

Save Your Favorite Appraisal Search Using Realcomp Online®

Creating and Saving Your Favorite Appraisal Search

1. Select **Search** then click **Map Search**.
2. Scroll down to the "search criteria" portion of the screen to view the default criteria for this search.
3. Add your favorite search fields by clicking the **Additional Fields** button located at the top and bottom of the search criteria section.

Double-click any field name to add or remove it.

Available fields:	Selected fields
ACCESS	LISTING TYPE
ADDL DOCUMENTS	LEVEL OF SERVICE
APPLIANCES	STATUS
ASSOC FEE	AREA
BATH DESC	SEARCH PRICE
BR2 LEVEL	BEDROOMS
BR3 LEVEL	BATHS.LAVS
BR4 LEVEL	GARAGE
BR5 LEVEL	FIREPLACE
BRD NO	BASEMENT
BUYER AGENCY	SQUARE FOOTAGE
BUYER AGT COMP	YEAR BUILT

Ok Cancel

Criteria Note:

The additional fields that you add into your search are up to your discretion. Some of the fields you may want to include are as follows: Bedrooms, Baths.Lavs, Basement, Garage, Architecture, Style, **Square Footage**, and **Status Date**. The success of using each of these fields is, of course, dependent on the inclusion of this data in the listings by the listing agents.

- To **add** a field, find the desired field name on the left side of the *Additional Fields* box and double-click (or click once, then click the **-->** button). The field will be placed on the right side (Selected Fields).
- To **remove** criteria from the selected fields, double click that field name (or click once, then click the **<--** button). The field will be removed from the list of selected fields.
- To **re-order** criteria, click on a field in the Selected Fields box and use the Up and/or Dn buttons to sort the order according to your liking.

When you are finished adding and/or deleting criteria, click the **Ok** button. The screen will re-display with your favorite search fields included.

4. To save this search for future use, click the **Save** button at the top or bottom of the search criteria screen. The Save Search window will appear.

Save Search

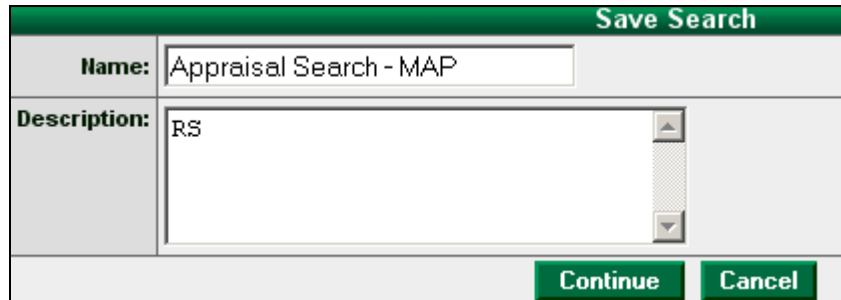
Name:

Description:

Continue Cancel

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5. In the **Save Search** window, enter the desired name into the **Name** field. In the **Description** field, enter a description that will help you identify this search as your favorite appraisal search.

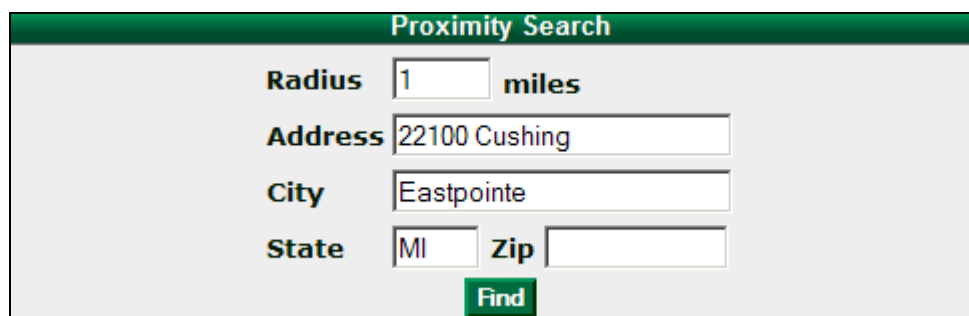


Save Search	
Name:	<input type="text" value="Appraisal Search - MAP"/>
Description:	<input type="text" value="RS"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

