like to stream.



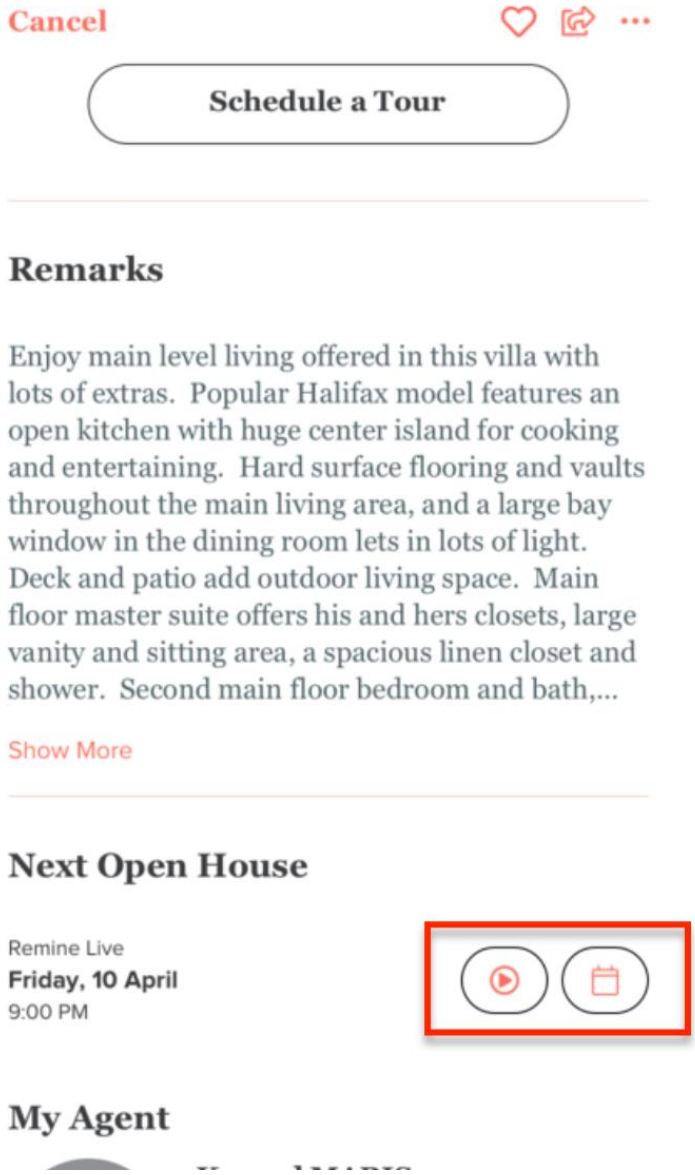
4. You will receive a link in your Remine.com registered email where you can join the live stream at the time of the event.

Joining from the Remine Mobile App

1. From the Search map, click the Open Live filter on the right-hand side of the map.



2. Within the Property Details Page, you can either join at the time of the event using the play button icon or add to your calendar using the calendar icon.



Live Open House FAQs

Q: Why don't I see the option to add a Live Open House?

A: There are a few reasons you may not be seeing the option to add a Live Open House:

1. Live Open House and Remine Live Open House are offered at the Pro subscription level. You can read more about the features included in Remine Pro in Subscription Plans.

2. You will need to be either the Listing Agent or Co-Listing agent on the property to view the option to add a Live Open House.

3. This feature is available for the following MLS statuses: Coming Soon, Active, Active Under Contract.

Q: Can I schedule an open house for a property that is not my listing?

A: No, you will need to be either the Listing Agent or Co-Listing Agent on a property to schedule a Live Open House.

Q: What's the difference between Live Open House and Remine Live Open House?

A: The Remine Live Open House feature is specifically designed for your clients to view the stream through your Remine Agent website. The Live Open House feature will allow you to enter a pre-existing URL, like a Zoom link, for your scheduled virtual open house. For more information check out our articles Add a Live Open House and Add a Remine Live Open House.

Q: Can I do a dry run before my Live Open House?

A: Yes! If you have opted to do a Remine Live Open House, you can start that stream before the scheduled open house and invite a friend to view the broadcast.

Q: How do I start my Remine Live Open House?

A: You will want to be sure that you have already downloaded the Remine Mobile App before your stream. Once you have downloaded and signed into the Mobile App, you'll just click the address from the My Remine Live section of the app to open the stream. From there, click Start Remine Live. For more information, check out our article Starting Your Remine Live Open House.

