



Realist.com

User Manual

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Introduction

Introducing Realist.com

Realist.com is a full-featured, Web-based public record service that integrates with TEMPO to deliver up-to-date public records. These services marry CMLS listing information with robust public record features, including property data and transaction histories, CMA reports, farming lists, parcel maps, street maps, automated valuation models, flood maps and copies of recorded documents.

Company Background

First American Real Estate Solutions is one of a family of companies that are part of the First American Corporation. Tracing its history to 1889, the corporation is the nation's leading provider of business information and related products and services

First American Real Estate Solutions is the nation's largest collector and provider of real estate data, serving more than 500,000 users. Data is collected on over 100 million properties each year and on 200 million sales and mortgage transactions each month. Our national coverage extends to 92 percent of all transactions in the U.S., reporting on over 1,800 counties and growing. We provide access to three billion document images using the industry's most innovative technologies. Our database of information extends beyond county Recorder and Assessor records. Our customers can access comparable sales, property valuations, household demographics, neighborhood analyses; information on schools and crime records; flood data; appraisal data and other proprietary and supplemental information. First American Real Estate Solutions has more than 45 years experience creating and evolving products that our customers depend on to make decisions everyday.

Understanding Real Estate Data

Public Records

It is important to understand the public records available through Realist.com. Local, state and federal government entities collect and maintain vast amounts of data for various administrative purposes. Although access to some data (such as driver's license information) may be deemed sensitive and thus somewhat restricted, much is available for public review. A short list of records collected by local county or municipal governments might include: legislative and court proceedings, births, deaths, wills, marriages, building permits, ordinances, zoning, the location of utility lines and of course, real estate.

For our purposes, the term *public records* will be limited to significant portions of the data collected about real property or real estate. Real estate records are maintained for three primary reasons: 1) to ascertain ownership, 2) to establish the interests of other parties in real estate, such as mortgage lenders and 3) to determine value for purposes of taxation.

- 1) When someone buys real estate, they obtain a *deed* – a legal document stating (among other things) the name of the seller (grantor), the name of the buyer (grantee), the consideration (usually in dollars), and a legal description of the real estate. In order to legally protect ownership interest in the property, it is necessary for the buyer to *record* the deed. This means filing a notarized copy with local government to make it part of the public record
- 2) Usually a buyer must obtain a loan or *mortgage* to finance the purchase of a property. The legal mortgage document states (among other things) the name of the borrower (the *mortgagor*), the name of the bank or other lender (the *mortgagee*), the amount of the loan, a legal description of the real estate, and the terms and conditions of the loan. The mortgagor uses the property as collateral for the loan and the mortgagee must legally protect their interest in this collateral by recording the mortgage – again making it part of the public record.
- 3) Most local governments impose a tax on owners of real estate. The revenue is used, in part, to fund public schools and other local government services. To compute the tax in a fair and equitable manner, the local tax assessing authority determines valuation on every property. Other local government entities set tax rates, compute, bill, and collect the tax.

What is a Recorder or Clerk?

The Recorder's Office (Clerk or Registrar's office in some areas) in a city or county is responsible for the recording of deeds, mortgages, decrees of court, and leases affecting title to real property. This office also may maintain Uniform Commercial Code filings, subdivision maps, and vital statistics, including births, deaths and marriages within their jurisdiction. The Recorder's post is typically an elected one. In the past, recording real estate records meant retaining hard copies of deed and mortgage documents. Over the last 50 or so years, it became more common to microfilm images of documents to save space. More recently, scanned documents are being stored in computer databases.

Why does the Recorder collect real estate sales transactions?

Although not required by law, virtually all deeds are notarized and recorded shortly after completing a real estate purchase transaction in order to make them part of the public record. Thus *constructive notice* is given to the public proclaiming ownership of real property. In some areas, real estate attorneys typically are responsible for recording the deed on behalf of their client. Elsewhere, title companies carry out the recording. In many areas, a real estate transfer tax is collected when a deed is recorded. It is usually based on a percentage of the sale price and the revenue may be shared between local and state government.

Why do they collect mortgage transactions?

Mortgage lenders also have a significant interest in recording notarized mortgage documents. The lender thus gives constructive notice about the borrower's obligation to pay back the loan and establishes the priority of the lien – the lender's claim to the value of the real estate, which is pledged as security for the loan. In some areas, a mortgage recording tax is collected when a mortgage is recorded.

What is an Assessor or Auditor?

The Assessor's (sometimes called the Auditor) primary task is to administer state property tax law for the purpose of raising tax revenue. The tax assessor or auditor is usually an appointed government official with a real estate appraisal background – someone with expertise in determining the estimated value of real estate. Real estate valuation is the first step in determining *assessments*. The assessment function may be part of either the county or municipal government, depending on state law. An assessor's staff may use specialized software to collect and analyze detailed property characteristics on every parcel of real estate. Among these characteristics are lot size, building size, construction, features, location and current use.

To establish an assessment, the fair *market value* must first be determined. One definition of fair market value states: "(it is) the price in a competitive market as a purchaser, willing but not obligated to buy, would pay an owner, willing but not obligated to sell, taking into consideration all the legal uses to which the property can be adapted and might reasonably be applied."

Typically, assessors set separate values for land and building improvements. The total assessment, which will reflect both land and building values, may be the full market value or some uniform percentage of the full market value at a specific point in time. Note that assessors do not typically re-calculate market values each year for all properties. Sophisticated computer models may adjust values or the uniform percentage may be changed. The assessor's final task is the certification process that establishes the *tax roll* for each fiscal year.

Tax Revenue

The second step in raising tax revenue is determining the tax rate, which is part of the annual governmental budget and appropriation process. Once a budget is set, how much must be raised by real estate property tax is known. By dividing the total appropriation by the total assessment a tax rate is derived. Tax rates are usually expressed as the *millage* – a mill being 1/1000 of a dollar. In some areas, tax rates vary based on the type of property – residential, commercial or industrial. In many states, there are separate county, municipal and school budget and appropriation processes. This means three or more tax rates may be applicable.

The final step is tax billing and collection process. Tax collection and revenue departments maintain records to determine who is responsible for paying each real estate tax bill and where to mail it. Note that some localities bill real estate tax annually, others on a semi-annual or quarterly basis. In cases of semi-annual or quarterly billing, sometimes the budget/appropriation process and thus tax rates may not be finalized and estimated tax bills will be sent. Depending on local practice, county, municipal and school taxes may appear on one bill or separate bills.

The assessor's tax roll data makes up the core of the Realist.com property record. The Realist.com database is updated annually with certified assessment values and any other changes in the assessor's property characteristics. Note that some data, such as the year built and the building area may be estimates contained in the assessment records. Realist.com uses current assessment and tax rate to show each portion of the total tax amount on each property. Note that in areas where there are specific use-based bills for sewer, water, trash, etc., they may not be available in Realist.com.

Understanding Real Estate Data on Realist.com

How does First American Real Estate Solutions collect data?

First American Real Estate Solutions collects assessment data, and information contained on deed and mortgage recordings through the best means possible. In some areas recording information is captured electronically, in some areas we obtain copies of the recorded documents, and in other areas First American Real Estate Solutions professionals visit the local recorder's offices to abstract information from recorded documents for entry in the Realist.com database.

When are recordings made available?

Realist.com is updated with deed and mortgage recordings as often as daily. But there may be a lag between the actual settlement of the sale or mortgage and our ability to access the recording information. First American Real Estate Solutions will uniformly make the information available through Realist.com as soon as practical after the recording information is available from the recorder.

The sales and mortgages are carefully matched to the properties in the database. However, a few mistakes are bound to occur. Please contact the CMLS Help Desk to report any mistakes in the Realist.com records.

How far back do sales and mortgages go?

The sales and mortgage history contained in each county's database will depend on the time period in which First American Real Estate Solutions has been covering the specific county. In some counties, coverage began many years ago, while in others; the coverage is more recent.

What are recording and settlement dates?

The record date is the date on which a deed or mortgage was officially entered into the recorder's system. The settle date, which is when the grantor and grantee executed the deed, precedes the record date. In fact, if the closing attorney or agent fails to promptly present a deed for recording, the gap between the record date and settle date may be substantial.

Sales Prices

Realist.com displays the sales price directly from the deed or electronic file where available. In some areas, the sales price is computed from the real estate transfer tax. In a few states (Kansas, New Mexico, Texas, Wyoming, and Utah) sales price is not available by law.

A nominal sale is usually between related parties (family members or related companies) where the stated consideration is a not for a fair market value. For deed transfers between direct family members, Real Estate Transfer tax is usually not collected. A nominal sale can also occur where no consideration in dollars is stated, but an affidavit of value is filed stating a fair market value for the purpose of calculating Real Estate Transfer tax due. Realist.com contains information on every deed recording, even *nominal* sales.

Mortgages on Realist.com

Realist.com carries the first mortgage and all subsequent mortgage originations for the current owner only. A *first* mortgage is one recorded where there is no prior mortgage. A mortgage taken out for the purchase of a property is a first or acquisition mortgage. If additional or *second* mortgages are taken out, the first mortgage will have priority and will be satisfied before second or junior liens. A refinance mortgage is taken out to replace or pay off a prior existing first mortgage. A home equity loan or home equity line of credit is generally a type of second mortgage.

Other real estate records

There are a few categories of Recorder's transactions that are not available on Realist.com

Mortgage Satisfactions

Once all mortgage payments have been made, the lender records a mortgage satisfaction document. Also known as a release of mortgage or mortgage discharge, it serves as public notice that removes the lien and indicates the mortgagor or borrower has satisfied the debt. Realist displays the origination of a mortgage, not the satisfaction.

Mortgage Assignments

A lender records a mortgage reassignment whenever an existing mortgage is sold to another lender prior to its being paid in full. Once this is recorded, the lender purchasing the mortgage has all the rights and responsibilities of the original mortgagee including recording the satisfaction once the debt is fully paid. Realist.com displays the originally recorded mortgage lender only.

Realist.com is not designed to show satisfactions and assignments, and the service shows all mortgages the current owner has taken on the property, whether or not they have been satisfied.

Liens and Judgements

Mechanics liens, tax liens, lis pendens (litigation pending) and judgements are publicly recorded documents that are not available on Realist.

Data Enhancements on Realist.com

The Realist.com database of information extends beyond county Recorder and Assessor records. CMLS members can access comparable sales, property valuations, statistical summaries, marketing features, street maps, tax maps and much more. Although First American Real Estate Solutions collects public record data in many different formats, Realist.com standardizes it across all counties.

Address Standardization and Enhancement

First American Real Estate Solutions makes considerable effort so that property location and owner mail addresses are as complete as possible. Special software processes add city, state, zip, zip plus 4 and carrier route sort to all address data even when it is not part of the public record. This means MLS members have an easier time finding what they are looking for on Realist.com.

CASS Certification

CASS stands for Coding Accuracy Support System, a program that is part of the United State Postal Service. First American Real Estate Solutions employs this process to ensure that addresses match the USPS zip plus 4 database and thus can qualify for postal discounts when sorting and/or bar-coding is used on mailing labels.

Telephone Numbers

The database contains the best available phone numbers obtained from authoritative electronic sources for residential property owners. Tenant phone numbers are not available, nor are unlisted phone numbers.

Owner Privacy Rights

First American Real Estate Solutions updates its databases quarterly to reflect homeowners who have registered with the Direct Market Association (DMA) in order to limit mail and phone solicitations. This is indicated by the “No Mail” text appearing directly after the address. These addresses are automatically removed from labels produced by an export. In addition, Realist.com excludes phone numbers for homeowners who have added their names to DMA and state maintained “do not call” lists.

Geocodes

Geocodes are combination of latitude and longitude giving an approximate property location. Realist.com uses geocodes to perform radius searches in comparable and neighbor searches. A radius search is one enabling you to specify a distance from a subject property as one of the search criteria.

Census Tract

Census tracts are relatively permanent, statistical subdivision of a county established by the United States Census Bureau. Their primary purpose is to provide a stable set of geographic units for the presentation of decennial census data. Census tract boundaries are delineated with the intention of being maintained over many decades so that statistical comparison can be made. They are identified by a four-digit number and may have a two-digit numeric suffix.

Flood Data

In many counties, Realist.com provides access to the FEMA flood panel, the date of the flood panel, and the code indicating whether or not the property is determined to be within the flood zone. The flood zone code “X” is very common; it indicates that the area has been surveyed and is not deemed a flood risk. The flood zone code “C” also indicates that the area is determined to be outside the 100 and 500-year flood plains. Other codes may well indicate that there is flood risk associated with the location of the property. For complete flood information, contact a flood determination specialist.

Flood Maps

Flood map data is derived from the Flood Insurance Rate Map created by FEMA (Federal Emergency Management Agency) and enhanced with data from other private sources. Mortgage lenders and insurance companies use flood maps to assess risk when making a loan or underwriting insurance coverage. CMLS does not provide access to these maps.

Street Maps

Street maps are available on Realist.com from MapQuest. One or more properties can be located on the same map and be viewed or printed. Maps printed as part of a Comparable Sales report will show the location of the subject and all comparable sales. MapQuest maps are created using data from the US Census Bureau and significantly enhancing it.

Access and Licensing

Logon

CMLS members can only access Realist.com by logging on to TEMPO. Once authenticated by TEMPO, Realist.com requires no further logon. Each time a link to Realist.com is clicked from TEMPO, certain identifying information is automatically sent to Realist.com servers.

