REALCOMP
Data-driven, Results-focused MLS

RCO3 Online Training Manual

New Subscribers Class

(Basics)

27555 Farmington Road

Suite 325

Farmington Hills, MI 48334

Class Reservations

Online: realcomp.moveinmichigan.com

Email: training@realcomp.com

Phone: (866) 553-3430 option 4

Customer Care/Support (866) 553-3430 option 2

REALCOMP II LTD.

REGIONAL MULTIPLE LISTING SERVICES

27555 FARMINGTON ROAD, SUITE 325

FARMINGTON HILLS, MI 48334

Customer Care	(866) 553-3430
MLS Participation	(866) 553-3003
Fax	(248) 553-4244
MLS/Data Entry Fax	(248) 699-0331

Realcomp II Ltd. Is wholly owned by and servicing the members of:

Dearborn Area Board of REALTORS®

Detroit Association of REALTORS®

Eastern Thumb Association of REALTORS®

Greater Metropolitan Association of REALTORS®

Grosse Pointe Board of REALTORS®

Lapeer and Upper Thumb Association of REALTORS®

Livingston County Association of REALTORS®

North Oakland County Board of REALTORS®

Schedule a Training Class from the Realcomp Dashboard

Register for Realcomp's hands-on classes and labs through the Realcomp Dashboard or the RCO3® system.

Registration through the RCO3® Dashboard: Click the following options…

- The "Class Scheduler" logo (shown below);
- The "Course Offerings" drop-down option and the course of your choice;
- The "Class" drop-down option and the date of your choice.

Registration through the RCO3® System: Click the following menu options…

- External Links;
- "Schedule a Class";
- The "Registration" tab;
- The "Course" drop-down option and the course of your choice;
- The "Class" drop-down option and the date of your choice.

As long as a class is still accepting registrations, complete the form with your information and click "Register Student".

A wait-list option is also available for classes. This requires someone to cancel their current reservation for names on the wait-list to advance you towards obtaining a seat in that class.

* There are a few advanced-level classes that require you to attend prerequisite classes first before registering. These are noted in our online class scheduler program. To make the most out of your learning experience, please view our Progression of Classes tip sheet.

REALCOMP PROGRESSION OF CLASSES

1. **BASICS** (SEARCHES/SAVE/EMAIL/PRINT/ENTER LISTING/PHOTOS/DISCLOSURES)
    > ***If more help with Search Functions is desired: My RCO3® Lab is available.**

2. **Managing My RCO3® Contact and Searches** (Fine tune and manage all your contacts, Auto Emails, & Saved Searches and learn to create Custom Result Displays for searching and CMAs)
    > ***PREREQUISITE – New Subscriber's Class (Basics for RCO3®)**

3. **PRD/CMA** (ASSESSING PUBLIC RECORDS/REALIST/MAILING LABELS/CMA)

4. **Electronic Forms & Signatures** (Focus is to work paperless with clients by the following: Starting a transactions, making Transaction Templates, completing individual forms, prefilling forms from the MLS or Transaction Data)
    > ***If more help with Forms is desired: TransactionDesk E-Forms Signature Lab is available.**

5. **Authentisign Lab** (Refresher for Tips and Tricks) Review how to electronically send/receive documents to clients.

    > ***PREREQUISITE – Electronic Forms & Signatures**

CLASSES THAT CAN BE TAKEN ANYTIME AFTER BASICS (AND NOT IN ANY SPECIFIC ORDER):

-   Social Media Tips & Tricks for Agent
-   Applying Cloud Product in RCO3®
-   RCO3® Learning Lab

*NOTE: PLEASE LEAVE TIME IN BETWEEN CLASSES TO THOROUGHLY PRACTICE NEWLY ACQUIRED SKILLS.

Training Videos for RCO3®

The Training Videos for RCO3® can be found under the HELP tab in RCO3®:

1. Click the **"Help"** tab to be taken to the Help Index page.
2. Click the **"Training Videos & Recorded Webinars"** link at the bottom lower left corner.
3. Click the **"Training Videos & Webinar"** link.
4. The menu of available recorded webinars is located in the middle on of the page to the right of the help index, along with a link to view additional training videos.

Training Videos for RCO3

- RCO3 online training videos are available *here.*

Recorded Webinars

- **New Subscriber Webinar**

- **How to Search and Create New Auto-Emails (for Prospects)** (Webinar Video - 00:25:44) - *for MLS Subscribers learning how to search and auto-email on the new system.*
- **Managing Auto Emails**
- **Managing Saved Searches**

- **How to Perform a Map Search** (Webinar Video - 01:05:00)
- **How to Create a Basic Comparative Market Analysis - Using Three (3) Different Search Options (Quick Search, Map Search & Speed Bar).** (Webinar Video - 00:59:54)
- **How to Create a Quick CMA Using Map Search**

- **How to Create and Save Your Favorite Appraisal Search**

- **How to Enter Listings in RCO3**

- **Searching PRD, Realist and Creating Mailing Labels in RCO3**

- **Speedbar Tips and Tricks**

- **Creating Quick Start Groups in Transaction Desk**
- **Online Forms/Electronic Signings Using Authentisign**

- **Tips for Office Assistants**

If you have any trouble playing the webinar videos, you may need to download the GoToMeeting plugin/codec. It can be found at https://citrix.sharefile.com/d/s8abb5aa64164114a.

REALCOMP II LTD. MLS
RULES & REGULATIONS

Realcomp's Rules & Regulations and Policy Handbook can be found in the Services & Support section on Realcomp's Corporate Website at http://realcomp.moveinmichigan.com and can also be accessed through the Realcomp Links section in RCO3®

REALCOMP II LTD. MLS
FEE SCHEDULE

1. Office Fee $25.00 per month per Realcomp II Participating Office billed quarterly
2. Usage Fees $42.00 per month per participating licensee billed quarterly (Revised 2018)
3. Additional Office Assistants $45.00 per month billed quarterly (Added 2013) See section 4H
4. Agent Assistants w/ own login $10.00 per month billed quarterly (Revised 2016)
5. Photo Upload Fee $10.00 per photo
6. Transaction Management $6.00 per month per member billed quarterly
7. Charges/Fines $10.00 - $10,000.00 (See Summary of MLS Charges)
8. Listings entered by Realcomp staff $10.00 per listing (Added 2014)
9. Listing changes sent to staff $5.00 per change (Added 2014).
10. Late Fee $25.00 plus ½% per month late fee
11. Reinstatement Fee $50.00

SPLIT-LEVEL HOMES DEFINITIONS

Bi-Level: A **bi-level** includes two short sets of stairs and two **levels**. The entry is between floors. The front door opens to a landing. One short flight of stairs leads up to the top floor; another short flight of stairs leads down.

Tri-Level: A **split-level** home (also called a **tri-level** home) is a style of house in which the floor **levels** are staggered. There are typically two short sets of stairs, one running upward to a bedroom **level**, and one going downward toward a basement area.

Quad: This means that there are four (quatro) distinct living areas. The easiest way to explain a **Quad** - It's a Tri-**level** with an extra basement under the main **level**. Generally speaking, you walk in the front door onto a main ground **level** floor.

Raised Ranch: Most **raised ranches** enjoy an attached garage and some finished rooms on the first floor. The roof usually comes in a low-pitched gable and the exterior appears asymmetrical with large windows. The rear of **raised ranch homes** can be accessed commonly through sliding glass doors.

REALCOMP
Data-driven, Results-focused MLS

Personal Information in Listings, Photos & Virtual Tours are Prohibited

Personal Information (i.e. phone numbers, e-mail addresses, names, web URLs, etc.) is prohibited in the content of listings, photos, and/or Virtual tours published in the MLS.

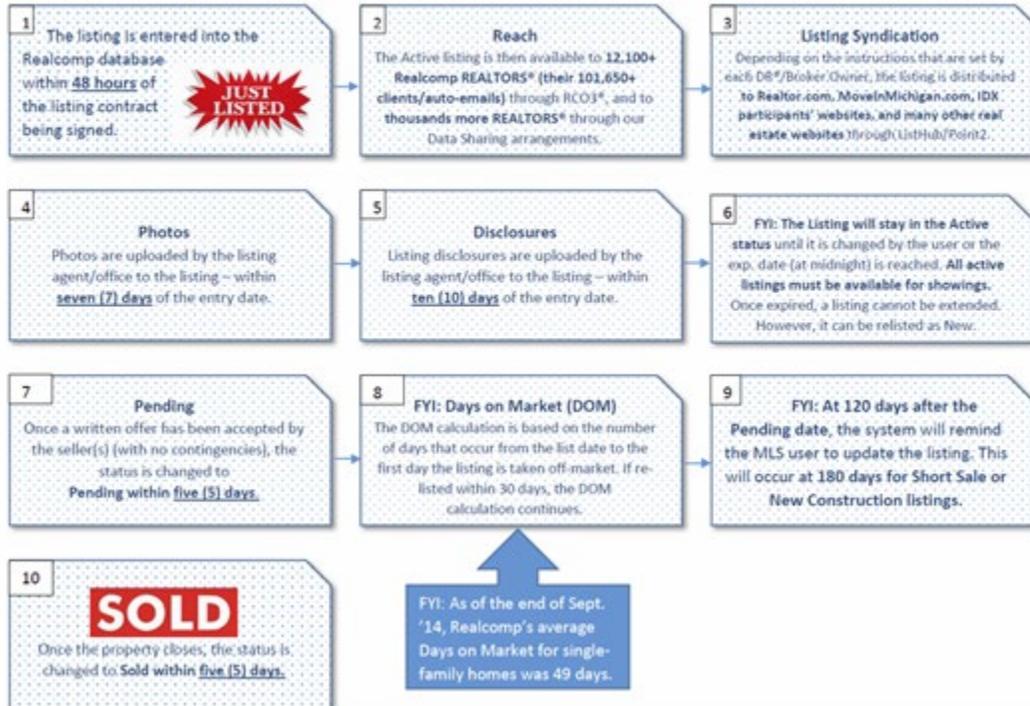**Examples of prohibited personal information include, but are not limited to the following:**

- **Model information including dates, times, & hours**
- **Open house and tour information including dates, times & hours**
- **URLs including Virtual Tour URLS**
- **E-mail addresses**
- **Contact phone numbers of any kind including 800 numbers**
- **Fax numbers**
- **Agent and office names**
- **Logos and Slogans**
- **Virtual tour URLS/websites/phone numbers/names/non-Realcomp watermarks on photos**
- **Auction information, including auction dates and/or times or location**

Fines for personal information in listing remarks, photos, or virtual tours are:

- **1st occurrence: $50**
- **2nd occurrence: $100**
- **3rd occurrence: $250 and suspension of broker load privileges**

In you have any questions about this, please contact our Customer Care Department at (866) 553-3430.

