Realist®

QUICK START GUIDE

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Realist Quick Start Guide
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Welcome to Realist!

This Quick Start Guide is designed to help you rapidly explore the exciting information and tools offered by Realist. Please take a little time to review this guide, the system, and its content. You'll be glad you did, because Realist is simply the most comprehensive information resource available to the nation's real estate professionals.

1. Logging In

Realist is only accessible through your MLS system, and as a result, you do not need to log into Realist. Realist also recognizes who you are and remembers your specific preferences.

From the MLS system you can simply and securely link to the Realist Home Page, link directly to a Property Detail Page from a listing, or link to other portions of Realist that your MLS may chose to support.

When you link a new window opens for Realist, allowing you to easily navigate between your MLS listing system and Realist. When you are finished using Realist, simply close the window.

2. The Main Realist Page

Once you open Realist, you will see that its main page is split into three main primary panels:

A. The **My Search** panel allows you to access, create, change and save customized searches tailored to your individual search needs

B. The **Realist Map** panel you to view road, aerial or bird's eye views of a specified regions and homes, lay important public records and MLS data over the map and perform searches in specific areas.

C. The **Grid** panel displays the properties returned by any search in a column and row format that can be customized to suit your needs.

You may change the size and appearance of each panel on the screen or hide them completely.

3. The Top Menu Bar
At the top of the Realist interface is a menu bar with the following selections:

A. **Search** is the default screen where all of your searches are performed in Realist

B. **Preferences** controls how you prefer information to be searched and/or displayed in Realist

C. **About** contains all legal notices, terms & conditions and privacy policies associated with Realist and its partners.

D. **Help** contains contact information for your MLS for any questions you may have as well as links to the Realist User Guide, FAQ and Video Tutorials to help you learn more about Realist

4. Preferences
After you begin using Realist, you should visit Preferences to configure Realist for your personal use.

Preferences are broken into four sections.

A. Report Options

- **Report Preferences** allows you to choose between a static or data-driven display on Property Detail Reports

- **Property Detail Report** controls the appearance of the thumbnail map and property Images on Property Detail Reports

- **Comparables Report, Neighbors Report, Neighborhood Profile Report, Assessor Maps & Market Trends** enable you to set your preferences for generating and displaying each of these reports

- **Assessor Maps** allows you to choose whether or not to use Realist's Map Viewer to view static Assessor Maps

B. Search Options

- Select the maximum number of properties to return from a search (up to 250)

- Turn on or off the Do Not Call & Do Not Mail marketing filters
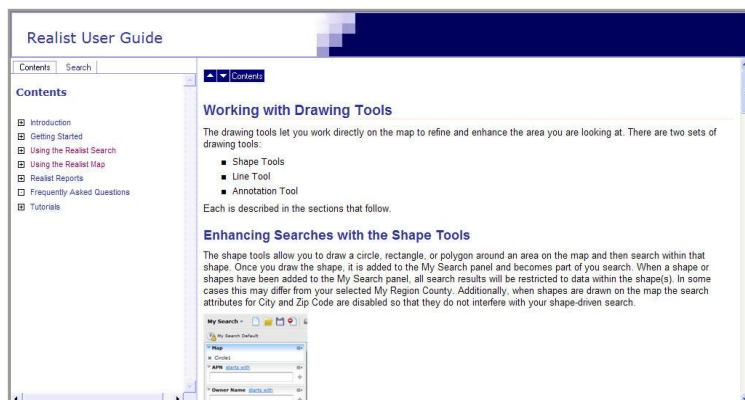
- Choose to show or hide unmatched sale transactions

C. Map Options

- Display property boundaries, or parcel lines on the map as a default

D. Realist ValueMap (where available)

- Register to put Realist ValueMap on your personal website (if supported by your MLS)

5. Realist's Help Options

Click Realist's Help menu to:

- Learn contact Information for your MLS support staff

- Explore Realist's online User Guide

- Research Realist's Frequently Asked Questions (the FAQ)

- Watch online tutorials

When you see the question mark, you can click to watch a short video tutorial on the corresponding aspect of Realist.

Note: You will need the latest edition of Flash to view the Online Tutorials. To download a free version, visit http://get.adobe.com/flashplayer/.
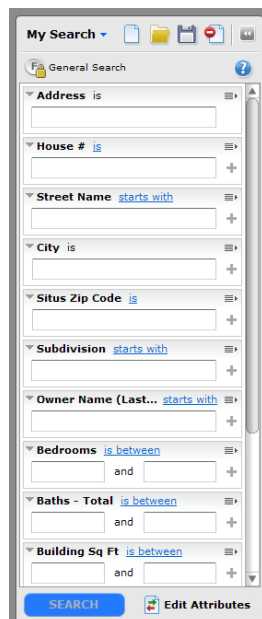
6. My Region
Click the "My Region" button in the upper left corner of the application to view the available search counties.
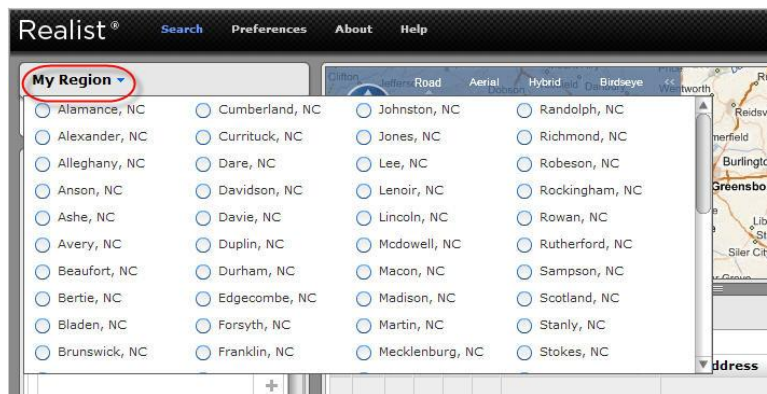
Check the county in which you wish to search, and then close the menu box by clicking "My Region" again or anywhere outside of the box. Your selection is automatically saved.

