

# **MLS Property Search Guide**

# Hello from ACF Realty!

This guide was made for our online visitors that wish to browse properties that are currently on the market for rent or sale. Please look over the information below that outlines how to use the MLS Property Search. If you have any remaining questions after reviewing the guide or would like us to assist you with your search, feel free to call us at 407-351-9630 or send us an email at <a href="mailto:acfrealty@gmail.com">acfrealty@gmail.com</a>. Thanks for visiting acfrealty.com and we look forward to working with you!

#### What is MLS?

MLS, short for Multiple Listing Service, is an online database used by real estate brokers to market properties that are available for rent or sale in a particular region. The service is used by hundreds of realtors and agencies in the area, providing a large selection of existing listings all in one place online. You can access the MLS Property Search through our website or by clicking the link below:

MLS Property Search: <a href="mailto:mfr.mlsmatrix.com/Matrix/public/IDX.aspx?idx=25dde9a">mfr.mlsmatrix.com/Matrix/public/IDX.aspx?idx=25dde9a</a>

### **Property Styles**



Single Family Home



Condo



**Townhouse** 

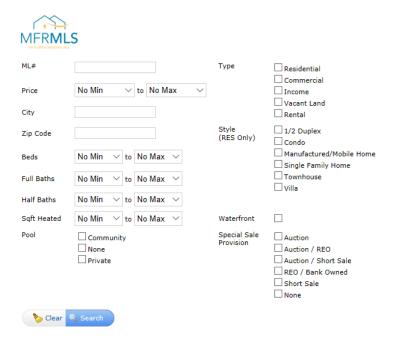


Office

#### How to Use Search

#### - Criteria

To begin your search of existing properties, you must specify the criteria you are looking for so that the search can filter through the thousands of listings to deliver you the proper results.



Here are the fields you can use to filter your search. Keep in mind that multiple fields can be searched together and not every field is required to have a value for a search:

- ML# Every individual property listing is assigned a ML#. If you are looking for a specific property and were provided with ML# by someone to find it online, you can enter that number here. There is no need to fill out any other search criteria if using this field, as the search will only return the one listing you're looking for.
- Price Specify the minimum and maximum price desired for the property. If the search is
  filtered to show only rentals, the monthly rent price will be displayed.
- City Specify the city in which you're looking for a property. Be aware that certain neighborhoods can be divided between different cities, so searching by zip code may prevent omitting any desired listings.
- Zip Code Enter the zip code of the area you're searching. Only one zip code can be entered at a time.
- Beds Specify the number of bedrooms desired for the property.

- Full Baths Specify the minimum and maximum number of full bathrooms (with shower/tub) desired
- Half Baths Specify the minimum and maximum number of half bathrooms (no shower/tub) desired
- Sqft Heated This field refers to the number of heated square feet (referring to the enclosed space that does not include outdoor yard space). Use this field to specify a range for the size of the property you're looking for.
- Pool Specify if you would like to see properties that have a community pool, a private pool or without a pool.
- Type Use this section to specify if the property you're looking for is residential or commercial. Here is also where you specify if you are looking for a rental. If no option is chosen, then all types excluding rentals will be displayed.
  - **NOTE:** Do NOT select "Residential" if looking for a residential rental. It will omit the rental results and only show homes for sale. If would like to see rental listings, only select "Rental".
- Style This is where you can narrow your search based on the style of home you're looking for. Choose one of the options presented to see results exclusive to that category. These criteria can only be used for residential sale and rental searches, as these categories do not apply to commercial properties.
- Waterfront Check this option if you'd only like to see listings for waterfront homes.
- Special Sale Provisions If you are looking for a property that has a specific sale provision (Auction, Bank Owned, etc.), you can select that option here.

#### Results

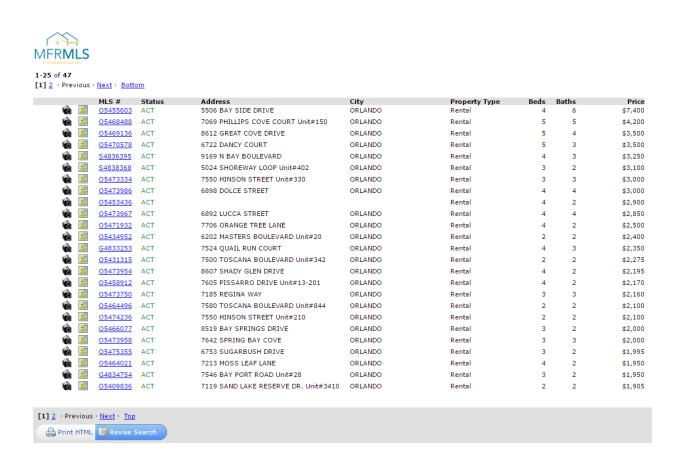
After choosing all your criteria and clicking search, you will be presented with all the corresponding search results in list form. Each column provides certain details about the property, with more information about the property being available on the individual listing page that can be reached by clicking the MLS# for that property.

- Wiew Photos
- View on Map
- MLS#

- Status (ACT Active)
- Address
- City
- Property Type

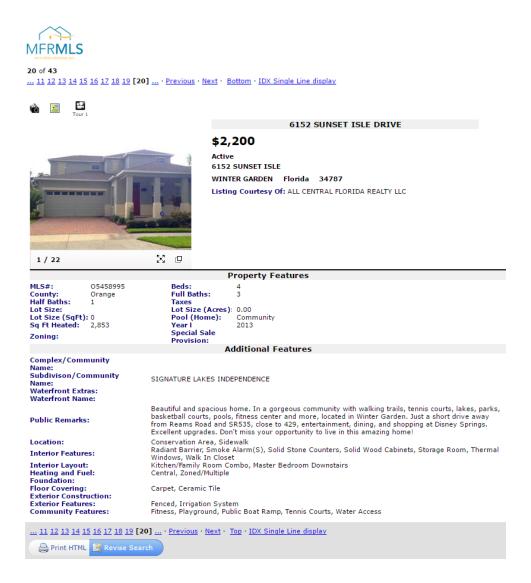
- Beds
- Baths
- Price

To print out the list of properties visible, click the button which will open the print-friendly list in a new window. If you'd like to change some or all the criteria you previously entered, click the Revise Search button. This will allow you to edit your existing search query as opposed to clearing and restarting the search by clicking the back button.



### Listing

After clicking on the MLS# of a property in the search results, you will be presented with a page similar to the one shown below. This page provides more details about the property, including photos, interior and exterior features and brief information about the area where the property resides.



## Schedule a Viewing

After completing your online search for the property that suits your needs best, please contact us to schedule a viewing at your earliest convenience!

We can be reached by phone at **407-351-9630** or by email at **acfrealty@gmail.com**. We can also help you continue your search and answer any questions you may have about the buying/renting process. We hope this guide has facilitated your search for the perfect home, thank you!