

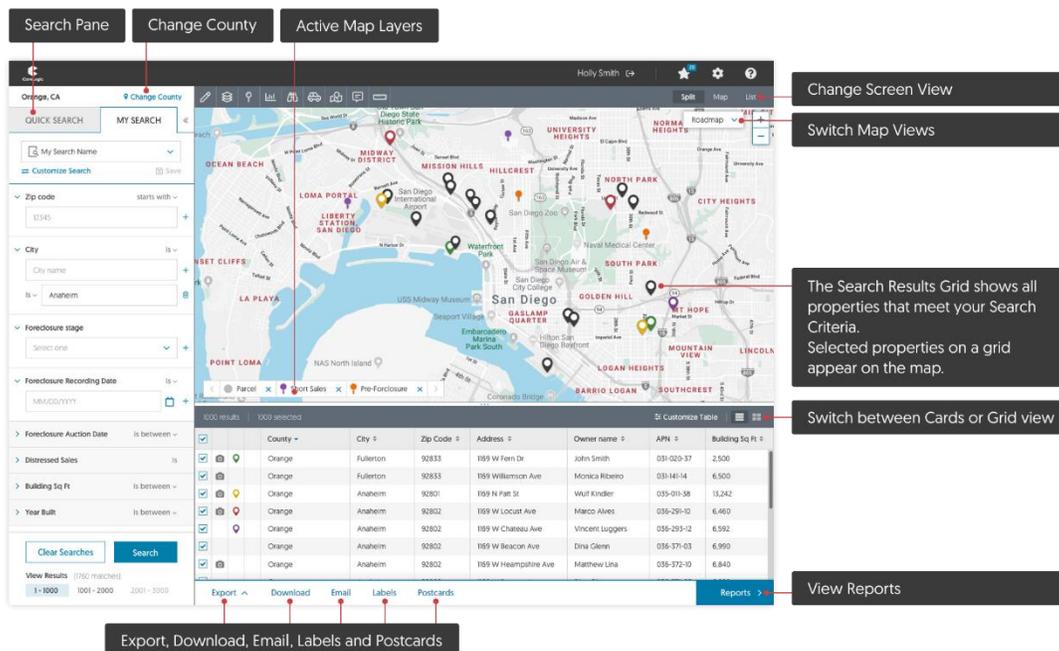
Realist User Guide

Getting Started

Finding Your Way Around Realist

On Realist’s main page you’ll find a full set of searching and mapping tools, all contained within one, easy-to-use interface where you’ll perform searches and view and manage your results. Searching and mapping work together seamlessly, allowing you to drill down visually on the Map with a roadmap, satellite, hybrid, and terrain views, or view parcel information in the more traditional search results grid containing customizable columns of data.

The following diagram walks you through each area of Realist’s main page and describes what you can do:



The diagram shows the Realist interface with several callouts pointing to specific features:

- Search Pane**: Points to the search filters on the left side of the interface.
- Change County**: Points to the 'Change County' dropdown menu.
- Active Map Layers**: Points to the map layer controls at the top of the map.
- Change Screen View**: Points to the 'Split', 'Map', and 'Grid' buttons at the top right of the map.
- Switch Map Views**: Points to the map view selection icons (roadmap, satellite, hybrid, terrain).
- The Search Results Grid shows all properties that meet your Search Criteria. Selected properties on a grid appear on the map.**: Points to the search results table at the bottom.
- Switch between Cards or Grid view**: Points to the view toggle buttons at the bottom right of the table.
- View Reports**: Points to the 'Reports' button at the bottom right of the table.
- Export, Download, Email, Labels and Postcards**: Points to the export options at the bottom of the table.

Foreclosure Auction Date	Disposessed Sales	Building Sq Ft	Year Built	County	City	Zip Code	Address	Owner name	APN	Building Sq Ft
				Orange	Fullerton	92833	189 W Fern Dr	John Smith	031-020-37	2,500
				Orange	Fullerton	92833	189 Williamson Ave	Monica Ribeiro	031-141-14	6,500
				Orange	Anaheim	92801	189 N Pratt St	Wulf Kinder	035-011-58	13,242
				Orange	Anaheim	92802	189 W Locust Ave	Marco Alves	035-291-10	6,460
				Orange	Anaheim	92802	189 W Chateau Ave	Vincent Luggers	035-251-12	6,592
				Orange	Anaheim	92802	189 W Beacon Ave	Dina Glenn	035-371-03	6,990
				Orange	Anaheim	92802	189 W Hampshire Ave	Matthew Lina	035-372-10	6,840

TIP: In Realist, fields that you see in the My Search pane are called search attributes and can be edited by clicking on “Customize Search.” Search attributes can also include the areas of a Map that you search within. Since you can edit and save the attributes contained on your Searches and Forms, you can completely customize My Search for your personal use.

Understanding My Search

Searches

My Search enables you to save Searches that remember the attributes you wish to search, as well as the criteria to be searched. Search using the fully customizable My Search feature to search for properties and related public records and MLS data. Use this flexible, fully configurable search to find properties by one or more search criteria.

Forms

My Search contains a set of standard forms that your MLS administrator configured for you. You can also create up to 50 of your own saved search forms. There are 2 types of saved searches: saved search form only and saved search form with values. Saved search forms will remember the fields to be searched but will not retain any search criteria. Saved search form with values will remember the fields to be searched and values within those fields.

My Search may also offer several default search forms such as:

- Quick Search: Quickly find a single property when you already know the Address, Owner Name, Listing Number, or APN/Folio/Tax ID (subject to change by your MLS).
- General Search: Contains frequently used search criteria selected by your MLS.
- Listing Search: Search by frequently used Listing information, such as Listing Number, Listing Status, List Price, and many other options.
- Foreclosure: Locate properties in distress such as Pre-Foreclosure, Auction, or Bank owned/REO to look for potential clients or to find properties for investors.
- Marketing: Pinpoint properties in a specific area or near a point of interest to create custom mailing labels and expand your market presence.

Attributes

In Realist, fields that you see in the My Search pane are called search attributes and can be edited by clicking on “Customize Search.” Search attributes can also include the areas of a Map that you search within. Since you can edit and save the attributes contained on your Searches and Forms, you can completely customize My Search for your personal use.

Working With Search Results

Properties matching your search criteria are displayed in the Search Results Grid and on the Realist Map. You can continue to work with the data on the Map to refine your search or begin working with the data on both the grid and the Map, create reports, export information to CSV files, mailing labels, order professional postcards, and even email information directly to clients.

Understanding the Search Results and Map

The Realist Map enhances your searching by allowing you to visually see the results of your search and zoom in to actual views of the property and its surrounding location. Search results appear on the Map as push pins with the Map zoomed to a “best fit” level to see all of the matching properties. When you click a push pin, a hover box opens giving you an overview of the property and the ability to zoom in on the Map, quickly view the lot dimensions, view photos of the property (when applicable), and view reports:

Mapped Properties And The Search Results Grid

The Map works seamlessly with the search results grid – if you click a search result row in the grid, the Map automatically highlights the corresponding property pushpin on the Map. Conversely, if you select a pushpin on the Map, that property is highlighted within the Search Results Grid, making property identification easier than ever.

Realist Map Views

The Realist Map contains different views that let you see different aspects of the properties you’ve selected on the Map:

- Roadmap: The Roadmap view is a standard Map view showing the roads and road names.
- Satellite: The Satellite view is a satellite view of the property from above, showing property details. This view is best for identifying properties visually.
- Hybrid: The Hybrid view shows a Satellite view overlaid with roads and road names.
- Terrain: The Terrain view of a property shows the physical features surrounding an area where the property is located.

Realist Map Tools

The screenshot displays the Realist Map interface. At the top, there are navigation icons and a 'Split' button. The map shows a residential area with a popup for '15580 Kilmarnock Dr. Fort Myers, FL 33912'. The popup includes an owner name 'Meyers George W', tax ID '33-45-25-04-00000.0840', and MLS details: 4 beds, 6 baths, \$749,999 list price, and 08/06/2021 list date. Below the map is a table with 79 results, 79 selected. The table columns are: Property Address, Lot #, Property City, Subdivision, Owner Name, and Sale Date.

	Property Address	Lot #	Property City	Subdivision	Owner Name	Sale Date
20	15580 Kilmarnock Dr	84	Fort Myers	Fiddlesticks Country Club	Meyers George W	03/21/1997
21	15700 Kilmarnock Dr	90	Fort Myers	Fiddlesticks Country Club	Pauker Neil/pauker Lind	05/1986
22	15720 Kilmarnock Dr	91	Fort Myers	Fiddlesticks Country Club	Grantham Robert N/gran	Tax: 02/06/1997 Mls: 10
23	15740 Kilmarnock Dr	92	Fort Myers	Fiddlesticks Country Club	Ross John & Mary Jean/m	02/09/1998
24	15751 Kilmarnock Dr	101	Fort Myers	Fiddlesticks Country Club	Erickson Roy L	06/1983
25	15710 Carberry Ct	104	Fort Myers	Fiddlesticks Country Club	King Thomas J/king Patric	01/14/1999
26	15729 Carberry Ct	106	Fort Myers	Fiddlesticks Country Club	Hull Linda L	03/02/1998
27	15709 Carberry Ct #107	107	Fort Myers	Fiddlesticks Country Club	Kim Martin T/kim Susie H	03/31/1999

- **Drawing Tools:** The drawing tools let you work directly on the Map to refine and enhance your search criteria and search results. You can use shape tools to draw a circle, rectangle, or polygon around an area in which you wish to search. For example, you can define a shape area to find properties within a certain radius of a school, a place of work, or other points of interest.
- **Annotations:** Annotations let you make personal notes in callouts that you can place anywhere on a Map and that will be included on maps you print or email to your clients.
- **Boundaries:** Boundaries control the boundary lines that appear on the Map, including Zip Codes, County lines, Parcel boundaries, School District boundaries, and even Common Neighborhood boundaries.
- **Property and Sales Information:** This tool lets you “layer” the Map with important information to consider when you are recommending a listing or purchase price on a property, including a picture of distressed properties (Pre-Foreclosure, Auction, REO/Bank-owned), MLS Listings (Active, Pending, Expired), Tax and MLS Sales, Value Map Automated Valuations, and property characteristics.
- **Trends:** The Trends tool provides a thematic view into the sales and market trends for a particular area – either by Zip Code or common Neighborhood. These trend layers allow you to “visualize” market conditions and develop fresh interpretations of market conditions.
- **Points of Interest:** Points of Interest helps you quickly locate points of interest in a particular area, or near a particular property. This includes things like transportation, banks, schools, restaurants, gas stations, and many others. You can use this tool in conjunction with drawing tools to measure distances or points within a radius to further refine your searches.
- **Driving Directions:** Driving Directions lets you quickly find directions to a specific address and print or email them to yourself or a client. This tool helps you jump directly from your research into your car to get to work.
- **Locate on Map:** This tool lets you jump to a specific address on the map or a Zip code or city. Its purpose is to allow you to zoom to an area and use the other map tools to explore.

Setting your User Preferences

The User Preferences page is accessed by clicking the gear icon in the top right corner of Realist. It provides options for configuring personal settings for your Realist views. You can configure reports, search options, and Map options.

Configure Reports

The Configure Reports section lets you set overall report preferences for all reports and also controls settings for individual reports.

TIP: Reports configuration options are also available on the report and can be configured on the fly as you run reports.

Search Options

The Search Options preferences control the way information is displayed in the Search Results Grid:

Option	Description
Maximum number of properties to view in the results grid	Select the number of properties you would like to display at one time in the Results Grid. The default is 250 records.
Display mailing label addresses registered on the Do Not Mail List	Will return addresses registered on the Do Not Mail list when generating labels.
Display phone number registered on the Do Not Call List	Displays phone numbers on the Do Not Call list.
Include unmatched sale transactions in results	Results will include unmatched sales transactions.
Suppress unmatched sales older than	Limits unmatched sales transactions by 6, 12, 18, or 24 months.

Report Preferences

Report Preferences are the general settings that apply to all reports:

Option:

Report Display Format – Select **Fixed** if you want all fields to display on reports, even if there is no data for a field. Select Dynamic if you want to hide fields that do not contain any data.

Report-Specific Preferences

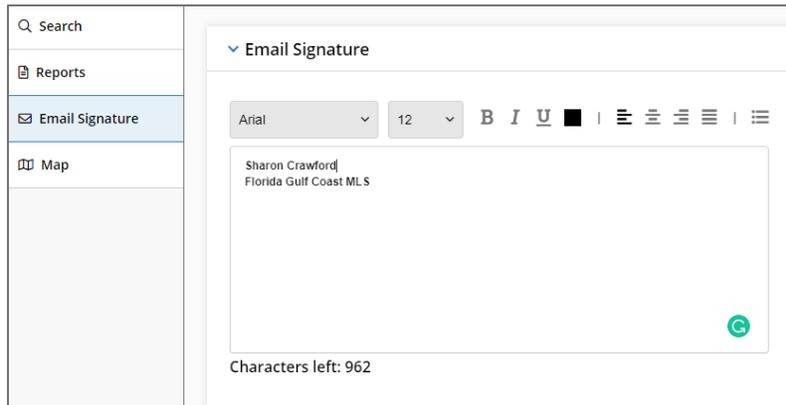
You can configure settings for the following reports:

- Property Detail Report
- Comparables Report
- Neighbors Report
- Neighborhood Profile Report

These configuration options are also available within the report itself when you run it. Details on the preferences for each report are provided in Realist Reports

Email Signature

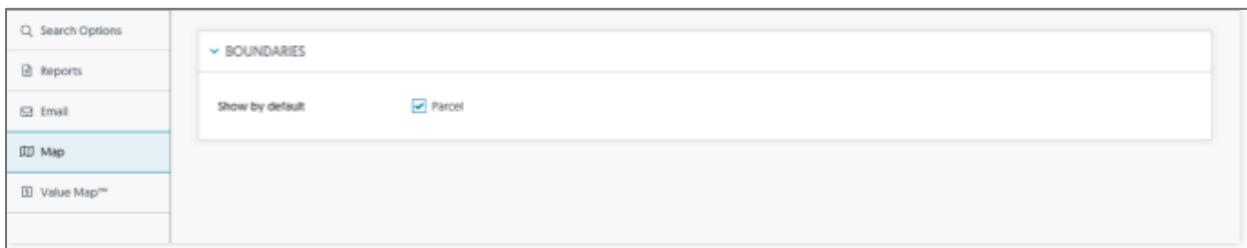
The Email Signature preference allows you to create a signature to include at the bottom of any email correspondence sent from within Realist.