End User License Agreement

A CMLS member accessing Realist.com for the first time will be presented with the Realist.com End User License Agreement. The license agreement can be reviewed and printed. In order to use Realist.com click the *accept* button agreeing to the terms of the license. Members who do not wish to accept these terms should click the *Do not accept* button; however they will not be able to use any Realist.com features.

Integrating with TEMPO™

As discussed above, Realist.com requires no separate login. Once a member logs on to TEMPO, Internet browser hyperlinks contained within TEMPO automatically open a new browser window to display public record data from Realist.com.

Links

There are 3 types of links to Realist.com from TEMPO.

| | |
|-----------------------------|--|
| Main Link | Allows users access to the Realist.com homepage where complete search and display options are available. This is accomplished through a link from the TEMPO black navigation bar. |
| Property Link | From individual listings in TEMPO, users can display the corresponding public record data contained in Realist.com. This is accomplished by a hyperlink on the Parcel ID contained in the MLS listing display. |
| Auto-population Link | Returns public record data fields from Realist.com in an XML stream to be inserted into new listings. This ensures standardization of address, Parcel ID and other important identifying data in the listing database. Best achieved as new listing are being entered. |

How Auto-Population Works

Realist.com uses an XML data stream to pass information back and forth from TEMPO when a new listing is entered.

Search Options

Near the beginning of the process to add a new listing, enough information must be provided to Realist.com to conduct a search and find the corresponding property record. The search is done on one or more of the following:

- ?? Address
- ?? Tax ID or APN
- ?? Owner name

Match Realist.com record to listing

Realist.com may find one match, more than one match or no matches. In the case of a match, owner name, address and Parcel ID will be displayed. To continue with listing entry, user must confirm which property matches the listing. If no match is found another opportunity is offered to search again with different criteria.

No Match found

In some cases, no matching record will be found in the public tax records for a listing.

?? New construction or subdivision

The parcel may be too new to appear in the tax records

?? Co-operative units

Co-op apartment units are considered to be shares in a corporation and not as individually owned and assessed parcels. No corresponding record will be found in Realist.com for co-ops.

Section 1: Main Link to Realist.com Home Page

Topics:

- ?? Linking to Realist.com
- ?? Reviewing the Home Page of Realist.com
- ?? Using the Quick Search Center



Linking to Realist.com

Access Realist.com from the TEMPO Home Page

Start with the TEMPO main menu or home page to link to Realist.com. Clicking this link opens a new browser window, granting an MLS member full access to all Realist.com features. Hyperlinks are evident whenever the mouse pointer turns into a little hand.

First Time User must accept the End User License Agreement

When accessing Realist.com for the first time the Realist.com End User License Agreement will appear. The license agreement can be reviewed and printed. In order to use Realist.com, click the *accept* button acknowledging the terms of the license agreement. Those who do not wish to accept these terms should click the *Do not accept* button, however they will not be able to use any Realist.com features. A sample of the End User License Agreement appears in Appendix B.

Reviewing the Home Page of Realist.com

Top Menu Bar

The Realist.com home page contains several important elements and allows quick access to all application features. The buttons on the top menu bar allow navigation to and from specific parts of Realist.com. Note that these options are repeated as links in smaller text at the bottom of the home page.

- ?? Home
- ?? Saved Searches
- ?? Calculators
- ?? Export Mgr
- ?? Preferences
- ?? FAQ
- ?? Contacts

FAQ

The *FAQ* (Frequently Asked Questions) top menu bar button covers most of the material from the User Manual in an easy to navigate question and answer format. The FAQ can also be downloaded in PDF format for off-line printing. Viewing or printing PDF files requires Adobe Acrobat software available as a free download from <http://www.adobe.com/products/acrobat/readstep2.html>

From the FAQ page, MLS members can also download the APN/Tax ID format file. This file is downloaded as a ZIP file, *apn_1st.zip* which contains a file in spreadsheet format listing counties sorted by state and shows the variations on APN formats within each county. This helps search effectively by APN number.

Contacts

The *Contacts* top menu bar button provides a quick way to get important email addresses and phone numbers to direct their questions to the proper CMLS department or staff person.

Last Sales Update

The *Last Sales Update* link on the Realist.com home page opens a separate browser window that displays the most recent recording date available for each county available. As the database is updated, the Last Sale information is automatically updated, too.

Messages

The *Messages* section located in the lower portion of the Realist.com home page shows important and time critical messages from First American Real Estate Solutions or from CMLS staff to the CMLS membership. The Message area is a scrollable region, so a number of messages may be available.


Quick Search Center

The *Quick Search Center* in the middle of the Realist.com home page provides access to all search options. Once one of the search methods is selected, these same options are displayed in a frame on the left side of the page. It is not necessary to return to the home page to change search methods.

Section 2: Address Search & Property Detail

Topics:

- ?? Conducting a basic search
- ?? Understanding Property Detail
- ?? Customizing Property Detail
- ?? Printing Property Detail
- ?? Going back to last Realist.com page viewed



Conducting a Basic Search

Select State and County

The first step in conducting an address search is selecting the state and then the county from the two drop-down lists in the middle of the page. Once both are selected, the page will repaint so that the zip code drop down list can be refreshed. Realist.com will remember the state and county from your last search, even after you logout.

Elements that are common to all search pages:

- ?? Short cuts to other search methods displayed in a frame on the left side of the page
- ?? State and county selection
- ?? Search, Clear Screen and Save Search buttons
- ?? *Breadcrumb* back links

Enter Street number and Street Name

To find a single property match by just street number and street name 2 criteria are the minimal requirements and are marked with a red asterisk. All other fields are optional but help narrow down possible matches. Make sure that when entering search criteria, the pre-direction and street suffix must not be entered in the street name field. There are separate search fields for each of the following:

| | |
|----------------|---|
| House Number | |
| Pre-Direction | choose from drop down list (N = North, E = East, etc) – only one choice allowed |
| Street Name | |
| Street Suffix | enter street suffix (St, Rd, Dr, etc) |
| Unit Number | enter unit number if known for condos or other multi-unit addresses |
| Post-Direction | choose from drop down list (N = North, E = East, etc) – only one choice allowed |

Automatic wildcard

The street name field conducts an automatic “starts with” wildcard search on as much of the name as you enter. This may be helpful when you are unsure of the spelling.

Consider the following example:

House Number = 10
Street name = Maple

The search result might return the following matches:

10 Maple Dr
10 Maple St
10 Maplecrest Ln
10 Maplecrest St
10 Maplewood Ave

To further narrow the number of matches found, you can use street suffix and/or one of the optional zip code boxes. Either select a zip code from the list or type it in directly in the box provided.

Click the *Search* button (or press Enter key) to conduct the search.

Understanding Property Details

When only one property match is found, Realist.com displays the Property Details page. Property data is organized into sections. The number of sections and the property characteristics contained within each section vary in different parts of the country and between types of property. It depends on what is available as part of the assessor’s tax roll.

Sample Property Detail Report

| For Property Located At | | | |
|--------------------------------|---------------------------------------|------------------------|--|
| 1201 Greenwood Clfs | | | |
| Charlotte, NC 28204-2819 | | | |
| Charlotte - Mecklenburg County | | | |
| Owner Info: | | | |
| Owner Name: | Charlotte Association Of Realt | Co-owner: | lors Inc |
| Mailing Address: | Po Box 35511 | Mailing City/State: | Charlotte, NC |
| Mailing Zip: | 28235 | Mailing Zip+4: | 5511 |
| Annual Tax: | \$26,162 | Use Code: | Office |
| Universal Land Use: | Office Building | | |
| Location Info: | | | |
| Census Tract: | 3.00 | Carrier Route: | C008 |
| Flood Zone Panel: | 3701590013B | Panel Date: | 02/26/1982 |
| Flood Zone Code: | C | Zoning: | O2 |
| Tax Info: | | | |
| Parcel ID: | 125-201-41 | Tax Year: | 2002 |
| Annual Tax: | \$26,162 | Assessment Year: | 2002 |
| Land Value: | \$408,590 | Improved Assessment: | \$1,593,550 |
| Total Value: | \$2,002,140 | % Improv: | 80% |
| Building Value: | 1533870 | Legal: | L21-25 P26 B1 M332-354 |
| Lot Number: | 21 | Block ID: | 1 |
| Characteristics: | | | |
| Total Acres: | 1.34 | Style: | 001 |
| Total Sq Ft: | 46,044 | Stories: | 2.5 |
| Units: | 1 | Bath Fixtures: | 56 |
| Air Cond: | Central | HVAC: | Forced Air |
| Roof Cover: | Roll Composition | Roof Frame: | Prestress Concrete |
| Interior Wall: | Drywall | Exterior Construction: | Brick |
| Int Floor: | Carpet | Foundation: | Cont. Footing |
| Year Built: | 1970 | Heat Fuel Type: | Gas |
| Last Market Sale: | | | |
| Sale Price: | 04/00/1992 | Deed/Page: | 6862-179 |
| Owner Name: | Charlotte Association Of Realt | Co-Owner: | lors Inc |
| Sales History: | | | |
| Buyer Name: | Charlotte Association Of Realtors Inc | | |
| Book/Page: | 6862-179 | 4880-121 | |
| Sale Source: | | Warranty Deed | |
| Features: | | | |
| Bldg Desc | | | |
| <u>Description:</u> | <u>Bldg Size:</u> | | |
| Base | 11430 | | |
| Util Unfinished | 324 | | |
| Upgr Stry Finish | 34290 | | |
| Extra Features | | | |
| <u>Description:</u> | <u>Sq Ft:</u> | <u>Number:</u> | <u>Width:</u> <u>Depth:</u> <u>Extra Fea Yr Blt:</u> <u>Value:</u> |
| Pass Elev | 4 | | |
| Penthouse | 300 | | |
| ... | ... | | |

Owner Info

The Owner information section at the top of the page contains the following:

- ?? Name(s)
- ?? Mailing Address
- ?? Telephone
- ?? Last deed recording date
- ?? Total Assessment
- ?? Property type

Property Address and Mailing address

The complete property address appears at the top of the page. First American Real Estate Solutions has enhanced property addresses to include city, state, zip, zip plus 4 and carrier route sorting. The tax billing address is maintained separately from the property address and has been enhanced in the same manner. Mailing address will be the same as Property Address when it is owner occupied. Otherwise, it will give the mailing address of the absentee owner.

Owner Phone numbers

Owner phone number will display for residential property owners. For absentee owners, the phone number will correspond with the phone number at the mailing address.

Owner Privacy - No mail message

First American Real Estate Solutions updates the database for property owners who register with the Direct Marketing Association (DMA) in order to limit direct marketing solicitations via mail and telephone. For these owners, phone numbers will not be displayed and the words *no mail* appear next to the mailing addresses. Mailing labels will not be produced for these properties.

Location Info

The location information section contains enhanced data provided by First American Real Estate Solutions that may not be part of the assessor's tax roll. It typically includes some or all of the following data elements:

- ?? School District
- ?? Subdivision
- ?? Census Block
- ?? Flood panel data
- ?? Zoning
- ?? Street Map grid location

Tax Info

Tax information contains data gathered primarily or exclusively from the assessor's tax roll. Data elements may include:

- ?? Parcel ID number
- ?? Alt Parcel ID (if an alternate parcel id number is used)
- ?? Tax Year
- ?? Assessment Year
- ?? Assessment Amount Total and breakdown
- ?? Tax Amount Total and breakdown
- ?? Lot size
- ?? Tax map parcel number
- ?? Legal Description

Property characteristics

The Property Characteristics section includes additional details on the parcel and improvements gathered from the assessor's tax roll. Data elements may include:

- ?? Building square footage
- ?? Year built
- ?? Building Style
- ?? Building Construction
- ?? Number of stories
- ?? Number of rooms and breakdown
- ?? Sewer and water type
- ?? Heat and cooling features

Last Market Sale

The Last Market Sale section contains data for the most recent arms-length market sales transaction which is suitable for comparable purposes. Subsequent nominal sales or deed recordings for purposes of changing names (for example, deed recordings resulting from marriage or divorce) do not appear in this section, but appear as part of the Sales History section below. The following data is included:

- ?? Last Sale (most recent)
- ?? Price
- ?? Recording Date
- ?? Settlement Date
- ?? Deed Document number
- ?? Owner and Seller Name
- ?? Deed type

The indicator "A" appears next to the last sale price for pending records. A pending sale record is a transaction that cannot be matched to the Tax Roll files through our matching logic. This is normally due to the transaction occurring on a new parcel. A pending record will be displayed with all the transaction information keyed from the recorded document. Generally, there will not be property characteristics available on these records until we are able to match the transaction to the Tax Roll parcel.

Sales History

The Sales History section displays as many as the last 4 deed recordings as far back as the past 30 years (depending on when First American Real Estate Solutions began collecting data). Each sale transaction is listed in columnar format and contains the same data elements that appear in the Last Market Sale section. Nominal sales transactions and foreclosure sales also are included.

Several types of recorded documents that may effect ownership are not available. These include:

- ?? Mechanics Liens
- ?? Real Estate Tax Liens
- ?? IRS Tax Liens
- ?? Judgements
- ?? Lis pendens

Mortgage History

The Mortgage History section displays up to the last 4 mortgage originations recorded for the current owner in columnar format. Data includes:

- ?? Mortgage Recording Date
- ?? Amount

- ?? Lender Name
- ?? Mortgage type (conventional, FHA, VA, Private)

Several types of mortgage documents are not available.

- ?? Mortgage Satisfaction (mortgage has been repaid)
- ?? Mortgage Reassignment (mortgage resold in the secondary lending market)

Realist.com is not designed to show satisfactions and assignments, and the service shows all mortgages the current owner has taken on the property, whether or not they have been satisfied. An educated guess may be made based on mortgage amount when a second mortgage was taken to refinance and satisfy a first mortgage. Or they might be looking at a home equity loan.

