

Marketing Search in NTREIS Tax (REALIST)

Begin by reviewing your preferences and settings. Be sure to look at each section of the Preferences tab.

Realist®

Search **Preferences** Help

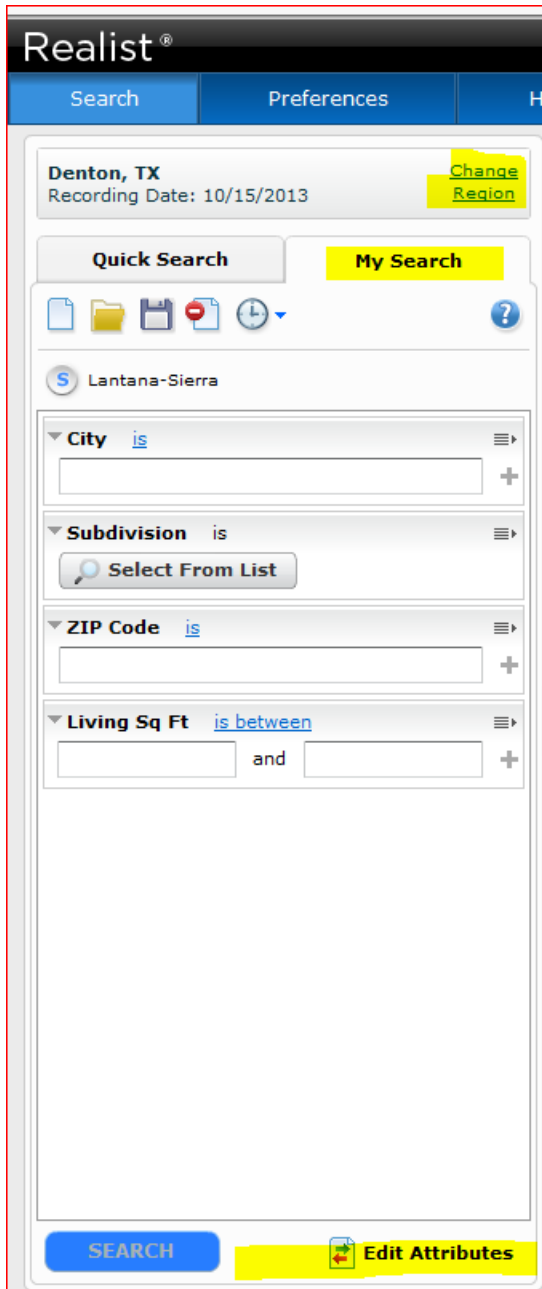
Search
Reports
Email Signature
Map

▶ Report Preferences
▼ Comparables Report

Search Criteria

Number of Comparables : 20 (Max: 50 comparables)
Sort Method : Distance from Subject (Closest)
 Include Property Images
Data Source : Both Tax MLS
Pool : No Preference With Pool Without Pool
Distance from Subject : 2 (Max: 10 miles)
Sale Price : From 50K To 500K
Year Built : From To
Bedrooms : From To
Bathrooms : From To
Stories : From To
Tax/Distressed Sales : Include All Tax Sales
Geographic Boundary : No Preference
Date Type : Recording Date Sales Date
Search Time Period : 12 Months Back (Max: 12 months)
 From To Date Range

▶ Market Trends Report
▶ Neighbors Report
▶ Neighborhood Profile Report
▶ Assessor Map



2
1

1. Click **My Search** tab (default is Quick Search)
2. **Change region** if needed to correct county
3. Click **Edit Attributes** at bottom of page

3

EDIT SEARCH ATTRIBUTES [X]

Owner Information

Location Information

Characteristics

Listing Information

Assessment & Tax

Sales Information

Foreclosure & Distressed

Mortgage Information

Show All

Foreclosure Indicator

Foreclosure Recording Date

Foundation

House #

Land Use - Corelogic

Land Use - State

Living Sq Ft

Lot

Mailing ZIP

MLS Area

MLS Contingency Date

MLS Listing Date

MLS Pending Date

MLS Sale Price

Foreclosure Posted Date

Foreclosure Stage

Heat Type

Land Assessment

Land Use - County

Lender Name

Location City

Mailing Address

MLS Area

MLS Cancellation Date

MLS Expiration Date

MLS Listing Number

MLS Sale Date

MLS Status

Selected Attributes [X]

- x Subdivision
- x City
- x ZIP Code
- x Zoning
- x Year Built
- x Estimated Lot Acres
- x Living Sq Ft