The screenshot shows a web interface for configuring an email signature. On the left is a navigation menu with options: Search, Reports, Email Signature (highlighted), and Map. The main content area is titled 'Email Signature' and features a rich text editor. The editor's toolbar includes a font dropdown set to 'Arial', a size dropdown set to '12', and icons for bold, italic, underline, text color, background color, bulleted list, numbered list, and link. The signature text entered is 'Sharon Crawford' followed by 'Florida Gulf Coast MLS' on the next line. A 'Go' button is located at the bottom right of the text area. Below the text area, it indicates 'Characters left: 962'.

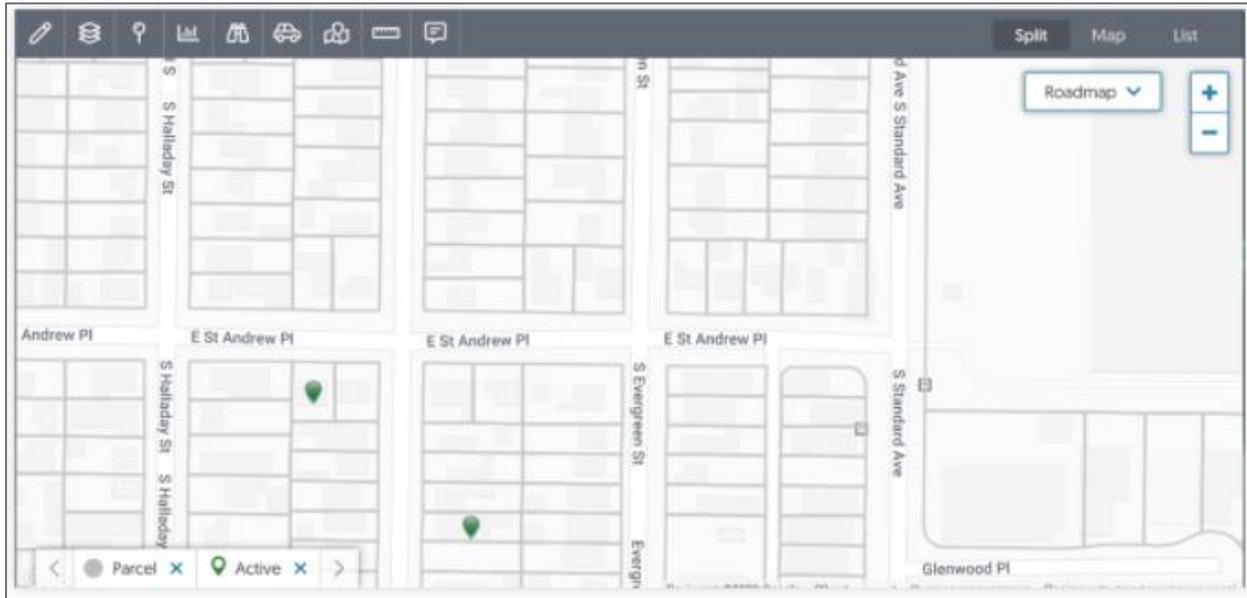
Map Options

Map options control whether or not the parcel boundaries show on the Map:



The screenshot shows a web interface for configuring map options. On the left is a navigation menu with options: Search Options, Reports, Email, Map (highlighted), and Value Map™. The main content area is titled 'BOUNDARIES' and contains a single checkbox labeled 'Parcel' which is checked. The text 'Show by default' is positioned to the left of the checkbox.

Map options control whether or not the parcel boundaries show on the Map:



Using Search

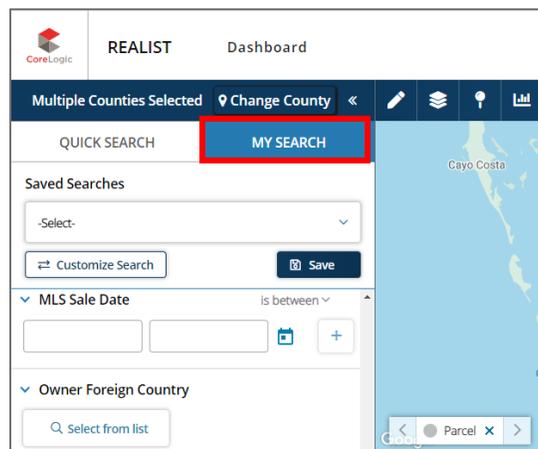
Selecting County

Smart Recall For My County

The last county selected in My Region is recalled each time you log in.

Changing My County

Locate the Change County button to select up to 8 counties from a list of all the counties in Florida.



When you execute a search, only properties within your selected counties are returned:

States	Counties	4/8 selected	Selected Counties
Florida	<input type="checkbox"/> Alachua, FL	<input type="checkbox"/> Baker, FL	Charlotte, FL Recording Date: 08/09/2021
	<input type="checkbox"/> Bay, FL	<input type="checkbox"/> Bradford, FL	Collier, FL Recording Date: 08/05/2021
	<input type="checkbox"/> Brevard, FL	<input type="checkbox"/> Broward, FL	Lee, FL Recording Date: 08/09/2021
	<input type="checkbox"/> Calhoun, FL	<input checked="" type="checkbox"/> Charlotte, FL	Sarasota, FL Recording Date: 08/10/2021
	<input type="checkbox"/> Citrus, FL	<input type="checkbox"/> Clay, FL	
	<input checked="" type="checkbox"/> Collier, FL	<input type="checkbox"/> Columbia, FL	
	<input type="checkbox"/> Desoto, FL	<input type="checkbox"/> Dixie, FL	

The county or counties you select will be the default counties that are searched when you enter search criteria. This means that searches do not need to include a zip code, city, or county to perform a search since the Change County panel will govern all search results.

Understanding Searching

The Search feature allows you to search for properties and related public records and MLS data.

Quick Search

Quick Search is a quick way to find a property based on simple attributes like the Address, Owner Name, Listing Number, or APN/Folio/Tax ID (these criteria are subject to change by your MLS administrator).

My Search

My Search is a flexible, fully configurable search tool that offers you the ability to search using a wide range of search criteria, including things like the number of bedrooms, lot size, APN/Folio/Tax ID (subject to change by your MLS), and Owner, to name just a few.

How To Clear The Search Template

You can at any time clear any outstanding searches by clicking the “Clear All” button. This action will clear the existing search that you have on the screen, as well as remove any “values” from the search template. Essentially, this action will momentarily convert a “search template with values” to only a “search template”, but it will not save or update the search template until you click on the save button; This means the next time you re-select the search template with values, the values will be present again.

QUICK SEARCH | **MY SEARCH**

Saved Searches
-Select-
Customize Search Save

PID starts with
+
Owner Name starts with
Last, First OR Corporate Name +
Bedrooms is between
+
Baths - Total is between
+
Property Zip is
Clear All Search

Smart Search Template/Search Recall

The last search template or search template with values that you used will be displayed the next time you log in.

Search Template Vs Search Templates With Values

A Search Template is a group of blank search fields that you can create to match the information you want to search for. To search for a property using a Search Template, you enter values to the search fields (i.e. complete the form). In Realist, these search fields are called “Attributes”.

A Search Template with Values is essentially a search Form with values added to some of the search fields. Think of this as a completed Form that you plan to use again.

For example, perhaps you have a search template that includes Tax ID, Owner Name, Address, and Zip Code. If you add a zip code value to that form and save it, the search template becomes a “search template with values” that you can use over and over as needed. This is essentially a saved search.

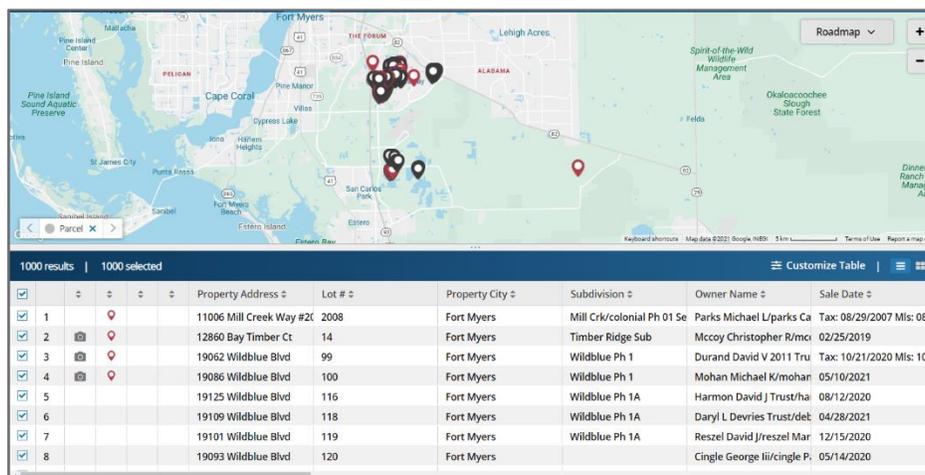
This is convenient for your marketing activities in which you may send out postcards each month or perhaps save common searches used in a specific subdivision or neighborhood.

Search Results Grid And Realist Map

When you are finished adding and selecting information for the search fields, click Search at the bottom of the Search panel. Your search results appear.

If the search returned only a single property result, the Report window automatically opens.

If your search returned multiple results, the Search Results Grid shows the results, and the Realist Map will zoom in to show the “best fit” view of your search results:



	Property Address	Lot #	Property City	Subdivision	Owner Name	Sale Date
1	11006 Mill Creek Way #2C	2008	Fort Myers	Mill Crk/colonial Ph 01 Se	Parks Michael L/parks Ca	Tax: 08/29/2007 Mls: 08/
2	12860 Bay Timber Ct	14	Fort Myers	Timber Ridge Sub	Mccoy Christopher R/mcc	02/25/2019
3	19062 Wildblue Blvd	99	Fort Myers	Wildblue Ph 1	Durand David V 2011 Tru	Tax: 10/21/2020 Mls: 10/
4	19086 Wildblue Blvd	100	Fort Myers	Wildblue Ph 1	Mohan Michael K/mohan	05/10/2021
5	19125 Wildblue Blvd	116	Fort Myers	Wildblue Ph 1A	Harmon David J Trust/har	08/12/2020
6	19109 Wildblue Blvd	118	Fort Myers	Wildblue Ph 1A	Daryl L Devries Trust/del	04/28/2021
7	19101 Wildblue Blvd	119	Fort Myers	Wildblue Ph 1A	Reszel David J/reszel Mar	12/15/2020
8	19093 Wildblue Blvd	120	Fort Myers		Cingle George Iii/cingle P.	05/14/2020

You can continue to work with the data on the Map or Grid to refine your search, create reports, export information to a CSV file or mailing labels, and even email information directly to clients.

NOTE: The zoom level depends on the geographic area the results cover. For example, if your search returns only one property, the Map will zoom in to that one specific area. If your search returns multiple values, the Map will display all search results with a “best fit” zoom level to ensure all properties are visible on the Map

In the Search Results Grid, the first three columns may contain an icon indicating the following

- MLS Photo Indicator
- MLS Listing Indicator
- Foreclosure Indicator
- Distressed Sale Indicator

Using Quick Search

Performing A Quick Search

A Quick Search is the default form that appears in the Search pane when you access Realist. The Quick Search is a quick way to find a property based on simple attributes like the Address, Owner Name, Listing Number, or PID.

To perform a Quick Search:

On the Search pane, enter information for one or more of the search fields as follows:

- Type a value into the desired field.
- Change the Search operator, as seen in the example.
- To add multiple values to a field, type the first value and then click the Add (+) icon.

Add Multiple Values

Change Search Operator

Remove Value

TIP: To remove a value, click the “trash bin” icon to the right of the value.

Note that each search field contains different options, depending on the type of data that it captures. Each option is described in the following table:

Option	Description
drop-down list	Click the down arrow to select from a drop-down list of options:
Selection box	Click the Select from List button to open a box with options for selection:
Ranges (two fields with operator between)	Select the operator you would like to use to specify the range. By default, ranges are “in between”. For example, you might select “in between” 1 and 3 bedrooms. TIP: Entering a single value will perform a “Greater Than/Less Than or Equal To” search.
Dates	Type the date in mm/dd/yyyy format or click the calendar icon to select your date. TIP: Quick Links for the last 3, 6, 9, or 12 months are available on the Calendar window.
Text Box	Type desired text or select from the type-ahead feature which appears after the first two letters are typed.

TIP: You can clear the form anytime and start overusing the Clear All button at the bottom of the Search panel.

Using My Search

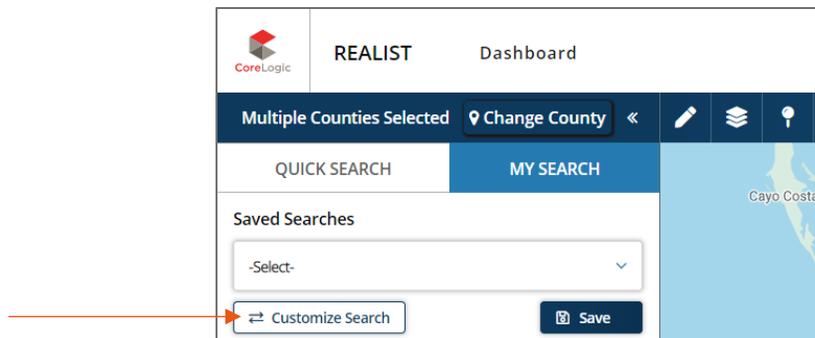
Finding Properties Using Templates And Templates With Values.

After you’ve performed a few searches, you’ll likely find you want to create some customized searches that fit into your everyday work. You can create up to 25 Saved Forms and/or Searches.