Features

The Features section displays more details about a property's characteristics. These features include:

- ?? Square foot by floor
- ?? Pool size
- ?? Driveway construction and size
- ?? Garage features
- ?? Porch construction

Customizing Property Detail

Turning on or turning off selected sections can customize the Property Detail display and printed report. The frame on the left side of the Property Detail display contains check boxes for each section. Clicking the boxes checks or unchecks each section. Click the *Refresh Page* button to see any changes. Your changes are automatically saved and effect Property Detail pages in all search types. They can be changed at any time.



Data driven display

The Property Detail display and report is data driven. If there is no data for a particular field on a property, the field label will not print either. Sometimes whole sections may contain little or no data.

For example, the Property Characteristics section largely contains data for building improvements. For a parcel of vacant land, this section is small or absent entirely.

Printing Property Detail

To print Property Detail reports, click the Printer icon on the page instead of using the print command in your browser. This prints a properly laid out report that eliminates the buttons and other navigation tools that would print if the browser's print command were used.

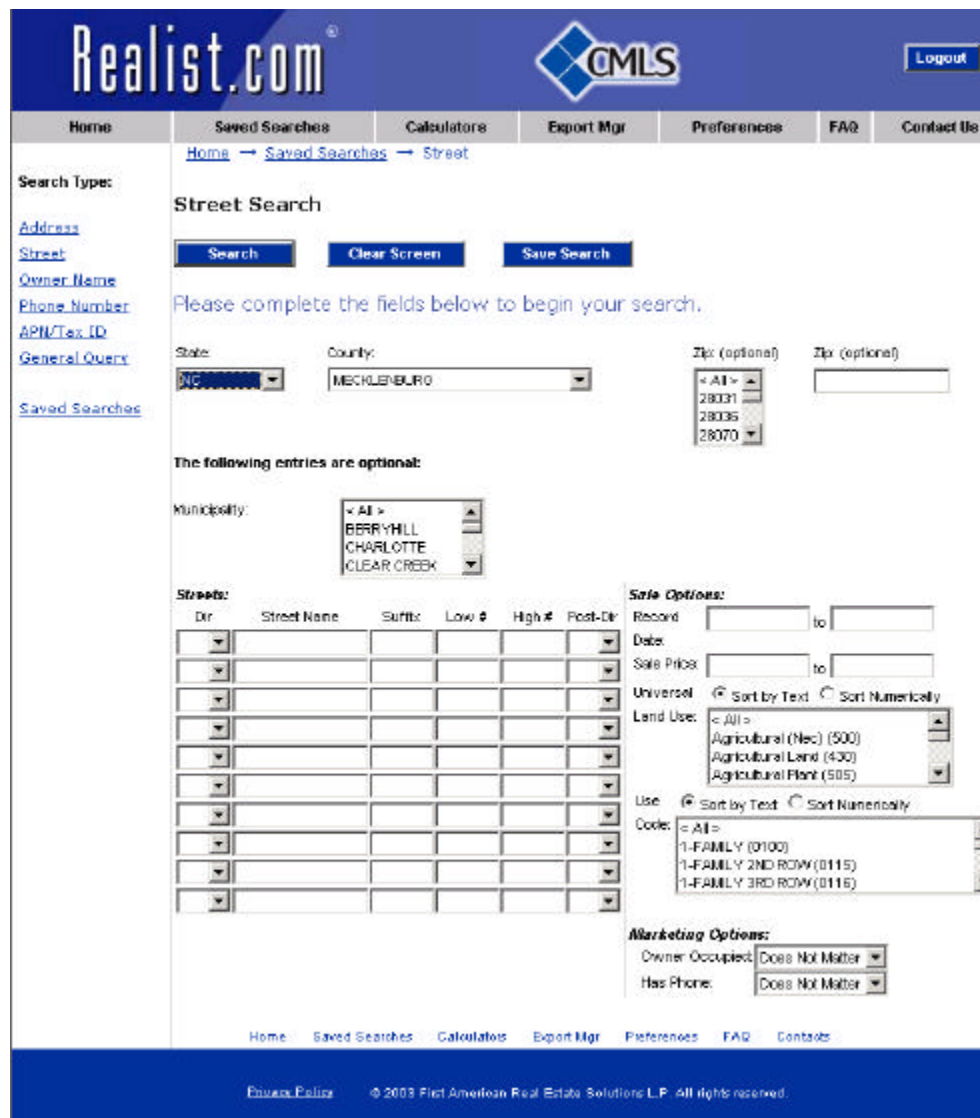
Going back to last Realist.com page viewed

Realist.com provides *breadcrumb* links for navigating backwards after leaving the home page. Just under the Menu bar at the top of the page, are text links with right pointing arrows that indicate the path you took to reach the current page. These links should be used in place of the browser's back button. The back button will not always function as expected – a user will often receive a “Warning: Page has Expired” message. It is also possible to jump back more than one page at a time by clicking any of the links for prior pages you viewed.

Section 3: Street Search & Property Lists

Topics:

- ✍ Conducting a Street search
- ✍ Working with Property Lists
- ✍ Linking to and navigating through Property Details



The screenshot displays the Realist.com website's Street Search interface. The header includes the Realist.com logo, a CMLS logo, and a Logout button. A navigation bar contains links for Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. The main content area is titled "Street Search" and includes a "Search" button, a "Clear Screen" button, and a "Save Search" button. Below these buttons, a message states: "Please complete the fields below to begin your search." The search fields include State (dropdown menu), County (dropdown menu), Zip (optional) (dropdown menu), and Zip (optional) (text input field). Below these fields, a message states: "The following entries are optional:" followed by Municipality (dropdown menu). The "Streets:" section features a table with columns: Dir, Street Name, Suffix, Low #, High #, and Post-Dir. The table has 10 rows, each with dropdown menus for the Dir, Suffix, and Post-Dir columns. To the right of the table, the "Sale Options:" section includes fields for Record, Date, Sale Price, Universal (radio buttons for Sort by Text and Sort Numerically), Land Use (dropdown menu), Use (radio buttons for Sort by Text and Sort Numerically), and Code (dropdown menu). The "Marketing Options:" section includes fields for Owner Occupied (Does Not Matter) and Has Phone (Does Not Matter). The footer contains a Privacy Policy link, a copyright notice for 2003 First American Real Estate Solutions L.P., and a statement that all rights are reserved.

Realist.com® CMLS Logout

Home Saved Searches Calculators Export Mgr Preferences FAQ Contact Us

Home → Saved Searches → Street

Search Type:
[Address](#)
[Street](#)
[Owner Name](#)
[Phone Number](#)
[APN/Tax ID](#)
[General Query](#)
[Saved Searches](#)

Street Search

[Search](#) [Clear Screen](#) [Save Search](#)

Please complete the fields below to begin your search.

State: County: Zip (optional): Zip (optional):

The following entries are optional:

Municipality:

Streets:

| Dir | Street Name | Suffix | Low # | High # | Post-Dir |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Sale Options:

Record: to

Date: to

Sale Price: to

Universal: ☒ Sort by Text ☐ Sort Numerically

Land Use:

Use: ☒ Sort by Text ☐ Sort Numerically

Code:

Marketing Options:

Owner Occupied:

Has Phone:

Home Saved Searches Calculators Export Mgr Preferences FAQ Contact Us

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Conducting a Street Search

Multiple streets at one time

The Street Search allows flexible searches on multiple street names - up to 10 at a time. House number ranges may also be entered. Other optional search criteria may be entered to narrow the result. The following criteria may be searched:


- ?? Street Name
- ?? Pre-Direction
- ?? Street Suffix
- ?? Low house number
- ?? High house number
- ?? Post-Direction
- ?? Township
- ?? Zip Code
- ?? Recording Date
- ?? Sale Price
- ?? Universal Land Use Code
- ?? County Land Use Code
- ?? Marketing Options (owner occupied and/or has phone)

Working with Property Lists

When Realist.com finds more than one property matching your search criteria, the results are displayed in summary Property List format. The Property List display can be custom configured. The configuration is automatically saved for all searches within the current session. Later, we will cover saving the configuration permanently.

For any Realist.com search, there is a limit to the number of properties that can be found. The default is 100, but this can be changed to up to 1000 records. When a search finds the maximum number of records, we recommend narrowing the search parameters or changing the users preferences to return more records.

Realist.com®



Logout

Home

Saved Searches

Calculators

Export Mgr

Preferences

FAQ

Contact Us

[Home](#) → [Saved Searches](#) → [Street](#) → [Property List](#)

25

Records/Page

Refresh List

☒ Multi Line View
☐ Single Line View

☒ Address
☒ Municipality
☒ Zip Code
☒ Owner Name
☒ Co-owner
☒ Owner Phone
☒ Recording Date
☒ Sale Date
☒ Sale Price
☒ Total Value
☒ Annual Tax
☒ Bedrooms
☒ Bathrooms
☒ Universal Land Use
☒ Total Acres
☒ Stories
☒ Total Sq Ft
☒ Year Built
☒ Effective Year Built
☒ Parcel ID
☒ Subdivision
☒ Township Range
☒ Mailing Address
☒ Mailing Zip
☒ Land Value
☒ Legal

Select All

Clear All


Property List

Page #

1

Sort

Export



☐ This Page Only
☐ All Records

Property

1 of 2

☒

Address

1201 Greenwood Clfs

Municipality

Charlotte

Zip Code

28204

Owner Name

Charlotte Association Of Realt

Co-owner

Iors Inc

Sale Date

04/00/1992

Total Value

\$2,002,140

Annual Tax

\$26,162

Universal Land Use

Office Building

Total Acres

1.34

Stories

2.5

Total Sq Ft

46,044

Year Built

1970

Parcel ID

125-201-41

Mailing Address

Po Box 35511

Mailing Zip

28235

Land Value

\$408,590

Legal

L21-25 P26 B1 M332-354

Property Details

Comparable Properties

Neighbors

Property

2 of 2

☒

Address

1214 Greenwood Clfs

Municipality

Charlotte

Zip Code

28204

Owner Name

Charlotte Association Of Realt

Co-owner

Iors Inc

Sale Date

04/00/1992

Total Value

\$436,540

Annual Tax

\$5,704

Universal Land Use

Office Building

Total Acres

.922

Parcel ID

125-202-04

Mailing Address

Po Box 35511

Mailing Zip

28235

Land Value

\$432,110

Legal

L9-12 &P13 B3 M332-354

Property Details

Comparable Properties

Neighbors

Your Search Parameters:

State:

NC

County:

MECKLENBURG

Pre-Dir Street

Suffix Low Number High Number Post-Dir


Greenwood

1201

1214

Sort

Export



☒ This Page Only
☐ All Records

Records per page

There is a drop down box at the top of the left side frame on the Property List page to indicate how many property records (10, 25, 50 or 100) to display on each page. It is not necessary to click the *Refresh Page* to change the records per page.


Multi-line or single-line view

By default, Realist.com displays a multi-line summary for each property on the list indicated by the selected radio button *Multi Line View*. Checking or unchecking each data field in the list on the left side page frame changes the data fields included in the Property List. You may also use the *Select All* or *Clear All* buttons at the bottom of the data field list. Click the blue *Refresh Page* button after making any changes.

Click the *Single Line View* radio button to change from the multi-line to a columnar view. Again, remember to click the blue *Refresh Page* to see the result. Note that you may have to scroll right to see all the columns.

Sort by up to 3 fields

The Property List can be sorted by up to 3 different fields, in any combination of ascending or descending order. Click the blue *Sort* button at the top of the page to make selections as show below. Then click *Sort* again to see the result.



The screenshot shows a dialog box titled "Sort". Inside, there are three dropdown menus for selecting fields to sort by: "Zip Code", "Sale Price", and "Then sort results by...". To the right of each dropdown are two radio buttons labeled "Ascending" and "Descending". At the bottom of the dialog are two buttons: "Sort" and "Cancel".

It is recommended to use a descending sort on sale dates and price, whereas an ascending sort is advisable for address. Address sorting accounts for a variety of address related fields ensure a true address sequence.

Each Realist.com search has a default sort sequence matching the type of search the user performs. For example, Street searches sort by address, whereas Owner Name searches order records by the owner's name.

Select All and Clear All

At this time, the *Select All* and *Clear All* buttons at the bottom of the Property List work in conjunction with the 2 radio buttons, *This Page Only* and *All Records*, to tag or untag matches for Export purposes only. Export will be covered in more detail below.

Print Property List

You can print the Property List – either the multi-line or single line version – by clicking the Printer Icon at the top of the Property List page. The current page will print. At this time, it is not possible to print multiple pages of the Property List. Go to each page and print from there.

Viewing Your Search Parameters

Your search parameters appear at the bottom of every Property List page or report.

Navigate through multiple pages of the Property List

If the number of search matches exceeds the number of *Records Per Page* you have set, your results will appear on multiple pages. Use the *Next Page* button that appears in the upper right side of the page to advance forward through your search results. Use the *Previous Page* to reverse the direction. Alternatively, you can jump to a specific page by using the *Page #* drop down box.

Linking to and navigating through Property Details

To view Property Details from the multi-line Property List, click the *Property Details* button located at the bottom of any property summary on the list. If you are viewing a single line Property List, click the *Details* button on the left side of the list.

Once you are viewing the Property Details page, use the *Next* and *Previous* buttons to navigate through your matches. As shown below, note the display indicates which record you are viewing and the total number of matches as *Record 3 of 60*.