What does the typical 'life' of a Single Family property listing look like in Realcomp?

1 The listing is entered into the Realcomp database within **48 hours** of the listing contract being signed.

JUST LISTED

2 Reach
The Active listing is then available to **12,100+** Realcomp REALTORS® (their **101,650+** clients/auto-emails) through RCO3®, and to thousands more REALTORS® through our Data Sharing arrangements.

3 Listing Syndication
Depending on the instructions that are set by each DB®/Broker/Owner, the listing is distributed to Realtor.com, MoveInMichigan.com, IDX participants' websites, and many other real estate websites through ListHub/Point2.

4 Photos
Photos are uploaded by the listing agent/office to the listing – within **seven (7) days** of the entry date.

5 Disclosures
Listing disclosures are uploaded by the listing agent/office to the listing – within **ten (10) days** of the entry date.

6 FYI: The Listing will stay in the Active status until it is changed by the user or the exp. date (at midnight) is reached. **All active listings must be available for showings.** Once expired, a listing cannot be extended. However, it can be relisted as New.

7 Pending
Once a written offer has been accepted by the seller(s) (with no contingencies), the status is changed to **Pending within five (5) days.**

8 FYI: Days on Market (DOM)
The DOM calculation is based on the number of days that occur from the list date to the first day the listing is taken off-market. If re-listed within 30 days, the DOM calculation continues.

9 FYI: At 120 days after the Pending date, the system will remind the MLS user to update the listing. This will occur at 180 days for Short Sale or New Construction listings.

10 SOLD
Once the property closes, the status is changed to **Sold within five (5) days.**

FYI: As of the end of Sept. '14, Realcomp's average Days on Market for single-family homes was 49 days.

![REALCOMP - Data-driven, Results-focused MLS]

HOW SHOULD MLS SUBSCRIBERS INTERPRET REALCOMP'S ENHANCED DAYS ON MARKET FIELD?

Realcomp's enhanced Days on Market (DOM) field displays as a three (3) part field.

Examples:

N/71/140

Y/71/140

What do these three numbers represent?

Y=Yes, the listing was relisted be the same office or N=No, the listing is not a relist of a previous listing.

71=The number of days the listing has been listed by the current office.

140=The cumulative number of days that the property has been on the market, even if listed under more than one MLS number, regardless of the listing agent or listing office within 30 days of one another.

Days on Market (DOM) is calculated from the List Date to the time it reaches an off-market status (i.e. Pending, Unconditionally Withdrawn or Expired).

The exception to these rules is when a property is sold. If the property is relisted, the days on market will always restart if the previous listing ended as a Sold status (new owner reselling the property).

1. What is the difference between Status and Change Type

- Status indicates that the listing is currently Active, CCS or in one of the Off Market Statuses seen below.
  - Listings that are on the market are placed into the Active status. The exceptions to this rule are CCS listings which are placed into the CCS status.
- Last Change Type is separate from Status and is a reflection of the last change made to the listing.

In RCO3, the following changes are considered a status	In RCO3, the following indicates the Last Change Types
Status - Date or Range ☑ Active ☐ Contingent - CCS ☐ Expired ☐ Pending ☐ Sold ☐ Cond Withdrawn ☐ Uncond Withdrawn	Last Change Type New Back On Market Price Decrease Price Increase Contingent - Continue to Show Conditional Withdrawn Expired Pending Sold Unconditional Withdrawn

2. Recent Change described:

2245 W Nalone, Wixom 48393-1336

					LP: $
MLS#:	212049032	Area:	02172 - Wixom	Short Sale: Yes	OLP: $
P Type:	Residential	DOM:	N/256/256	Trans Type: Sale	
Status:	Active			ERTS/FS	

Location Information
County: Oakland
City: Wixom
Mailing City: Wixom
Map: H-23
School D: Walled Lake
Location: N, Loon Lake W, Benstein

Parking
Garage: No
Grg Sz: No Garage
Grg Dim:
Grg Feat:

Lot Information
Acreage: 0.34
Lot Dim: 70X210
Front Feet:

Finished Floor Area
Sqft Above: 1,817
Sqft Lower:
Sqft Comb: 1,817
Sqft Source: Prd

Layout
Beds: 4
Baths: 1.1
Style: Cape Cod
Arch: 1 1/2 Story

Contact Information
Name: Office
Phone: (734) 405-6610

Waterfront Information
Wtrfrnt Name:
Wtrfrnt Desc:
Wtrfrnt Feat:

General Information
Year Built: 1924
Year Remod:
Homestead: Yes
Addl Docs: Yes

1 / 25

Start a Transaction

Recent CH: 01/10/2013 : Back On Market : CCS->ACTV

This line indicates the most recent change was made on 01/10/13:
It had a Change Type revision of Back on Market:
It had a Status Change from CCS to ACTV

Section 1: Speed Bar Syntax

Field Name	Syntax	Example	Result
MLS Number	Any 9 digit MLS number	212053180 212053180 212053185	The listing with MLS number 212053180 The listings for MLS numbers 212053180 and 21205318
Status	Use the following abbreviations for the statuses: a or actv = active ccs = contingient cont to show uwth = uncond withdrawn cwth = conditionally withdrawn expd = expired pend = pending sold = sold	 a ccs uwth cwth expd pend sold	 Returns all active listings Returns all CCS listings Returns all UWTH listings Returns all CWTH listings Returns all EXPD listings Returns all PEND listings Returns all SOLD listings
Status with Date Range	Adding a number to a status will give you the listings in that status for the given days back.	a30	Active listings in the last 30 days
Address	Any of the following combinations: **-Street # Street Name** **-Street** *Note: do not include "Street/Road/etc" in speed bar search.*	123 Main	Returns all listings with the address 123 Main
List Price	Any 2-5 digit number starting with a $ sign. +/- can be used to specify price ranges. Prices are in the thousands.	$100 $100+ $100- $100-200	• List price is exactly $100,000 • List price is equal to or greater than $100,000 • List price is equal to or less than $100,000 • List price is between $100,000 and $200,000
Bedrooms	Any 1 digit number. +/- can be used to indicate more or less. A range can also be used.	2 2+ 2- 2-4	Number of bedrooms is 2 Number of bedrooms is 2 or more Number of bedrooms is 2 or fewer Number of bedrooms is 2 to 4
Baths	Must follow bedrooms. Any 1 digit number. +/- can be used to indicate more or less. A range can also be used.	2.1 2.1+ 2.1- 2.1-4	Number of baths is 2 with 1 lav Number of baths is 2.1 or more Number of baths is 2.1 or fewer Number of baths is 2.1 to 4
Beds and Baths	Any 1 digit followed by a space then another digit. +/- can be used to specify ranges.	2 be 1 ba 2 be 1+ ba 2- be 3.5- ba 2-4 beds 1-3 baths	• Returns listings with 2 beds and 1 bath • Returns listings with 2 beds and 1 or more baths • Returns listings with 2 or less beds and 3.5 or fewer baths • Returns listings with 2 to 4 Beds and 1 to 3 Baths
Square Feet	Any 2-5 digit number starting with a $ sign. +/- can be used to specify price ranges. There is a space between the number and the "sqft".	1000 sqft 1000+ sqft 1000- sqft 1000-2000 sqft	Has exactly 1000 sqft Has 1000 sqft or more Has 1000 sqft or less Has 1000 to 2000 sqft

Section 2: Advanced Speed Bar Examples

In this section we will go over some examples of more advanced Speed Bar syntax to demonstrate how a few simple speed bar commands can be combined to do complex searches.

Listings

1. Show me all active RS and CO listings with a list price between $400,000 and $600,000
   a $400-600

2. Show me all active RS and CO listings with a list price between $400,000 and $600,000 in area 02231
   a $400-600 02231

3. Show me all active RS and CO listings with a list price between $400,000 and $600,000, in area 02231 with 5 or more bedrooms and 4000 or more square feet
   a $400-600 02231 5+ 4000+ sqft

4. Show me the listing with MLS number 212053180
   212053180

Agents

1. Show me all agents with the last name Smith
   ag smith

2. Show me all agents with the name John Smith
   ag john smith

3. Show me all agents with the first initial J and the last name Smith
   ag j* smith

Open Houses

1. Show me open houses for today
   oh 0

2. Show me open houses for the last two days
   oh 0-2

3. Show me all open houses on 10/18/2012
   oh 10/18/2012

4. Show me all open houses from 10/18/2012 to 10/21/2012
   oh 10/18/2012-10/21/2012

HOW TO SAVE A SEARCH STEP-BY-STEP

Saving Searches

You may easily save any search you run on RCO3®. At any time after saving a search, you may run the full search, or revise the criteria. You may also assign the search to one of your Contacts.

1. After running your search, scroll to the bottom of your search results, click the "Save" button, then click "New Saved Search" from the blue bar.

2. Type in a name for your search.

3. If you want to assign this search to one of your Contacts, click the drop down box "Contact" and select one of your Contacts. If this drop down box is empty, you do not have any contacts an need to click "Create a New Contact".

4. You can also click the check box to enable it as a Favorite Search to display on the homepage. (limit of 20).

5. To complete the save, click the "Save" button.

Accessing Your Saved Search

1. To access your saved search, click the "My RCO" tab, then click "Saved Searches"

2. On this page, you will find all your saved searches. The display for each search includes the name, any description you entered, the contact name it's assigned to (if any), and the date and time you last ran the search.

3. Click the "Subject" line of the search to access more options for the Saved Search.

4. **Settings**:   Click the "Settings" button to change the settings for the search (search name, contact, enable as favorite).

5. **Criteria**:   Click the "Criteria" button to revise the search criteria.

6. **Results**: Click the "Results" button to return the search and retrieve all matching listings.

7. **Date Since**: Click the "Date Since" button to see all new or changed listings that match your criteria since the last time you ran the search. This will update the time stamp to the date and time that you clicked "Date Since."

8. **Market Update**:Click the "Market Update" button to see either the updated listings since the last run or by specifying a specific date range.

9. **Delete Search**: To delete one or more searches, either click the "Delete" button on the gray bar, or click the select check box next to the search(es) and then click the "Delete" button on the bottom left of the page.

Narrow and Discard Your Results

At the bottom of your search results screen, click the "Refine" button. You will find "Narrow" and "Discard" buttons in the blue bar. You can use these to help refine your search results.

Narrow: As you go through your search results, there may be only certain ones you want to keep. Click the check box next to each listing you want to keep. Click the "Narrow" button. This will remove all listings from your search results that you did not check, so that you can more easily focus on the lstings that interest you. In other words, you "narrowed" your search results.

Discard: This works the opposite of "Narrow." Click the select any listings that you want to remoce from your search results. Click the "Discard" button. The listings you selected will be dropped from your search. After using the "Discard" button, a new button will appear labeled "Un-Discard." You may click this button to return your discarded listings to your results.