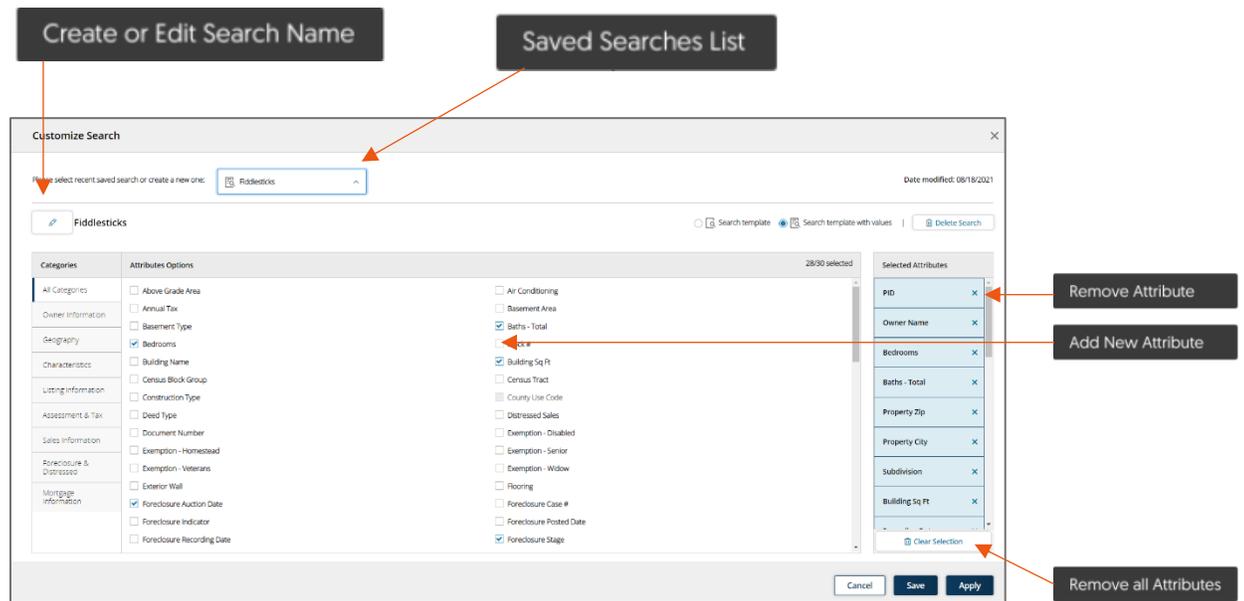
Create A New Form Or Search From An Existing Form

The easiest way to create a new form or search is to build off one of the MLS-defined Forms that are available when you first log in to Realist:

- At the top of the Search bar select the Customize Search link:

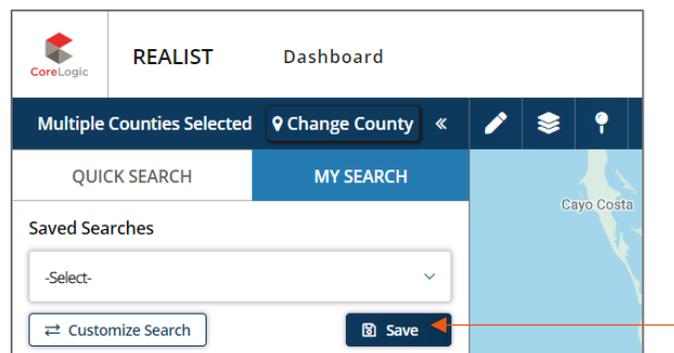


- The Customize Search window opens. This is a list of all available search fields.

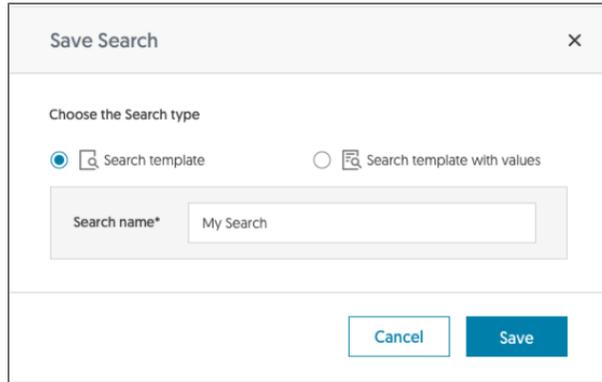


- Click the 'X' to remove a search attribute in the Selected Attributes panel on the right. This is a list of all search attributes that are currently included on the Search Form. Add additional search attributes by clicking the box next to the desired attribute in the 'Attributes Options' section. Click a category in the left panel to filter the search attributes or use the 'All Categories' option to view all available attributes.
- Click Apply when you have selected all the search attributes you would like to appear on your Form or Saved Search. The Customize Search window closes, and the search Form reflects the changes you made.
- Click Save to save the selected search attributes but stay on the Customize Search window to make additional changes.
- If changes are made to a customized search template but are not saved, you will be prompted to save the changes before navigating away from the Customize Search window.

Fill in the values to finalize the Search form in the My Search panel then click the Save button to save the current form as a Saved Search:



The Save window opens:



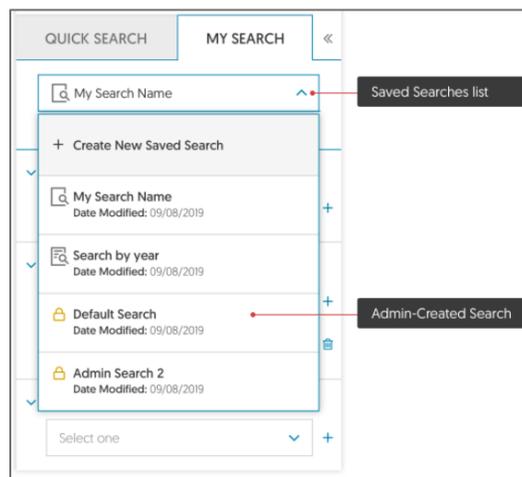
- If you have added values to the search forms fields, you can save it as a Search Template. When saving a search that has values, the form will automatically default to 'Search template with values'. If you select save as a Search Template only, all values you've added to the search template will be cleared.
- Give the Search a unique name.
- Click Save. Your Search Template or Search Template with value is saved. You can access it anytime from the My Search menu.

TIP: Map shapes can also be saved as part of the search.

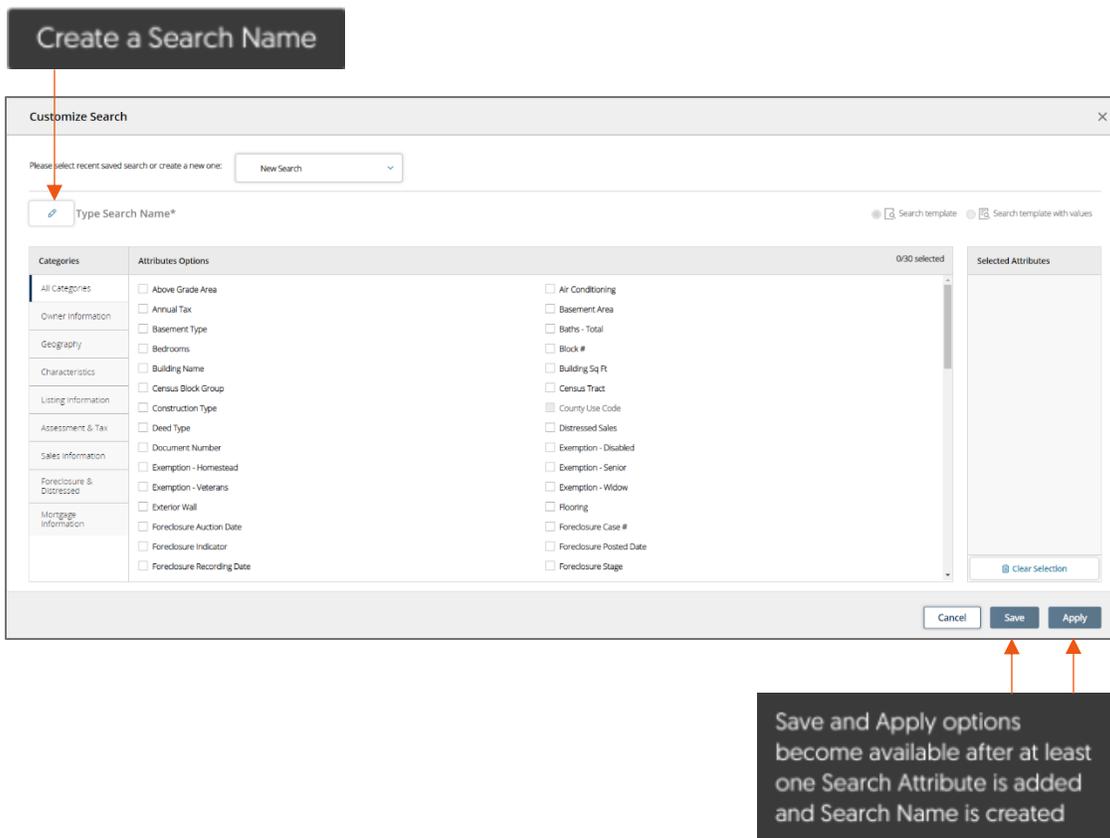
Create A Search Template Or Search Template With Values

Take the following steps if you would like to create a new search template or search template with values:

- On the My Search menu, click on the dropdown and select "Create New Search".



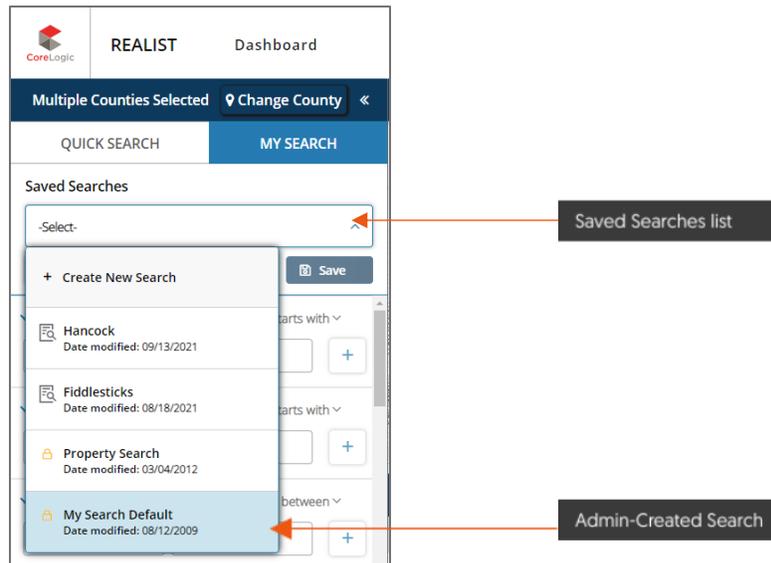
- The Customize Search window opens up as a clean slate.



- Select the fields you wish to include on your new Search template. You can filter the list of available attributes by category, or you can view all available fields using the 'All Categories' option.
- Click Apply. The Search template is created, and you are returned to the My Search panel, where the new attributes are displayed. Then, enter values and save the search template as a 'search template with values.'
- Click the Save button to save the current Search template and continue working on modifying other search templates.

Opening An Existing Search Template Or Search Template With Values

You can open an existing search template or a search template with values by going to My Search and selecting the “search” dropdown. Within this dropdown, you will find all available search templates, including admin-created and user-created ones. Note that admin-created searches appear on the list with a locked icon.



To Open An Existing Search Template Or Search Template With Values

Find the desired search template/search template with values and simply select it. The corresponding template for the selected search will automatically populate on the My Search form.

Create a Search Template Based On an Admin-Created Search Template

By default, the Admin-created searches are locked and cannot be modified. However, you are still able to select an existing admin-created search and use that as a baseline for creating a new search template. You can either:

- go directly to the Customize Search window and select the admin-created search
- select the desired admin-created search template from the dropdown list.

Admin-Created Search

Customize Search

Please select recent saved search or create a new one: My Search Default

My Search Default

You are not able to make any changes to the search configured by Admin. Adding more attributes to this search will automatically create a new search.

Categories	Attributes Options
All Categories	<input type="checkbox"/> Above Grade Area <input type="checkbox"/> Annual Tax <input type="checkbox"/> Basement Type <input checked="" type="checkbox"/> Bedrooms <input type="checkbox"/> Building Name <input type="checkbox"/> Census Block Group <input type="checkbox"/> Construction Type <input type="checkbox"/> Deed Type <input type="checkbox"/> Document Number <input type="checkbox"/> Exemption - Homestead <input type="checkbox"/> Exemption - Veterans <input type="checkbox"/> Exterior Wall <input type="checkbox"/> Foreclosure Auction Date <input type="checkbox"/> Foreclosure Indicator
Owner Information	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Basement Area <input checked="" type="checkbox"/> Baths - Total <input type="checkbox"/> Block # <input checked="" type="checkbox"/> Building Sq Ft <input type="checkbox"/> Census Tract <input type="checkbox"/> County Use Code <input type="checkbox"/> Distressed Sales <input type="checkbox"/> Exemption - Disabled <input type="checkbox"/> Exemption - Senior <input type="checkbox"/> Exemption - Widow <input type="checkbox"/> Flooring <input type="checkbox"/> Foreclosure Case # <input type="checkbox"/> Foreclosure Posted Date
Geography	
Characteristics	
Listing Information	
Assessment & Tax	
Sales Information	
Foreclosure & Distressed	
Mortgage Information	

Adding new Attributes will automatically switch template to the brand New Search

Once you start selecting additional attributes the locked search template will automatically switch to a new one:

You can select 'Apply' to start using the search. If you click the 'Save' button you will be required to give the search a unique name.

Important! The Search Menu list displays all available search templates and search templates with values, with the newest ones appearing at the top of the list. If you notice that the list does not match up with your list of searches, clear the cache in your browser to update the list.

Searching on the Realist Map

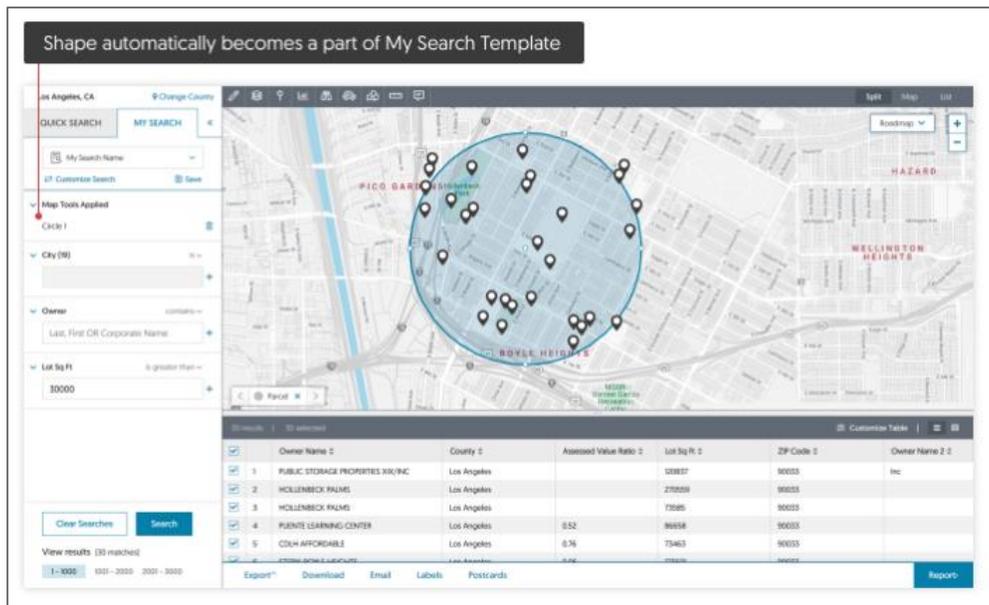
Your searches may start on the My Search Panel, but the Realist Map includes tools that help you gather additional information to build or expand your search criteria. When properties that match your search criteria are found, they are displayed on the map with a pushpin. You can click the pushpin to zoom in on the property or run reports, including property detail, comparable properties in the area, market trends, a complete neighborhood profile, and foreclosure data.