Q: Do you record the stream so that I can view it later?

A: At this time Remine does not store recorded open house streams for playback.

For more information on the Live Open House feature, or for detailed instructions on how to use the feature, visit the Live Open House section of the Remine Help Center.

CMA 360

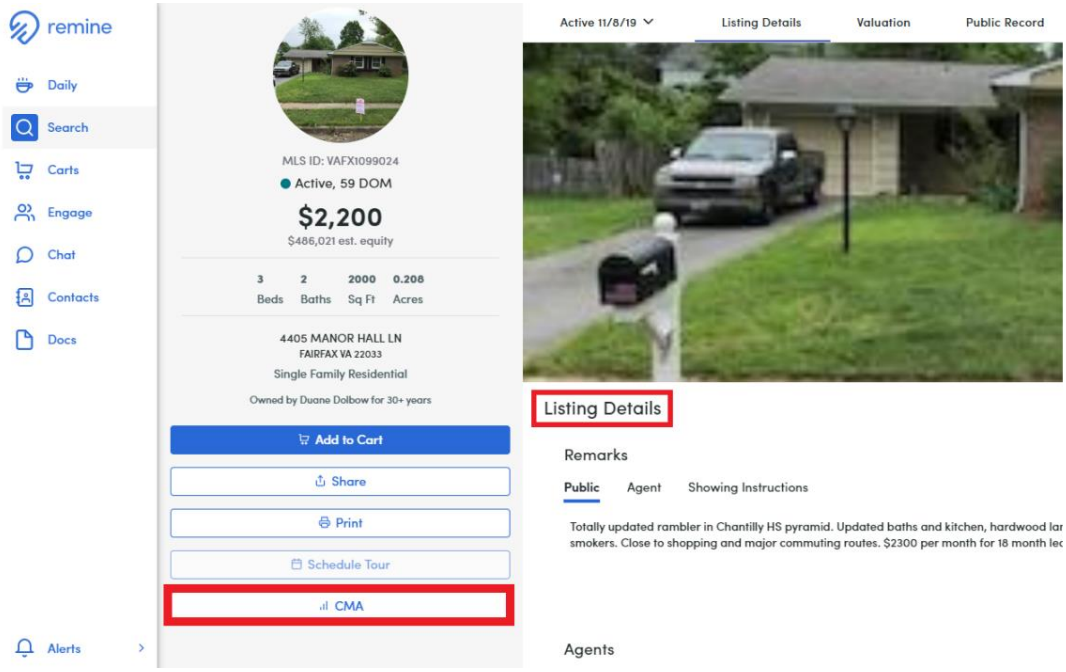
How to Create a CMA in Remine

A comparative market analysis, or CMA, is an examination of the prices at which similar properties in the same area recently sold. Since no two properties are identical, you'll make adjustments for the differences between the target property and the comparable properties (henceforth, known as comps) to determine a fair price.

CMA 360 allows you to print your custom reports directly from Remine. CMA is available with all subscription plans, and there's no limit to the number of reports you can create. Remine CMA appears when you click the Create CMA button on the Property Details page.