How to Search by Address or Street Name

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.
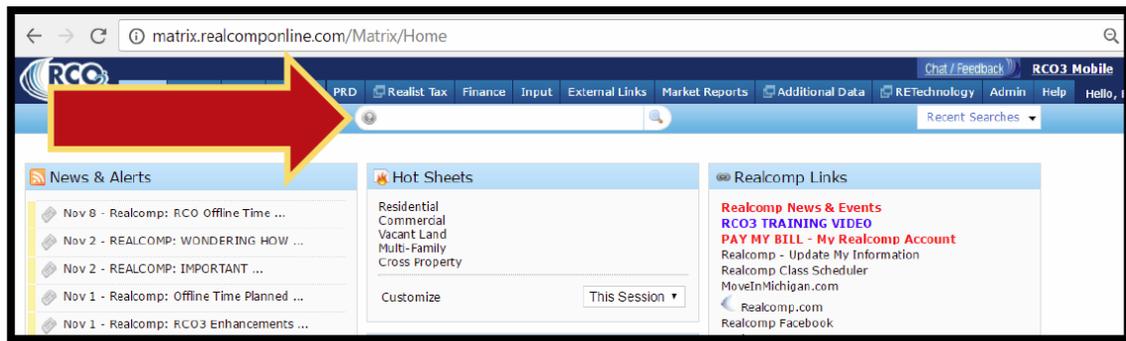
The asterisk is a wild card and allows you to perform a "begins with" search. You can also use it to perform "ends with" (i.e. 28334 *Ridge) and "contains" (i.e. 28334*Ridge*) searches based on where you include the asterisk character.

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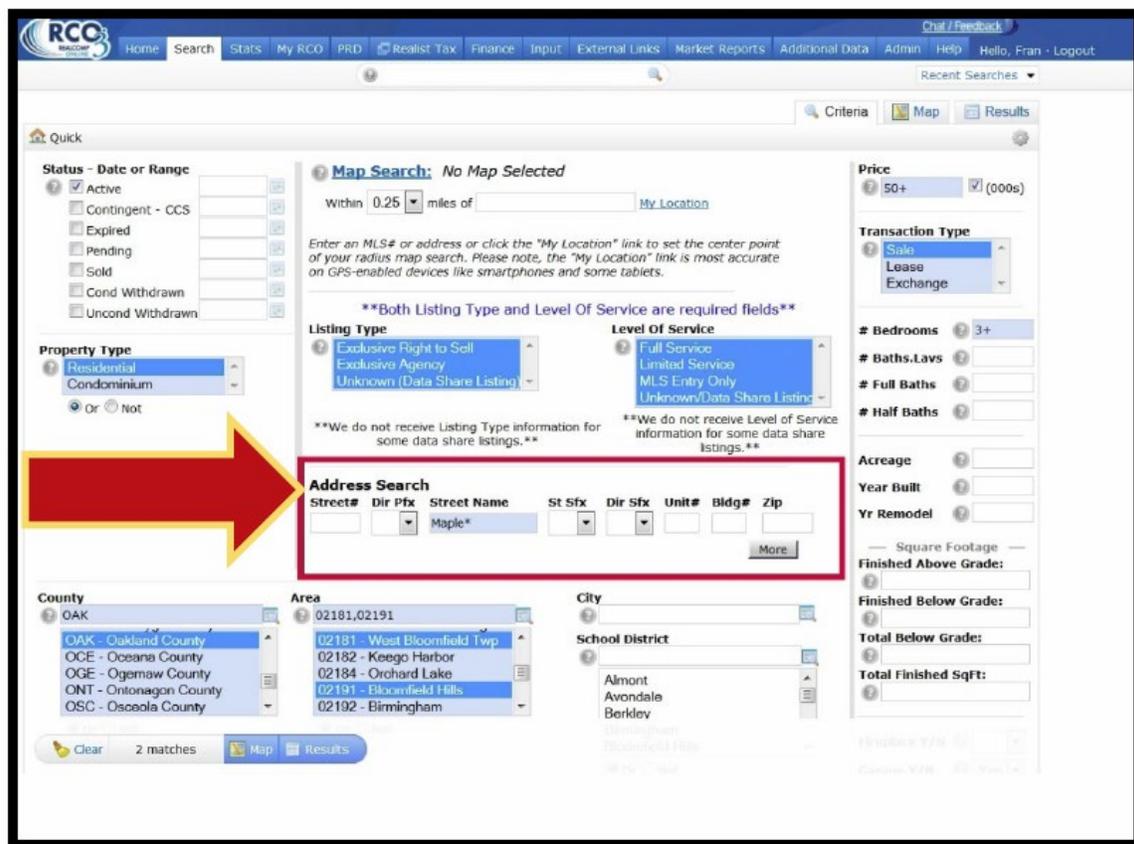
When entering a partial name for a street, be sure to include the asterisk (*) character (as explained above).

✋ **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.

How to do a Map Search CMA in RCO3®

1. After logging Into RCO3®, hover over Search.
2. Choose the DETAIL search.
3. Locate the MAP SEARCH option in the top center of the criteria page. TYPE IN THE STREET NUMBER AND STREET NAME AND FULL CITY NAME OR ZIP CODE (no commas needed) of the subject property.
4. Choose the RADIUS around subject property.
   (Look for "MAP AREA SELECTED" IN RED. If it still says "No Map Selected" in black, it did not locate the address and you must refresh your screen and start again.) CLICK THE MAP TAB IN THE UPPER RIGHT CORNER TO MAKE SURE YOU ARE IN THE RIGHTAREA. CLICK THE CRITERIA TAB TO GO BACK TO ADDING IN MORE CRITERIA FOR THE CMA OR TO CHANGE THE RADIUS.
5. Choose STATUS(s) and time frames (ex. SOLD 0-180).
6. Choose RESIDENTIAL or CONDO.
7. In THIRD column, select SALE or LEASE.
8. Fill in Beds and Baths.Lavs (don't forget + sign for more). At this point, it's recommended to check the bottom left for the number of matches you currently have.
9. If you wish to narrow your search further, select Square Footage or Architecture Style. Check bottom left again for results.
10.   Be sure to select YES or NO for Garage & Basement Double check results at this time. If you have too many, refine criteria with additional features of the subject property. If you do not have enough results, try a few of these suggestions:
    1. Expand the radius.
    2. Adjust the numbers of Bedrooms or Bath.Lavs or Square Footage.

    Click Results and choose the best properties that compare to your subject.

11. **Change your DISPLAY to Summary to view all the properties and review the FULL LARGE w/MAP & ROLLOUTS for additional information.**

12. **PRINT Or EMAIL the results for the customer.**

13. **Choose ANY flyer that states "CLIENT" when printing (it removes the list agent's name). Choose the MULTI-MAP flyer and add the CMA 1-LINE (Portrait or Landscape) for the Average Figures.**

14. **Select Properties to customize CMA or go to Cloud CMA to Create the CMA Report for your customer.**

Editing Your Grid Single Line Report

The Grid Single Line report allows you to set up your one-line report to show the exact information that YOU want to see when you get your search results.

You can edit the columns that you see, the width of those columns, the order of the columns and change the name of the column. Once you have set up the report exactly how you want it, you can save it and even set it as your default report for that property type.

1. To start, run a search in the desired property type, such as a residential/condo search and view the results.
2. Be sure that you are viewing the Grid Single Line display.

3. Point your mouse to the blank space in any column heading box, but not at the column title itself, so you get the "crosshairs" icon for your mouse pointer. Clicking in the heading area will bring up a box that will allow you to edit the title, remove that column, add another column, and more. When you have made the changes to this column, click Apply.
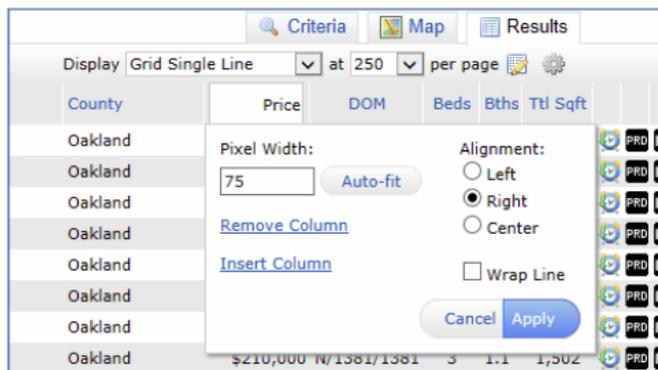
4. Holding down the left mouse button will allow you to drag the column to the left or right to reorder the columns also.

The Ttl Sqft column is being moved to the left.

5. Choose the number of listings you'd like to see on a page using the drop-down list to the right of the display field. See below.

6. To save these changes, click Manage Display (the paper and pencil icon to the right of the number of results per page). See below.
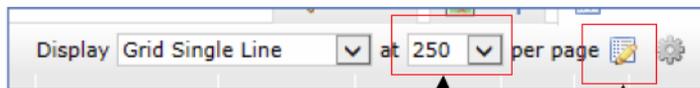
Number of results per page

Manage Display

7. Clicking Manage Display will allow you to name your custom report and save it.

Give your display a name

Save your custom display

8. Once you have saved your display, it will always be available in your list of report displays.

```
my:Copy of Grid Single Line
my:Residential Grid Display
Single Line
Grid Single Line
Single Line 2
Thumbnail
Summary
ADMIN Full
Full
Full w/photos
Full Large w/Map
```
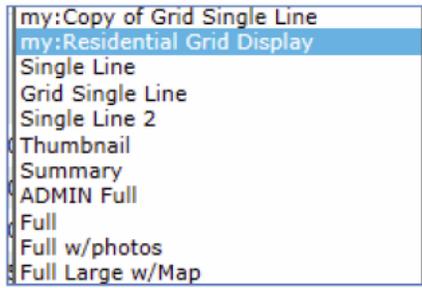
Auto Emails

Auto Email – What is it?
Auto email allows you to set up a saved search to automatically email new listings and listings that have changed in status or price to a contact. RCO3® will send them out as soon as they are entered into MLS, if desired. As a result, your contact will receive up-to-date listings based on the email schedule that has been set up.
Note: There is a limit of 250 listings that can be sent per email.

Setting up an Auto Email
To set up a new auto email, follow the steps below.

1. Click on the "Search" Tab

2. Click on the Residential Quick link (If setting up Commercial or Vacant land click on the corresponding Quick link)

3. Enter in all criteria for which your client is looking. (Example: Active, Birmingham and Royal Oak areas, $300-500, 4+ beds and 2.1+ baths)

4. Click on the Results button located to the bottom of the search criteria screen.

5. At this point it is very important NOT to narrow your search results. By narrowing your search results RCO3® believes that you only want to send updates on those listings. If your search returns too many listings to send to client at once you can either revise your search by clicking on the Criteria button located at the bottom of the search screen, or you can select the listings that you do not want to

send to your client and "Discard" them. Discarding will not affect your auto email the way Narrowing will.