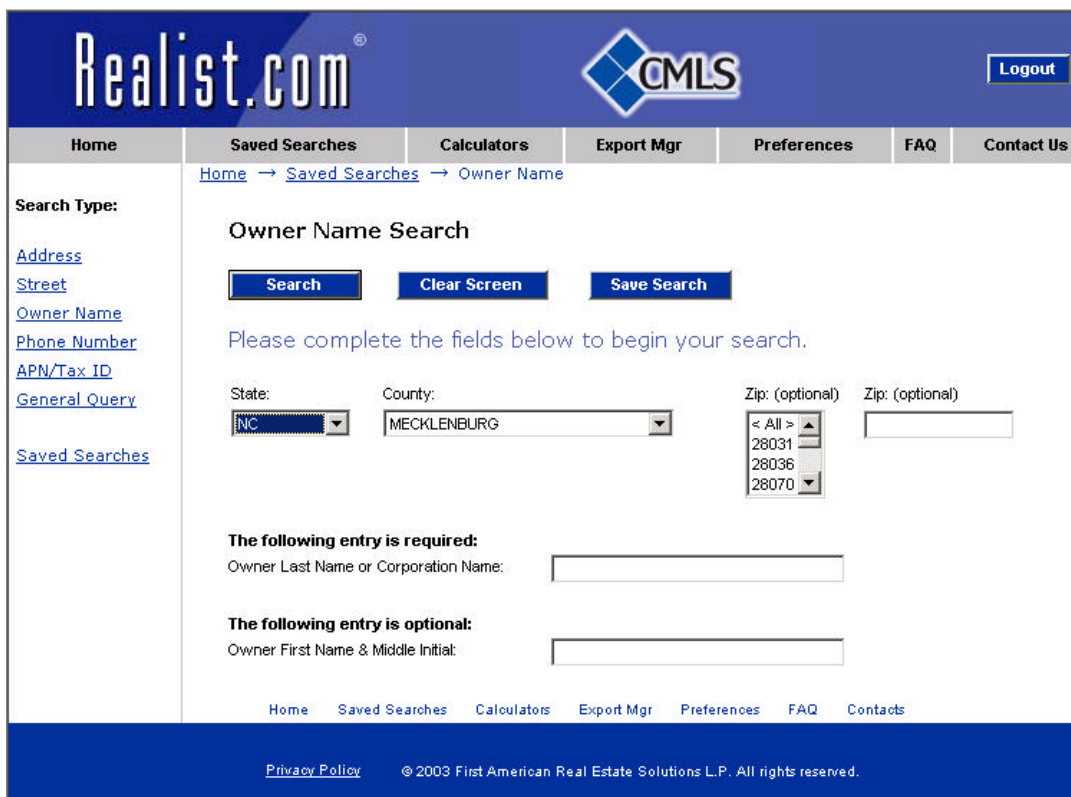


The screenshot shows the Realist.com website interface. At the top, there is a blue header with the Realist.com logo, a CMLS logo, and a Logout button. Below the header is a navigation bar with links: Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. A breadcrumb trail reads: Home → Saved Searches → Street → Property List → Property Detail. On the left side, there is a sidebar with a 'Refresh Page' button and a list of checkboxes for property details: Owner Info, Location Info, Tax Info, Characteristics, Last Market Sale, Sales History, Mortgage History, and Features. The main content area is titled 'Property Details' and shows 'Record 1 of 2' with a 'Next' button and a printer icon. Below this are buttons for 'Comparable Properties', 'Neighbors', and 'Street Map'. The address '1201 Greenwood Clfs, Charlotte, NC 28204-2819, Charlotte - Mecklenburg County' is displayed. At the bottom, the 'Owner Info:' section is partially visible.

Section 4: Owner Name Search

Topics:

- ?? Conducting a search by last name
- ?? Using optional search fields
- ?? Working with search results



The screenshot shows the Realist.com website interface for the Owner Name Search feature. The header includes the Realist.com logo, a CMLS logo, and a Logout button. A navigation bar contains links for Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. The main content area is titled "Owner Name Search" and includes a "Search" button, a "Clear Screen" button, and a "Save Search" button. Below these buttons, a message states: "Please complete the fields below to begin your search." The search fields include: State (a dropdown menu with "NC" selected), County (a dropdown menu with "MECKLENBURG" selected), Zip: (optional) (a dropdown menu with "28031" selected), and Zip: (optional) (a text input field). Below the search fields, there are two sections: "The following entry is required:" with a text input field for "Owner Last Name or Corporation Name:", and "The following entry is optional:" with a text input field for "Owner First Name & Middle Initial:". The footer contains a Privacy Policy link and a copyright notice: "© 2003 First American Real Estate Solutions L.P. All rights reserved."

Conducting a search by last name

Enter either an owner last name or the name of a corporation. If you are unsure of the spelling, enter only part of the name. Realist.com automatically does a wild card search and finds all names starting with the letters you enter. An entry in this field is required. Realist.com allows for up to 2 owners per property. A search by last name will search both owner names automatically. This is helpful especially when 2 owners of one property have different last names.

Using optional search fields

By First Name

This field is only used for individual owners, not for corporation names. If you are unsure of the spelling, enter only part of the name. For many common last names, entry of a full first name and middle initial will narrow the number of result matches.

Search by Zip

Another way to narrow the number of result matches by name is to use one of the optional zip code selections of the property address, if known. Either select the zip code from the list or type it in directly.

General Query

Note that the Owner Name is also available for searching through a General Query.

Working with search results

As in the Address and Street examples above, if only one match is found, Realist.com displays the Property Details page. If more than one match is found, the Property List page displays.

Section 5: Owner Phone Search

Topics:

- ?? Conducting a search by telephone number
- ?? Search Result – Property Details



The screenshot shows the Realist.com website interface for a Phone Number Search. The header includes the Realist.com logo, a CMLS logo, and a Logout button. A navigation bar contains links for Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. Below the navigation bar, a breadcrumb trail reads: Home → Saved Searches → Owner Phone. The main content area is titled "Phone Number Search" and contains a "Search" button, a "Clear Screen" button, and a "Save Search" button. A message states: "Please complete the fields below to begin your search." The search fields include: State (dropdown menu with "NC" selected), County (dropdown menu with "MECKLENBURG" selected), Zip (optional) (dropdown menu with "28031" selected), and Zip (optional) (text input field). Below the search fields, a message states: "The following entry is required:" followed by a "Phone Number:" label and a text input field. An example of a phone number is provided: "(e.g. 714 555 1212, 714-555-1212, 7145551212, or (714) 522-1212)". At the bottom of the page, there is a footer with a Privacy Policy link and a copyright notice: "© 2003 First American Real Estate Solutions L.P. All rights reserved."

Conducting a search by telephone number

Enter the 10-digit telephone number – including the area code. It can be entered with or without parentheses, dash or dot separators, only the numbers are used. Owner Phone Search works for residential owner occupied listed telephones. You must enter a complete number; wildcard search on phone number is not supported.

Telephone Number Availability

Residential unlisted and all commercial telephone numbers are not available. Additionally, numbers are not available for homeowners who have registered with the Direct Marketing Association (DMA) and other "do not call" lists maintained in some states in order to limit phone solicitations.

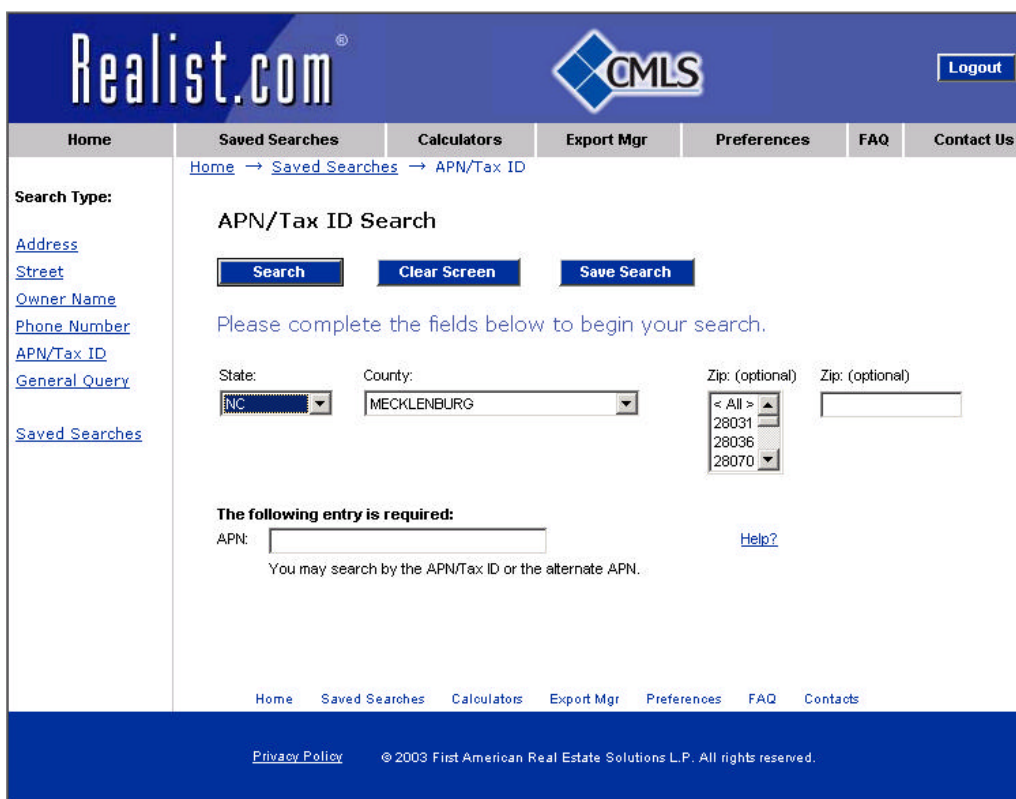
Search Result – Property Details

Since only one property match is possible for a telephone number, Realist.com displays the Property Detail or the message: *No results were found.*

Section 6: Parcel ID search

Topics:

- ?? Reviewing Parcel ID formats
- ?? Conducting a search by complete or partial Parcel ID number
- ?? Working with the search result: Property Details or Property List



The screenshot shows the Realist.com website interface for an APN/Tax ID search. The header includes the Realist.com logo, a CMLS logo, and a Logout button. A navigation bar contains links for Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. The main content area is titled "APN/Tax ID Search" and includes a "Search" button, a "Clear Screen" button, and a "Save Search" button. Below these buttons, a message states: "Please complete the fields below to begin your search." The search fields include "State:" (a dropdown menu with "NC" selected), "County:" (a dropdown menu with "MECKLENBURG" selected), "Zip: (optional)" (a dropdown menu with "All" selected and a list of zip codes: 28031, 28036, 28070), and another "Zip: (optional)" field. A "Help?" link is located next to the "APN:" label. Below the search fields, a message states: "The following entry is required: APN: [text input field]". A note below the input field says: "You may search by the APN/Tax ID or the alternate APN." The footer includes a "Privacy Policy" link and a copyright notice: "© 2003 First American Real Estate Solutions L.P. All rights reserved."

Reviewing APN/Tax ID formats

You must enter the Parcel ID according to the format of the county you are searching. The *Help?* link on this page takes you to the section of the *FAQ* (Frequently Asked Questions) that talks about Parcel ID number formatting. It also lets you download the Parcel ID format file that contains the format variations for all counties Realist.com covers. In this case, the FAQ does not open in a separate browser window. Use your browser's back button to return to the Parcel ID Search page.

Conducting a search by complete or partial Parcel ID number

Enter a complete Parcel ID number to find the property that is the exact match.

Wild card match on Parcel ID

There are 2 useful wild card options when searching by Parcel ID. Realist.com automatically does a “starts with” wildcard search if you enter only part of the Parcel ID.

You may also perform a search on a range of Parcel IDs by entering a portion of the number and the range in parentheses. The portion of the Parcel ID you enter must end with a format break. For example, if the Parcel ID format in the county is 123-4567-891-2345, you could search on any one of the following:

?? 123-(4500-4520)
?? 123-4567-(890-899)
?? 123-4567-891-(2345-2349)

Alternate Parcel ID

In some counties, an alternate Parcel ID number may be part of the assessor’s public record. Realist.com automatically searches both the primary and the alternate Parcel ID.

General Query

Note that the Parcel ID is also available for searching through a General Query.

Search Result: Property Details or Property List


If a complete Parcel ID number is entered, the result is a Property Detail page. If wild card options are used, the result is a Property List with all properties matching the wild card parameters.

Section 7: General Query

Topics:

- ?? Reviewing types of search criteria
- ?? Reviewing pick list selections
- ?? Conducting a General Query search

Realist.com[®]



Logout

Home

Saved Searches

Calculators

Export Mgr

Preferences

FAQ

Contact Us

Home → Saved Searches → General Query

Search Type:

[Address](#)

[Street](#)

[Owner Name](#)

[Phone Number](#)

[APN/Tax ID](#)

[General Query](#)

[Saved Searches](#)

General Query

Search

Clear Screen

Save Search

Please complete the fields below to begin your search.