MLS Std Status

Owner Name

Working Type

Arch Type

Se-Direction

of Material Type

eller Name

reet Name

Subdivision

sk-ID (incl. alternates)

cal Building Sq Ft

cal Units

6

APPLY

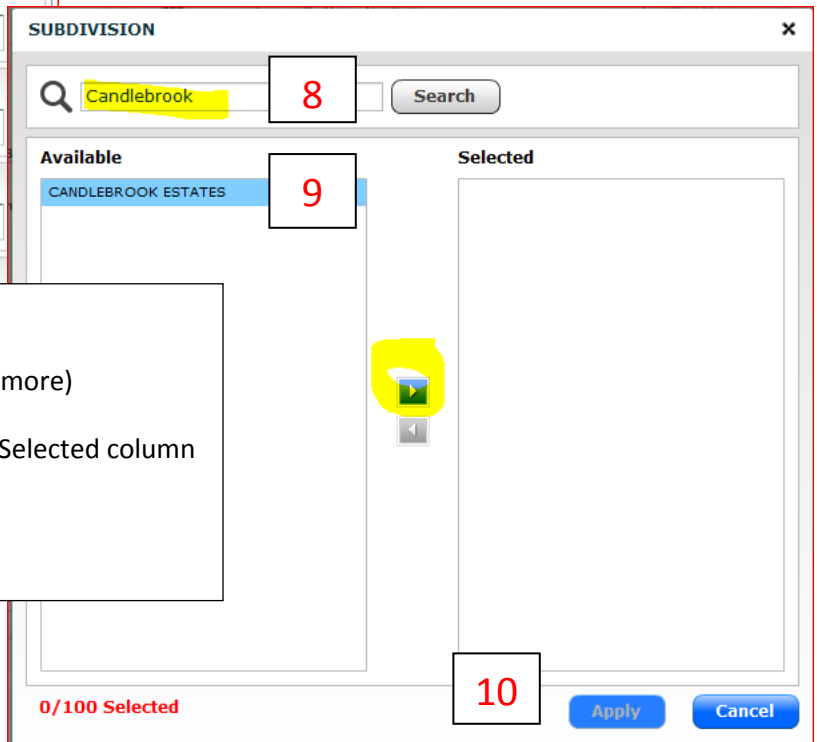
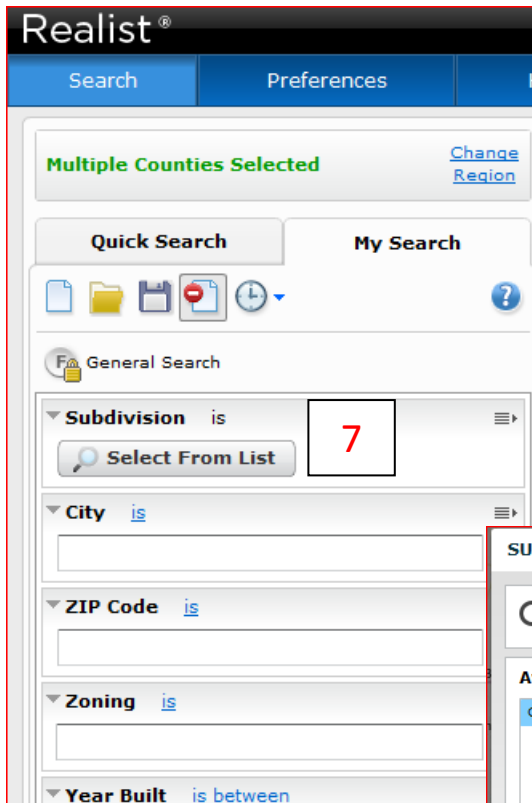
CANCEL

Click on Location Information then:

4. Show All
5. Select Attributes to use in your search criteria (ie Subdivision)

NOTE: click and drag selections to place in your preferred order

6. Click Apply



- 7. Under Subdivision, Click Select from List
- 8. Type in Subdiv name (less is better than more)
- 9. Select Subdivision and use > to move to Selected column
- 10. Click Apply

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Search Preferences

Multiple Counties Selected [Change Region](#)

Quick Search My Search

General Search

Subdivision is [Select From List](#)
x is CANDLEBROOK ESTATES

City is
Flower Mound

ZIP Code is

Zoning is

Year Built is between

Estimated Lot Acres is between
.25 and .75

Living Sq Ft is between

SEARCH Edit Attributes

Search should now show Subdivision

Type in City and any other criteria you require

Click Search (at bottom)