7. My Search – Forms & Searches

The **My Search** panel is always available at the left side of the default page. My Search enables you to create and save Forms and Searches for your own personal use.

The My Search panel contains the search **Attributes** that you chose. Attributes is simply another way to say fields.

Re-order attributes via drag & drop or delete them from the **My Search** panel by selecting the Delete option.

Create a new Form or Search by clicking the **Create** icon. Creating a new Form or Search opens the Edit Data Attributes page appearing on the following page.

Open an existing Form or Search by clicking the Open icon.

Save changes by selecting the disk icon. A Save dialog box opens,

allowing you to name the Form or Search.

Saving a search with no data in the attributes saves it as a Form, as indicated by the circled **F** next to the name of the form (see the F beside General Search in the example to the right).

Saving search a form with data input into the form saves it as a saved **Search**, and in that case a circled **S** replaces the **F**. Note that saving a Search as a Form removes the data you may have entered into the search.

Delete your search criteria by selecting the clear icon. The form will not be modified, but your previously entered search criteria are removed.

The My Search panel can be hidden by clicking the caret at the top right of the **My Search** box. This is handy when you wish to maximize your view of a Grid and/or Map.

Edit existing **My Search** forms by clicking **Edit Attributes** appearing at the bottom of My Search. This opens a new dialog box in which you may select or de-select search attributes and re-order the attributes. You may choose to Show All Attributes, or select a category such as Owner Information to find a specific attribute. Attributes are presented in alphabetical order.

To re-order attributes, click and drag them under the Selected Attributes heading, then click **Apply** to record and use your new or modified My Search.
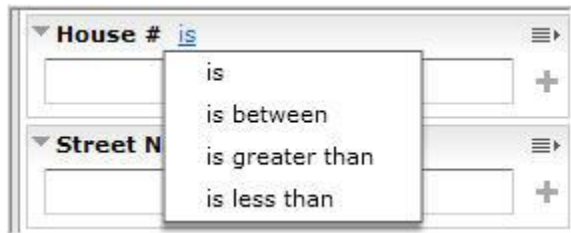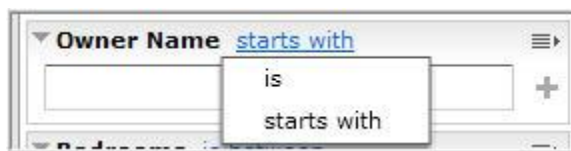
8. My Search - Search Criteria

While you can add as many attributes to a search form as you like, only enter search criteria into the attributes that matter to your search needs. As you enter more search criteria, you also narrow your search results .

The way in which attributes perform a search can be changed. For example:

Attributes such as House # default to find exact numbers **(is)**, but can be changed to a range **(is between)**, or to find homes with the characteristics that do or do not exceed the entered values **(greater than/less than).**
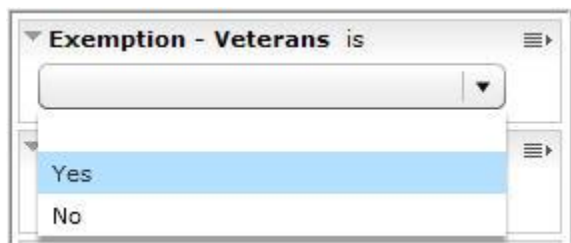
Click on the linked text to open a drop down menu to change the search characteristic. Realist's **starts with** Wildcards can be turned on or off in this same manner. This allows you to find any result that matches the first few letters you enter into the search box.

Some attributes allow you to choose the values from a list that is pre-populated such as the County Use Codes, while other attributes give you a Yes or No dropdown option.

To search multiple values for a single search attribute, enter a value and then click the "**+**" button. The value you entered is displayed below the search attribute box, and you can continue to enter as many values as you wish. To remove a value, use the "**X**" next to that value.

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To clear out information in individual search attributes, or to clear data from all search attributes along with any search results that have been returned, use the Clear Values or Clear Search functions respectively.

Once you've entered data into your selected attributes, click the Search button at the bottom of the My Search section. Realist will return a maximum of 1,000 records on any given search. If more than 1,000 records are found, you may refine your search to narrow the results, display the first 1,000 sorted lowest to highest by APN/Tax ID/Folio number, or export mailing labels or full records up to 3,000 records. A maximum of 250 records can be displayed on the map.

9. The Grid

			Owner Name	Address	County	City	Building Sq	Situs Zip Co	Beds	Total
1			Peschel Gary G/Pesch...	1915 Goss St	Boulder	Boulder	1,492	80302	3	2
2			Richer Mark H/Richer ...	465 University Ave	Boulder	Boulder	3,915	80302	5	4
3			Chanin James E/Chan...	1676 Sunset Blvd	Boulder	Boulder	6,610 / 6,540	80304	4	6
4			Moulton Jeffrey D/Mou...	110 30th St	Boulder	Boulder	2,446 / 2,724	80305	5	3
5			White Fleet R Jr & Pris...	403 Cleveland Pl	Boulder	Boulder	2,313	80302	3	2
6			Roitz Charles	58 Nelson	Boulder	Ward	1,162 / 1,266		2 / 3	1
7			Hansen Family	1227 Sugarloaf Rd	Boulder	Boulder	2,100	80302	2	2
8			Chase Home Finance Llc	3009 Madison Ave ...	Boulder	Boulder	570	80303	1	1
9			Skodje Rex T	4655 Anasazi Ct	Boulder	Boulder	1,630	80303	2 / 3	3
10			Rowe Carol K	203 Welch Ct	Boulder	Lyons	1,814 / 2,618		3 / 4	3
11			Federal Hm Ln Mtg Corp	2505 Clayton Cir	Boulder	Superior	3,179	80027	5 / 6	4
12			Koenig Sharon S/Koe...	7607 Crestview Dr	Boulder	Longmont	3,361 / 5,733	80504	3 / 5	3
13			Grant Steven M	605 Deerwood Dr	Boulder	Longmont	4,249	80504	4	4
14			Bern Llc	6618 Secretariat Dr	Boulder	Longmont	2,349	80503	3	
15			Bern Llc	6624 Secretariat Dr	Boulder	Longmont	5,966 / 2,536	80503	5 / 3	6
16			Bern Llc	7452 Whirlaway Ln	Boulder	Longmont	2,349	80503	3	

The Grid is where search results are displayed. If you only wish to display the Grid, click on **Grid** at the top right. Click **Split** to simultaneously display the Grid and Map panels containing your search results. In Split view, clicking on a property in the results grid also highlights that property on the map. Conversely, clicking on a property on the map highlights the corresponding row on the Grid.