NOTE: It is important to note that the Map always takes precedence over other searches. Once you begin working on the Map, the criteria of the search will relate directly to what is happening on the Map, and some fields, like Zip Code and City, will be disabled in the Search Results Grid.

Saved Shape Searches

You can also use drawing tools to mark the search boundaries that will be added to your My Search Form. When a shape is drawn on the Map, it automatically becomes part of your My Search Template with values.

NOTE: Drawing a shape on the map is an excellent way to search for parcels in a particular subdivision. Because of the subtle differences in how a particular subdivision name appears on a parcel record, physically identifying a subdivision by its boundaries may be a better way to ensure you receive your expected results. These shapes can then be saved as a Saved Search to reuse later:



Boundaries

Using Boundaries you can view important information related to properties that help to visualize surrounding features such as parcel boundaries (or Neighborhoods, County, City, Zip Code, School District, etc.), and Points of Interest, which highlight nearby banks, restaurants, schools, etc.

Quick Identify

Quick identify lets you quickly view a parcel boundary by clicking any area on the Map.

This brings up the Property Detail Card.

Ways to Work with Search Results

After you execute a search, the search results appear in the Search Results Grid and the Map automatically zooms in to the location of the property or properties. How you work with this data is entirely up to you and it may vary depending on the type of search you performed.

The Search feature is designed to be flexible enough to support the variety of tasks you may need to complete during your workday.

Workday Scenarios

The following scenarios show some ways you can use your search results:

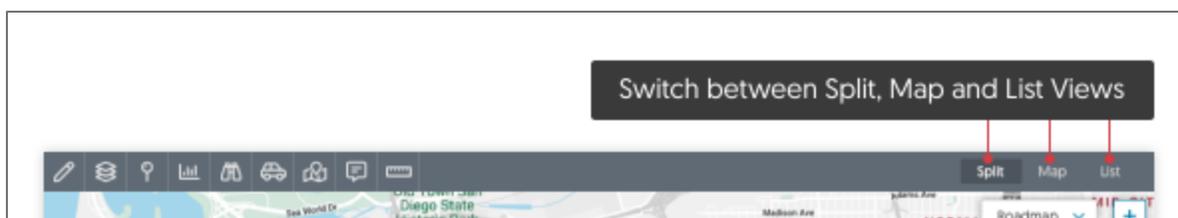
- You recently sold a house in a particular neighborhood and want to follow up with a marketing mailing to the neighbors. Using a search you can find the neighboring properties and quickly generate mailing labels from your Search Results Grid.
- You are interested in finding out more about a known property and its location. You can run a single property search to view the information directly on the Search Results Grid using the standard columns, and then add any additional data columns you are interested in. You can even see on the Map where the property is located, what's nearby, and what the area is like. And, if you find the property might interest a client, you can easily email the property information to them right from the Search Results Grid.
- You would like to analyze data internally at your office. You can run your search and then print or export the data directly from the Search Results Grid.

Views

There are several ways you can choose to view data:

- Map: This view will collapse the Search Results Grid and display a larger version of the Map.
- List: This view will collapse the Map and display only the Search Results Grid.
- Split: This is the default view. The Map and Search Results Grid show simultaneously.

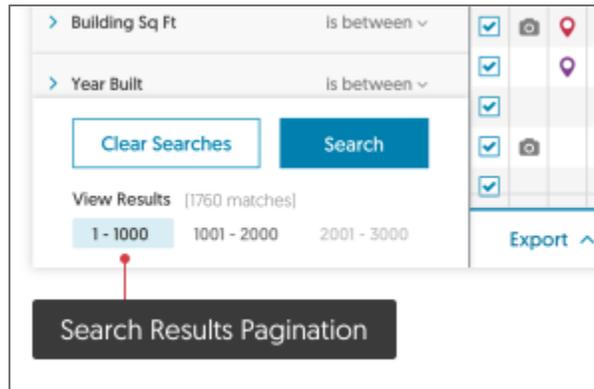
When you access Realist, the Map and the search grid results both display in Split view:



View All 3,000 Results

You have the option to select up to 3,000 search results back when searching in Quick Search or My Search. This feature is especially helpful when exporting or generating mailing labels for a large number of records from your searches.

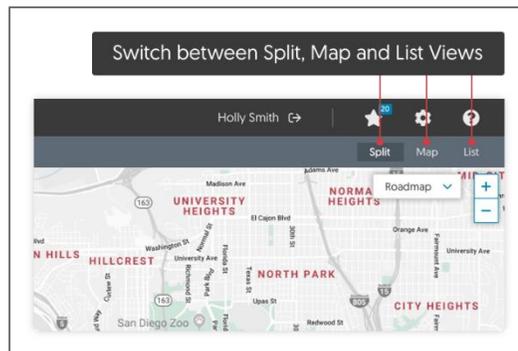
At the bottom of the Search Pane, you will be able to switch between 1-1000, 1001-2000, and 2001-3000 results.



Search Results Grid

When you access Realist, the Map and the search Table results in both displays in Split view.

Split view is the default view, but you can also change it using the Change View options at the top right corner.



- Split: Click this option to view both the Map and Search Results Table.
- Map: Click this view to close the Search Results Table and show only the Map.
- List: Click this view to close the Map and only show the Search Results Table.

Selections

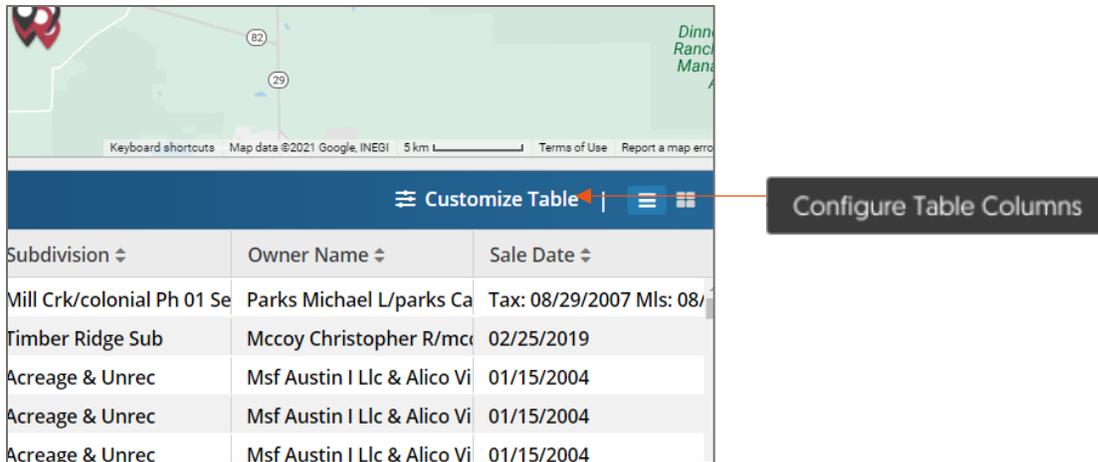
When search results are returned initially, all results on the list are selected and if you are viewing the Realist Map, all the properties will display on the Map:

The selected items will also be used if you choose to export, email, or print the search results.

To change the selections, click a check box to deselect an item or click the check box at the top of the column to clear all selections. This is helpful when you want to select a single property to locate on the Map or run a report on.

Columns

The Search Results Table displays columns of data for each property record your search returned. You can show more or less information using the Customize Table menu.



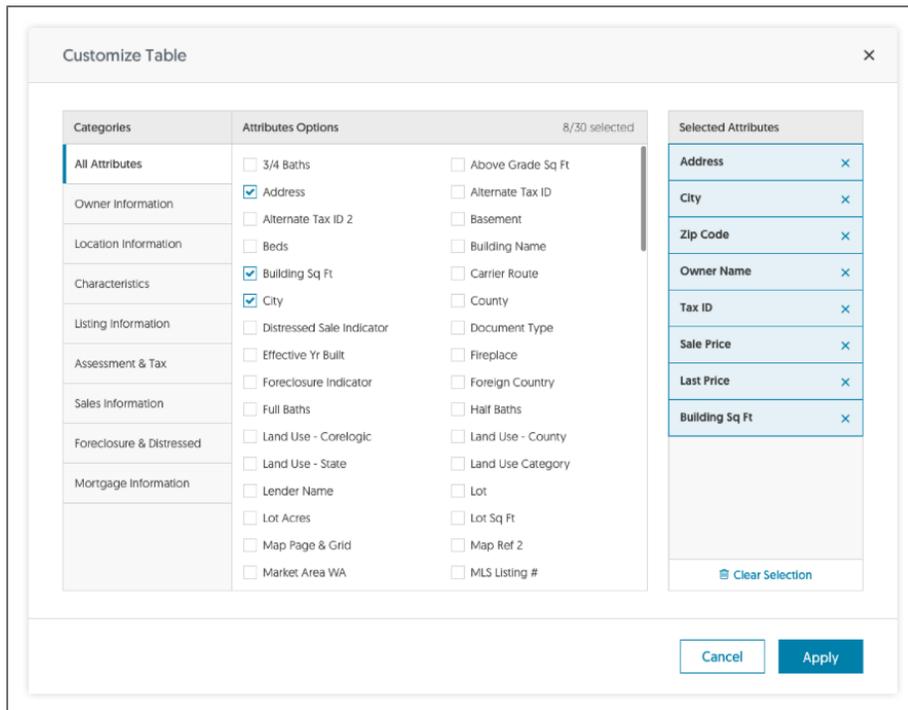
NOTE: You can select up to 30 columns to display, however, the more columns you select to appear, the more scrolling will be required to view the information.

There are also four indicator columns for each property. The following table describes each icon:

Option	Description
MLS Photo Indicator	Indicates that the property has MLS photo images associated with it. You can click the photo indicator icon to open up a photo viewer and view the images.
MLS Listing Indicator	Indicates that the property has an MLS listing associated with it. You can click the indicator icon to open up the MLS listing.
Foreclosure	<p>Pre-foreclosure: Preforeclosed properties still belong to the owner. The lender has just begun the foreclosure process due to a default on loan payments.</p> <p>Auction: If the owner is unable to make the necessary payments or sell the property, it goes to a public auction.</p> <p>Bank Owned (REO): A bank owned, or Real Estate Owned (REO) property has not been sold at auction and is now in the possession of the lender.</p>
Distressed	<p>Short Sale: A short sale is a property that is in foreclosure but is up for sale by the lender before it goes to auction. The lender must agree to accept less than the amount that is owed on the property.</p> <p>Bank Sales (REO): A distressed bank owned property is one that has been repossessed by the lender but has not gone through the foreclosure process.</p>

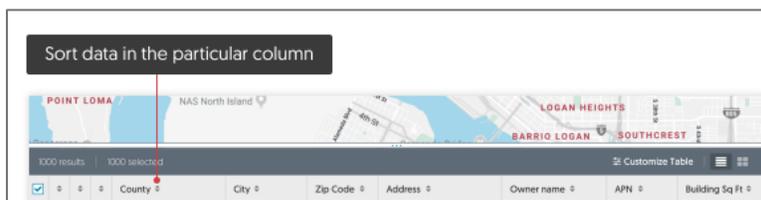
Show Or Hide Columns On The Search Results Table

- To remove or add columns, click on Customize Table link at the top of the table. This will allow you to select additional attributes to add to the search results table
- To add additional attributes to the search table, simply check the box for any attributes you would like to add. Select a category in the left frame to filter the list or use the Show All view to see all attributes you can add.
- Click Apply to make the changes. You are returned to the Search Results Table, which shows the new column selections.
- Click Cancel to cancel out of any changes.



Sorting The Search Results

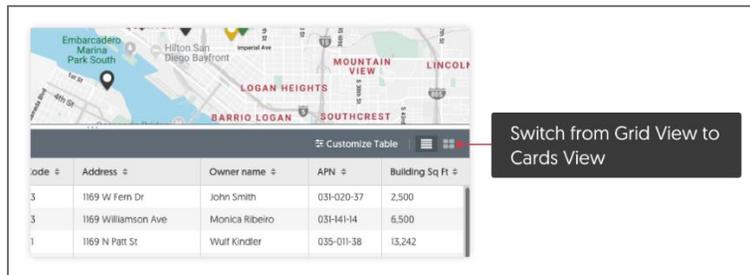
You can sort your search results by clicking on any of the column headers. Clicking once on any column will sort the results in descending order. Clicking twice will sort the results in ascending order. Once a particular column has been sorted, the Table header will appear with the arrow highlighted in blue.



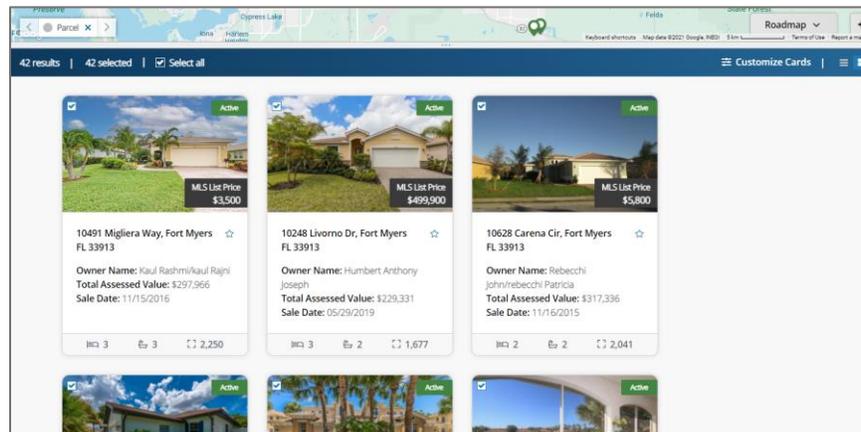
Search Results Cards

Card View

Card view allows you to view the search results in the “card” layout. To view the search results in the “card” layout, simply run a property search and then click on the “card” option on the grid to switch the view.