6. Once you have all of the listings results that you would like to send to your client click on the "Save As" button located at the bottom of the search screen. By clicking on this button a pop up box will appear. At this point you can choose to Save As " New Auto Email"

> **NOTE:** There is a max limit of 250 listings allowed to be sent in an email. This option will be disabled if this limit is exceeded.

7. '

8. Begin by selecting a **Contact**. By clicking on the ⌄ drop down arrow next to the "Contact" field a list of all your contacts will appear. Select the contact to whom you wish to send the auto email. If your contact is not in this ⌄ drop down list click on the link "Create a New Contact" next to the Contact field. This will open a pop up box where you can add in your client's information. **NOTE:** All yellow fields found in Realcomp *Online*® 3 are mandatory fields and **MUST** be filled out in order to proceed. Once you have added all information, click on the "Save" button.
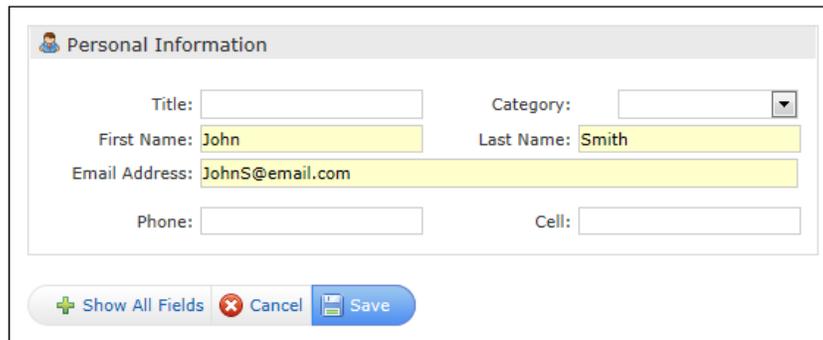
9. You can now choose to "CC" (Carbon Copy) or "BCC me on all emails". By checking off the "BCC me on all emails" you will receive a copy of all emails that are sent to your client.

10. **Subject line**: The Subject line is the title or subject of the **e-mail**

11. **Message: The Message field is the Body of the email. This will only go out on the first email to your client.**

12. **Display:** Your client will have the option to choose from a drop down list which display they wish to view the listings in. Only buyer formats are available.

13. **Make available for Reverse Prospect:** Allows this search to be included in the Reverse Prospecting process.

14. **Settings:**

   - "Enable concierge mode": Will NOT automatically email listings to your client but will let you know when there are new matches so you can send only the ones that you want to go to your client.
   - "Enable as a Favorite Search on the Home Tab" makes the search easily accessible on the home page of RCO3®.

15. **Criteria:** The next section is brief explanation of the criteria that you have chosen for your client's search. If this information is incorrect go back to the search results page and click on the Criteria button to revise the criteria.

16. **Schedule**: The schedule is when you would like your client to receive the emails. You can choose:
    ASAP: when the listing becomes available on RCO3® your client will receive an email. When choosing ASAP you want to be careful on what criteria you have selected. If you have set up a very broad search then your client may receive multiple emails a day.
    Daily: Choose which days and either AM or PM. whichever days and times you select is when your client will receive an email.
    Monthly: All listings for the month are compiled and emails are sent on the first of the month at midnight.

17. Click Save when finished.

Email History

RCO3® keeps track of all emails you send through the system for 90 days. You can view your email history two separate ways. To view your email history, click on the My RCO tab and then the Sent Email link.

You can also view the Email History under the MyRCO, Contacts link.

Viewing email history through Contacts:

1. Click on the My RCO tab
2. Click on the Contacts link
3. A list of all contacts will appear
4. Next to each contact there is a ⏷ drop down arrow
5. By clicking on the ⏷ drop down arrow a list of all items that you have set up for that client will appear. From here you can view things like CMAs, Sent Emails, and Auto Emails that you have attached to that client.
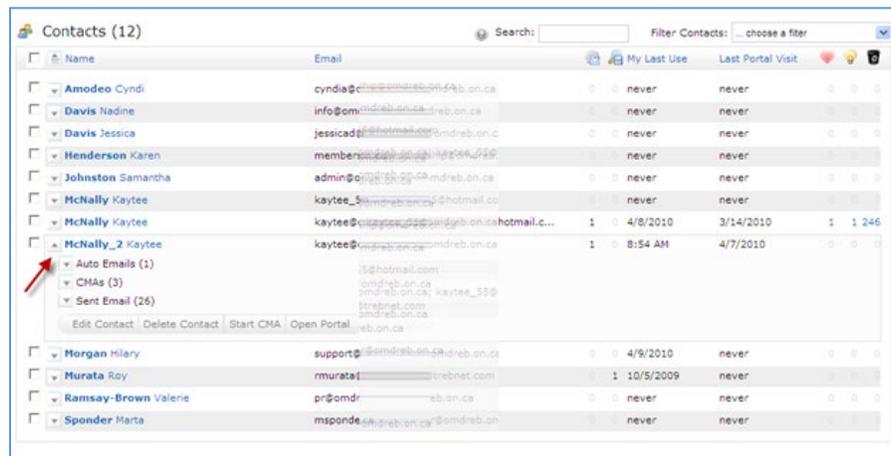
6. Each item will have another ⏷ drop down arrow. To view the email history click on the ⏷ drop down arrow next to "Sent Email"
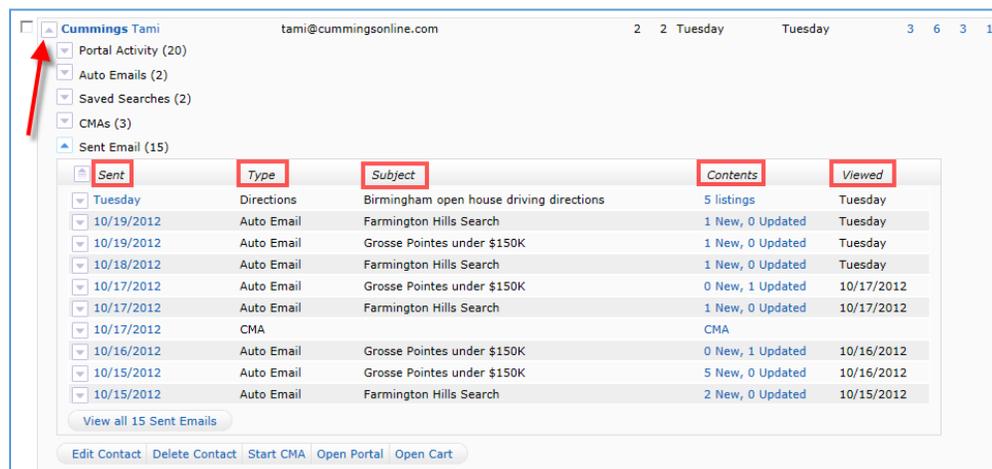
7. By clicking on the ⏷ drop down arrow a list of all emails that have been sent to your client will appear. Below is an explanation of what each heading means
   o **Sent** – Date the email was sent
   o **Type** – What type of email you sent. This can be Direct Email, Auto Email, or Directions.
   o **Subject** – The subject text you typed when sending the email
   o **Contents** – How many listings were in that email **Note:** By clicking on the link underneath the Contents header you can view the listings that you sent to that client in that email.
   o **Viewed** – Last time the client viewed the email

You can also filter your results. To set the filter, click the "Filter Contents:" drop down box. Example: By clicking on "with active auto emails" RCO3® will automatically give you a list of only contacts that have active auto emails.
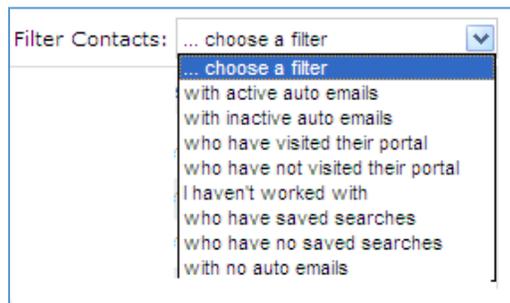
You can also Search for a contact using the "Search" field. In this field you can enter in any combination of letters to bring up clients.

Searching email history in Sent Emails

1. Click on the My RCO tab> Sent Emails.
2. This will bring up a list of all emails that you have sent through RCO3®.
3. By clicking on the ⏷ drop down arrow next to a sent email the details of that email will appear. From here you can also click on the "Open in Portal" link this will open up the "Portal" window, showing you all of the listings that you have sent to your client. You can also see the listings that your client has put in the separate folders. For more information on the folders please see Chapter 10: Auto Emails.
4. There are 6 different headings on the Sent Email screen. Below is an explanation of what each heading means.
   o **Date Sent** – Date the email was sent.
   o **Recipients** – Who you sent the email to.
   o **Type** – What type of email you sent. This can be Direct Email, Auto Email, or Directions.
   o **Subject** – What the email was about.
   o **Contents** – How many listings were included in the email.
      ▪ **Note:** By clicking on the link underneath the Contents header you can view the listings that you sent to that client in that email.
   o **Viewed** – Last time the client viewed the email.
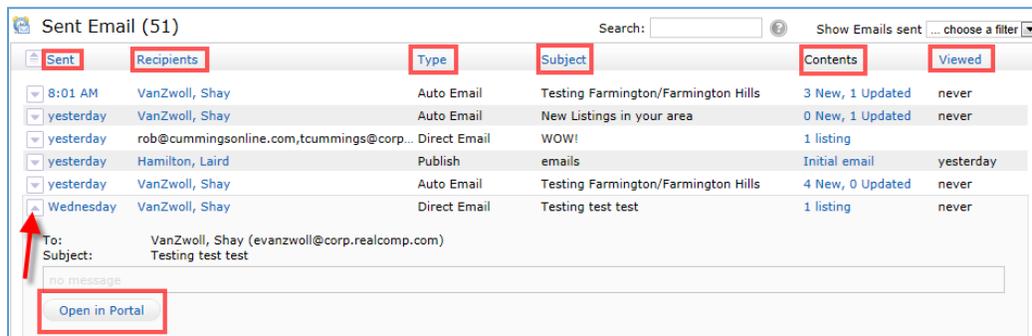
When a sent email in your history section goes beyond 90 days old, RCO3® will automatically drop it from your list.

