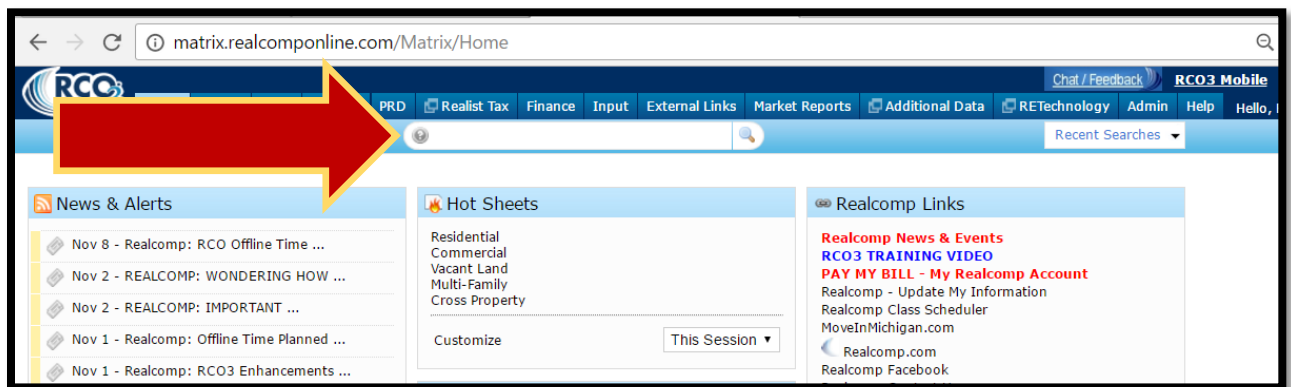# How to Search by Address, Street Name, or MLS Number

To search by Address:

1. **One way to quickly search by address is to use the Speed Bar** (noted below). Simply enter the address, the first part of the street name, and an * into the speed bar field (i.e. 28334 Ridge*). Then click the magnifying glass.

The asterisk is a wild card, and in this example, allows you to perform a *"begins with"* search. In this example, we will find all listings that have an address of 28334, where the street name also begins with the word "ridge" (Ridgebrook).

Additional Notes:

"Ends With"—You can also use the asterisk to perform an "ends with" search. To do this, you would enter "28334 *ridge". This search will find all listings with an address of 28334, where the street name also ends with the word "ridge" (i.e. Forestridge).

"Contains"—You can also use two (2) asterisks to perform a "contains" search. To do this, you would enter "28334 *ridge*". This search will find all listings with an address of 28334, where the street name contains/includes the word "ridge".

To search by Street Name:

1. **You can also use the Speed Bar** to search by street name alone or the first part of the street name along with an asterisk to perform a ***"begins with"*** search (as shown previously).

2. **Alternatively, you can use the Street Name field in the Cross Property Search**, which appears with the other Address Search fields under the Listing Type & Level of Service search boxes.
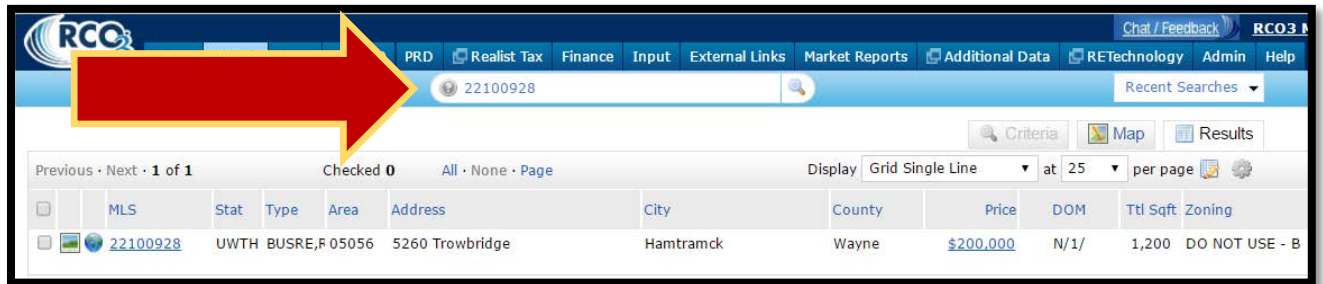

When entering a partial name for a street, be sure to include the asterisk (*) character (as explained above).

✋ **Our Advice to You When Searching by the Full Address or Just the Street Name**: Refrain from entering the street suffix information in any of the search fields (i.e. street name, street suffix).

☞**Important Listing Data Entry Tip Pertaining to Street:** When initially loading your listing into the MLS, be sure to auto-fill as many fields as possible from the public record database (PRD). You can do this by using the correct PIN for the property. **This will allow you to auto-fill the proper street name, proper street suffix,** etc. and adhere to Realcomp's MLS data entry standards for each and every listing you input.
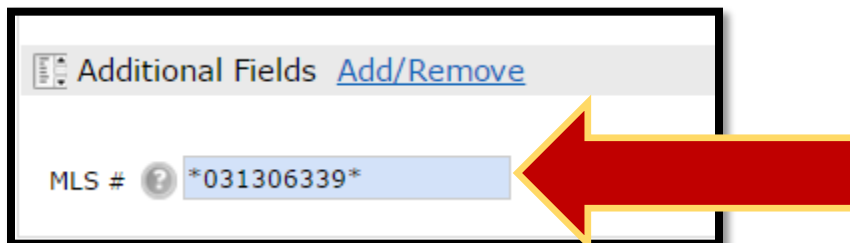
To search by MLS Number:

1. **If you have the Realcomp MLS number**, the quickest way to find a listing by that number is to enter it into the Speed Bar.

However, you cannot search by partial MLS numbers in the Speed Bar field. You CAN do this in the actual "MLS #" search field though (see below).

2. **If you have the original MLS number for a data share listing,** please know that number was modified upon import into Realcomp's system to include a 2-digit prefix which indicates the original MLS source.

   You can find this listing using the original MLS number, **the MLS # search field** (which you may need to add to your search criteria - shown below), and the asterisk character(s) to perform a "begins with", "contains", or "ends with" search.

Please reference the additional resources below for search helps.

Slide Show: http://www.slideshare.net/RealcompMLS/how-to-find-listings-by-address-or-mls-number-in-rco3

YouTube Videos:

Searching by Address or Street Name with the Speed Bar

Searching by MLS Number Using the Speed Bar

If you have any questions about this, please contact Realcomp's Customer Care Department at (866) 553-3430. We're to help!