Once you have selected this option, the search results automatically switch over to card view, as seen below:



Default Attributes

It's important to note that when viewing search results in the card view option, both fixed and customizable attributes allow you to customize the most relevant attributes to display on the results cards.

Fixed Attributes

The fixed attributes (these cannot be changed) are the following:

- MLS Photo (If available)
- MLS Status Indicator (If available)
- MLS Sales Price (If available)
- Site Address
- Beds
- Baths
- Building Sq Ft

Customizable Attributes

There are up to 3 customizable attributes that you can customize when in card view. To do so, simply click on the Customize Cards link. This will open up the window to allow you to select up to 3 attributes to customize and present on the card. Once attributes are selected, click on Apply button to save the selection.

The screenshot shows a 'Customize Cards' dialog box with a close button (X) in the top right corner. The dialog is divided into three main sections:

- Categories:** A vertical list of categories including All Attributes, Owner Information, Location Information, Characteristics, Listing Information, Assessment & Tax, Sales Information, Foreclosure & Distressed, and Mortgage Information.
- Attributes Options:** A grid of checkboxes for various attributes. A red indicator shows '3/3 selected'. The attributes include: 3/4 Baths, Address, Alternate Tax ID 2, Beds, Building Sq Ft, City, Distressed Sale Indicator, Effective Yr Built, Foreclosure Indicator, Full Baths, Land Use - Corelogic, Land Use - State, Lender Name, Lot Acres, Map Page & Grid, Market Area WA, Above Grade Sq Ft, Alternate Tax ID, Basement, Building Name, Carrier Route, County, Document Type, Fireplace, Foreign Country, Half Baths, Land Use - County, Land Use Category, Lot, Lot Sq Ft, Map Ref 2, and MLS Listing #.
- Selected Attributes:** A list of three selected attributes: Owner Name, Total Tax Bill, and Sale Date. Each item has a small 'X' icon to the right. Below this list is a 'Clear Selection' button.

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Apply'.

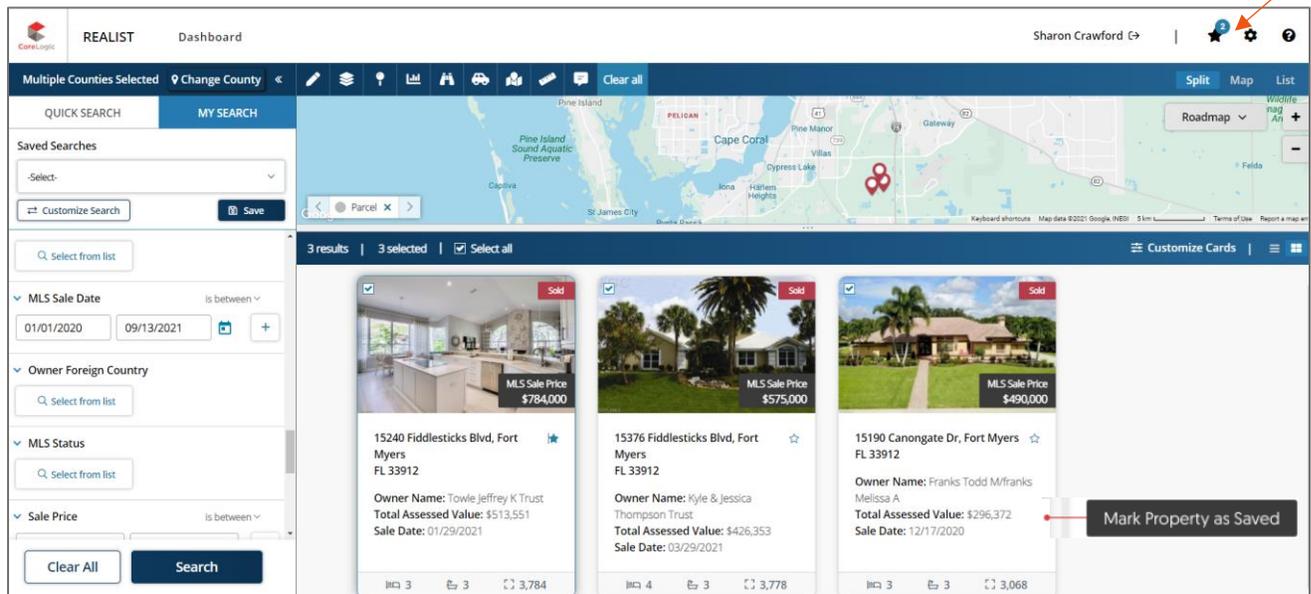
Saved Properties

With Saved Properties, you will be able to select, while in card view, to add properties to a watched list, so that you can return to it the next time you log in or access the Realist system. With the Saved Properties feature, you can save up to 50 properties, and then you'll also be able to click to view property detail reports, export, and generate mailing labels.

Adding Properties To Saved Properties List

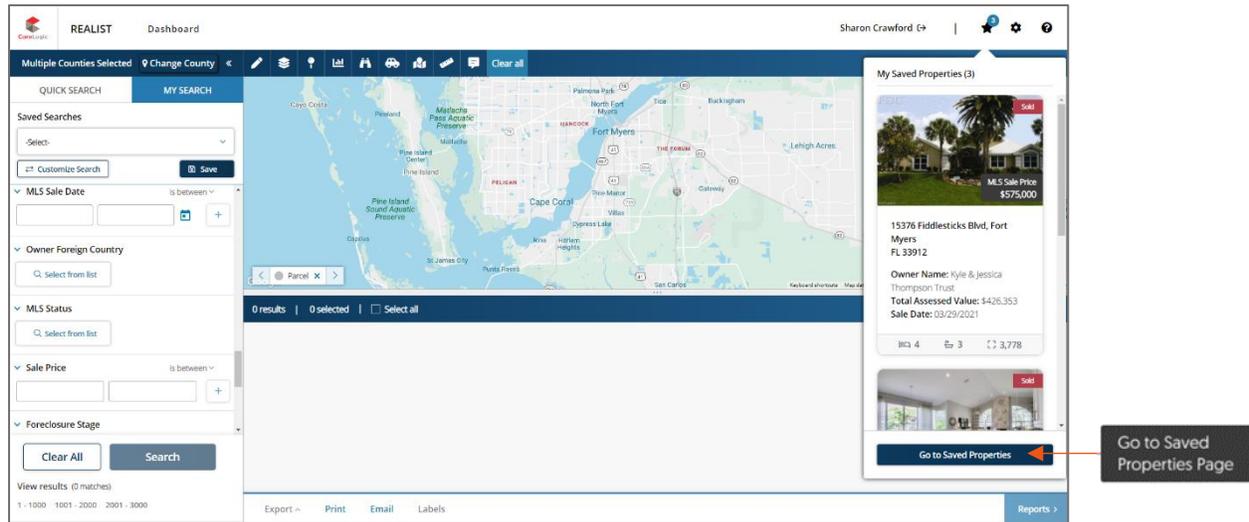
You must be in card view to add properties to your saved properties list. Once you are in card view, simply click on the “star” icon to add a property to the saved properties list. Once selected, the star icon will be highlighted for that specific property, along with the saved properties count being updated in real-time under the “My Saved Properties” icon in the top menu.

You can always take a quick look at the Saved Properties by clicking on the star icon to expand the menu – this will allow you to view all the properties that you have added to the list.



The screenshot displays the REALIST dashboard interface. At the top, the user is identified as Sharon Crawford. The main navigation bar includes options for 'Multiple Counties Selected', 'Change County', and 'Clear all'. A search bar is visible with 'QUICK SEARCH' and 'MY SEARCH' tabs. The left sidebar contains filters for 'Saved Searches', 'MLS Sale Date' (01/01/2020 to 09/13/2021), 'Owner Foreign Country', 'MLS Status', and 'Sale Price'. The main content area shows a map of the Fort Myers area with three property cards. The first card, for 15240 Fiddlesticks Blvd, Fort Myers, FL 33912, has a star icon highlighted. A tooltip 'Mark Property as Saved' is shown over this star. The second card is for 15376 Fiddlesticks Blvd, Fort Myers, FL 33912, and the third is for 15190 Canongate Dr, Fort Myers, FL 33912. The top right corner features a star icon with a count of 3, indicating the number of saved properties.

You can choose to navigate to the Saved Properties page to view all Saved Properties that you have added by clicking n ‘Go to Saved Properties’ button.



Saved Properties Page

The Saved Properties page is where you can view all the properties that have been previously added. All saved properties – up to 50 properties – will continue to appear on this page until you select to remove them from the saved list. Within this page, you’ll also be able to export, download, email, create labels, postcards, and view reports for all the saved properties.

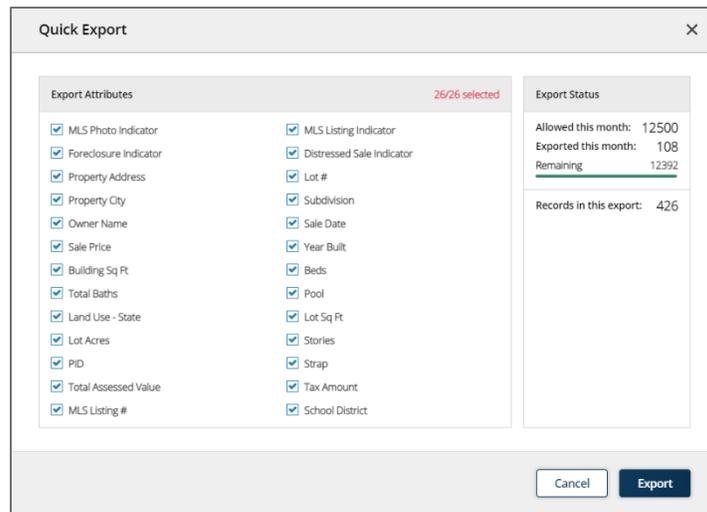
To remove a property from the saved properties list, simply make sure the box is checked for that specific property and then click on the Remove from Saved button at the top right corner. Properties that are removed will immediately disappear from the saved properties list.

Navigate back to the Realist homepage by clicking on the Back button at the top left.

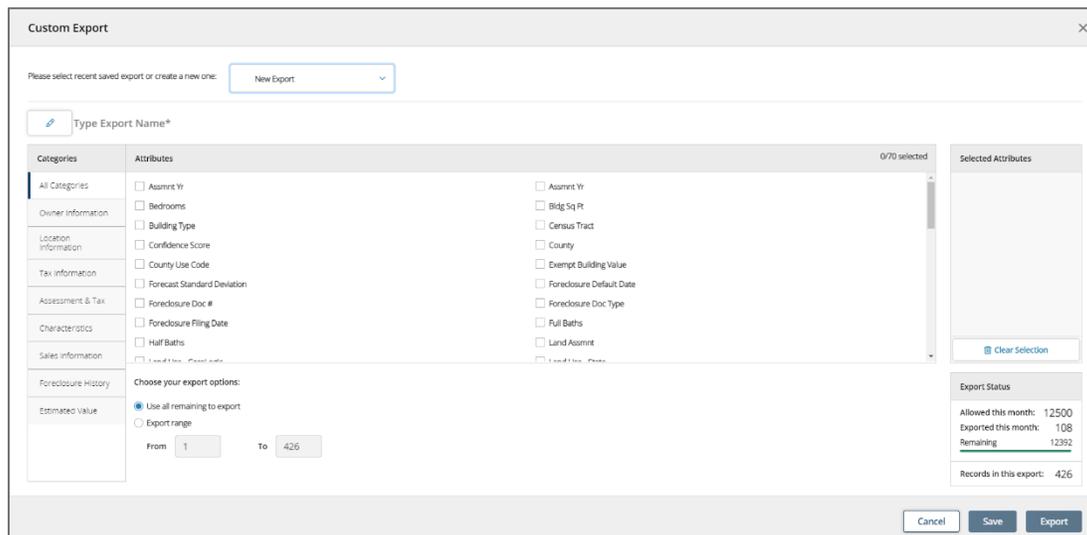
Exporting Search Results

If you need to export property data, you can perform an export of the Table, or a custom export containing additional information, to a CSV file that can be viewed in Microsoft Excel.

1. Select the records you want to export. If you have a long list of search results, click the check box at the top of the column to clear all selections, and then select only the properties you want to export.
2. Click the Export option at the bottom of the Search Results Table and select one of the following options:
 - Quick Export: Select this option to export the information that currently appears on the Search Results Table. You will be able check or uncheck to remove attributes, but not add new ones.



- **Customize Export:** Select this option to export additional information. You will be able to choose from the full list of search field attributes. Selected fields will be saved automatically for the next time you want to export records.



3. Select or remove attributes from the export.

4. Click Export.

TIP: Depending on the number of property records being exported, it may be necessary to wait several minutes. Do not close the browser or navigate away from the page until the export is complete.

Emailing Search Results

After you've viewed the properties within the Search Results Table and Map, there may be some properties you want to email to a client. Take the following steps to email the information in PDF format directly from the Search Results Table:

- Select the properties on the Search Results Table you would like to email. If you have a long list of search results, click the check box at the top of the column to clear all selections, then select only the properties you want to email.

Click Email at the bottom of the Search Results Table and select one of the following options:

- **Reports:** Select this option to include the full property detail report in the email. You can email a maximum of 25 results
- **Map and Table:** Select this option to include an image of the Map as it currently displays on the Realist search page as well as the information for the selected property(ies) as displayed in the Search Results Table. You can email a maximum of 100 results
- **Map:** Select this option to only include the Map image as it appears on the search page. You can email a maximum of 100 results.
- **Table:** Select this option to only send the selected properties and information on the Search Results Table. You can email a maximum of 100 results
- **Cards:** Select this option to only send the selected properties and information on the Search Results Card View. You can email a maximum of 50 card results.