Driving Directions

RCO3® offers a Driving Directions/ Mapping feature. Within this feature you have the ability to view all selected listings on one map for easy viewing, map out directions from one listing to another, and add Starting/Stopping locations. This feature is great for giving your clients easy directions to open houses or listings that they wish to view. Follow the instructions below to begin:
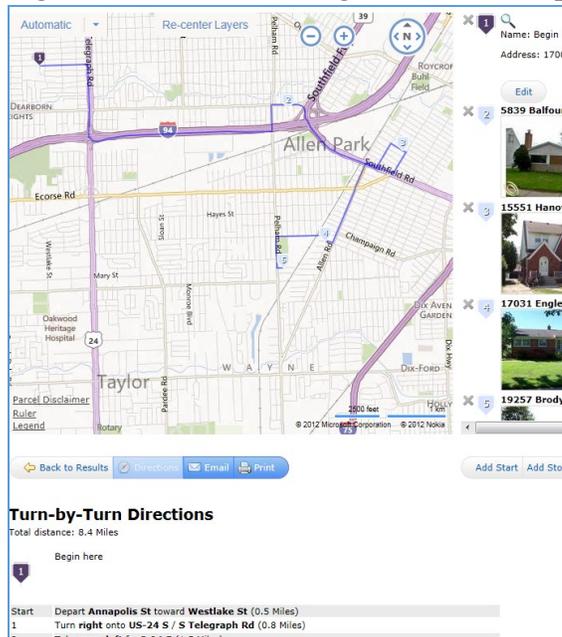
1. Run your listings search. Select the listings you want to submit to the Driving Directions. To keep the tour manageable, don't submit more listings that you could reasonably expect to reach in a morning or an afternoon, say 5-8 listings (the maximum in one tour is 25).

2. Click on the [⊘ Directions] button under the Actions section located at the bottom of the search screen.
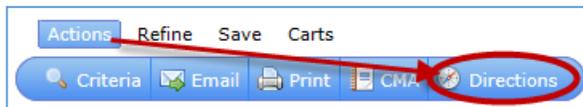
Note: if a chosen listing has not been plotted properly in Realcomp *Online*® 3, you may wish to return to your search and eliminate it from your selections. An improperly plotted listing will affect the driving instructions and maps generated by the Driving Tour module (keep this in mind when you enter your own listings).

This will open up a map with all selected listings on one map and produce the best route to get to the selected listings. Below the map you will see turn by turn directions.

3. If you would like to change the order of the pins, hover over the address of the property to the right hand side. Once the listing is highlighted in blue click on the up or down arrows to change the order of the pin. You may also choose to **Drag and Drop** to move the listings: In the listings table, simply drag each listing into its desired position in your tour. Do this by left-clicking and holding a listing in the table, moving it up or down the list as required, then letting go of the mouse button at the appropriate spot. Your listing will take over the position you dropped it on and all listings will be automatically repositioned and renumbered as required in both the listings table and on the Overview Map. Note: don't try to drag a listing by grabbing a listing's photo - grab it in some other portion of its cell. Once you have the listings in the order you would like to view them click on the "Get Directions" button again.

4. By clicking on the "Get Directions" button, RCO3® will produce the map again along with the best route to get to the selected listings in the order you have chosen. Below the map the system will also generate new turn by turn directions.

5. You may remove any listings you wish by hovering over a listing in the listings table and click its red X. This removes it from the Driving Directions entirely - from both the listings table and the overview map. However it still remains in your RCO3® search results.

6. At this point you may also add a "Starting Location" and a "Stopping Location". To add a "Starting Location" click on the "Add Start" button located at the bottom right hand side of the screen. You can now enter in the Name and Address of Starting Location. Click on the "Find Location" button.

7. RCO3® will again, produce the map with your "Starting Location" pin in purple along with the best route to get to the selected listings in the order you have chosen starting at your custom "Starting Location". Below the map RCO3® will also generate new turn by turn directions starting at your custom "Starting Location".
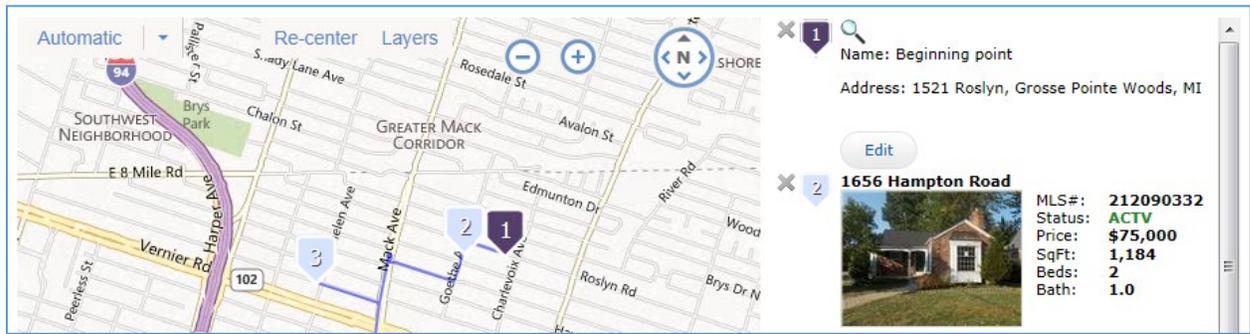
8. To add a "Stopping Location" click on the "Add Stop" button located at the bottom right hand side of the screen. You can now enter in the Name and Address of your Stopping Location. Click on the "Find Location" button.

9. RCO3® will again, produce the map with your "Stopping Location" pin in purple along with the best route to get to the selected listings in the order you have chosen stopping at your custom "Stopping Location". Below the map RCO3® will also generate new turn by turn directions ending at your custom "Stopping Location".

10. You can now choose to either "Email" or "Print" your directions by clicking on the "Email" or "Print" button located underneath the Map. When Printing the map directions, you also have the choice of selecting which view mode.
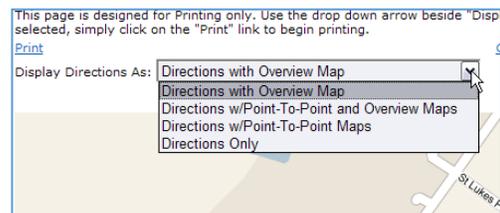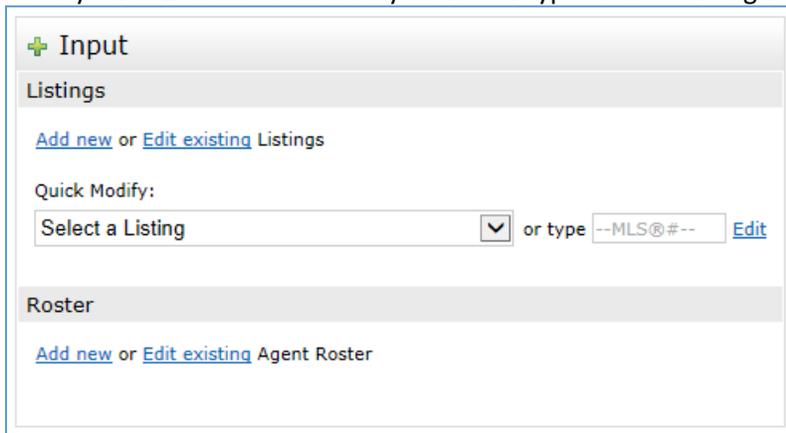
RCO3® Photo Upload and Management

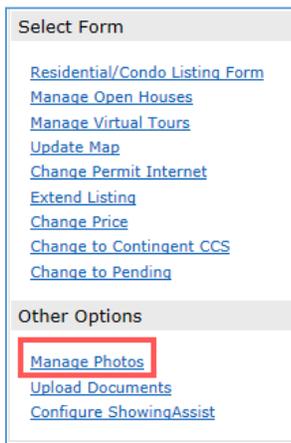To access the photo upload and management system, click the Input tab.

On the Input page, select your listing from the drop down list. If you do not see your listing in the list, enter your MLS number manually in the "or type" box to the right of the drop-down list.

When the Edit options open, select Manage Photos.


The Photo Manager page will appear.

Uploading photos

From here you can upload new photos if you have recently taken them and have them saved on your hard drive or camera. Please select only jpg/jpeg file types. Click the Browse button at the top of the page to bring up the file explorer window to navigate to the location in which the photo is saved. Select

the desired photo and click Open in the file explorer window. The photo will upload. Repeat for all photos you wish to upload to this listing. ***Click Save when all desired photos have been uploaded.***

Transferring photos from a previous listing

To transfer photos from a previous listing, click the link that says "Click here to import photos from another listing" on the Manage Photos page.
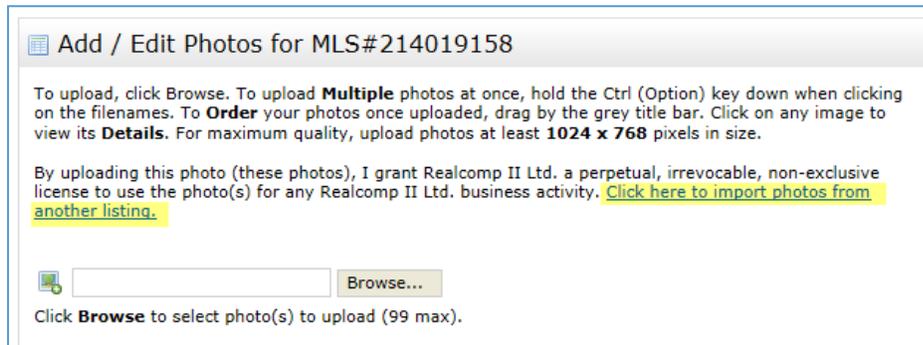
Enter the previous listing's MLS number and click Import Photos.
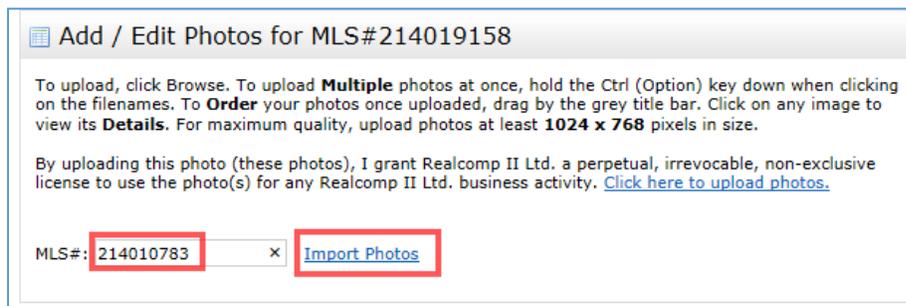
If you were the listing agent on the previous listing you will see the interior and exterior photos from that listing.