5 results, 5 selected

	Address	City	Location Ctl	Subdivision	Owner Nam	Owner Nam	MLS Sale Da	MLS Sale Pr	Total Asses	Beds	Total Baths	Land Use -	Estimated L	Stories	Building Sq	Year
<input checked="" type="checkbox"/>	2508 Candle...	Flower Mound	FLOWER MOUND	CANDLEBROO...	Plaster Frank B				\$266,416	3	2	SFR	0.2777	2	2,653	1995
<input checked="" type="checkbox"/>	2504 Candle...	Flower Mound	FLOWER MOUND	CANDLEBROO...	Lennox Robyn M		07/17/2014	\$2,299	\$245,966	MLS: 4	Tax: 3 MLS: 2.2	SFR	0.261	2	2,379	1995
<input checked="" type="checkbox"/>	2400 Candle...	Flower Mound	FLOWER MOUND	CANDLEBROO...	Richardson Ke...	Richardson Ali...			\$240,000		3	SFR	0.3446	2	2,104	1995
<input checked="" type="checkbox"/>	2401 Candle...	Flower Mound	FLOWER MOUND	CANDLEBROO...	Bard Charles W				\$254,825	3	2	SFR	0.4147	1	2,279	1994
<input checked="" type="checkbox"/>	2500 Pondero...	Flower Mound	FLOWER MOUND	CANDLEBROO...	Carrington Da...	Carrington Eb...	10/30/2009	\$231,500	\$255,318	3	Tax: 2 MLS: 2.1	SFR	0.382	2	2,221	1998

Change View: Map | Grid | Split

Number of results appears at top of list and **default is all selected**. You can change view to **Grid (only)** to see table better. You can unmark unwanted properties.

15 results, 15 selected

	Parcel ID	Owner Name	Owner Name 2	Address	Year Built	City	Subdivision
<input checked="" type="checkbox"/>	R174947	Seifried Bruce W		2516 Candlebrook Dr	1997	Flower Mound	CANDLEBROOK ESTATES
<input checked="" type="checkbox"/>	R174949	Plaster Frank B		2508 Candlebrook Dr	1995	Flower Mound	CANDLEBROOK ESTATES
<input checked="" type="checkbox"/>	R174950	Lennox Robyn M		2504 Candlebrook Dr	1995	Flower Mound	CANDLEBROOK ESTATES
<input checked="" type="checkbox"/>	R174951	Morris Hillary		2500 Candlebrook Dr	1995	Flower Mound	CANDLEBROOK ESTATES
<input checked="" type="checkbox"/>	R174952	Boness Eric W/Boness Lisa C	Boness Lisa C	2412 Candlebrook Dr	1996	Flower Mound	CANDLEBROOK ESTATES
<input checked="" type="checkbox"/>	R174953	Miller Bryan A		2408 Candlebrook Dr	1994	Flower Mound	CANDLEBROOK ESTATES

Change View: Map | Grid | Split

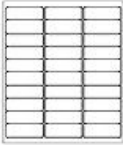
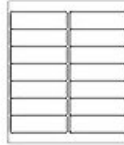
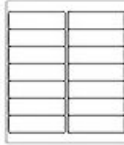
SEARCH Edit Attributes View Reports Print/Email Property Detail Create Labels Export Edit Grid

Click **create labels** or export depending on needs. You may also edit the grid and establish your own column preferences/view

PRINT LABELS [X]

Choose Label Type

Avery 5160
 Avery 5161
 Avery 5162

Customize labels and export features

Use mixed case
 Use all capital letters

Use Tax Billing Address
 Use Property Address

Show current owner
 Show current owner
 Include foreign address
 Create Custom Label
 Eliminate duplicate labels
 Create Custom Label

Use all remaining records to export a portion of the records
 Print Range
 From : 1
 To : 5

Export Status
 Allowed this month : 7500
 Exported this month : 0
 Remaining : 7500
 Records in this Export : 5

Note: When selecting labels, you have the option to select the address to use (billing address sends to owner at the same address bill is mailed while property address will always go to the property – even if absentee owner)

Each member is allowed up to 7500 address to export/print each month. Tracking is shown here.

Selecting Export will bring up a selection box where you can choose which columns to include, and then prompt you to where you will save it on your computer. It will be a CSV file that will require a spreadsheet program to view/edit.

EXPORT GRID [X]

Address
 Beds
 Building Sq Ft
 City
 Effective Yr Built
 Estimated Lot Acres
 Land Use - Corelogic
 Location City
 MLS Listing #
 MLS Listing Indicator
 MLS Photo Indicator
 MLS Sale Date
 MLS Sale Price
 Owner Name
 Owner Name 2
 Parcel ID
 Stories
 Subdivision
 Total Assessed Val...
 Total Baths
 Year Built

Export Status
 Allowed this month : 7500
 Exported this month : 0
 Remaining : 7500
 Records in this Export : 5

File name: export_20150127154812
 Save as type: Microsoft Excel Comma Separated Values File