The screenshot shows an "Email" dialog box with the following elements:

- Title Bar:** "Email" with a close button (X).
- Preference Section:** "Please select your email preference." with a "Select all" checkbox and five radio button options: "Reports" (selected), "Map & Table", "Map", "Table", and "Cards". Each option includes a small icon and a "Select" checkbox.
- Form Fields:** Input fields for "Reply To*", "To*", "CC", "BCC", and "Subject" (pre-filled with "Realist Report").
- Formatting:** A font dropdown set to "Arial" and a size dropdown set to "12", along with a rich text toolbar containing icons for bold, italic, underline, text color, bulleted list, numbered list, and link.
- Preview:** A text area containing the message: "The report was e-mailed to you from Sharon Crawford".
- Buttons:** "Cancel" and "Send" buttons at the bottom right.

- Type the message in the body of the email. Click Send. An email with a PDF attachment is sent to the person indicated in the “To” field.

TIP: The email comes from CoreLogic with your name and the report name in the Subject line. The email address in the ‘From’ line of the dialog window may be auto-filled from the last address entered. If your email address has changed, delete the displayed address and enter your new email address.

Creating Mailing Labels

The Mailing Labels feature is a great way to promote the marketing side of your business. The property Search Results Table is integrated with an Avery mailing label template, so you can go from the Table directly to printing labels for a mass mailing. One valuable use for this is to target neighbors when you’ve made a sale in a neighborhood. Run a search to find all houses in that neighborhood (or draw it on the Map), and then generate labels and send a mailer promoting your proven success in selling in their area.

To Create Mailing Labels

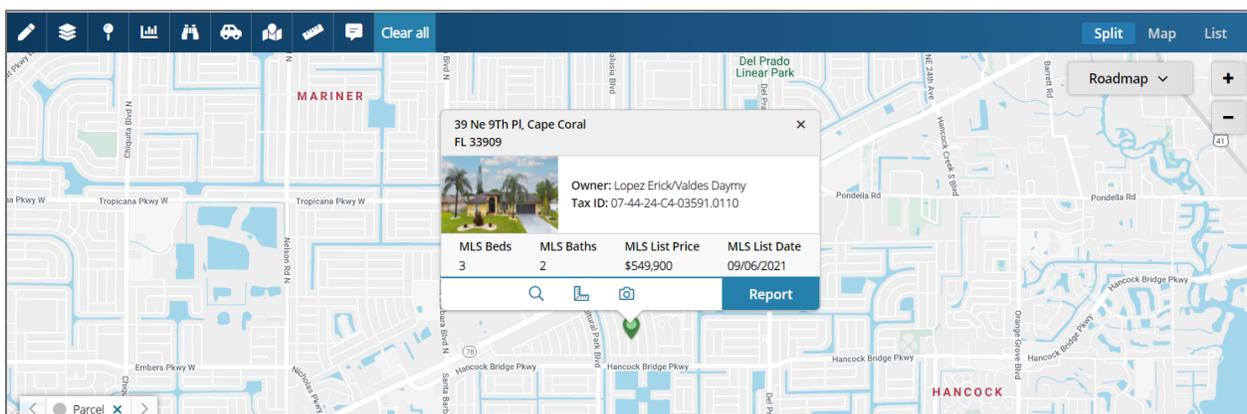
- Run a search to find the properties for which you want to print mailing labels.
- On the Search Results Table, make sure all the properties you want to include are selected.
- Click ‘Labels’ at the bottom of the Search Results grid.
- The Labels window opens:

- Select the type of Avery label you will be using. Note that Avery 5161 and 5162 support the use of USPS Bar Codes. If you'd like to include the bar code, select the check box beneath the type of label you are using.
- Select whether you'd like to use Mixed Case or All Capital Letters in the labels.
- Select whether to use the Tax Billing address or the Property address. For example, if you are mailing to locate property owners in a rental area of condominiums, you'd likely want to use the Tax Billing address, so the mailing goes to the property owner rather than the renter. TIP: Select Create Custom Label to add "or Current Resident" and other greetings to the mailing address.
- Review your Export Status to ensure you will have enough remaining exports to cover the labels. If not, you can use up your remaining exports. Click the Use all remaining to export a portion of the records check box.
- Select Print Range if you would like to create labels for a subset of your search results you may enter the starting row number and the ending row number (range) to include these in the labels.
- Click Print. A RTF file containing the mailing labels is created. Save this file to a known location on your computer or print from within the RTF viewer to send them to your printer
- Add the Avery labels to your printer and print the RTF file.

USING REALIST MAP

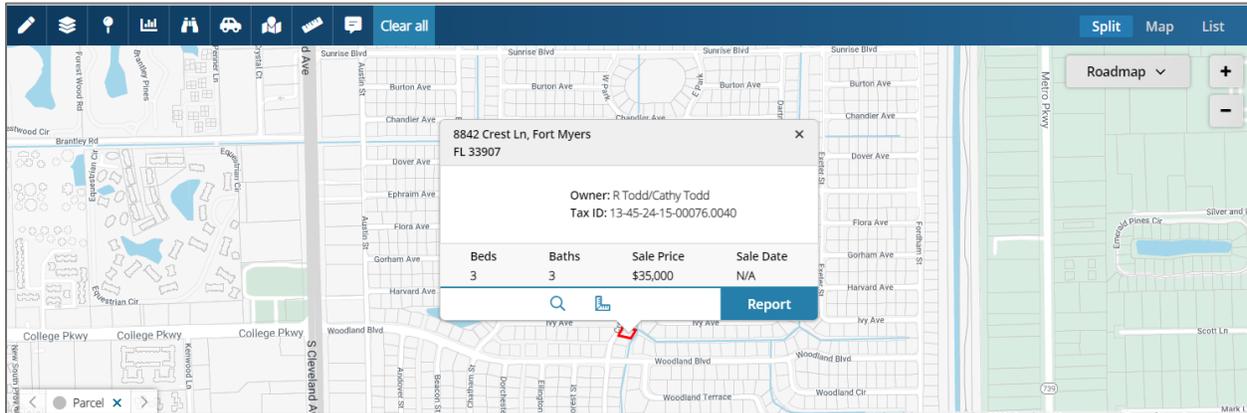
About the Realist Map

The Realist Map enhances your searches by allowing you to visually see the results of your search and zoom in to views of the property and its surrounding location. Search results appear on the Map as push pins. When you click a push pin, a hover box opens giving you an overview of the property and the ability to zoom in on the Map or run reports:



Quick Identify

You can also use the Quick Identify feature to find information on other properties with a click of the Map. When you click any area of the Map, Quick Identify will show you the parcel boundary (if boundaries are not on by default) and will also bring up the Property Detail hover box so you can get more information on the property:



Property Detail And Quick Identify Hover Boxes

The Property Detail and Quick Identify hover boxes that appear when you select a property on the Map provide an overview of the property, including the

- Address
- Owner
- APN/Folio/Tax ID
- Number of Bedrooms and Bathrooms
- Sale Price
- Last Sale Date
- Quick Zoom link: Click this to zoom to a close-up, best view zoom level of the property location.
- View Report link: Click this link to bring up the Report window for the property to view the Property Detail, Comparables, Market Trends, Neighbors, and Neighborhood Profile reports and when available an Assessor Map, property images, and a Foreclosure report.

Mapped Properties And The Search Results Grid

The Map works seamlessly with the Search Results Grid – if you click a search result row in the grid, the Map automatically zooms to the area the property is located on the Map. Conversely, if you select a push pin on the Map, that property is selected on the Search Results Grid.

Property Address	Lot #	Property City	Subdivision	Owner Name	Sale Date
2213 Ne 15Th Pl	14	Cape Coral	Cape Coral	Ramos Alejandro	04/14/2014
1808 Andalusia Blvd #181	33	Cape Coral	Cape Coral	Klum World Trading Llc	11/18/2019
2846 Se 16Th Pl #1-4	1	Cape Coral	Cape Coral	Colina Reinaldo A	07/19/2019
701 Sw 26Th St	69	Cape Coral	Cape Coral	Le Lehang Thi	03/28/2017
2709 Sw Santa Barbara P	11	Cape Coral	Cape Coral	Byrne Emily/stevens Lor	10/07/2019

Ways To Use The Map

The Realist Map can be used to enhance searches you've already completed using My Search, or you may choose to start your search right from the Map. Some ways you might use the Map include the following:

- You've found a property using My Search and you'd like to take a closer look. The Map automatically zoomed to the property you found. You can check out the property using a birds eye view to virtually "walk around" the property and see the exterior of the property.
- You want to search properties within a specific group of streets. You can draw a shape on the Map and perform a search within the boundaries of the shape.
- You just sold a property and want to do a targeted mailing to homeowners nearby. Zoom in to the property on the Map and use the rectangle tool to draw around the surrounding neighborhoods. Then, conduct a "shape search" to find all homes in the selected area and generate mailing labels directly from the search results.
- You have a particular area you are interested in, but only want properties within one mile of a school. You can find points of interest on the Map in the area, select the school, and use the circle tool to find all properties within a one-mile radius of the school.

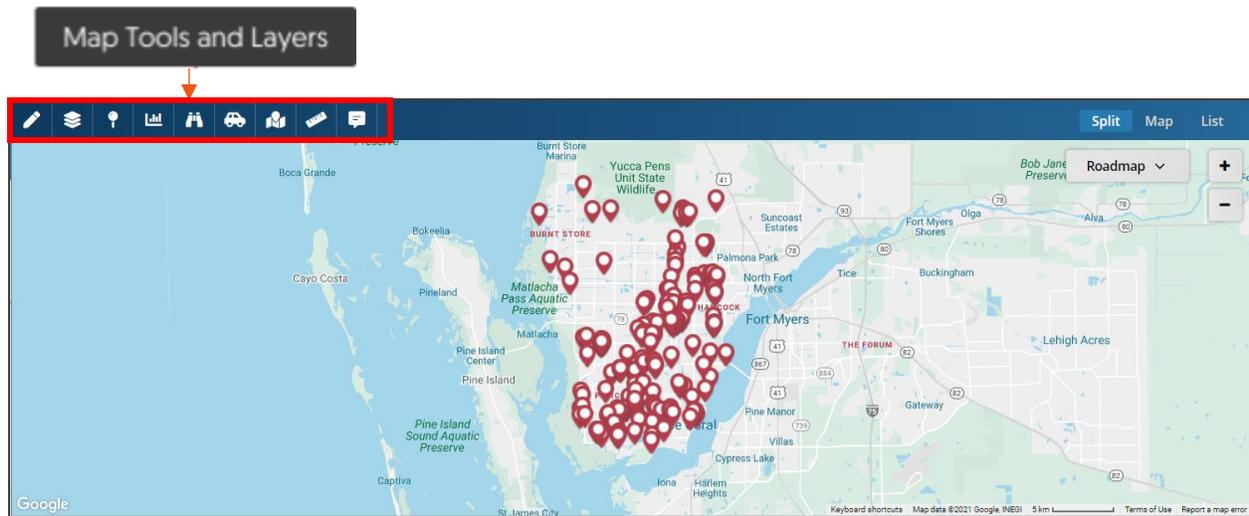
These are just a few examples of the many ways you can use the Map. As you read through this section and review the available tools, you'll likely think of many other ways you can use the Map in your own workflow.

Understanding Realist Map Tools

With Map Tools you can customize the map to give you a better perspective on a search area. You can visually scan important information about a property and its surrounding areas and easily target properties in specific areas.

Accessing The Map Tools

The Realist Map tools are available on the toolbar at the top of the Map.

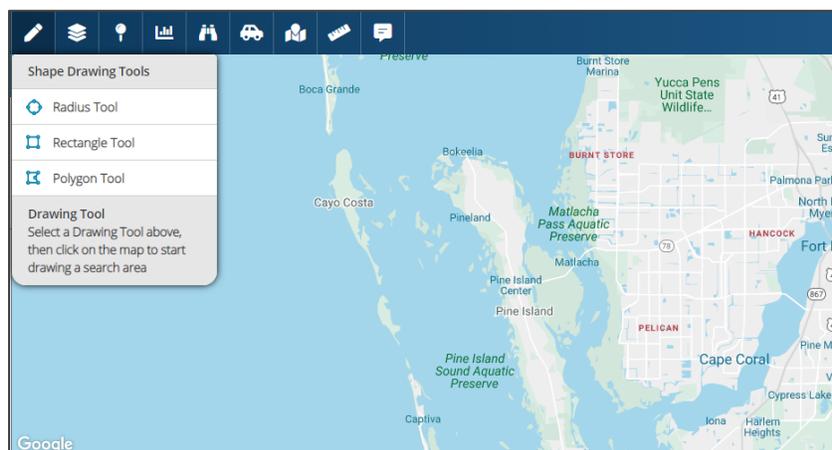


Click on a tool to open the tool options. Each tool is described in the sections that follow.

TIP: You can display up to six combinations of Map boundaries and trend layers simultaneously. The number of items selected appears at the bottom of the Boundaries and Trends tool windows

Drawing Tools

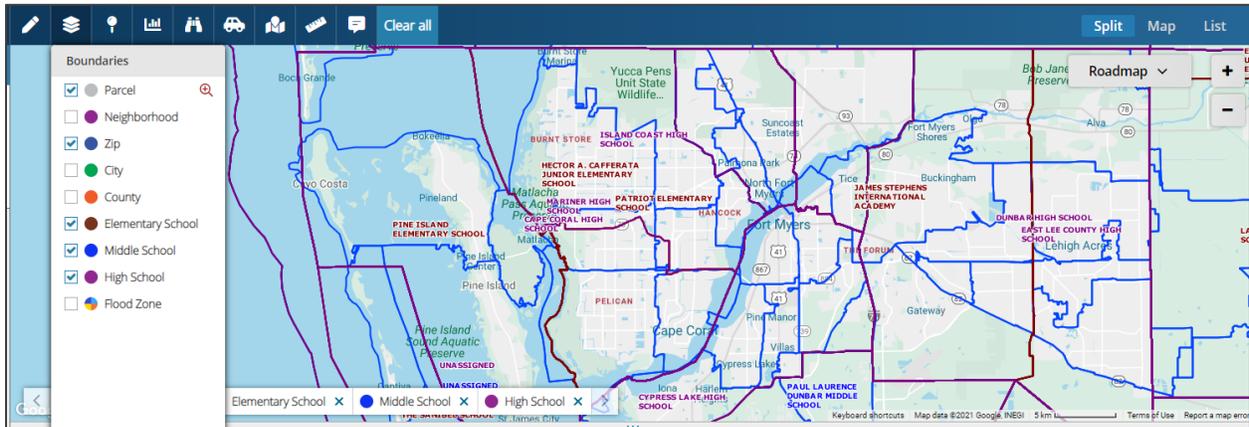
The drawing tools let you work directly on the Map to refine and enhance the area you are looking at:



Use the shape tools to draw a circle, rectangle, or polygon around an area. Find properties within a certain radius of a school or other point of interest, and measure distances. You can draw up to five shapes covering an area up to 6.875 miles.