State:

County:

Zip: (optional)

Zip: (optional)

NC

MECKLENBURG

< All >

28031

28036

28070

The following entries are optional:

Property Characteristic Options

Universal Land Use: ☒ Sort by Text ☐ Sort Numerically

< All >

Agricultural (Nec) (500)

Agricultural Land (430)

Agricultural Plant (505)

Use Code: ☒ Sort by Text ☐ Sort Numerically

< All >

1-FAMILY (0100)

1-FAMILY 2ND ROW (0115)

1-FAMILY 3RD ROW (0116)

Style:

< All >

A-Frame

Antique/Historic

Art Deco

Units:

to

Residential Units:

to

Commercial Units:

to

Total Acres:

to

Lot Sq Ft:

to

Total Sq Ft:

to

Corner:

☐ Yes ☐ No

Num Stories:

to

Bedrooms:

to

Bathrooms:

to

Zoning:

Geographic Options

City:

Subdivision:

Municipality:

< All >

BERRYHILL

CHARLOTTE

CLEAR CREEK

Owner

Owner Name:

Sale Options

Record Date:

to

Sale Date:

to

Sale Amt:

to

Marketing Options

Owner Occupied:

Does Not Matter

Has Phone:

Does Not Matter

Reviewing types of search criteria

The Realist.com General Query lets you perform powerful and wide-ranging searches. Fields are presented in logical groups such as Physical Characteristic options, Geographic options, Owner, Sale and Marketing Options.

Reviewing pick list selections

One or more selections from a pick list

A number of the search fields have many possible choices listed on scrollable pick lists. For example, the *Universal Land Use* or *County Land Use* both contain many options and allow more than one choice.

- ?? The radio buttons *Sort by Text* and *Sort Numerically* above the *Universal Land Use*, *County Land Use* and *State Use* (if applicable) pick lists. This occurs without having to refresh the page.
- ?? Scroll down the list and click a selection – the selected choice is highlighted in blue
- ?? Click a different selection – the highlight changes
- ?? To make more than one choice, click the first selection, hold down the *Ctrl* (Control) key and click each subsequent choice– all are highlighted
- ?? To make a range of choices, click the first selection, hold down the shift key, scroll up or down, and click the last selection – all between are highlighted
- ?? Instead of scrolling the list, enter the first letter of your choice to go to the first occurrence of that letter – each additional entry of the same letter cycles you down the occurrences of that letter
- ?? Click *<All>* to clear your selections

Low/High range from a pick list

There are a few search fields that allow a low and high range but only one selection is allowed from the pick list for each. For example, a search by number of *Bedrooms* requires one low and one high value chosen from the pick list.

- ?? Scroll down the list and click a selection – the selected choice is highlighted in blue
- ?? Click a different selection – the highlight changes
- ?? Type the number desired to jump to that selection
- ?? Tab from the low to the high field and use the down and up arrow to change the number selected

Low/High range manually entered

Several fields allow the user to enter their own low and high ranges such as fields with numbers like *Lot Sq Ft*, or price fields like *Sale Amt*. Date range fields require entry in date format *mm/dd/yyyy*. Many of these fields require entry of both low and high values. Some fields allow entry of just a low or just a high value.

Text entry

A few fields are searchable as freely entered text. For example, *Owner Name* and *Subdivision* allow the user to enter their search criteria. Note that Realist.com automatically does a wildcard “starts with” search on these selections.

Yes/No – radio buttons

A few fields may be searchable as *Yes* or *No* values selected by radio buttons. Click the appropriate button to make a choice. To clear the selection entirely, you must use the *Clear Screen* button at the top of the page.

Yes/No – drop down

A few fields are searchable as *Yes*, *No*, or *Does Not Matter*. For example, the *Marketing Options* have 2 fields, *Owner Occupied* and *Has Phone* that employ this type of search selection.

Conducting a General Query search

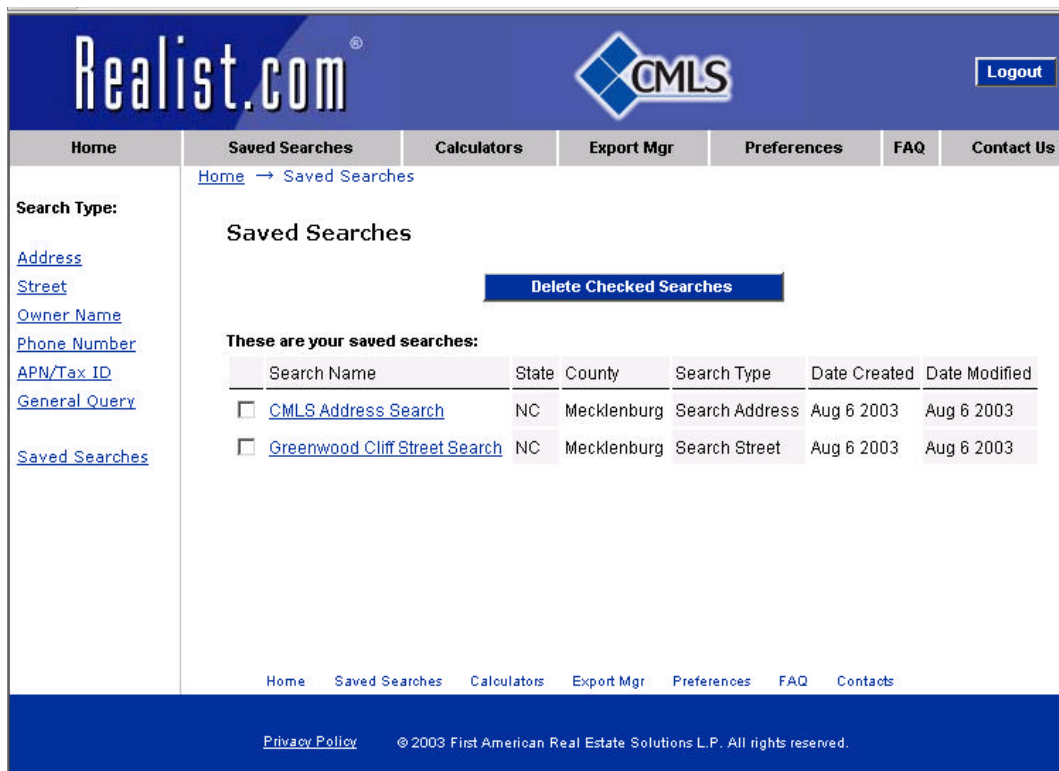
The result of the General Query search is the same *Property List* page as in other types of search already covered.

Sometimes the search result in General Query will contain either too many or too few matching properties. Revise the search by using the link at the top of the page to return to the *General Query* page from the *Property List* page. Click the *Clear Screen* button to clear all search criteria except state and county selections.

Section 8: Saved Searches

Topics:

- ?? Creating a Saved Search
- ?? Retrieving and using a Saved Search
- ?? Modifying a Saved Search
- ?? Deleting a Saved Search



The screenshot shows the Realist.com CMLS interface. The top navigation bar includes links for Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. A 'Logout' button is in the top right. The left sidebar lists search types: Address, Street, Owner Name, Phone Number, APN/Tax ID, General Query, and Saved Searches. The main content area is titled 'Saved Searches' and features a 'Delete Checked Searches' button. Below this, a table lists saved searches with columns for Search Name, State, County, Search Type, Date Created, and Date Modified. Two searches are listed: 'CMLS Address Search' and 'Greenwood Cliff Street Search', both created on Aug 6 2003. The footer contains a Privacy Policy link and copyright information for 2003 First American Real Estate Solutions L.P.

| Search Name | State | County | Search Type | Date Created | Date Modified |
|--|-------|-------------|----------------|--------------|---------------|
| <input type="checkbox"/> CMLS Address Search | NC | Mecklenburg | Search Address | Aug 6 2003 | Aug 6 2003 |
| <input type="checkbox"/> Greenwood Cliff Street Search | NC | Mecklenburg | Search Street | Aug 6 2003 | Aug 6 2003 |

Creating a Saved Search

Users can save searches for a variety of convenient purposes. For example, users may wish to save a General Query or Street Search to define a marketing area in which they wish to perform repeat mailings. An agent specializing in condominium sales may wish to save a search tracking recent condo sales in a specific market area.

Saved Searches are confidential. A Saved Search can only be seen the user that created the search.

To save a search, use a Street Search and follow these simple steps:

- 1) Enter a few street names and optionally the low and high house number range
- 2) Enter a low recording date and a low sale price
- 3) Click search to make sure some results are found
- 4) Return to the Street Search page using the “breadcrumb”

- 5) Click the Save Search button
- 6) Provide a name for your search – note the search parameters are displayed

Retrieving and using a Saved Search

There are 3 ways to open your list of Saved Searches:

- 1) The Top Menu Bar always shows this option
- 2) The left side frame on any other search page
- 3) The *Saved Searches* “breadcrumb” on top of any page in the search or result process

An example of the Saved Searches page is shown on page 38. To initiate one of the searches, click the name of the search desired and the search page corresponding to that search will open with all saved parameters loaded. Click the *Search* button to conduct the search. Remember, the original result is not stored, just the search parameters – a new search is conducted with the stored parameters. Your list of Saved Searches is sorted by date with the newest searches at the top.

Modifying a Saved Search

To change a Saved Search, load the search from your list. Make any modifications to the parameters and click the *Save* button on the Search page. You can keep the name of the search the same or change the name. The new search parameters will overwrite the old and be stored under the name you provide.

| Saved Searches | Calculators | Export Mgr | Preferences |
|--|---------------|------------|-------------|
| Home → Saved Searches | | | |
| <h3>Save Search</h3> | | | |
| Your search parameters: | | | |
| State: | FL | | |
| County: | SARASOTA | | |
| Street: | bayshore | | |
| Street: | fessler | | |
| Street: | firethorn | | |
| Street: | maria | | |
| Record Date: | 01/01/2003 to | | |
| Sale Price: | 200000 to | | |
| Please enter a name for your search: <input type="text" value="Current Yr Sales for Maplewood"/> | | | |
| <input type="button" value="Save Search"/> | | | |

Deleting a Saved Search

Saved searches can be stored as long as a user wishes. From time to time, a user may want to eliminate some saved searches they no longer use. To delete one or more Saved Searches, click the box to left of the search name, then click the *Delete Checked Searches* button at the top of the page.

Section 9: Comparable Searches & Reports

Topics:

- ?? Finding a subject property and the comparable sales
- ?? Reviewing how the automatic comparable search works
- ?? Creating a comparable sales report
- ?? Modifying Comparable Property Search Options

[Home](#) → [Saved Searches](#) → [Street](#) → [Property List](#) → [Property Comps](#)

Property Comps

Comparable Sales Candidates For
1214 Greenwood Clfs
Charlotte, NC 28204-2823

Select up to 20 properties for comparable candidates report.

If you would like to expand/update your search criteria, visit the [preferences](#) page.

[Generate Comp Report](#)

[Select All](#)

[Clear All](#)



Properties Returned: 4

| | Address | City State Zip | Recording Date | Sale Price | Total Sq Ft | Bedrooms | Bathrooms | Dist (miles) | Total Acres | Year Built |
|---------------------------------------|---------------------|--------------------|----------------|------------|-------------|----------|-----------|--------------|-------------|------------|
| 1 <input checked="" type="checkbox"/> | 1128 Greenwood Clfs | Charlotte NC 28204 | 05/21/2003 | \$225,000 | 1,489 | 3 | 2 | .051851 | .193 | 1935 |
| 2 <input checked="" type="checkbox"/> | 1329 E Morehead St | Charlotte NC 28204 | 02/13/2003 | \$768,000 | 5,218 | | | .104815 | .459 | 1984 |
| 3 <input checked="" type="checkbox"/> | 1057 E Morehead St | Charlotte NC 28204 | 01/30/2003 | \$887,000 | 2,487 | | | .330897 | .459 | 1955 |
| 4 <input type="checkbox"/> | 304 Lillington Ave | Charlotte NC 28204 | 05/23/2003 | \$185,000 | 1,376 | | | .465048 | .144 | 1980 |

Courtesy of Debbie Wey
Carolina Multiple Listing Services

The data within this report is compiled by First American Real Estate Solutions from public and private sources.
The data is deemed reliable but not guaranteed.

Finding a subject property and the comparable sales

Continuing from the previous lesson, execute a Saved search.

On the Property List result, locate the *Comparable Sales* button under each property on a multi-line list. Note that the *Comparable Sales* button does not appear on the single line list, but also appears at the top of each Property Detail page.

Next, click on the *Comparable Properties* button. An automatic comp search is used to instantly find comparables within a set radius of a subject property. If the *Comparable Properties* button does not appear on the Property Details or multi-line Property List, or the comparables are not sufficient, the General Query may be used to find comparables also.

Reviewing how the automatic comparable search works

The search looks for properties that are:

- ?? Similar in type and size to the subject
- ?? Sold with a prescribed time period
- ?? Within a prescribed radius from the subject

The automatic comp search works, in part, by using the *geocode*, the latitude and longitude location stored in the database for most properties. Occasionally, the *Comparable Properties* button will not appear for a subject property. The automatic comparable search cannot be executed for subject properties on which the geocode or other key data is incomplete or for which the search is not predicted to be successful. For example, you cannot generate automatic comparables without a street address or on vacant ground. For such searches, it is recommended that the General Query Search is used..

Creating a Comparable Sales Report

Once the *Comparable Properties* button is selected, an automatic search is run and the page similar to the example shown above appears showing the Comparable Sales Candidates.

Selecting Comps

To select any comp from the list of candidates, click the box to the left of its address. Alternatively, the *Select All* button tags all comp candidates and *Clear All* buttons untags any previously tagged candidates.

Generate Report

Click the *Generate Comp Report* button and a completed report opens in a separate browser window for review and printing. The Comp Report shows comparables in a format much like a URAR appraisal report. It contains a summary at the top, followed by a street map and then detailed information in a columnar format. The first column shows the subject property and succeeding columns show the comps. Click the printer icon at the top of the page to print the report.

Re-select candidate properties and re-generate the comp report until the best ones have been selected for the completed report. Also observe that Realist.com will re-use the open window containing the completed comp report again and again, even if the window is minimized.