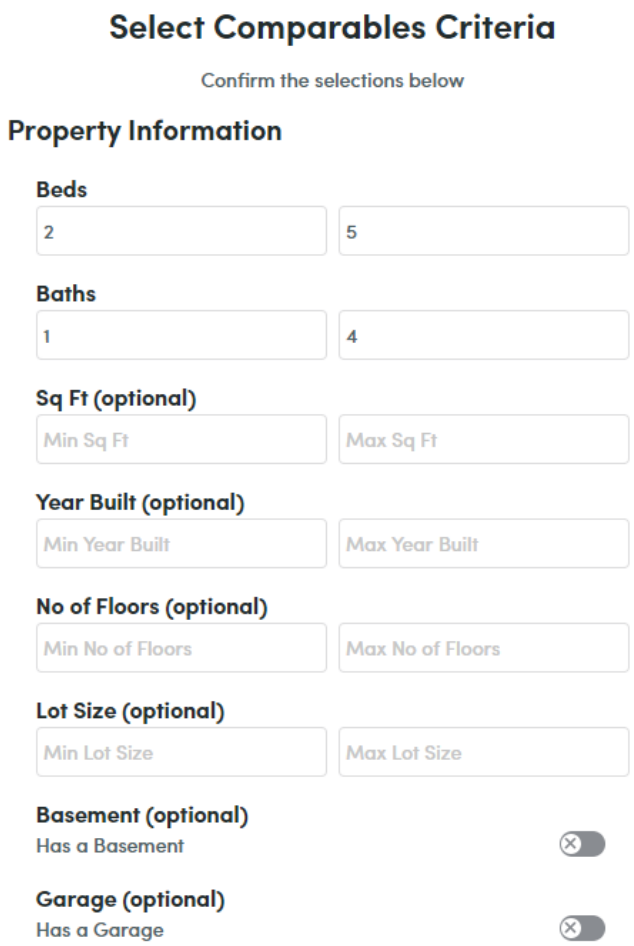
Begin to Create a CMA 360

1. Access the property details page for the property you wish to create a CMA.
2. In the bar on the left-hand side of the page, click Create CMA. In the drop-down, click Remine CMA 360.



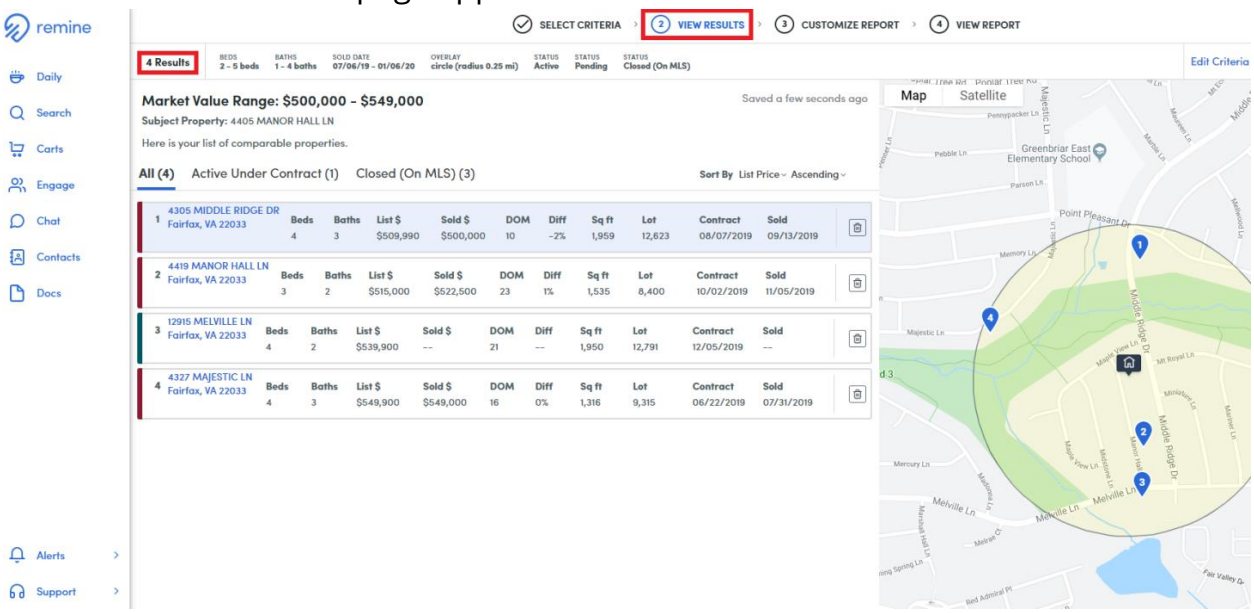
3. Continue to '**Steps to Personalize Your CMA 360'**.

1. Select Criteria.
    - The Select Comparables Criteria page appears, and the selected property is automatically added to your Carts. Fill out the form based on the comps that you want to find.
    - Click the Search button at the bottom of the page.



2. View Results

- The View Results page appears.