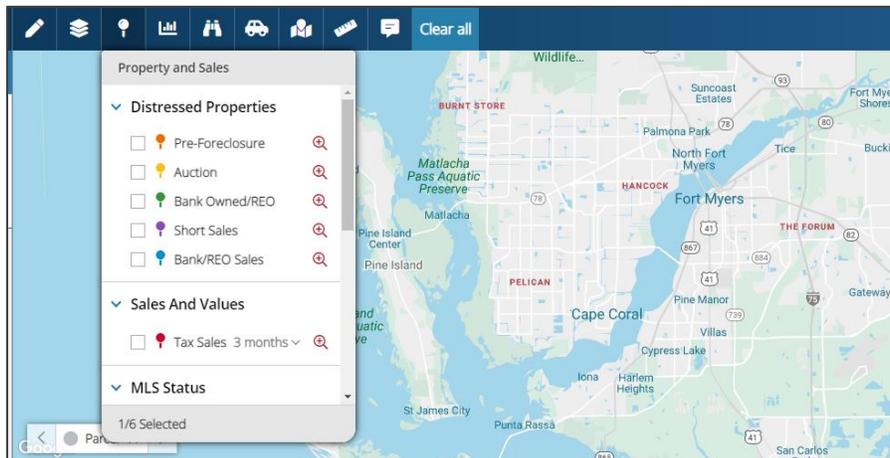
Boundaries

The Boundaries tool controls boundary lines that appear on the Map, including zip codes, county lines, parcel boundaries, school district boundaries, and even neighborhood boundaries:



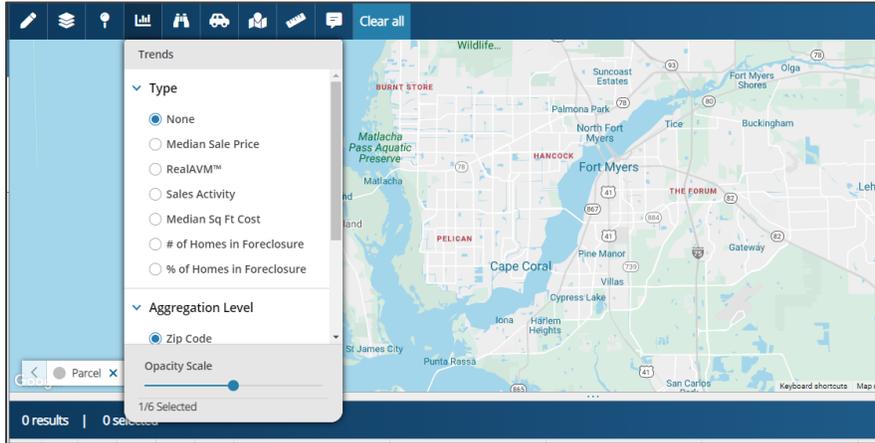
Property And Sales Information

Property and Sales Information lets you display property information such as Foreclosures, MLS Listings, Recent Sales, and Property Characteristics on the Map to provide a holistic view of the activity in a given area. This information is especially helpful when conducting searches using the Map or to show activity around a subject property.



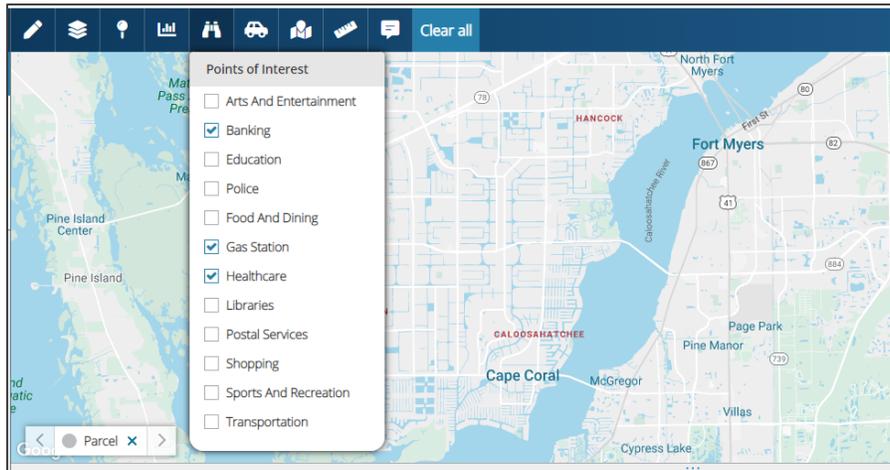
Trends

The Trends tool gives you a quick view into the sales and market trends for a particular area – either by zip code or neighborhood.



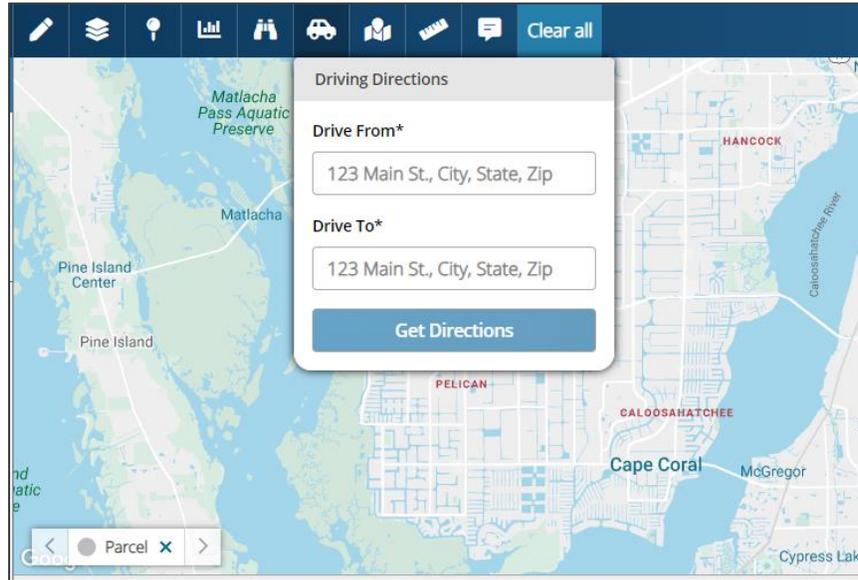
Points Of Interest

The Points of Interest tool helps you quickly locate points of interest in a particular area, or near a particular property, including banks, schools, restaurants, gas stations, and many more. You can use this tool in conjunction with drawing tools to measure distances or points within a radius.



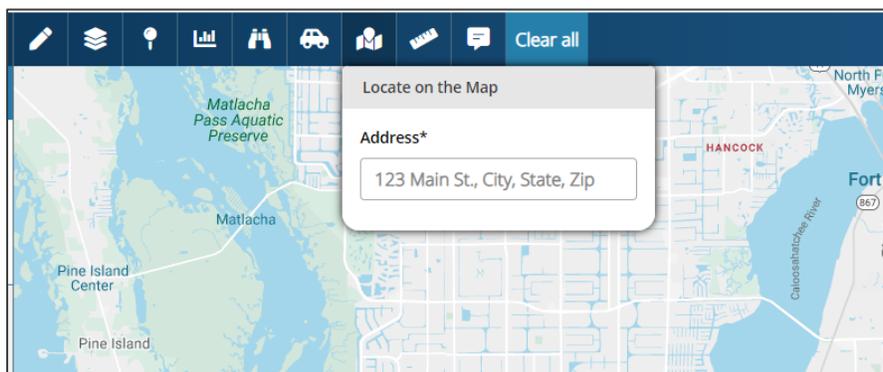
Driving Directions

The Driving Directions tool lets you quickly find directions to a specific address and print or email them to yourself or a client. This tool helps you go directly from your research to your car and off to the property.



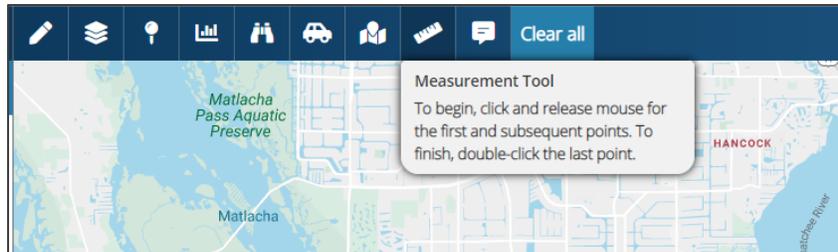
Locate on Map

Locate on Map allows you to quickly find a property or city by typing in the address, city, or landmark name. As you type the address, city, or landmark name, the predictive text provides a list of probable matches. Simply select from this list of matches to view the property, city, or landmark. The result will appear at the center of your Realist map screen.



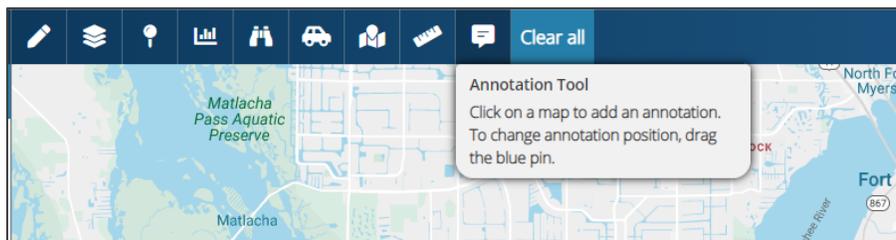
Measurement Tool

The Measurement tool allows you to quickly measure the distance between two or more points on a map.



Annotation Tool

Using this tool, a cloud appears near an area with any notes you want to add to the Map when you print it.



Working with Drawing Tools

The drawing tools let you work directly on the Map to refine and enhance the area you are looking at. These shapes can be used:

- Radius
- Rectangle
- Polygon

Each is described in the sections that follow.

Enhancing Searches With The Shape Tools

With shape tools you can draw a circle, rectangle, or polygon around an area on the Map and then search within that shape. Once you draw the shape, it is added to the My Search panel and becomes part of your search. When a shape or shapes have been added to the My Search panel, all search results will be restricted to data within the shape(s). In some cases this may differ from your selected My Region County. Additionally, when shapes are drawn on the Map the search attributes for City and Zip Code are disabled so that they do not interfere with your shape-driven search.

Moving The Shape

Once you've drawn the shape you can select it on the Map to drag it to a different location. Make sure the red frame appears around the shape before you drag it (otherwise you will end up resizing it).

Resizing The Shape

To resize the shape, single click on the shape and then click any one of its connection points and drag it to resize.

Saving A Shape Search

You can also name the shape and save it as a saved search or form for future use. The shape will appear at the top of the My Search pane with the default name or your shape name if you have added one.

Shape automatically becomes a part of My Search Template

The screenshot shows a real estate search interface. On the left is a sidebar with search filters. The main area features a map of Fort Myers, Florida, with a blue circle shape drawn around a cluster of green location pins. Below the map is a table of search results. A red arrow points from a text box above to the 'Circle1' label in the 'Map Tools Applied' section of the sidebar.

	Property Address	Lot #	Property City	Subdivisi
1	9953 Horse Creek Rd	19	Fort Myers	Colonial C
2	1424 Collins Rd	26	Fort Myers	Mc Grego
3	8947 Water Tupelo Rd	414	Fort Myers	
4	3388 E Riverside Dr	2	Fort Myers	Edgewoo
5	11340 Salix Ct	48	Fort Myers	Willows S
6	3727 Palm Beach Blvd	10	Fort Myers	Johnsons

Save your search or form by clicking the Save button. The shape will be saved as part of the search and will appear when you search for properties using the saved search or form in the future.

Deleting Shapes

- Click the Delete Shape button on the hover box that appears when the shape is selected OR
- Remove Shape from the My Search Panel.

Realist Reports

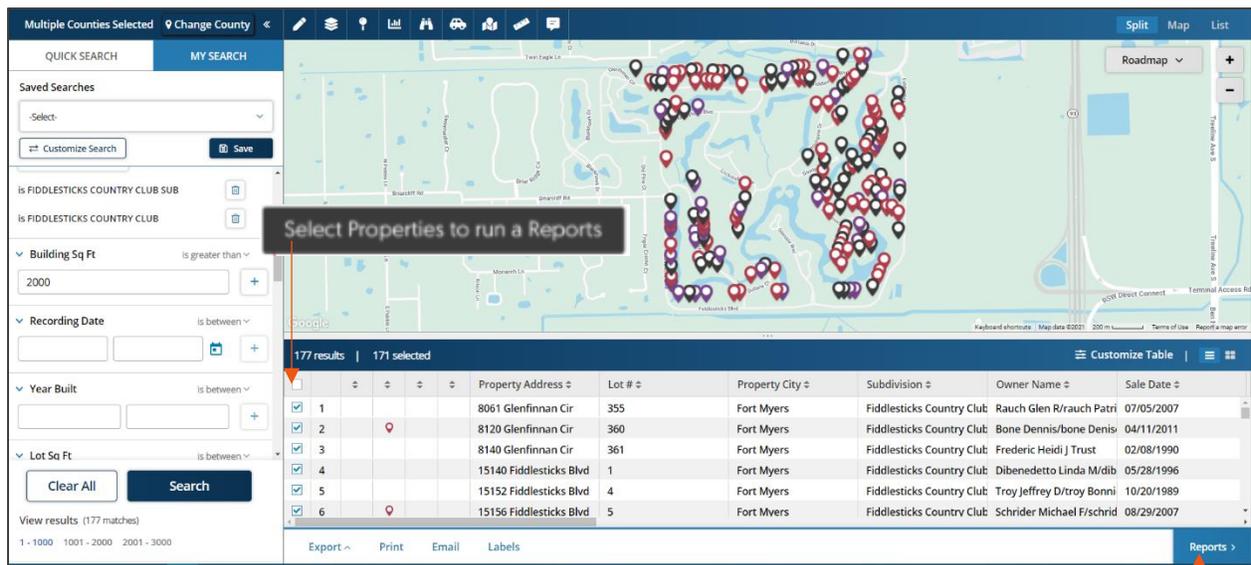
Running a Report

There are two ways to run a report:

- From the Search Results Grid
- From the Realist Map

To Run A Report From The Search Results Grid

- On the Search Results Grid, select the properties for which you would like to run reports and click the Reports button at the bottom right corner of the screen.