To add or remove columns on the Grid, select the **Edit Rows/Columns** option appearing at the bottom of the Grid. Then select the **Show/Hide Columns** menu item which opens the **Show/Hide Column Attributes** dialog box.

SHOW/HIDE COLUMN ATTRIBUTES   ✕

			Selected Attributes
Owner Information	☐ 3/4 Baths	☑ Address	✕ **MLS Photo Indicator**
Location Information	☐ Basement	☑ Beds	✕ **MLS Listing Indicator**
Property Characteristics	☑ Building Sq Ft	☐ Carrier Route	✕ **Foreclosure Indicator**
MLS Property Information	☑ City	☑ County	✕ **Distressed Sale Indicator**
Assessment & Tax	☐ County Land Use	☐ Deed Type	✕ **Owner Name**
Sale Information	☑ Distressed Sale Indicator	☐ DMA No Mail Flag	✕ **Address**
Foreclosure & Distressed	☐ Do Not Call	☐ Effective Yr Built	✕ **County**
Mortgage Information	☐ Fireplace	☐ Flood Zone	✕ **City**
Show All	☐ Foreclosure Document Type	☑ Foreclosure Indicator	✕ **Building Sq Ft**
	☐ Full Baths	☐ Half Baths	✕ **Situs Zip Code**
	☐ Lot #	☑ Lot Acres	✕ **Beds**
	☑ Lot Sq Ft	☐ Map Reference 1	✕ **Total Baths**
	☐ Map Reference 2	☐ MLS Listing #	✕ **Realist Tax ID**
	☑ MLS Listing Indicator	☑ MLS Photo Indicator	✕ **Owner Phone**
	☐ MLS Standard Status	☐ Neighborhood Code	✕ **Lot Sq Ft**
	☐ Nominal Indicator	☑ Owner Name	✕ **Lot Acres**
	☑ Owner Phone	☑ Pool	

18/30 Selected   **APPLY**   **CANCEL**

From the dialog box, select or de-select the columns you wish to display on the Grid, click and in the panel on the right where your selections appear, you can click and drag them into the desired order. When you are done designing your personalized Grid, click Apply. A maximum of 30 columns can be selected.

When the Grid is displayed, you may edit individual columns width and the order of the columns using the drag-and-drop method. Changes are saved automatically.

Lot Sq Ft	1 ▲
7,122	
7,941	
10,498	
11,016	
14,026	
6,456	

Sort the results on up to three columns at once by selecting the sort "carrot" next to the column header. The number next to the carrot indicates if it is the primary, secondary or tertiary sort column. To clear the sort order, select the **Filter Columns/Rows** menu item at the bottom and then **Clear Column Sorting**.

- • Show Only Selected Rows
- Restore Full Results List

- Show/Hide Columns...

- Clear Column Sorting
- ▦ **Edit Rows/Columns** ▲

Click the check box above all properties on a Grid to select or deselect all properties. Filter out specific properties on the list by clicking the check boxes next to each one.

Then click **Show Only Selected Rows** from the Filter Columns/Rows pop-up menu. You can restore the full list of results by clicking **Restore Full Results List** from the pop-up menu. Rows can also be clicked and dragged to appear in any order.

10. Special Indicators on the Realist Grid

Realist provides a series of indicators that you may choose to include on your Grid.

The available indicators, as depicted by the four columns with icons above, are respectively:

- **MLS Photo Indicator:** Clicking the camera icon opens up a new window allowing you to view up to 25 agent-uploaded photos attached to a listing in your MLS listing solution.

- **MLS Listing Indicator:** Clicking the listing icon opens a new window and displays the listing for that property in your MLS system.

- **Foreclosure Indicator:** A green, yellow or orange flag indicates a home with Foreclosure Activity; click the icon to open the Foreclosure Report for that property.

- **Distressed Sale Indicator:** A purple or brown flag indicates if the home is a Short Sale or Bank Owned (REO) Sale.

11. Realist Reports

The Property Detail Report is the default report view. Other reports are accessible by clicking the tabs appearing at the top of the report. The reports included in the tabs may include: **Comparables, Market Trends, Neighbors, Neighborhood Profile, Foreclosure, Flood Maps** and **Assessor Maps**. To view any of these reports, just click on the corresponding tab.

To close the report view, simply click on the "**X**" appearing at the top right of the report.

12.   Printing Labels

On the Grid, check the boxes next to each property for which you wish to print labels. Then click the **Print Labels** button at the bottom of the Grid.

A new window appears that enables you to select label features including label type, mixed case vs. all CAPS, property or tax billing address, customized salutations, and print range.

Click **Print** to generate and print labels. Labels are prepared in a PDF format, can be opened using an Adobe reader, and can be saved for your future re-use.

13.   Exports

On the Grid, check the boxes next to each property that you wish to export. Then click the **Export** button at the bottom of the Grid.

You have the option to export the **Grid** or to **Customize** an export.

- Choose **Grid** to export all checked records and the columns currently displayed on your Grid.

- Choose **Customize** to select as many or as few columns you wish to Export. In the new pop up window, attributes are arranged in sub-categories at left.


Check columns to insert them into the **Selected Attributes** box that displays the fields to be exported. To remove an attribute, click the "**X**" next to it in the Selected Attributes box and it will be removed from your export.