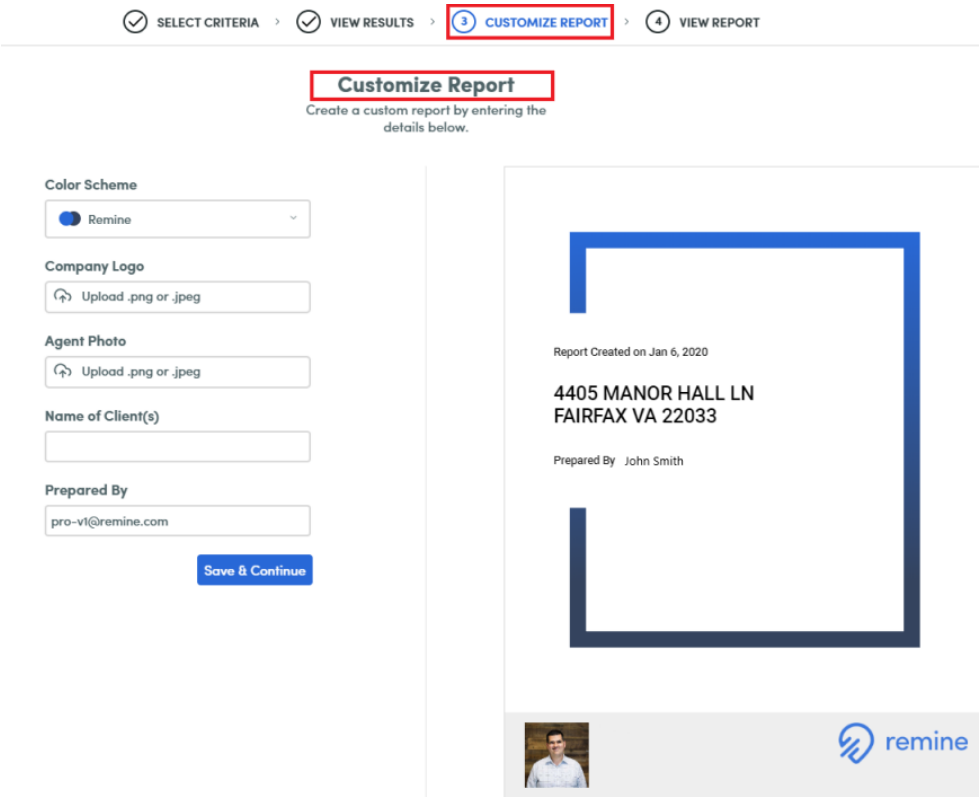


- Review the list of comps. You can adjust them as needed.
    - Hover over a list item and the corresponding pin on the map wobbles to identify itself.
    - To view the Property Details page for that property, click an address in the list.
    - To remove a comp from your CMA, in the row for the property, click the mceclip0.png button.
    - To add a comp back to your CMA, in the row for the property, click the Add button.

- Click the Save & Continue button in the upper right corner to move to the next step.

3. Customize Report

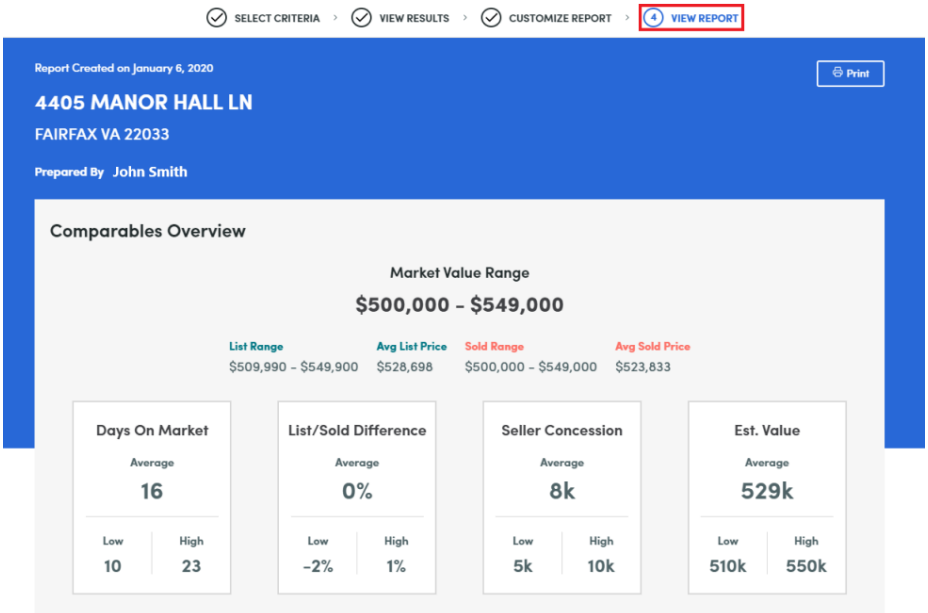
- The Customize Report page appears.