6. Click the **Continue** button.

Running Your Favorite Saved Appraisal Search

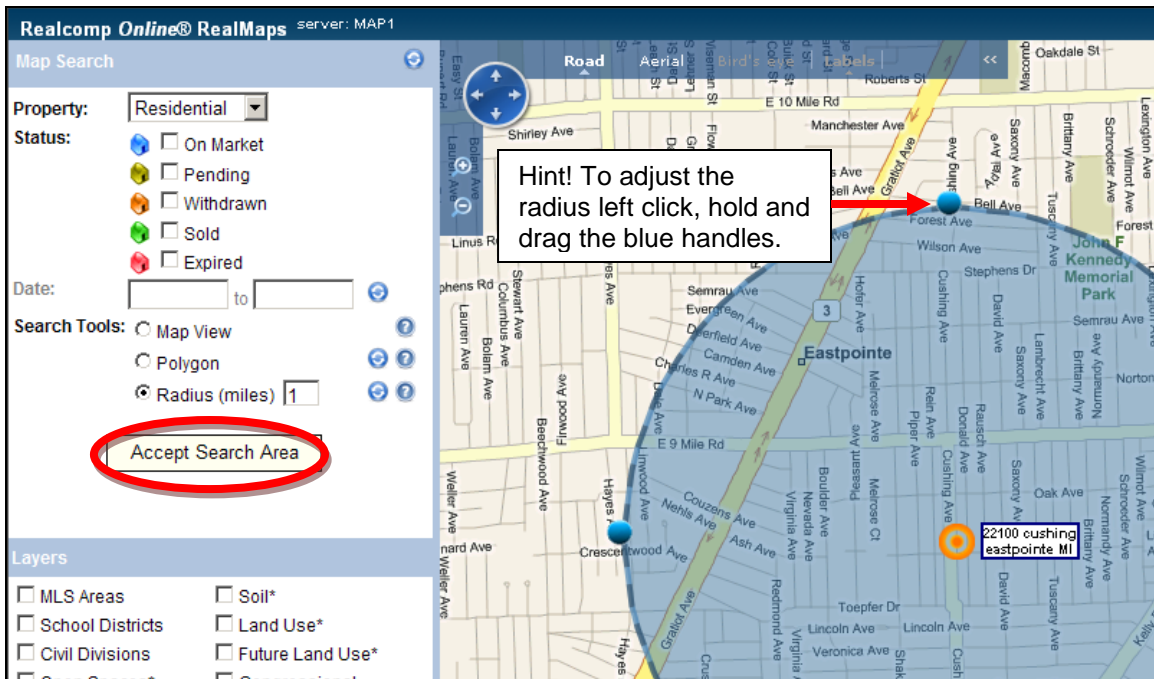
1. Run your saved search, by choosing the **Search** and **Saved Search & Hotsheets** menu options.
2. Click your saved search to select it. It will be highlighted in green.
3. Click the **Criteria** button to begin entering the actual criteria for your search.
4. To begin, modify your radius search to "1" mile. Then enter the address, city & zip code (optional) of your subject property into the appropriate fields. The proximity search criteria will allow you to narrow your search results to listings located within a one (1) mile radius of your subject property. *Note: This may be a better alternative for you to use rather than using the map coordinate (i.e. map letter and map number) or subdivision fields.*



Proximity Search	
Radius	<input type="text" value="1"/> miles
Address	<input type="text" value="22100 Cushing"/>
City	<input type="text" value="Eastpointe"/>
State	<input type="text" value="MI"/> Zip <input type="text"/>
<input type="button" value="Find"/>	

5. Click the **Find** button. Realcomp's mapping interface should appear with your subject property plotted on the map.

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- Click the **Accept Search Area** button.
- When the screen redisplay, your proximity search criteria will be included at the bottom of the screen. You may scroll down to view this information if you wish.

RADIUS : 1 Miles At Location: 28555 Orchard Lake Road, Farmington Hills, MI

- Enter the remaining search criteria for your search (i.e. minimum search price, minimum bedrooms, minimum baths, etc).

Search Criteria	
Additional Fields	
Search Type :	RS View List
STATUS :	<input type="checkbox"/> Select All On-Market <input type="checkbox"/> ACTV <input type="checkbox"/> NEW <input type="checkbox"/> BMK <input type="checkbox"/> CHGP <input type="checkbox"/> XTND <input type="checkbox"/> CCS <input type="checkbox"/> Select All Off-Market <input type="checkbox"/> EXPD <input type="checkbox"/> PEND <input type="checkbox"/> SOLD <input type="checkbox"/> CWTH <input type="checkbox"/> LWTH
	SEARCH PRICE : Min [] ,000 Max [] ,000
ACREAGE :	Min [] Max []
BEDROOMS :	Min [] Max []
BASEMENT :	Select Any: <input type="checkbox"/> YES <input type="checkbox"/> NO
GARAGE :	Select Any: <input type="checkbox"/> YES <input type="checkbox"/> NO
STATUS DATE :	From [] To [] (MM/DD/YYYY or #)
SQUARE FOOTAGE :	Min [] Max []
RADIUS : 1 Miles At Location: 28555 Orchard Lake Road, Farmington Hills, MI	
Additional Fields	

Note: To exclude rentals from appearing as matches, you may want to enter "10" (for \$10,000) as your minimum search price.

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9. Enter the remaining search criteria for your search (i.e. minimum search price, minimum bedrooms, minimum baths, etc.) and click **Search** to view your results.
10. If you would like to save this search, including the actual search data, click **Save** and enter a new name (i.e. the address of the property) so you can reference this search in the future.

If you have any questions about this information, please contact Realcomp's Customer Care Department (866) 553-3430 option 2 or support@realcomp.com.