Click **Export** to generate and download the export file. Exports are prepared in a CSV format, can be opened using Microsoft Excel, and can be saved for your future re-use.

14. Printing & Emailing the Grid & Map
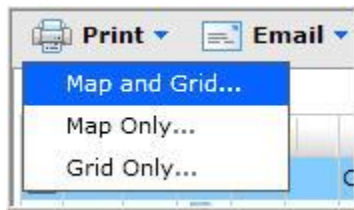
Print & **Email** functions are located above both the Map and Grid, but between the Map and Grid in a Split view.
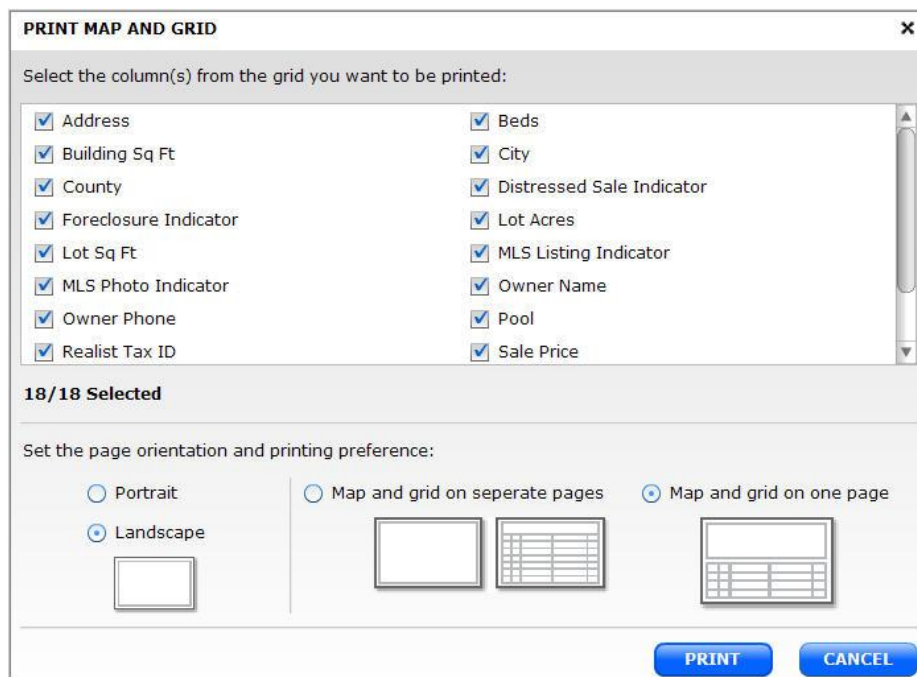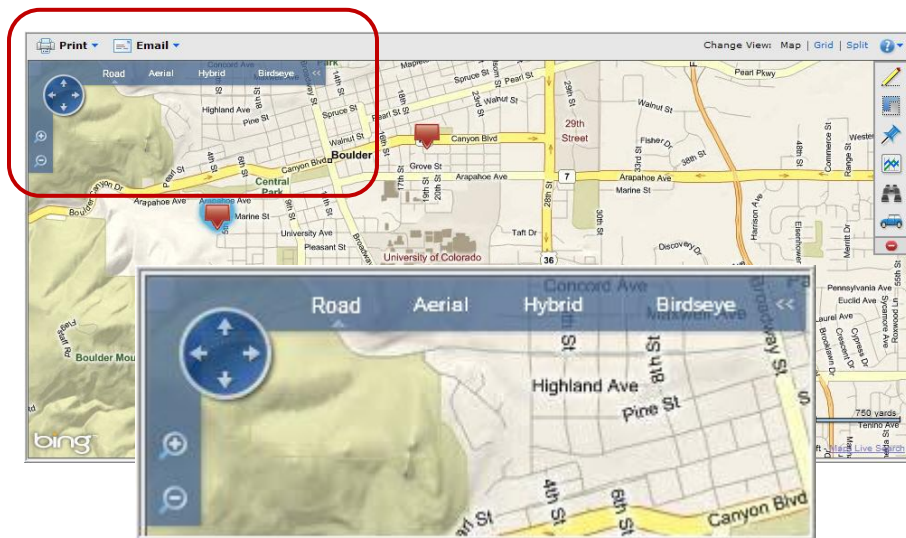

In a Split view (and only a Split View) you can choose to print or email the grid & map separately or together.

When you choose to **Print** the Grid (with or without a Map), you can also choose the columns you wish to include in the grid portion of the printout.

15.   Navigating the Realist Map & Tools

Basic Map Navigation

- Click & drag or use the **Compass** to pan the map.
- **Road** is the default map view and displays roads and byways, as well as principal points of interest.
- **Aerial** view photographic imagery of the homes and terrain over the road view.
- **Bird's Eye** changes the map to a view with a view with of homes and terrain at an oblique angle, and permits you to see that view from all four compass points.
- **Hybrid** adds or removes street names, and geographical names on an aerial view.
- **Zoom** in or out by using the "**+**" & "**-**" magnifying glasses at left or the scroll wheel on your mouse.

Identify

Click any location on a map to identify information for the property at that location. The pop-up displays thumbnail information on the property from Realist and, if the property has been multiply listed, include information and the primary photo from the MLS. The pop up offers the following options:

- **Quick Zoom** to instantly optimize the zoom level for the selected property.
- **View Report** to open the Property Detail and supporting reports in a new window.
- **View Listing** (where available) to link to the
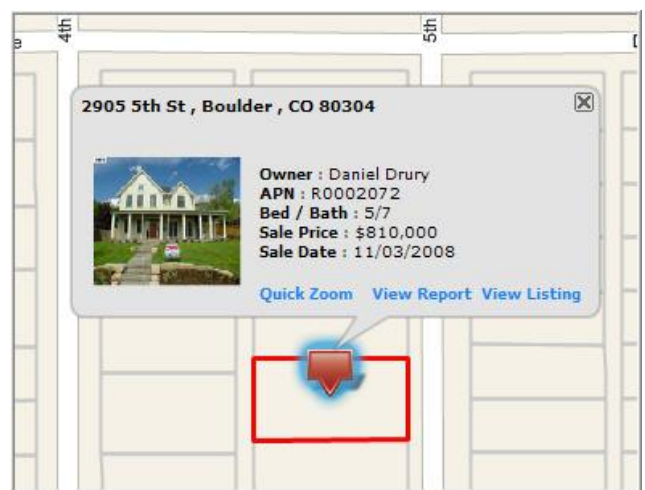
listing report associated with that property in your MLS listing system.