Modifying Comparable Property Search Options

Initially, your Comparable search and report uses certain default values for both the way the search is conducted and the way the report looks. If the automatic comparable search does not locate enough comps or the “right” comps, a user can modify their comparable property search parameters. Click the *preferences* link within the following text near the top of the page:

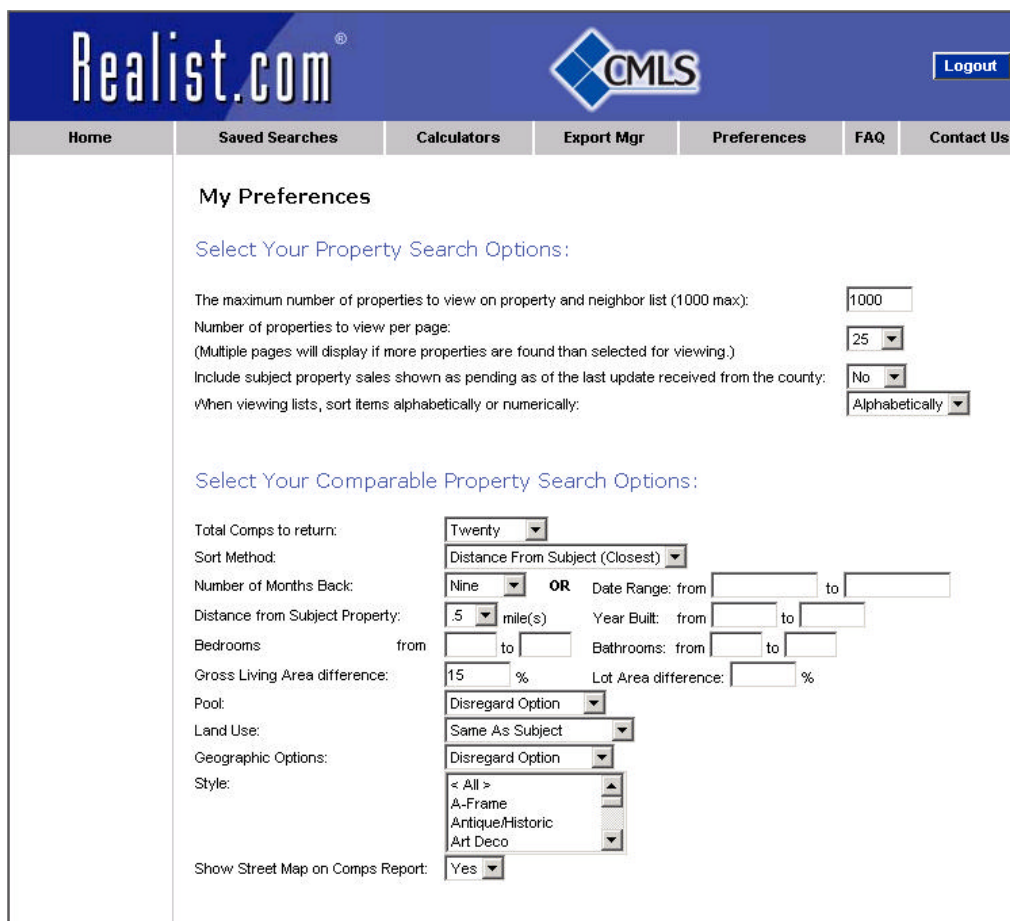
No comparable properties have been found.

Please refine your comparable criteria from [preferences](#) and resubmit your search.

Even if comparable candidates are found, the user can modify their comp search parameters by clicking the [preferences](#) link in the following text near the top of the page:

If you would like to expand/update your search criteria, visit the [preferences](#) page

An example of this page is shown below.



The screenshot shows the 'My Preferences' page on Realist.com. The page has a blue header with the Realist.com logo, a CMLS logo, and a Logout button. Below the header is a navigation bar with links: Home, Saved Searches, Calculators, Export Mgr, Preferences (highlighted), FAQ, and Contact Us. The main content area is titled 'My Preferences' and contains two sections: 'Select Your Property Search Options:' and 'Select Your Comparable Property Search Options:'. The first section includes fields for 'The maximum number of properties to view on property and neighbor list (1000 max):' (set to 1000), 'Number of properties to view per page:' (set to 25), 'Include subject property sales shown as pending as of the last update received from the county:' (set to No), and 'When viewing lists, sort items alphabetically or numerically:' (set to Alphabetically). The second section includes fields for 'Total Comps to return:' (set to Twenty), 'Sort Method:' (set to Distance From Subject (Closest)), 'Number of Months Back:' (set to Nine), 'Date Range: from' and 'to' (empty), 'Distance from Subject Property:' (set to .5 mile(s)), 'Year Built: from' and 'to' (empty), 'Bedrooms: from' and 'to' (empty), 'Bathrooms: from' and 'to' (empty), 'Gross Living Area difference:' (set to 15 %), 'Lot Area difference:' (empty), 'Pool:' (set to Disregard Option), 'Land Use:' (set to Same As Subject), 'Geographic Options:' (set to Disregard Option), 'Style:' (set to < All >), and 'Show Street Map on Comps Report:' (set to Yes).

Total Comps to return

The default value is the maximum of 20 comparable sales found by the automatic search. Use the drop down pick list to change this to any value between 1 and 20.

Sort Method

The Property Comps list and the Comp Report itself can be sorted by several methods. Use the drop down pick list to make one of the following selections:

Distance From Subject (Closest) [Default selection]

Sale Date (Most Recent)
Sale Price
Square Footage

Number of Months Back/Date ranges

The automatic search looks at past sales within a prescribed time period. The default value is all sales for the past 9 months. Use the drop down box to change this to any value between 1 and 12 months back. Alternatively, the user can specify an exact low and high date range to use instead. In some situations, it may be helpful to use the *Year Built* low and high range instead of, or in conjunction with, other parameters.

Distance from Subject Property

The default value is a radius of .5 miles from the subject using the geocode of the subject. Based on the varying density of rural, urban or suburban situations, this value can be changed to any value between .1 mile and 10 miles.

Bedrooms/Bathrooms

There is no default value for the total number of bedrooms and/or bathrooms. To change this, enter a value in the low and high range of one or both of these room counts.

Gross Living Area/Lot Area difference

The default value is 15% in *Gross Living Area difference* between the subject and comp candidates. The *Lot Area difference* has no default value. To change this, enter a new percentage variation in one or both fields.

Pool

Based on the relative importance of a pool in a specific market, properties with pool features can be included or excluded. Make one of the following selections:

Disregard Option [Default selection]
Comps with Pool
Comps without Pool

Land Use

The automatic comp search can consider a specific type of property to include as a candidate. Make one of the following selections:

Disregard Option
Same as Subject [Default selection]
Single Family Residence
PUD
Townhouse/Rowhouse
Condo
Mid-rise Condo
Hi-rise Condo
Mobil Home
Cabin
Co-op

Geographic Options

Certain geographic parameters can be used in addition to the geocode. An MLS member may want to select a broad radius in the *Distance from Subject Property* option but further limit comp candidates by one of these options instead. Make one of the following selections:

Disregard Option [Default selection]
Same City
Same Zip
Same Census Tract
Same Plat Book/Page
Same Subdivision

Style

There is a long list of housing styles that can be included as one of the comp search parameters. Make one or more selections; remember to use Ctrl, click for multiple selections or shift, click for contiguous ranges. The default selection is <All/>.

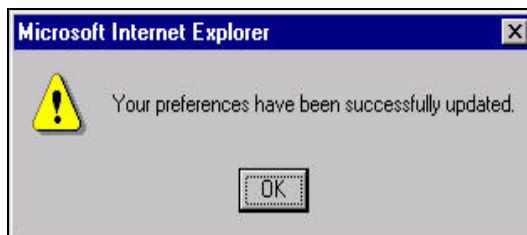
Show Street Map

By default, a MapQuest street map is included on the comp report. It prints as a separate second page after the comp summary. The map identifies the location of the subject with a star and the address. Comps are identified by push pins with their corresponding number from the summary list. To turn off the street map feature, select *No* from the drop down pick list.

Saving Changes

Realist.com provides several choices when making changes to your comparable property search options. There are four buttons at the bottom of the page:

| | |
|-------------------------------|---|
| <i>Save Changes</i> | saves any changes made – confirmation message as shown below |
| <i>Re-Run Search</i> | re-runs search using any changes made, but does not save them |
| <i>Save and Re-Run Search</i> | re-runs search using any changes made and saves them |
| <i>Cancel Changes</i> | Cancels any changes made since last save |



Section 10: Neighbor Search

Topics:

- ?? Finding a subject property and its neighbors
- ?? Reviewing how the Neighbor Search works
- ?? Modifying the Neighbor Search parameters
- ?? Creating a Neighbor Search report



The screenshot shows the Realist.com website interface for the Neighbor Search feature. The header includes the Realist.com logo, a CMLS logo, and a Logout button. A navigation bar contains links for Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. The main content area is titled "Neighbor Search" and displays the "Subject Property: 1201 Greenwood Clifs, Charlotte, NC 28204-2819". Below this, it prompts the user to "Please select your search parameters." and states "The following entry is required:". A dropdown menu for "Distance from subject:" is set to "3 mile". Under "The following entries are optional:", there are sections for "Property Characteristic Options" and "Use Codes". The "Property Characteristic Options" section includes a dropdown for "Universal Land Use" with options: "Agricultural (Res) (500)", "Agricultural Land (430)", and "Agricultural Plant (505)". The "Use Codes" section includes a dropdown with options: "1-FAMILY (0100)", "1-FAMILY 2ND ROW (0115)", and "1-FAMILY 3RD ROW (0116)". There are also input fields for "Lot Sq. Footage:" and "Building Sq. Footage:". To the right, there are "Sale Options" and "Marketing Options" sections. The "Sale Options" section includes input fields for "Record", "Date", "Settle", "Date", "Sale", and "Price". The "Marketing Options" section includes dropdowns for "Owner" and "Has Phone", both set to "Does Not Matter". A "Get Neighbors" button is located at the bottom of the form. The footer contains a "Privacy Policy" link and copyright information: "© 2003 First American Real Estate Solutions L.P. All rights reserved."

Finding a subject property and its neighbors

The Neighbor Search and report is a quick way to learn about a neighborhood by viewing all of the properties surrounding a subject property. The *Neighbors* button appears on almost every Property Detail and multi-line Property List page adjacent the *Comparable Sales* button. Begin with any type of search and click the *Neighbors* button to get started.

Reviewing how the Neighbor Search works

The *Neighbor Search* uses a similar method as the automatic comp search. It uses the *geocode* – that is – the latitude and longitude location stored in the database for almost every property. Occasionally, the *Neighbors* button will not appear for a subject property. The *Neighbor Search* cannot be executed for subject properties on which the geocode and other key data is incomplete or for which the search is not predicted to be successful. For example, you cannot generate a Neighbor Search without a street address or on vacant ground. For such searches, it is recommended that the General Query Search is used.

Modifying the Neighborhood Search Parameters

When you click the *Neighbors* button – either from the Property Detail or multi-line Property List – the Neighbor Search parameters page appears as shown above. Any changes made here to the Neighbor Search parameters are temporary and used for the current search only. To save any changes permanently, use the Preferences option from the Top Menu Bar. This will be covered in more detail in the Preferences section below.

Distance from Subject

You can customize the Neighbor Report by selecting a radius from the subject property that you wish to search. An entry here is required.

Property Characteristics

The radio buttons *Sort by Text* and *Sort Numerically* above the *Universal Land Use* and *County Land Use* codes allow the lists to be resorted. Choose one or more codes from the pick list. Low and high lot size and building size ranges can be entered. These entries are optional but if used, both low and high values are required.

Sale Options

Low and/or high recording date, settlement date range and sales price ranges can be entered. These entries are optional and either the low or high range or both may be entered.

Marketing options

By including the Owner Occupied or Has Phone options here, Realist.com provides a convenient way to filter the results for marketing purposes. For example, “Just Sold” mailings can be quickly created within a defined radius from the sold subject.

Creating a Neighbor Search Report

Multi-line or single line Property List reports and Property Detail can be printed from the Neighbor Search result. Properties can also be tagged for export for mailing labels or other purposes.

When working with the results from a Neighbors search – either from Property List or Property Detail – the *Comparables* and *Neighbors* buttons will not be available. It is not possible to produce another Neighbor or Comp search from within an existing Neighbor search result. Also, note that from Property Detail, maps and e-commerce options will not be available.

Section 11: Exports

Topics:

- ?? Conducting a search and initiating an Export
- ?? Building an Export file
- ?? Reviewing the Export Status
- ?? Using Export Manager to download files

Conducting a search and initiating an Export

Export is a powerful feature used to download property information for marketing, analysis and other purposes. For example, address data can be exported for mailing labels. Or all or part of the full property record can be exported to contact management software.

The *Export* button appears whenever you view a Property List or Neighbor List. By default, all properties in a search result are tagged for export. Properties can be individually untagged by clicking the check box or use the *Select All* or *Clear All* buttons in conjunction with the radio buttons: *This Page Only* or *All Records* to tag or untag all properties on a single page or all property records on all pages. Once desired selections are tagged, click the *Export* button to start the export and the *Export Builder* page is displayed as shown above.