- The Property Detail Report for the selected property opens
- Click a different report tab to view a report for the current property, or “X” to close and to move on to view reports for another property.

To Run A Report From The Realist Map

- On the Map, click the push pin for the property. A property information hover box opens
- Click View Reports. The Detail Report for the property opens.
- Click a different report tab to view another report for the current property.

Available Reports

The following report tabs appear when you open the report view for a property or group of properties:

Available Reports

PROPERTY DETAILS | COMPARABLES | MARKET TRENDS | NEIGHBORS | NEIGHBORHOOD PROFILE | ASSESSOR MAP | FLOOD MAP

8081 Glenfinnan Cir, Fort Myers, FL 33912-4011, Lee County Customize View

MLS Beds	MLS Baths	MLS Sale Price	MLS Sale Date	MLS Sq Ft	Lot Sq Ft	Yr Built	Type
3	3	\$595,000	09/29/2020	3,397	18,034	2002	SFR

▼ Owner Information

Owner Name	Shay Rebecca J Trust	Owner Address ZIP + 4 Code	6178
Owner Name 2		Owner Address Carrier Route	C038
Mail Owner Name	Shay Rebecca J Trust	Owner Vesting	
Owner Address	13 Bayhill Rd	No Mail Flag	
Owner Address City & State	Dellwood, MN	Owner Occupied	Yes
Owner Address Zip Code	55110		

▼ Location Information

Subdivision	Fiddlesticks Country Club	Location Influence	Golf Course
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By default the Property Detail report is open, but you can tab through the list to view other reports for the current property. Each report is described below:

- **Property Detail:** View a comprehensive snapshot of a property characteristics, ownership information, sales history, and much more.
- **Comparables:** Locate other properties that are similar to the property you are viewing to use in support of a list price recommendation.
- **Neighbors:** Find all the neighbors located within a user-specified radius of a property.
- **Neighborhood Profile:** Take an in-depth look at the neighborhood for the property, including the people (population), the housing statistics, quality of life information, and schools and other areas of interest.
- **Foreclosure:** View foreclosure status and details if the property is currently in any stage of foreclosure.
- **Assessor Map:** If an Assessor Map of the property is available you can view the Map in a separate Map viewer tool.
- **Document Images:** If any document images related to the property are available you can view the images in a special image viewer tool.
- **Flood Map:** If a Flood Map of the areas is available you can view the Map in a separate Flood Map viewer tool.

Each report is described in detail in the sections that follow.

Property Detail Report

The Property Detail report is a comprehensive report that summarizes all the information related to the property, including owner, location, tax, history, property characteristics, and listing information. Information is categorized by owner information, location information, tax information, assessment and tax, characteristics, market sale and sale history, listing data, mortgage history, foreclosure history, owner transfer, and features.

Configuring The Property Details Report

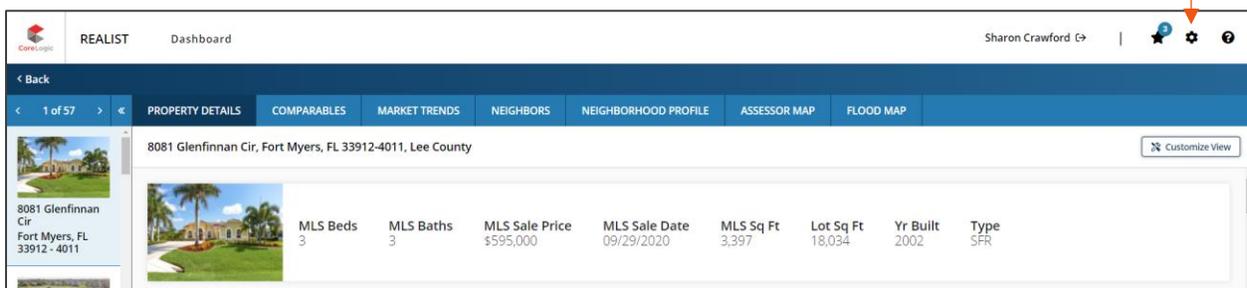
There is one configurable option for the Property Details Report that you can configure in your user preferences:

- Report Display Format

To configure the report:

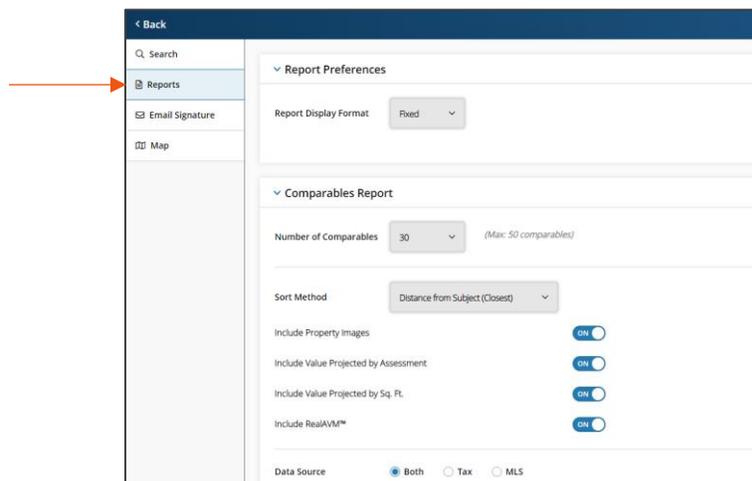
- Click Preferences on the Realist taskbar:

Go to Preferences to customize the Report



The Preferences Window Opens

- Select Reports from the menu on the left side of the screen.



Report Preferences

Option	Description
Report Display Format - Fixed	Show all available attributes, all the time
Report Displayed Format - Dynamic	Show only attributes with values

Comparables

Run the Comps report to find other properties that are similar to the property you are viewing. This is helpful for your listing and pricing activities. For this report, you can toggle between Map views of the comparable properties, finding the one that best presents the information you want to communicate in your report. To run the report:

1. Review the properties
2. Refine the list

If your search returned a large number of comparable properties, you could work with the results right in the report to refine the comps you'll generate on the final report. You can:

- Review and deselect any properties you don't want to include OR
- You can click Search Criteria to change the criteria that were used to run the initial report to generate different results.

3. View the report

When you are ready to view the final report, click Generate Report. The Comparables report opens.

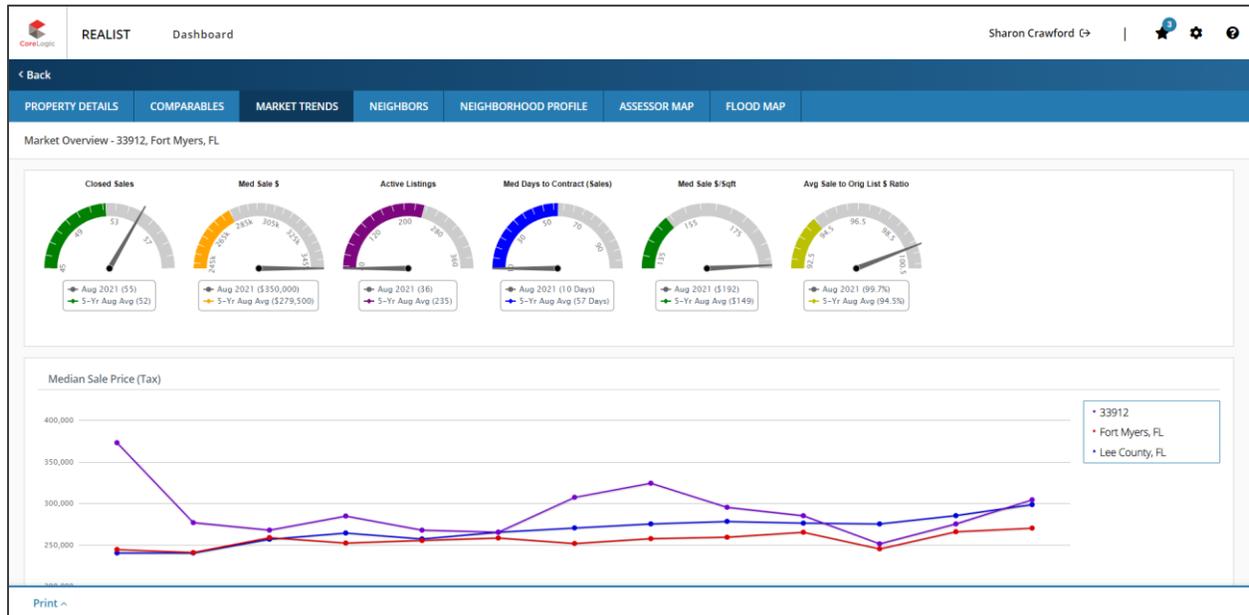
You can configure two settings for the Comparables report:

- Report Format: You can select the number of comparable properties that will appear, whether to include a summary of the comparable property statistics, the sort method, and whether or not to display the Map and pictures of the comparable property.
- Search Criteria: You can select from a full set of criteria that will control what comparable properties will be returned in the report results.

The screenshot shows a real estate software interface with a map and a table of comparable properties. A red box highlights the 'Search Criteria' and 'Generate Report' buttons. The table below shows the data for the comparable properties.

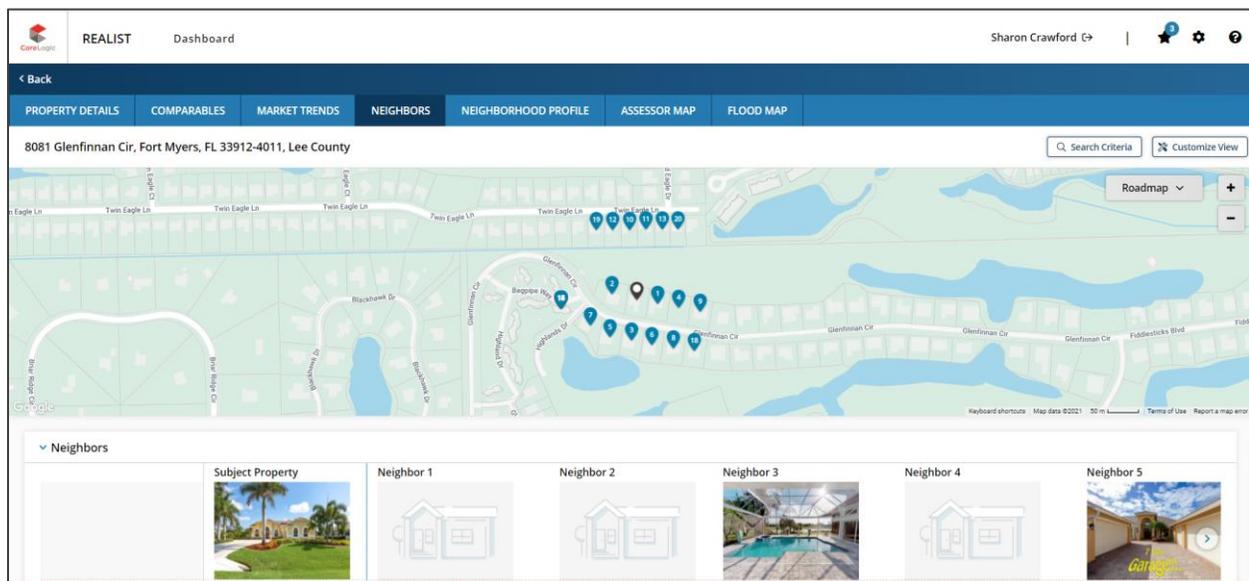
Property Address	Subdivision	Sale Date	Sale Price	Over the Top	Building Sq Ft	Bedrooms	Bathrooms
881 Quail Run Dr	Pelican Bay Country Club	01/29/2020	\$155,000	\$175.00	3,397	3	3
8801 Quail Run Dr	Pelican Bay Country Club	10/05/2019	\$195,000	\$121.50	3,166	3	3
14605 Logans Cove Dr	Logans Cove	05/05/2011	\$490,000	\$216.50	5,197	4	4
15032 Pelican Bay Blvd	Pelican Bay Country Club	10/07/2007	\$180,000	\$216.25	3,207	3	4
14607 Logans Cove Dr	Logans Cove	10/06/2007	\$180,000	\$142.86	3,063	3	3

Market Trends



Neighbors

The Neighbors report lets you find all the neighbors located within a specified radius of a property. This report can be provided to prospective owners who would like to see who their neighbors are going to be. Neighbor searches are also an ideal way to prepare mailing lists for just-listed and just-sold properties. The Neighbors report gives basic details about properties near the subject property. Search parameters are defined by the preferences set by the user, including whether to limit results to properties on the subject property's street. Select the Search Criteria button to configure the report.



Neighborhood Profile

This report provides you with an in-depth look at the neighborhood of the property, including the people (population), the housing statistics, quality of life information, schools, and other areas of interest. The Neighborhood report includes three major sections – Demographics, Schools, and Local Businesses. Each section uses a different geographical area as a basis for the search parameters.

This report is intended to be used as a local area report – focusing on a mile area. If you select a larger area, the amount of information the report will return can become overwhelming. For example, if you search for local businesses in a five-mile area of an urban area, you will get hundreds of results displaying.

Demographics

The Demographic data comes from the Census Bureau and is defined by Census Tract and Block. It includes 4 sub-sections – Population, Housing, Quality of Life, and Education.

Schools

The Schools section of the report lists the public and private schools within a specified geographic area (for example, in the sample below the area is a one-mile radius). You can configure the geographic area in the Neighborhood Profiles report preferences.

Local Businesses

This section of the report lists local businesses within a specified geographic area (for example, in the sample below the area is a one-mile radius). You can configure the geographic area in the Neighborhood Profiles report preferences.

Assessor Map

If there are Assessor Maps associated with the property, an Assessor Map tab appears in the Report Window. The available sheets of the Map appear on the page.

Foreclosure

The Foreclosure report includes the most recent foreclosure transaction details if a property is in any stage of foreclosure, along with the default mortgage information and foreclosure history.

The state of foreclosure (pre-foreclosure, auction, or REO) is indicated in the black address bar at the top of the report (the property below is color-coded with yellow indicating the property is in auction).

Downloading and Emailing Reports

A PDF version of the report can be generated to save, print, or email.

- Select a property and open the Report Window for the report.
- Click the Print or Email button at the bottom of the page.