- Click the photo to open a new window displaying a carousel of photos for the home. Up to 25 photos can be displayed.

Map Toolbar

Each icon appearing to the right of a map opens a suite of corresponding tools. Click an icon to open the tools, and then click the icon again if you wish to hide those tools. You can expand the tools by clicking on the small arrows at the top left of each sub menu, and then collapse them again by clicking on that same arrow. The icons are:

	Shape Drawing Tools enable you to define one or more areas on the map in which you wish to search or obtain dimensions.
	Boundaries enable you to overlay boundaries for zip codes, cities, school districts and other areas on a map.
	Property and Sales Information enables you to identify properties that are distressed, multiply listed, recently sold, or to display properties characteristics and current valuation.
	Trends enable you to display heat maps that show sales, valuation and distressed property trends by zip code or neighborhood.
	Points of Interest enables you to display the location of local businesses and services in a neighborhood.
	Driving Directions enables you to plot point to point directions on a map, accompanied by a turn by turn narrative for the trip.
	Clear Map Tools enables you to instantly clear the layers you have displayed on a map and begin anew.
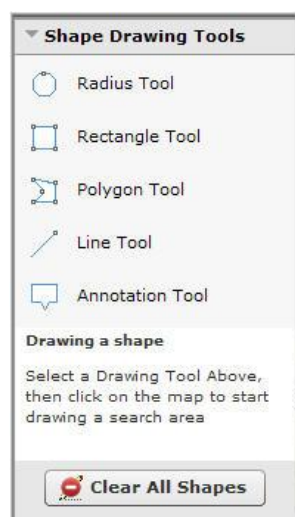
Shape Drawing Tools

Click **Radius**, **Rectangle** or **Polygon** to draw a shape in which you wish to perform a search. Radius draws a circle, rectangle draws a box, and polygon draws irregular, multi-sided shapes. You can draw *multiple* circles, rectangles or polygons to be searched on a map.

Circles and **Rectangles** are drawn by clicking on the map, letting go, and moving the mouse to create the shape size, then clicking again when it is the desired size.

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Polygons are drawn by clicking as many points on the map as you like. Click on the point where the polygon started or by double clicking to close the shape.

Shapes can be moved after they are drawn by clicking and dragging the shape. Shape sizes and dimensions can also be edited by clicking on them, then clicking and dragging the grey circles on the shapes to morph the shape and size.

Each time you draw a shape, it is added to the My Search panel as a search attribute. Each shape is given a specific name (for example, Polygon 1, Circle 2, etc.) You can perform a search, then change attributes and add search criteria in the same way that you do in any other search, but the results are always limited to the constraints of the shape(s) that you have drawn.

Clicking a shape provides a pop up that includes information on the size of the shape you drew and allow you to rename the shape.
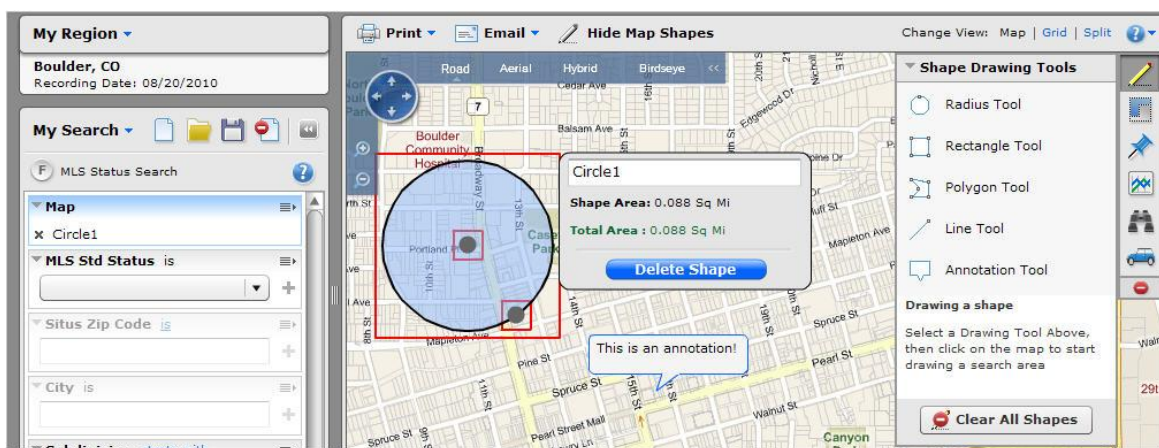

To delete a shape, click the "**X**" next to it on the My Search panel. Or, click on the shape on the map and select Delete Shape via the pop-up window. Or, click the **Clear All Shapes** selection on the Map Tools menu.

Shapes can also be hidden or shown using the **Hide/Display Map Shapes** button on the menu bar.

Line Tool enables you to measure the distance between points on a map. Clicking on the map allows you to change the direction of your measurement and offers a running total of the distance of the line you have drawn. Double click to end the line to terminate drawing.