You can then delete any photos you don't want to upload to this listing, rearrange the photo order, edit the photo descriptions, etc. ***When the desired changes have been made, click Save at the bottom of the page.***

Rearrange/Delete photos

Access the Manage Photos page using the steps detailed in the upload instructions. To reorder the photos on your listing, point the mouse pointer to the "title bar" of the photo that you want to move. Click the left mouse button and drag the photo to the desired slot. Click the left mouse button again to release the photo. You may also remove photos before and after you have uploaded them from the Manage Photos screen by clicking the checkbox in the upper left corner of the photo to be deleted and clicking the Delete Checked button at the bottom of the page. The photo that appears first on the top line will be designated as the primary photo. This must be an exterior view of the property. ***Click Save at the bottom of the thumbnail page when you have finished making your changes.***

Adding /Changing the description of a photo

To edit the name of a photo, click on the photo icon in the upper right of the photo. This will open the photo for editing. Click the "Enter description" link and the field will open for you to type the desired description. Enter the description and click Done. Click Save when finished. ***When you have finished making all changes to your photos, click Save at the bottom of the thumbnail page.***


Remember:

- No personal information can be included on any photo or photo caption.
- No watermarks can be added other than the Realcomp watermark.
- No text or other pictures can be added to the exterior photo.
- No frames or other photo effects can be added to the exterior photo.

Adding Documents to a Listing on RCO3®

1. From the homepage, search the address of the listing in the speed bar, using the street number and street name, and press Enter to search.

2. When the search results appear, change the display to "Single Line" if that is not what is already showing. You can make this your default display by clicking the gear icon to the right if desired.
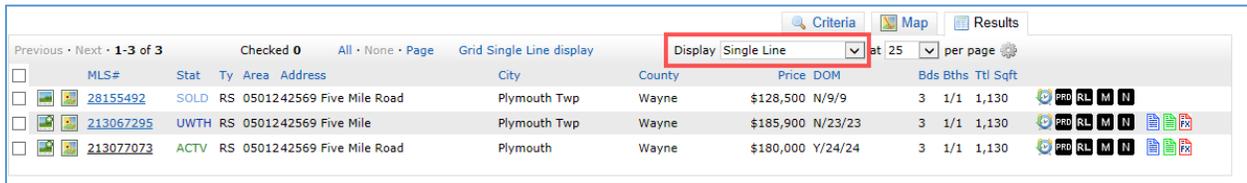
3. To the right of any listing that is yours, you will see links to View Documents, Upload Documents or Fax Documents. Use the upload option if you have the document saved on your computer already. Use the fax option to print a Fax Back Cover Sheet to fax a hard copy to be attached to your listing.
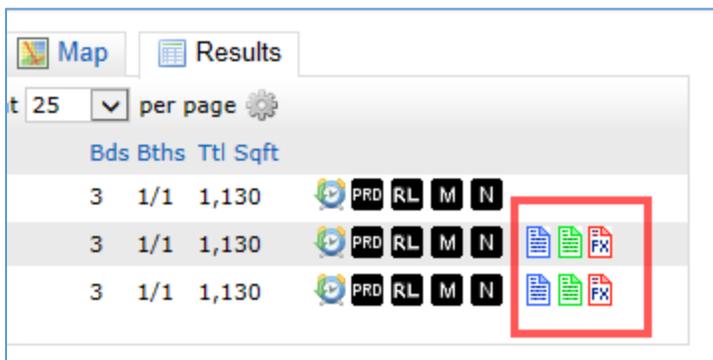
4. Clicking either of these links will take you to the appropriate screen within TransactionDesk to either upload the document or print the Fax Back Cover Sheet.

RESIDENTIAL / CONDO LISTING FORM

REALCOMP Data-driven, Results-focused MLS

* Required Fields

SUPPORT@REALCOMP.COM • FAX: (248) 699-0331 • PHONE: (866) 553-3430 | MLS # _____

AGENT/OFFICE

*LIST AGENT ID # _____ *AGENT PHONE _____

*LIST OFFICE ID # _____

*CONTACT NAME _____ *CONTACT PHONE _____

CO-LISTER ID# _____ CO-LISTER PHONE _____

PRICE & OWNERSHIP

*☐ SINGLE FAMILY RESIDENTIAL ☐ CONDOMINIUM   * ☐ FOR SALE (Use the RS/Condo Lease form for lease listings)

*ACCESS
Maximum 1 choice
- ☐ APPOINTMENT
- ☐ APPOINTMENT/KEY
- ☐ APPOINTMENT/LOCKBOX
- ☐ KEY
- ☐ LOCKBOX
- ☐ SEE REMARKS

*OWNERSHIP
Maximum 1 choice
- ☐ BANK OWNED
- ☐ CORPORATE/RELO.
- ☐ FANNIE MAE/FREDDIE MAC
- ☐ GOVERNMENT
- ☐ PRIVATE

*LIST PRICE $ _____

*IS THIS A SHORT SALE?   _____ YES _____ NO

*IS A HOME WARRANTY OFFERED? _____ YES _____ NO

*POSSESSION _____

PUBLIC RECORD AND ADDRESS

*COUNTY _____ *PROPERTY ID _____ * AREA # _____

*ADDRESS _____
  *STREET #   ST DIR   *STREET NAME   STREET TYPE   POST DIR SIDE OF STREET

UNIT/SUITE # _____ (condo only)   BUILDING # _____ (condo only)

- ☐ CITY
- ☐ VILLAGE
- ☐ TOWNSHIP
  *MUNICIPALITY NAME   *MAILING CITY NAME   *STATE   *ZIP CODE   ZIP + 4

- *☐ NORTH
- ☐ SOUTH
  *NORTH/SOUTH CROSS STREET   *☐ EAST ☐ WEST   *EAST/WEST CROSS STREET

*DIRECTIONS _____

*LEGAL DESCRIPTION _____

*TAXES _____
  *SUMMER TAXES   *WINTER TAXES   SPECIAL ASSESSMENT AMOUNT AND REASON   * ARE TAXES HOMESTEAD? _____ YES _____ NO

SUBDIVISION _____   *SCHOOL DISTRICT _____

LOT AND LAND INFORMATION

*LOT DIMENSIONS _____   ROAD FRONTAGE FEET _____   ACRES _____
  FRONT X LEFT X BACK X RIGHT X OTHER   (residential only)   (residential only)   (residential only)

*ROAD
No maximum
- ☐ GRAVEL
- ☐ PAVED
- ☐ PRIVATE
- ☐ PUBLIC
- ☐ SIDEWALK

*WATER
Maximum 2 choices
- ☐ 3RD PARTY/ UNKNOWN
- ☐ COMMUNITY
- ☐ MUNICIPAL WATER
- ☐ WATER AT STREET
- ☐ WELL-EXISTING
- ☐ OTHER/NONE

*SEWER
Maximum 2 choices
- ☐ 3RD PARTY/ UNKNOWN
- ☐ COMMON SEPTIC
- ☐ SEPTIC-EXISTING
- ☐ SEWER AT STREET
- ☐ SEWER-SANITARY

WATER FACILITIES
Maximum 3 choices
- ☐ CANAL FRONTAGE
- ☐ CREEK
- ☐ LAKE FRONTAGE
- ☐ LAKE/RIVER PRIV.
- ☐ POND
- ☐ RIVER FRONTAGE

BODY OF WATER NAME _____

WATER FRONTAGE FEET _____

WATER FEATURES
No maximum
- ☐ ALL SPORTS LAKE
- ☐ BOAT FACILITIES
- ☐ DOCK FACILITIES
- ☐ SEA WALL
- ☐ SWIM ASSOC.

CONSTRUCTION FEAT.
No maximum
- ☐ CONSTRUCTION TO START UPON SALE
- ☐ MODEL FOR SALE
- ☐ MODEL NOT FOR SALE
- ☐ NEW CONSTRUCTION
- ☐ PERMIT READY
- ☐ PLATTED SUB
- ☐ QUICK DELIVERY HOME
- ☐ SITE CONDO (res only)

SITE DESCRIPTION
No maximum
- ☐ 55+ COMMUNITY
- ☐ CERTIFIED WILDLIFE LANDSCAPE
- ☐ CORNER LOT
- ☐ EASEMENT
- ☐ FARM (res only)
- ☐ GATED COMMUNITY
- ☐ GOLF COMMUNITY
- ☐ GOLF FRONTAGE
- ☐ HILLY-RAVINE
- ☐ IRREGULAR
- ☐ LAKE VIEW
- ☐ LEVEL
- ☐ MOBILE HOME PARK
- ☐ NATIVE PLANTS
- ☐ NORTH WINDBREAKS
- ☐ SOUTH/WEST SHADING
- ☐ SPLITS AVAILABLE
- ☐ VACATION HOME
- ☐ VEGETATED SWALE
- ☐ WETLAND/SWAMP
- ☐ WOODED

% WOODED _____   % TILED _____

% TILLABLE _____   SOIL TYPE _____

RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED _____

*YEAR BUILT_____ YEAR REMODELED_____ *APPROX. ABOVE GRADE SQUARE FEET_____ *SOURCE BLDG SQ FT_____

No basement sq ft

BUILDING AND EXTERIOR

*ARCHITECTURE STYLE
No maximum
- [ ] 1/2 DUPLEX (condo only)
- [ ] 1/2 DUPLEX W/LAND (res only)
- [ ] BUNGALOW
- [ ] CAPE COD
- [ ] COLONIAL
- [ ] COMMON ENTRY BUILDING (condo only)
- [ ] CONTEMPORARY
- [ ] END UNIT (condo only)
- [ ] FARMHOUSE (res only)
- [ ] FREE STANDING/DETACHED (condo only)
- [ ] HIGH RISE (condo only)
- [ ] HISTORIC
- [ ] LOFT
- [ ] MANUFACTURED WITHOUT LAND (res only)
- [ ] MANUFACTURED WITH LAND (res only)
- [ ] MODULAR HOME (res only)
- [ ] RAISED RANCH
- [ ] RANCH
- [ ] STUDIO (condo only)
- [ ] TOWNHOUSE
- [ ] TUDOR
- [ ] VICTORIAN
- [ ] OTHER

*ARCHITECTURE LEVEL
Maximum 1 choice
- [ ] 1 STORY
- [ ] 1-STORY GROUND (condo only)
- [ ] 1 STORY UP (raised ranch and condo only)
- [ ] 1-1/2 STORY
- [ ] 2 STORY
- [ ] 3 STORY
- [ ] BI-LEVEL
- [ ] TRI-LEVEL
- [ ] QUAD-LEVEL
- [ ] SPLIT-LEVEL

OUT BUILDINGS (res only)
No maximum
- [ ] ARENA
- [ ] BROODER HOUSE
- [ ] DAIRY BARN
- [ ] HAY BARN
- [ ] HORSE BARN
- [ ] KENNEL
- [ ] POLE BARN
- [ ] SHED
- [ ] SILO