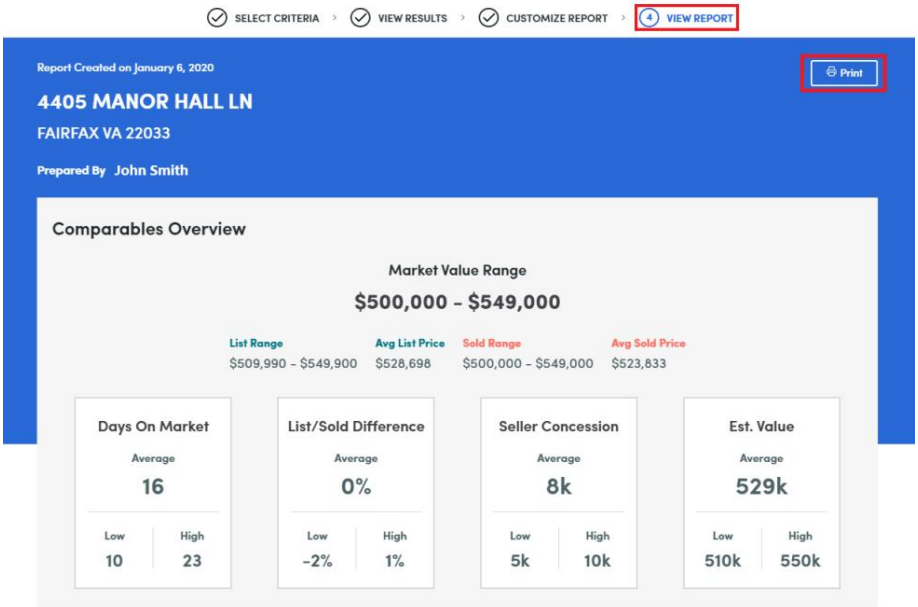
- Customize the look and feel of your PDF report by selecting a color scheme, uploading a photo and logo, typing the name of the clients, and adding which agent(s) prepared the report.
- Click the Save & Continue button at the bottom of the page to move to the next step.

4. View Report.

- The View Report page appears with your final report.



- Print the PDF of your CMA by clicking the Print button in the upper right corner of the screen.



- The Print CMA window appears.

- Name your file and select whether you wish to include photos and valuations. Make your selections and click Print. The report downloads automatically.
- Click the Close button in the upper right corner to exit the report screen.

What is StepOne?

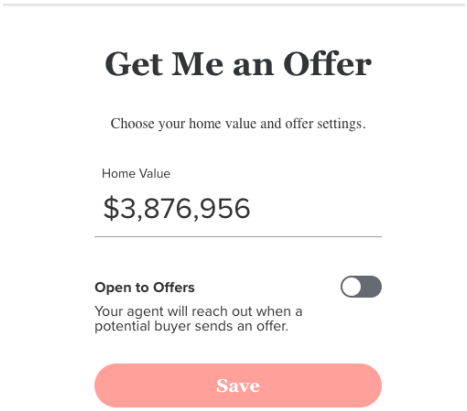
StepOne is the first step in getting your clients engaged with all that Remine has to offer. Provide your clients with a **free credit report** through Equifax as well as all of the power of Remine on Remine.com and the Remine Mobile App. This is a soft pull on the client's credit and will not affect their credit score.

Getting started with StepOne

1. Invite your clients to Remine from Engage or Contacts on the desktop version of Remine. You can also invite clients from the Remine Mobile App.
2. Invited clients will receive an email invite where they can create their Remine Account and confirm their registration. Once they have done *both,* they will be able to request their free credit report.
3. Users who verify their identity will instantly receive their credit score and have the ability to view and/or download their full Equifax credit report.
4. Once a client has registered on Remine.com, verified their identity, and received their free credit score, your Engage page in Remine will reflect that activity. See our Engage article for more information on what you can learn through the insights on Engage.

What is Get Me an Offer?