The **Annotation** tool enables you to enter and display on the map. Clicking and dragging allows you to move the text box in a desired location. You can delete the text box by clicking on it and selecting delete.
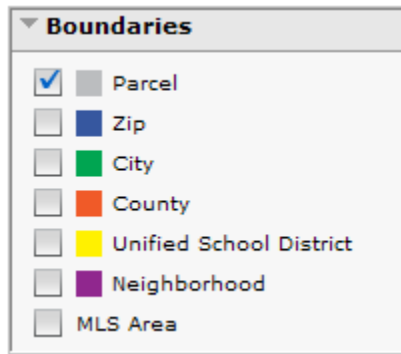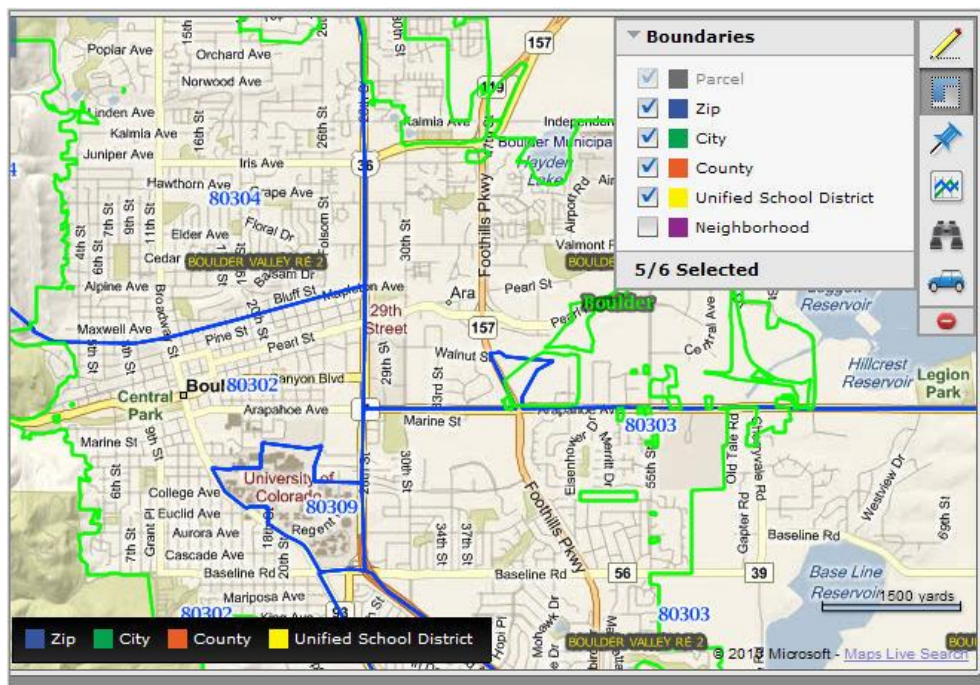
Boundaries

It is often important to know whether a home is located in or outside a city, school district or other jurisdiction. Boundaries can help!

Click Parcel to display the lot lines of each property. Parcels appear only when the scale displayed on the map's lower right hand corner is 150 yards or less.

Click Zip, City, County or Unified School District to display the boundaries of each.

Click Neighborhood to display the boundaries of common neighborhoods or subdivisions on the map. Click MLS Area if these boundaries are supported for your MLS.

Display up to six boundaries at one time. Selected boundaries appear in a legend at the bottom of the map indicating the color of each. If a boundary does not appear in legend, it is not available at that level of resolution.
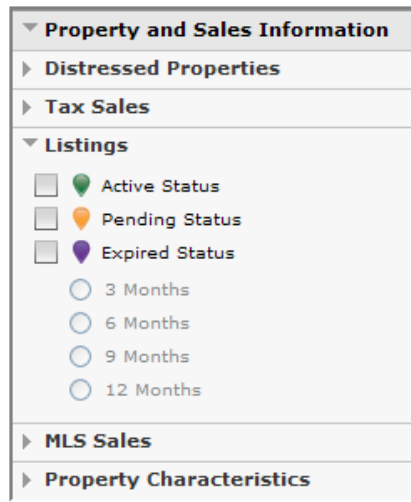
Property & Sales Information

Maps spring to life when you overlay property and sales information. Each item you select appears on a legend at the bottom of the map. Click each category to open the options; click the category again to minimize its options.

Click **Distressed Properties** to select and plot the location of pre-foreclosure, auction, or REO properties, as well as the locations of short sales or REO sales.

Click **Tax Sales** to select and plot the location of recorded sales in the past 3, 6, 9 or 12 months. Tax sales include FSBOs.

Click **Listings** to select and plot the location of Active, Pending or Expired listings. Expired listings must be filtered within 3, 6, 9 or 12 months.

Click **MLS Sales** to select and plot the location of sales reported via the MLS in the past 3, 6, 9 or 12 months. MLS Sales may be more current than Tax Sales.

Click **Property Characteristics** to overlay information such as lot area or building area, or to display the current, estimated value of properties on the map.
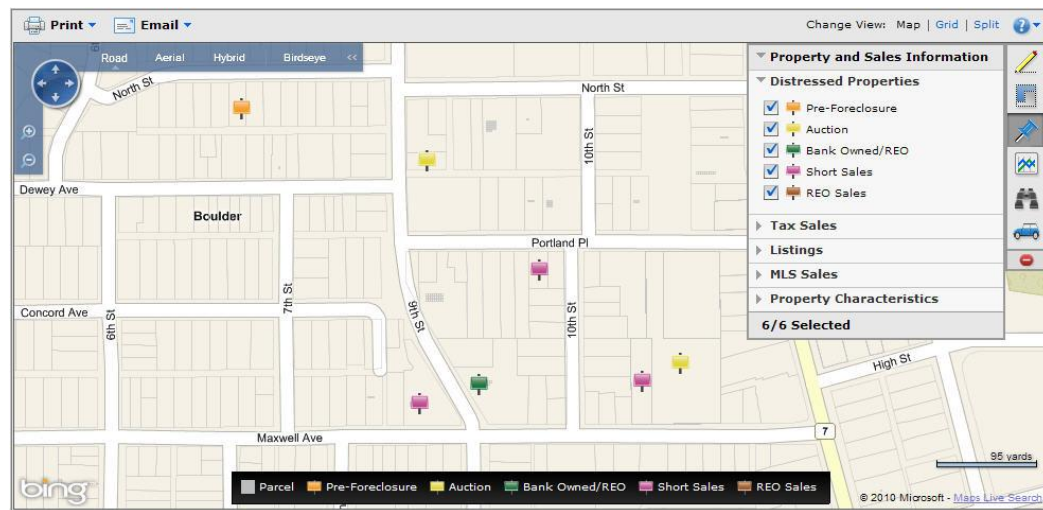
Trend Layer

The **Trend Layer** enables you to visualize patterns related to home sales and distressed properties on a map. You may know these layers as heat maps or thematic maps. To display a Trend Layer, you must select:

Type of trend: Such as Median Sale Price, Sales Activity, or % of homes in Foreclosure. Select None to turn off the Trend Layer.