*EXTERIOR
No maximum
- [ ] ALUMINUM
- [ ] ASBESTOS
- [ ] ASPHALT
- [ ] BLOCK/CONCRETE/ MASONRY
- [ ] BRICK
- [ ] BRICK SIDING
- [ ] CEDAR
- [ ] COMPOSITION
- [ ] LOG/LOG FACED
- [ ] STONE
- [ ] STUCCO/EIFS
- [ ] VINYL
- [ ] WOOD
- [ ] OTHER

*GARAGE SIZE
Maximum 2 choices
- [ ] 1 CAR
- [ ] 2 CAR
- [ ] 3 CAR
- [ ] 4 CAR
- [ ] 5 CAR
- [ ] 6 OR MORE
- [ ] NO GARAGE

GARAGE DIMENSIONS _____ X _____

EXTERIOR FEATURES
No maximum
- [ ] AWNINGS/OVERHANG(S)
- [ ] BBQ GRILL
- [ ] CABANA
- [ ] CHIMNEY CAP(S)
- [ ] CLUB HOUSE
- [ ] DISABLED ACCESS
- [ ] ENERGY STAR® QUALIFIED SKYLIGHTS
- [ ] ENERGY STAR® QUALIFIED SOLAR LIGHT TUBES
- [ ] FENCED
- [ ] GATE HOUSE
- [ ] GAZEBO
- [ ] GRAY WATER SYSTEM
- [ ] GROUNDS MAINTENANCE
- [ ] GUTTER GUARD SYSTEM
- [ ] OUTSIDE LIGHTING
- [ ] PERMEABLE PAVING
- [ ] POOL-ABOVE GROUND
- [ ] POOL-COMMON
- [ ] POOL-INGROUND
- [ ] PRIVATE ENTRY (condo only)
- [ ] RAIN BARREL/CISTERN
- [ ] SATELLITE DISH
- [ ] SECURITY PATROL
- [ ] SPA/HOT TUB
- [ ] SPRINKLER(S)
- [ ] TENNIS COURT
- [ ] USED WATER SENSE® IRRIGATION PARTNER
- [ ] WATER-SMART LANDSCAPING
- [ ] WATERSENSE® LABELED IRRIGATION CONTROLLER

ROOF MATERIAL
No maximum
- [ ] ASPHALT
- [ ] BUILT-UP
- [ ] CEDAR/WOOD
- [ ] COMPOSITION
- [ ] ENERGY STAR® QUALIFIED SHINGLES
- [ ] GREEN ROOF
- [ ] METAL
- [ ] RUBBER
- [ ] SLATE
- [ ] TILE
- [ ] WHITE ROOF
- [ ] OTHER

PORCH TYPE
No maximum
- [ ] BALCONY
- [ ] BREEZEWAY
- [ ] DECK
- [ ] PATIO
- [ ] PORCH
- [ ] PORCH-COVERED
- [ ] PORCH-ENCLOSED
- [ ] TERRACE

GARAGE FEATURES
No maximum
- [ ] 1 ASSIGNED SPACE
- [ ] 2+ ASSIGNED SPACES
- [ ] ATTACHED
- [ ] BASEMENT ACCESS
- [ ] CARPORT
- [ ] DETACHED
- [ ] DIRECT ACCESS
- [ ] DOOR OPENER
- [ ] ELECTRICITY
- [ ] HEATED
- [ ] LIFT
- [ ] SECOND GARAGE
- [ ] SIDE ENTRANCE
- [ ] TANDEM
- [ ] WORKSHOP

RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED _____

COOLING
Maximum 4 choices
- ☐ ATTIC FAN
- ☐ CEILING FAN
- ☐ CEILING FANS 2+
- ☐ CENTRAL AIR
- ☐ CHILLER COOLING
- ☐ ENERGY STAR® QUALIFIED A/C EQUIPMENT
- ☐ ENERGY STAR® QUALIFIED CEILING FAN(S)
- ☐ ENERGY STAR® / ACCA₈ RSI QUALIFIED INSTALLATION
- ☐ EVAPORATIVE COOLING
- ☐ HEAT PUMP
- ☐ WALL UNIT
- ☐ WALL UNITS 2+
- ☐ WINDOW UNIT
- ☐ WINDOW UNITS 2+

*HEATING
Maximum 4 choices
- ☐ BASEBOARD
- ☐ ENERGY STAR® QUALIFIED FURNACE EQUIPMENT
- ☐ ENERGY STAR® / ACCA₈ RSI QUALIFIED INSTALLATION
- ☐ FORCED AIR
- ☐ GRAVITY
- ☐ HEAT PUMP
- ☐ HIGH EFFICIENCY SEALED CUMBUSTION
- ☐ HOT WATER
- ☐ RADIANT
- ☐ SPACE HEATER
- ☐ STEAM
- ☐ WALL/FLOOR FURNACE
- ☐ ZONED
- ☐ OTHER

*HEATING FUEL TYPE
Maximum 2 choices
- ☐ COAL
- ☐ ELECTRIC
- ☐ GEO-THERMAL
- ☐ HEAT PUMP
- ☐ LP GAS
- ☐ NATURAL GAS
- ☐ OIL
- ☐ PROPANE
- ☐ SOLAR
- ☐ WOOD

INTERIOR FEATURES
No maximum
- ☐ AIR CLEANER
- ☐ CABLE AVAILABLE
- ☐ CARBON MONOXIDE ALARM(S)
- ☐ CENTRAL VACUUM
- ☐ DISABLED FAC.
- ☐ DUAL-FLUSH TOILET(S)
- ☐ ELEVATOR/LIFT
- ☐ ENERGY STAR® QUALIFIED DOOR(S)
- ☐ ENERGY STAR® QUALIFIED EXHAUST FAN(S)
- ☐ ENERGY STAR® QUALIFIED LIGHT FIXTURE(S)
- ☐ ENERGY STAR® QUALIFIED WINDOW(S)
- ☐ FURNISHED
- ☐ HIGH SPD INTERNET AVAIL.
- ☐ HOME ENERGY MANAGEMENT SYSTEM
- ☐ HUMIDIFIER
- ☐ INDOOR POOL
- ☐ INTERCOM
- ☐ JETTED TUB
- ☐ PETS ALLOWED
- ☐ PROGRAMMABLE THERMOSTAT
- ☐ SECURITY ALARM (OWNED)
- ☐ SECURITY ALARM (RENTED)
- ☐ SOUND SYSTEM
- ☐ SPA/HOT TUB
- ☐ SUMP PUMP
- ☐ UTILITY SMART METER
- ☐ WATER SOFTENER (OWNED)
- ☐ WATER SOFTENER (RENTED)
- ☐ WATERSENSE® LABELED BATHROOM FAUCET(S)
- ☐ WATERSENSE® LABELED SHOWERHEAD(S)
- ☐ WATERSENSE® LABELED TOILET(S)
- ☐ WET BAR
- ☐ OTHER

WATER HEATER
Maximum 2 choices
- ☐ COMMON(condo only)
- ☐ ELECTRIC
- ☐ ENERGY STAR® QUALIFIED WATER HEATER
- ☐ GEO-THERMAL
- ☐ HEAT PUMP
- ☐ HIGH-EFFICIENCY/SEALED WATER HEATER
- ☐ LP GAS
- ☐ NATURAL GAS
- ☐ OIL
- ☐ PROPANE
- ☐ SOLAR
- ☐ TANKLESS

APPLIANCES
No maximum
- ☐ BAR FRIDGE
- ☐ DISHWASHER
- ☐ DISPOSAL
- ☐ DRYER
- ☐ ENERGY STAR® QUALIFIED DISHWASHER
- ☐ ENERGY STAR® QUALIFIED FREEZER
- ☐ ENERGY STAR® QUALIFIED REFRIGERATOR
- ☐ FREEZER
- ☐ MICROWAVE
- ☐ REFRIGERATOR
- ☐ STOVE
- ☐ TRASH COMPACTOR
- ☐ WASHING MACHINE
- ☐ OTHER

FIREPLACE LOCATION
No maximum
- ☐ BASEMENT
- ☐ DINING ROOM
- ☐ FAMILY ROOM
- ☐ GREAT ROOM
- ☐ LIVING ROOM
- ☐ MASTER BEDROOM
- ☐ OTHER

FIREPLACE FEATURES
No maximum
- ☐ EPA CERTIFIED WOOD STOVE
- ☐ EPA QUALIFIED FIREPLACE
- ☐ GAS
- ☐ NATURAL
- ☐ WOOD STOVE
- ☐ OTHER

ARE THERE EXCLUSIONS?

_____ YES

_____ NO

INTERIOR

RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED _____

FOUNDATION

*FOUNDATION MATERIAL	***FOUNDATION**	**EST. BASEMENT SQUARE FEET**	**BASEMENT DESCRIPTION**
No maximum	Maximum 2 choices	Required if basement is selected _____	Maximum 3 choices
☐ BLOCK	☐ BASEMENT		☐ COMMON (condo only)
☐ BRICK	☐ CRAWL	**EST. FINISHED BASEMENT SQ FT**	☐ DAYLIGHT
☐ POURED	☐ MICHIGAN BASEMENT (res only)	Required if the basement is finished _____	☐ FINISHED
☐ STONE	☐ POST AND PIERS	or partially finished	☐ INTERIOR ACCESS ONLY
☐ WOOD	☐ SLAB		☐ PARTIALLY FINISHED
☐ OTHER			☐ PRIVATE (condo only)
			☐ UNFINISHED
			☐ WALKOUT ACCESS
			☐ WALK-UP ACCESS

*TOTAL BEDROOMS _____ ***FULL BATHS** _____ ***TOTAL LAVS** _____   *Total bedrooms, baths and lavs must match the room dimensions and levels below.