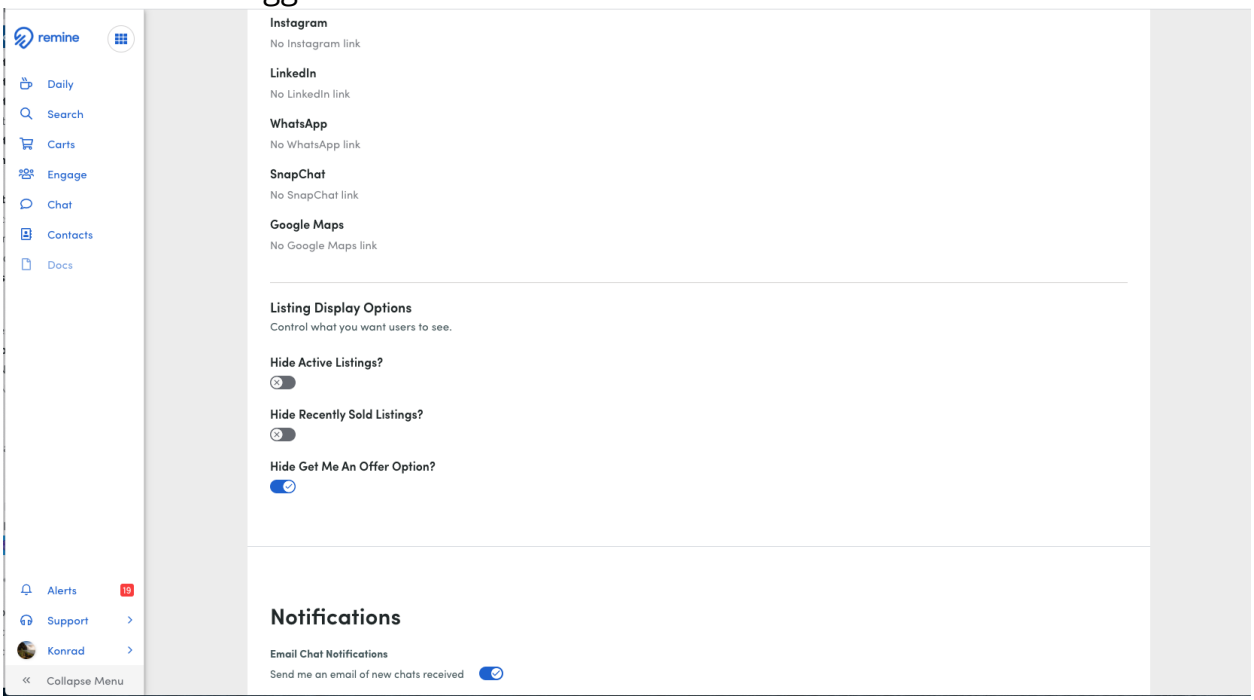
The "Get Me an Offer" feature is meant to allow clients to select that they're open to offers before their property has been listed. It looks something like this:



You can choose to keep "Get Me an Offer" turned on and visible to your clients, or you can choose to disable it.

To turn "Get Me an Offer" off:

1. Go to your Settings page.
2. Scroll down to the "Listing Display Options" section.
3. Find the "Hide Get Me an Offer Option?" toggle.
4. Click the toggle to switch it to "Off."



Your preference to hide Get Me an Offer will be saved, and your clients will no longer be able to see it as an option. Later, if you decide that you want to turn it back on, all you have to do is go back and flip the toggle!

How to Invite a Co-Buyer to Remine

Your clients are now able to Invite a Co-buyer to share in the journey of purchasing a new home. Consumers will be able to share properties quickly and keep track of any activity in one convenient location. When a consumer invites another consumer, they are automatically matched with the same agent, which means another lead for you!

Note: Consumers need to be associated with an agent to access this feature.

Inviting a client can be done from your desktop or mobile device.

Desktop Users

Inviting a Co-Buyer from Property Details

1. Select any Property Details page from the map or favorites.
2. Select Share.
3. Add the Co-Buyers First Name, Last Name, and Email or select the Co-buyer that is pre-populated.

Inviting a Co-Buyer from Group

1. Go to Favorites.

2. Create a Group, if you do not already have one.

3. Add properties from Favorites to the Group you created by selecting and clicking the option to Add to Group.

4. To Add a Contact to this group with a Co-Buyer, click on under My Groups.

5. In the pop-up window, you can select a New Person to send this Group to or a previously entered contact.

Note: Agents will not be able to share the following Groups, 'Agent Recommended' and 'Criteria Matches'.

Mobile Users

Inviting a Co-Buyer from Property Details

1. Select any Property Details page from the map or favorites.
2. Select the in the mceclip0.png top right corner.
3. A menu will pop up with the option to Add to Shared Group or you can create a New Group.
4. For a New Group, enter the New Shared Group Name, First Name, Last Name, and Email.
5. Lastly, select Share Property.

Note: Once you have successfully shared property, you will receive a success message at the bottom of the screen.