Aggregation Level: Select Zip Code or Neighborhood

Property Type: Select Single Family Residential, Condos or both.

You can optionally select an **Opacity Scale**. Think of opacity as the level of transparency. Lower opacity reveals more of the underlying layers; higher opacity obscures the underlying layers.
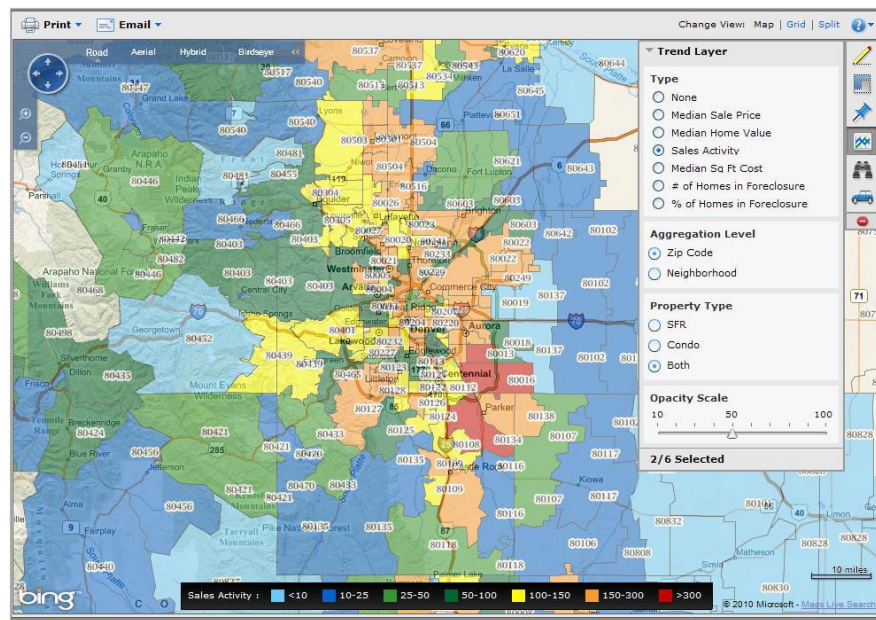
Click your mouse on an area while holding the **Ctrl** key to see more information about the trend data in a specific neighborhood or zip code.

Points of Interest

Points of Interest enable you to depict the location of businesses and services near a home or in a community. For example, you may wish to show a prospective buyer the location of restaurants and shopping locations near a home.

Click the icon for each the point of interest displayed on a map to learn the address and contact information about that point of interest.

Driving Directions

To load driving directions on the map, enter the starting and ending point in the **Drive From** and **Drive To** dialog box. Or right-click on the map and select **Drive From** or **Drive To** to automatically populate address information into the boxes.

Directions can be set for shortest time, distance and round trip calculations. They can also be printed or emailed from Realist by using the **Print** or **Email** buttons at the bottom of the Directions Toolbox.

16. Property Detail Report

The **Property Detail Report** is the key and default Realist report for properties.

The content of a report may vary from county to county, property to property, and MLS to MLS, but a **Property Detail Report** may contain the following sections:
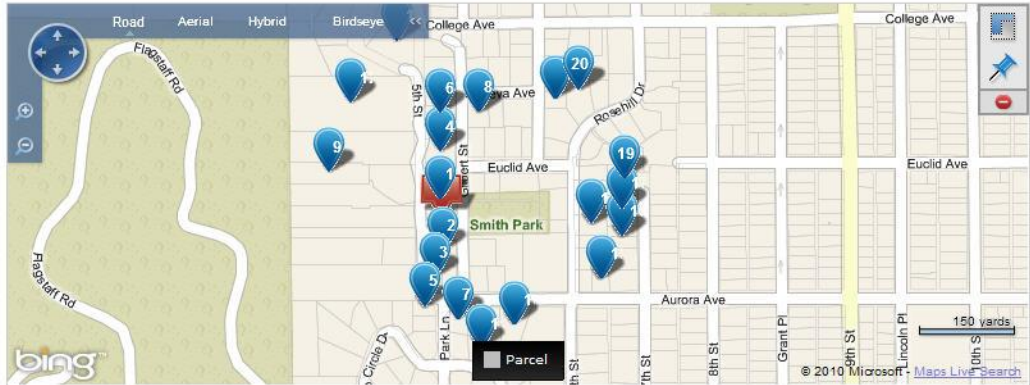
- MLS Photos (up to 5)
- Thumbnail Map
- Owner Information
- Location Information
- Tax Information
- Assessment & Tax Table
- Characteristics
- Extra Features

- Building Description
- Most Recent Listing
- Listing History
- Last Market Sale
- Sales History
- Mortgage History
- Foreclosure History

Tabs at the top enable you to display other reports detailed below.

17. Comparables Report

Click the Comparables tab to peruse a list of potentially comparables sales. Before generating the Comparables Report, be sure to explore and set the search and report Preferences that are best for you. When you click on the Comparables tab, it automatically conducts a search, and a map is populated with numbered "teardrop" indicators corresponding to the numbers of each prospective comparable on the Grid.