LEVEL OPTIONS: (E)ENTRY, (U)UPPER, (L)LOWER

FLOOR COVERINGS: (Maximum 1 choice) Carpet, Ceramic, Concrete, Granite, Laminate, Linoleum, Marble, Slate, Vinyl, Wood, Other

ROOMS

*BEDROOMS

	*DIMENSIONS	*LEVEL	PRIMARY FLOOR COVERING		*DIMENSIONS	*LEVEL	PRIMARY FLOOR COVERING
*BEDRM MASTER	x ___	___	_____	BEDROOM	x ___	___	_____
BEDROOM	x ___	___	_____	BEDROOM	x ___	___	_____
BEDROOM	x ___	___	_____	BEDROOM	x ___	___	_____
BEDROOM	x ___	___	_____	BEDROOM	x ___	___	_____
BEDROOM	x ___	___	_____	BEDROOM	x ___	___	_____

*BATHROOMS

*BATHROOM FULL	x ___	___	_____	BATH MASTER LAV	x ___	___	_____
BATHRM MASTER	x ___	___	_____	BATHROOM LAV	x ___	___	_____
DUAL ENTRY FULL	x ___	___	_____	DUAL ENTRY LAV	x ___	___	_____
BATHROOM FULL	x ___	___	_____	BATHROOM LAV	x ___	___	_____
BATHROOM FULL	x ___	___	_____	BATHROOM LAV	x ___	___	_____
BATHROOM FULL	x ___	___	_____	BATHROOM LAV	x ___	___	_____
BATHROOM FULL	x ___	___	_____	BATHROOM LAV	x ___	___	_____

*OTHER ROOMS

*KITCHEN	x ___	___	_____	BUTLER'S PANTRY	x ___	___	_____
DINING ROOM	x ___	___	_____	MUD ROOM	x ___	___	_____
BREAKFAST ROOM/NOOK	x ___	___	_____	LIBRARY	x ___	___	_____
LIVING ROOM	x ___	___	_____	LOFT	x ___	___	_____
GREAT ROOM	x ___	___	_____	IN-LAW QUARTERS	x ___	___	_____
FAMILY ROOM	x ___	___	_____	2ND KITCHEN	x ___	___	_____
LAUNDRY AREA/ROOM	x ___	___	_____	HOME THEATER	x ___	___	_____
FLORIDA ROOM	x ___	___	_____	REC ROOM	x ___	___	_____
				OTHER	x ___	___	_____

RESIDENTIAL / CONDO LISTING FORM CONTINUED

ADDRESS REQUIRED _____

ASSOCIATION

*ASSOCIATION FEE? _____YES _____NO

ASSOCIATION FEE $_____

*ASSOCIATION FEE PERIOD
Maximum 1 choice (required if association fee is entered)
- ☐ ANNUAL ☐ QUARTERLY
- ☐ MONTHLY ☐ SEMI-ANNUAL
- ☐ OPTIONAL

ASSOC. CONTACT/WEBSITE _____

ASSOC. PHONE #/EMAIL _____

WORKING CAPITAL $_____

RESTRICTIONS? _____YES _____NO

TERMS AND COMPENSATION

*LIST DATE ____/____/____   *EXPIRATION DATE ____/____/____   *PROTECTION PERIOD_____

*SUB AGENCY	*BUYER AGENCY	*TRANSACTION COORDINATOR
☐ YES	☐ YES	☐ YES
☐ NO *AMOUNT ($/%)	☐ NO *AMOUNT ($/%)	☐ NO *AMOUNT ($/%)

COMPENSATION ARRANGEMENT
Maximum 3 choices
- ☐ BONUS
- ☐ DUAL
- ☐ EXCLUDED PARTIES
- ☐ VARIABLE

*LISTING TYPE
Maximum 1 choice
- ☐ EXCLUSIVE RIGHT TO SELL
- ☐ EXCLUSIVE AGENCY

*LEVEL OF SERVICE
Maximum 1 choice
- ☐ FULL SERVICE
- ☐ LIMITED SERVICE
- ☐ MLS ENTRY ONLY

*SERVICES OFFERED
If Limited Service, check at least one
- ☐ ARRANGE APPOINTMENTS
- ☐ ACCEPT/PRESENT OFFERS
- ☐ ADVISE ON OFFERS
- ☐ ASSIST W/COUNTEROFFERS
- ☐ NEGOTIATE FOR SELLER

*TERMS OFFERED
No maximum
- ☐ ASSUMP-LENDER APP. ☐ FHA 203K
- ☐ AUCTION ☐ LAND CONTRACT
- ☐ CASH ☐ PUR. MONEY MORTGAGE
- ☐ CO-OPERATIVE (condo only) ☐ QUIT CLAIM DEED
- ☐ CONV BLEND RT ☐ RURAL DEVELOPMENT
- ☐ CONVENTIONAL ☐ SIMPLE ASSUMPTION
- ☐ COVENANT DEED ☐ TRADE/EXCHANGE
- ☐ FHA ☐ VA
- ☐ WARRANTY DEED

LAND CONTRACT

DOWN PAYMENT $_____

INTEREST _____ %

MONTHLY PAYMENT $_____

TERM (# of months) _____

REMARKS

PUBLIC REMARKS:

AGENT ONLY REMARKS:

"THE PROFILE SHEET IS AN INTEGRAL PART OF A LEGAL CONTRACT. BY SIGNING BELOW, I CERTIFY THAT A CONTRACT HAS BEEN EXECUTED ON THE SUBJECT PROPERTY AUTHORIZING DISSEMINATION TO AUTHORIZED MLS PARTICIPANTS."

☐ *SIGNATURES ON FILE

LISTING OFFICE NAME

X_____ ____/____/____
*OWNER'S SIGNATURE   DATE

X_____ ____/____/____
*AGENT'S SIGNATURE   DATE

X_____ ____/____/____
OWNER'S SIGNATURE   DATE

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REALCOMP
Data-driven, Results-focused MLS

MLS PHONE: (866) 553-3430

EMAIL: SUPPORT@REALCOMP.COM
MLS FAX: (248) 699-0331

* = Required

REALCOMP
Data-driven, Results-focused MLS

STATUS CHANGE SHEET

Date ____ / ____ / ____

Prop. Type: RS ____ CO ____
VL ____ MF ____ CM ____

*Listing #: _____

*List Office ID #: _____

*Property Address: _____ City: _____

CHANGE PRICE: (CHGP) *REQUIRES SELLER'S AND REALTOR'S® SIGNATURE*	NEW PRICE $ | | | | | | | | |
EXTEND: (XTND) *REQUIRES SELLER'S AND REALTOR'S® SIGNATURE*	NEW EXPIRE DATE | | | / | | / | | |
CONDITIONAL WITHDRAW: (CWTH) *REQUIRES ALL 3 (SELLER'S, REALTOR'S® AND BROKER'S) SIGNATURES*	OFF MARKET DATE | | | / | | / | | |
UNCONDITIONAL WITHDRAW: (UWTH) *REQUIRES ALL 3 (SELLER'S, REALTOR'S® AND BROKER'S) SIGNATURES*	OFF MARKET DATE | | | / | | / | | |
CONTINGENT: (CCS) *DEPENDENT ON SALE OF BUYER'S HOME*	CONTINGENCY DATE | | | / | | / | | |

BACK ON MARKET: (BMK) *REQUIRES SELLER'S SIGNATURE*	BACK ON MARKET DATE | | | / | | / | | |	NEW EXPIRE DATE | | | / | | / | | |	NEW LIST PRICE $ | | | | | | | |	DID NOT CLOSE PLEASE EXPIRE ☐

PENDING: (PEND)	CONTRACT PENDING DATE | | | / | | / | | |

SOLD:

CLOSED DATE	SALE PRICE	FINANCE CODE
| | | / | | / | | |	$ | | | | | | | | |	| | |

1. CASH 4. CONV 7. OTHER
2. CTEM 5. LC   8. LEASE
3. VA   6. FHA   9. FHA 203K
                  10. RURAL DEVELOPMENT

SALE OFFICE ID #	SALE AGENT ID #	SALE AGENT 2 ID #
| | | | | | |	| | | | | | |	| | | | | |

SELLER'S CONCESSIONS	CONCESSION TYPE	CONCESSION AMOUNT	SALE WAS SUBJECT TO THIRD PARTY APPROVAL
☐ YES ☐ NO	☐ FINANCING ☐ OTHER	$ | | | | | |	☐ YES ☐ NO

This section is required if the sale agent or sale office ID entered above is 999999 for a non-member office or agent.

SALE OFFICE NAME _____ SALE OFFICE CITY _____

SALE AGENT FIRST NAME _____ SALE AGENT LAST NAME _____

REMARKS/MISC. CHANGES/FEATURE CHANGES

X _____ ____ / ____ / ____   X _____ ____ / ____ / ____
  SELLER'S SIGNATURE   SIGNED DATE   SELLER'S SIGNATURE   SIGNED DATE

X _____ ____ / ____ / ____   X _____ ____ / ____ / ____
  REALTOR'S® SIGNATURE   SIGNED DATE   BROKER'S SIGNATURE   SIGNED DATE

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QUICK TIPS

How to start a Listing using TransactionDesk

1) Click "PUBLIC RECORDS" tab and select "PRD COUNTY SEARCH".

2) Choose county and typ in address & street name of property you are listing.

3) Select "RESULTS" (if you have a record).

4) Click the "PROPERTY I.D. NUMBER" (this will open in the full record of the property) OR choose the icon for the TransactionDesk on the left (or START A LISTING in the full detail).

5) Find & CLICK the link "START A LISTING INPUT FORM".

6) The screen will open to a confirmation page with the address.

7) Click the down arrow for "SELECT PROPERTY TYPE" and choose the correct profile form.

8) Click the blue "START" button in lower right corner.

   The screen will open to a Profile Form with property information pre-filled on the form from public records.

9) DECISION TIME: Continue to fill out the profile form and send it to the customer OR add additional forms to your transaction and send the package later (see bottom of page for steps).

10)   To input the listing to REALCOMP for and MLS# & entry click "UPLOAD LISTING" in the upper right corner. (To see this option you may need to Zoom the view to 90% on your computer).

11)   If you choose to input the listing now…all required information is entered the screen will refresh and provide an MLS number on the form. It is now listed. If information is missing a pop-up screen will appear with the missing fields. Continue to fill out and choose "UPLOAD LISTING" again until an MLS number is provided.

12)   CHOOSE FILES SAVE AND EXIT.

# To Add Additional Forms to any EXISTING Transaction

Note   To view all of your Transactions, click on the TransactionDesk (house) icon on the left side of the screen.

1) To add forms to a Transaction, select the Transaction you need, then select the word "Forms" from the menu on the right side of the screen. Click "Add" at the top to get the available folders to select your form(s).
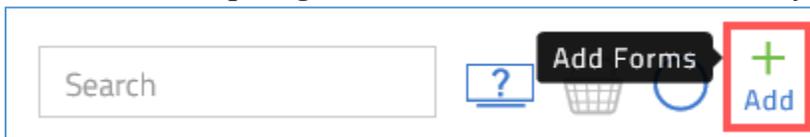
2) Once you have selected your desired form(s) and click "Add" in the upper right corner, you will be taken back to the list of forms on your Transaction.
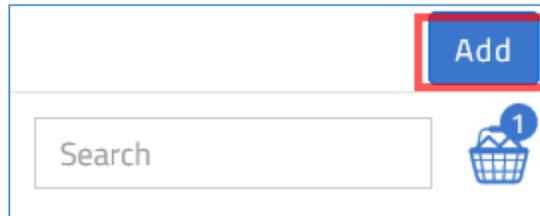
To Add Forms by applying your template (previously known as Quick Start Group)

1) Access the desired transaction.
2) Click Forms in the menu in the right side column of the page.

3) Click the (Menu) icon in the upper right corner then select "Apply Template".
4) Select your template then click Apply.