Building an Export File

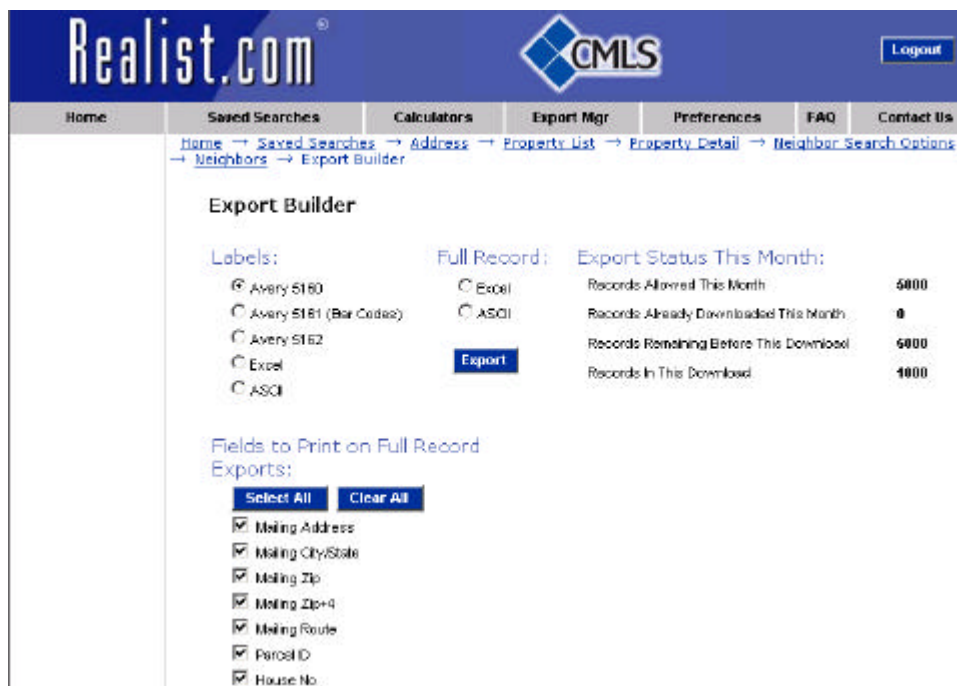
The *Export Builder* requires you to select a record type and a record format. You can export two types of records:

- ?? Labels
- ?? Full Records.

Note that for property owners that have chosen not to receive marketing solicitations, the address will be omitted. In the case of mailing labels, properties that do not have a valid owner mailing address and properties whose owners have chosen not to receive marketing solicitations will be omitted.

Available file formats are:

- ?? Avery Labels – delivered in an RTF file format that is recognized by popular word processing software
- ?? Excel – delivered in a CSV file format that is recognized by popular spreadsheet software
- ?? ASCII – delivered as a TXT file in the traditional ASCII comma delimited format



Label formats

Label records are primarily useful for mailing programs. They contain the name of the property owner and the owner's mailing address.

Again, the Avery label formats are downloaded as a *RTF* (rich-text format) file suitable for printing directly in Microsoft Word or most other word processing software.

- ?? Avery 5160 labels are 3-across, 1" x 2-5/8", 30 labels per sheet
- ?? Avery 5161 labels are 2-across, 1" x 4", 20 labels per sheet (supports bar codes)
- ?? Avery 5162 labels are 2-across, 1-1/3" x 4", 14 labels per sheet

Avery 5161 bar coded labels may be eligible for postal discounts. Please consult postal regulations to determine specific requirements and benefits.

The Excel and ASCII (American Standard Code for Information Interchange) formats are useful for downloading address information for other uses. The Excel format is downloaded as a *CSV* (comma separated values) file and is easily opened in Excel and many other spreadsheet programs. The ASCII format is downloaded as a comma quote delimited *TXT* file suitable for importing into many contact management or other database software. The first row in the Excel and ASCII formats contain the column names for each selected field.

Although the Parcel ID of the property is omitted from mailing labels exported as Avery labels, they are included whenever you export mailing labels to Excel and ASCII file formats. The Parcel ID ties the owner and mailing address for absentee owners back to the properties in the search results.

Full formats

Full records are primarily used for loading property information into a contact manager or other database software statistical analysis. The information included in the Full record is available for all counties, although for certain properties individual fields may not contain information. Check or uncheck data fields as desired for inclusion on the full download.

Reviewing Export Status

The number of records available for export each calendar month is set by CMLS at 5000 records. A summary of current and monthly export activity is shown on this page. Note that the monthly quota on exported records will be adjusted for any properties that have been automatically omitted from your export file(s).

Using Export Manager to Download Files

The *Export Manager* page allows you to pick up or downloaded previously prepared data files. The *Export Manager* is divided into four main sections:

- ?? Exports Pending
- ?? Exports Ready to Pick Up
- ?? Exports Already Picked Up
- ?? My Export Status This Month

Realist.com starts creating an export file immediately after the *Export* button is clicked. While small jobs are often done very quickly, larger exports may take some time to produce. Check in the *Export Manager* to determine if the file is still processing or if it is ready to pick up. If your export is still processing, click Refresh button on the browser to update the page and determine if the export is now ready to pick up. Export files are saved for up to 90 days and can be downloaded more than once. Export files that you have already picked up can also be deleted through the Export Manager.

To pick up an Export, click on the file name and Realist.com will download the file to your computer. Depending on the version of Windows and Internet Explorer, it may be necessary to respond to one or more Windows confirmations on a file download request. Internet Explorer must also be configured to permit file downloads.



[Logout](#)

[Home](#)
[Saved Searches](#)
[Calculators](#)
[Export Mgr](#)
[Preferences](#)
[FAQ](#)
[Contact Us](#)

[Home](#) → [Saved Searches](#) → [Address](#) → [Property List](#) → [Property Detail](#) → [Neighbor Search Options](#)
→ [Neighbors](#) → [Export Builder](#) → [Export](#) → [Export Manager](#)

Export Manager

To view Exports Pending that are Ready to Pick Up click on the [refresh](#) button on your browser. Once the export is available it will move from Exports Pending to Exports Ready to Pick Up.

Exports Pending

| File Name | Time Requested | County | Record Type | Format | Count |
|-----------|----------------|--------|-------------|--------|-------|
| | | | | | |

Exports Ready to Pick Up

| File Name | Time Processed | County | Record Type | Format | Count |
|----------------------------------|-------------------------|-------------|-------------|------------|-------|
| 171185_37119.tif | Aug 6 2003 10:50 AM EDT | Mecklenburg | Label | Avery 5160 | 970 |

Exports Already Picked Up

[Delete Checked Exports](#)

| File Name | Time Downloaded | County | Record Type | Format | Count |
|---|------------------------|-------------|-------------|--------|-------|
| <input type="checkbox"/> 152942_37119.csv | Jul 9 2003 8:46 PM EDT | Mecklenburg | Full | Excel | 163 |
| <input type="checkbox"/> 140457_37119.tif | Jul 9 2003 6:46 PM EDT | Mecklenburg | Label | ASCII | 99 |

My Export Status This Month

| Records allowed per month | Records exported this month | Records remaining this month |
|---------------------------|-----------------------------|------------------------------|
| 5000 | 970 | 4030 |

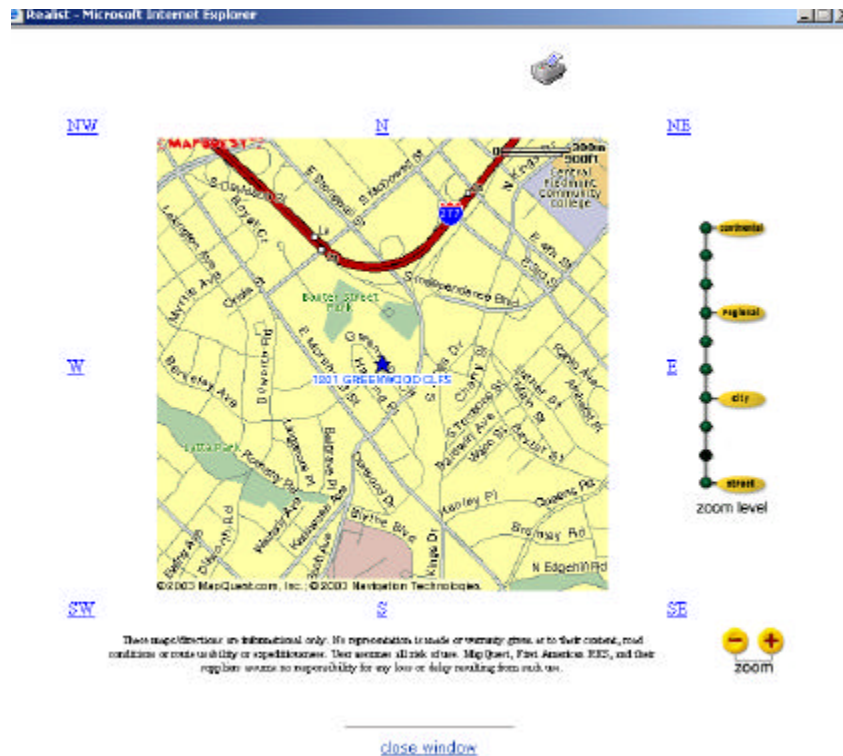
[Home](#)
[Saved Searches](#)
[Calculators](#)
[Export Mgr](#)
[Preferences](#)
[FAQ](#)
[Contacts](#)

[Privacy Policy](#)
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Section 12: Street maps

Topics:

- ?? Conducting a search and displaying a map
- ?? Navigating and printing a street map



Conducting a search and displaying a map

MapQuest street maps can be produced from the Property Details page (except through Neighbors) for most properties with a complete address. Click the *Street Map* button and a separate window opens with the map. A star and the address annotate the property location.

Navigating and printing a map

Zoom in and out by using the minus (-) and plus (+) zoom tool or click one of the areas on the zoom level tool. Panning is accomplished by clicking any compass direction points (N, S, etc) surrounding the map. Re-centering the map is accomplished by clicking on any newly desired center point on the map. Clicking the printer icon at the top of the page permits printing of the current map image.

Section 13: Calculators

Topics:

- ?? Entering data into the Mortgage Qualification calculator
- ?? Reviewing and printing the results
- ?? Entering data into the Mortgage Amortization calculator
- ?? Reviewing and printing the results

Entering data into the Mortgage Qualification calculator

The *Calculators* button provides access to two mortgage calculators. Note that there is a left side navigation tool bar from within each calculator that allows switching from one to the other.

The Mortgage Qualification calculator gathers data on the anticipated mortgage scenario (rate, term, insurance and real estate tax) along with buyer monthly income and other fixed expense to determine maximum allowable monthly payment and purchase price.

Reviewing and printing the results

The results are displayed in a separate browser window together with a summary of the assumptions and can be printed. This application calculates typical conventional mortgages only.

Mortgage Amortization

The Mortgage Amortization calculator gathers data on mortgage amount, interest rate and term with an option to provide a regular extra payment amount.

Reviewing and printing the results

The summary result opens in a separate browser window and shows monthly payment, total payment, total interest, total principal, and number of monthly periods for the full term of the mortgage. This summary result can be printed and then the full amortization of the mortgage may be viewed and printed.

When the optional extra monthly payment field is used, the summary result window compares the standard result without extra payments to the result obtained by making extra payments. The full amortization also features a comparison of the standard amortization and result obtained by making extra payments.

Section 14: Link from Listing & Auto-Population

Topics:

- ?? Links from TEMPO
- ?? Auto-population feature

Links from TEMPO

An important aspect of Realist.com is the link between your TEMPO listings and Realist.com properties. Realist.com links will always open in a separate window. The links will be attached to the Parcel ID. The link from the TEMPO main menu to the Realist.com home page is the way members use all features on Realist.com.

There may be occasions when the link provided for a listing finds no property in Realist.com. This may be due to a several factors, including: 1) new construction or new sub-divided parcel not yet available in the public records, 2) listing is a co-operative unit which is not considered to be real property, 3) incomplete address or Parcel ID on listing. As new listings in TEMPO are auto-populated, these links become more and more reliable.

Auto-population feature

Realist.com has the ability to automatically add selected parts of the public record data into newly entered listings. This includes full address, Parcel ID and any other data.

TEMPO™ Returns public record data fields from Realist.com in an XML stream to be inserted into new listings. This ensures standardization of address, Parcel ID and other important identifying data in the listing database. Best achieved as new listing are being entered.

Search Options

Near the beginning of the process to add a new listing, enough information must be provided to Realist.com to conduct a search and find the corresponding property record. The search is done on one or more of the following:

- ?? Address
- ?? Tax ID or APN
- ?? Owner name

Match Realist.com record to listing

Realist.com may find one match, more than one match or no matches. In the case of a match, owner name, address and Parcel ID will be displayed. To continue with listing entry, user must confirm which property matches the listing. If no match is found another opportunity is offered to search again with different criteria.

In some cases, no matching record will be found in the public tax records for a listing.

- ?? New construction or subdivision
The parcel may be too new to appear in the tax records
- ?? Co-operative units
Co-op apartment units are considered to be shares in a corporation and not as individually owned and assessed parcels. No corresponding record will be found in Realist.com for co-ops.

Section 15: My Preferences

Topics:

- ?? Accessing the My Preferences page
- ?? Selecting your Property Search Options
- ?? Selecting your Comparable Property Search Options
- ?? Selecting your Neighbor Search Options
- ?? Saving your preferences

My Preferences

Select Your Property Search Options:

The maximum number of properties to view on property and neighbor list (1000 max):

Number of properties to view per page:

(Multiple pages will display if more properties are found than selected for viewing.)

Include subject property sales shown as pending as of the last update received from the county:

When viewing lists, sort items alphabetically or numerically:

Select Your Comparable Property Search Options:

Total Comps to return:

Sort Method:

Number of Months Back: OR Date Range: from to

Distance from Subject Property: mile(s) Year Built: from to

Bedrooms: from to Bathrooms: from to

Gross Living Area difference: % Lot Area difference: %

Pool:

Land Use:

Geographic Options:

Style:

Show Street Map on Comps Report:

Select Your Neighbor Search Options:

The following entry is required:

Distance from subject:

The following entries are optional:

Property Characteristic Options

Universal Land Use: ☒ Sort by Text ☐ Sort Numerically

County Land Use: ☒ Sort by Text ☐ Sort Numerically

Lot Sq. Footage: to

Building Sq. Footage: to

Sale Options

Record: to

Date: to

Settle: to

Date: to

Sale Price: to

Marketing Options

Owner:

Occupied:

Has Phone:

Accessing the My Preferences page

Users have the ability to customize specific search and product features of Realist.com via the options provided on the *My Preferences* page accessible by the Top Menu Bar *Preferences* option. Some preference options are also available from within specific pages such as the Comparable and Neighbor searches.

Selecting your Property Search Options

Maximum number of properties to view

The default is 100 records at a time, but this can be changed to any number up to 1000. As the result of any search, Realist.com will find records up to this maximum number. When a search result returns exactly the maximum number, it may be necessary to narrow the search parameters in order to get all matching properties.

Number of Properties per page

The default is 25 viewable records per Property List page. This can be changed to 10, 25, 50 or 100. Multiple Property List pages display when the number of matching properties exceeds this number. This option can be changed on each Property List page for the current session only but can be changed and saved here only.

Include pending sales

A pending sale record is a transaction that can not be matched to the Tax Roll files through our matching logic. This is normally due to the transaction occurring on a new parcel. A pending record will be displayed with all the transaction information keyed from the recorded document. Generally, there will not be property characteristics available on these records until we are able to match the transaction to the Tax Roll parcel. The indicator "A" appears next to the last sale price for pending records.

Realist's default is to not include pending records. To include subject property sales shown as pending as the last update received from the county, change this option to "Yes" as shown below.

Show Pending Records: 

Selecting your Comparable Property Search Options

Realist's default for finding comparable properties are: 20 properties per report, 9 Months Back from the current date, 0.5 mile from the Subject Property, a Gross Living Area difference of 15% and Land Use equals the same as of the Subject Property's. The default Sort Method for comparable properties found is "Distance from the Subject Property."

The following parameters can be customized:

- ?? Total Comps to return
- ?? Number of Months Back or Date Range
- ?? Distance from Subject Property
- ?? Year Built
- ?? Bedrooms
- ?? Bathrooms
- ?? Gross Living Area Difference

- ?? Lot Area Difference
- ?? Pool
- ?? Land Use
- ?? Geographic Options
- ?? Show Street Map on Comps Report

If left blank, the search parameter will be ignored.

Selecting your Neighbor Search Options

Realist's default for finding neighbor properties is 0.8 mile from the Subject Property.

You can select Land Use, County Use Code, Lot Sq Footage, Building Sq Footage, Record Date, Sale Price, Settle Date, Owner Occupied, and Has Phone as optional search criteria to provide you with the best results. If any of the optional fields are left blank, the search parameter will be ignored.

Saving your preferences

When you click the *Save Changes* button, the values entered for preferences will remain the default preferences until changed again. You may even revert back to the system defaults with a single click of the *Reset Defaults* button.

Support and Troubleshooting

Setup & Support

Browser and Internet settings

IE 5.0 or higher only

Using Realist.com requires Microsoft Internet Explorer version 5.0 or higher.

Must allow cookies

Internet Explorer must be configured to allow cookies. Cookies are small text files automatically stored on a user's computer by a web server. Cookies stored by Realist.com contain information about user preferences and make the user experience better. To make sure these are enabled, go to Tools, Internet Options, Privacy tab. Move the slider to the next lower setting. For users who wish to continue to block cookies, individual web sites can be specified that override this setting. The Realist.com url address that should be allowed to set cookies is: <http://realist2.firstamres.com/>. Anti-virus or firewall software also may need to be configured to allow Realist.com to set cookies.

No pop-up killers

Some firewall programs and other special software allow users to block Internet Explorer from automatically opening new browser windows. These programs must be either disabled or reconfigured when using TEMPO and Realist.com. This allows new Property Link windows to open when requested.

Printing and Printer margins

Modifying the default page setups for Internet Explorer may resolve printing issues for some MLS members. Internet Explorer uses a default page margin of .75 inches and uses space to print header and footer information. By changing the top and bottom margins to .50 or .25 and removing the header and footer, users may find that the Property Detail report can often be printed on a single page. However, this depends on the amount of data available for each property. In some cases, it may be necessary to eliminate one or more portions of the report, such as the Mortgage History, in order to keep the report to a single page.

The Comparable Sales report detail section prints up to 4 columns of comps side by side. Depending on the data available in your area, it may be necessary to modify the default left/right margin to .25 so that data is not cut off in the right most column.

Adherence to interface conventions

Realist.com adheres to a number of common Internet and Microsoft Windows conventions.

Links

As discussed above, HyperText links are used in TEMPO and within Realist.com to link you to new information with a single mouse click. The Property Link on the Parcel ID number on a listing is one example of such a link. Internet browser users are experienced with seeing a little hand with a pointing index finger when their mouse hovers over a link.

Tab and Enter key

Use the *Tab* key to move from field to field within the page as you enter information. The *Enter* key will default to executing a search as long as enough required information is entered.

Pick lists and drop-down boxes

In a number of places, Realist.com uses scrollable drop-down boxes as pick lists when one or more known search variables must be entered. In some cases, only one choice is allowed. For example, there can only be one street Pre-Direction variable in an address. In this case, the drop down behaves in one of two ways:

- 1) Press the letter of the option desired to cycle through matches. For example, press *N* to cycle through N (North), NE (Northeast) and NW (Northwest).
- 2) Use the down or up arrow to navigate the list and press tab to go to the next field or position the cursor with the mouse.

In other cases, more than one variable may be chosen. For multiple choices, the user can hold down the Control (Ctrl) key and click each variable. Selections will be highlighted. Alternatively, a range of choices can be selected by clicking on the first, holding down the shift key and clicking on the last. Navigating a long drop-down box can be accomplished in 2 ways. Each box has a scroll bar on the right side. Alternatively, a user may type the first letter or number of their selection and the list will jump to the next match.

Multiple windows

When using Realist.com in conjunction with TEMPO, several browser windows may be open at the same time. It is not necessary to close one to get to another. The Windows Taskbar at the bottom of the page allows users to select a different active window. Also, by holding down the Alt key and pressing the Tab key, users can cycle through active windows. Realist.com may reuse open windows. For example, a street map displayed and left open will be reused to display a new street map when requested on a subsequent property.

Session timeout

If a browser window is open to Realist.com, log out will occur after 60 minutes of inactivity.

System availability

Realist.com is designed to be accessible 24 hours a day, seven days a week, except during weekly backup. Weekly backup occurs each Saturday night, beginning at approximately 10:30 PM ET and ending by Sunday morning at 9:00 AM ET. Realist.com may be unavailable during this period.

First time access to Realist

End User License Agreement

The first time a user clicks on any link in TEMPO to Realist.com, they will be presented with the Realist.com End-User License Agreement page. In order to use Realist.com, the user must accept the terms of the license agreement. Once accepted this page will not reappear.

Online help

Contacts

The Realist.com home page Top Menu Bar has a *Contacts* option. It displays a list of email addresses and telephone numbers that help direct CMLS members to the right department for their questions and concerns.

FAQ

The Realist.com home page Top Menu Bar *FAQ* (Frequently asked questions) option has answers to many common questions about Realist.com. This material is also covered in the Realist.com User Manual. The FAQ can be viewed in HyperText Markup Language (HTML) format or it may be downloaded in PDF format for offline viewing and printing. To view or print PDF files, use Adobe Acrobat Reader, which is available as a free download at: <http://www.adobe.com/products/acrobat/readstep2.html>

Parcel ID format

Parcel ID numbers are formatted in many different ways. To search effectively using Parcel ID number, users must understand the format used in each county. A link at the top of the *FAQ* allows users to download a reference list of Parcel ID number formats. It is a spreadsheet file that lists counties sorted by state and provides examples of Parcel ID formats for each county.

Appendix A

US Postal Service Standardized Street Suffix

For each street suffix appearing below, please use the indicated USPSS abbreviation.

| | | | | | | | |
|------------|------|-----------|------|-----------|------|------------|------|
| ALLEY | ALY | FALLS | FLS | LOOP | LOOP | SKYWAY | SKWY |
| ANNEX | ANEX | FERRY | FRY | MALL | MALL | SPRING | SPG |
| ARCADE | ARC | FIELD | FLD | MANOR | MNR | SPRINGS | SPGS |
| AVENUE | AVE | FIELDS | FLDS | MANORS | MNRS | SPUR | SPUR |
| BAYOO | BYU | FLAT | FLT | MEADOW | MDW | SQUARE | SQ |
| BEACH | BCH | FLATS | FLTS | MEADOWS | MDWS | SQUARES | SQRS |
| BEND | BND | FORD | FRD | MEWS | MEWS | STATION | STA |
| BLUFF | BLF | FORDS | FRDS | MILL | ML | STRAVENUE | STRA |
| BLUFFS | BLFS | FOREST | FRST | MILLS | MLS | STREAM | STRM |
| BOTTOM | BTM | FORGE | FRG | MISSION | MSN | STREET | ST |
| BOULEVARD | BLVD | FORGES | FRGS | MOTORWAY | MTWY | STREETS | STS |
| BRANCH | BR | FORK | FRK | MOUNT | MT | SUMMIT | SMT |
| BRIDGE | BRG | FORKS | FRKS | MOUNTAIN | MTN | TERRACE | TER |
| BROOK | BRK | FORT | FT | MOUNTAINS | MTNS | THROUGHWAY | TRWY |
| BROOKS | BRKS | FREEWAY | FWY | NECK | NCK | TRACE | TRCE |
| BURG | BG | GARDEN | GDN | ORCHARD | ORCH | TRACK | TRAK |
| BURGS | BGS | GARDENS | GDNS | OVAL | OVAL | TRAFFICWAY | TRFY |
| BYPASS | BYP | GATEWAY | GTWY | OVERPASS | OPAS | TRAIL | TRL |
| CAMP | CAMP | GLEN | GLN | PARK | PARK | TUNNEL | TUNL |
| CANYON | CYN | GLENS | GLNS | PARKWAY | PKWY | TURNPIKE | TPKE |
| CAPE | CPE | GREEN | GRN | PASS | PASS | UNDERPASS | UPAS |
| CAUSEWAY | CSWY | GREENS | GRNS | PASSAGE | PSGE | UNION | UN |
| CENTER | CTR | GROVE | GRV | PATH | PATH | UNIONS | UNS |
| CENTERS | CTRS | GROVES | GRVS | PIKE | PIKE | VALLEY | VLY |
| CIRCLE | CIR | HARBOR | HBR | PINE | PNE | VALLEYS | VLYS |
| CIRCLES | CIRS | HARBORS | HBRs | PINES | PNES | VIADUCT | VIA |
| CLIFF | CLF | HAVEN | HVN | PLACE | PL | VIEW | VW |
| CLIFFS | CLFS | HEIGHT | HTS | PLAIN | PLN | VIEWS | VWS |
| CLUB | CLB | HEIGHTS | HTS | PLAINS | PLNS | VILLAGE | VLG |
| COMMON | CMN | HIGHWAY | HWY | PLAZA | PLZ | VILLAGES | VLGS |
| CORNER | COR | HILL | HL | POINT | PT | VILLE | VL |
| CORNERS | CORS | HILLS | HLS | POINTS | PTS | VISTA | VIS |
| COURSE | CRSE | HOLLOW | HOLW | PORT | PRT | WALK | WALK |
| COURT | CT | INLET | INLT | PORTS | PRTS | WALL | WALL |
| COURTS | CTS | ISLAND | IS | PRAIRIE | PR | WAY | WAY |
| COVE | CV | ISLANDS | ISS | RADIAL | RADL | WAYS | WAYS |
| COVES | CVS | ISLE | ISLE | RAMP | RAMP | WELL | WL |
| CREEK | CRK | JUNCTION | JCT | RANCH | RNCH | WELLS | WLS |
| CRESCENT | CRES | JUNCTIONS | JCTS | RAPID | RPD | | |
| CREST | CRST | KEY | KY | RAPIDS | RPDS | | |
| CROSSING | XING | KEYS | KYS | REST | RST | | |
| CROSSROAD | XRD | KNOLL | KNL | RIDGE | RDG | | |
| CURVE | CURV | KNOLLS | KNLS | RIDGES | RDGS | | |
| DALE | DL | LAKE | LK | RIVER | RIV | | |
| DAM | DM | LAKES | LKS | ROAD | RD | | |
| DIVIDE | DV | LAND | LAND | ROADS | RDS | | |
| DRIVE | DR | LANDING | LNDG | ROUTE | RTE | | |
| DRIVES | DRS | LANE | LN | ROW | ROW | | |
| ESTATE | EST | LIGHT | LGT | RUE | RUE | | |
| ESTATES | ESTS | LIGHTS | LGTS | RUN | RUN | | |
| EXPRESSWAY | EXPY | LOAF | LF | SHOAL | SHL | | |
| EXTENSION | EXT | LOCK | LCK | SHOALS | SHLS | | |
| EXTENSIONS | EXTS | LOCKS | LCKS | SHORE | SHR | | |
| FALL | FALL | LODGE | LDG | SHOARS | SHRS | | |