Check the boxes next to the comparables that you wish to include in your report, and then click **View Report**. The report is refreshed to display the actual Comparable Report, in which the subject property appears at the left hand side of the page with three comps to the right in a grid format. If more than three comps have been selected, scroll out to the right using the arrow buttons to see additional comps, while the subject property column remains static on the left.

Click on the **Modify Comparables Search Preferences** link at the bottom of the page if you wish to revise your Comparable preferences and search again for comparables.

Summary Statistics appear at the top of the Comparable Report and display metrics for the selected subject property and selected comparable sales, culminating in estimated values for the home

calculated by applying the ratio of the assessed values to sale price and the average price per square foot for the selected comparables.


	Subject Property	Comparable 1	Comparable 2	Comparable 3
Photo				
Address	403 Cleveland Pl	973 Gilbert St	925 Gilbert St	501 Aurora Ave
Distance (miles)		0.02	0.03	0.05
City	Boulder	Boulder	Boulder	Boulder
State	CO	CO	CO	CO
Situs Zip Code	80302	80302	80302	80302
Realist Tax ID	R0003015	R0009037	R0008458	R0005928
Map Page/Grid	1461364	1461364	1461364	1461364
Township	Boulder	Boulder	Boulder	Boulder
Township-Range-Section	01N-71-36	01N-71-36	01N-71-36	01N-71-36
Subdivision	Geneva Park	Geneva Park	Geneva Park	Geneva Park
Owner Name (Last, First)	White Fleet R Jr & Priscilla B	Burnett Harry A Iii	Vanvalin Charles	Michl Sara A
Owner Name 2		Charles Sallie H		Michl Josef
Recording Date	11/16/1994	12/06/1989		03/26/1991
Sales Date	11/15/1994			
Sale Price	$507,000	$287,300		$250,000
Price Per Sq Ft	$219	$130		$102
Taxes	$6,530	$5,707	$8,050	$5,401

Modify Comparables Search Preferences   Edit Report

To return to the comp candidate page, click Edit Report at the lower right of the screen.

18. Market Trends Report
Click the **Market Trends** tab at the top of the report window to review detailed market trends for the locale surrounding a home. Market Trends are compiled from data collected by Realist and the MLS.
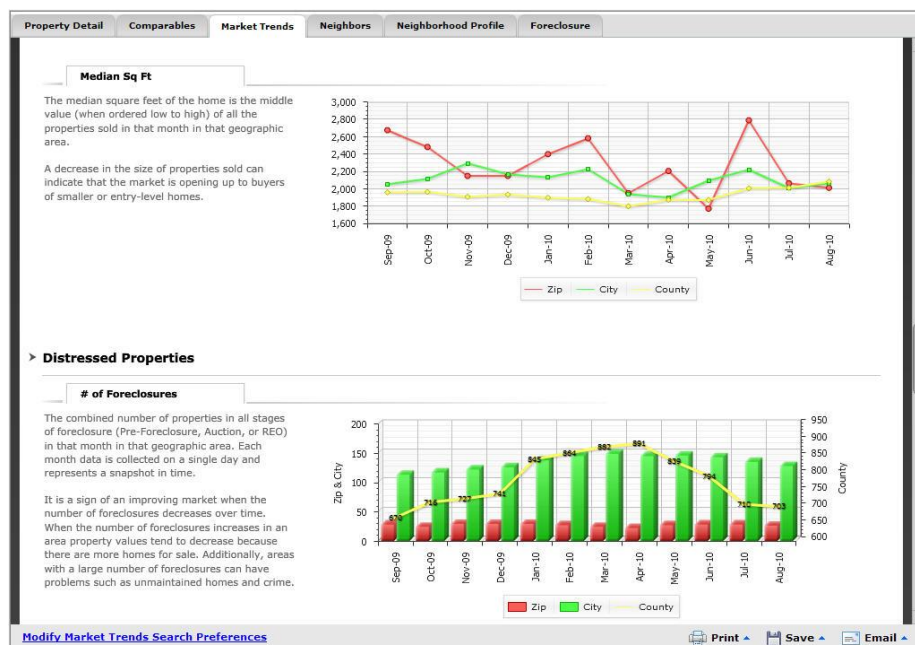
The Market Trends Report is an excellent way to **deliver** information about recent market conditions in a specified area and provides you with colorful charts and graphs to enhance reports that you can print, save or email to clients**.**

Market Trends are broken into Market Conditions, Distressed Properties and Financial Health categories and can be aggregated by Neighborhood, Zip Code, City and County. They may include the following statistical breakouts:

- Median Home Value
- Median List Price
- % of Asking
- Active Listings
- Active Listings Rate Change
- Sales Activity
- Sales Activity Rate Change
- Median Price per Square Foot
- Median Square Foot

- Number of Foreclosures
- Foreclosures Rate Change
- Percentage of Foreclosures
- Percentage of REO/Pre-Foreclosure/Auction
- Median LTV
- Number of Negative Equity
- Percentage of Negative Equity

19. Neighbors Report

Click the **Neighbors** tab to quickly display facts and photos for the Neighbors of the subject property. The content of **Neighbors** report **is** based on the Preferences you selected for the report.

A map is populated with "teardrop" icons that indicate where each neighbor owner on the list below the map is located. Below the map is a matrix comparing information about the subject and neighboring properties.

| I<	<<	<	>	>>	>I

Click the arrows above the matrix of neighbors to navigate. The subject property remains visible as you navigate on the left hand side of the report, while three neighbors appear to the right. If more than three neighbors are found, click the arrows to scroll back and forth and compare neighboring properties. The arrows enable you to navigate to the beginning/end of the list, one column at a time, or three columns at a time.

Click on the **Modify Neighbors Search Preferences** link at the bottom of the page to change your Preferences. You may choose a prescribed radius around the subject property or find all the homes within a certain distance on the same street as the subject property.

20.   Neighborhood Profile Report
Select the **Neighborhood Profile** tab to display demographics, business and school data for the area surrounding the subject property.
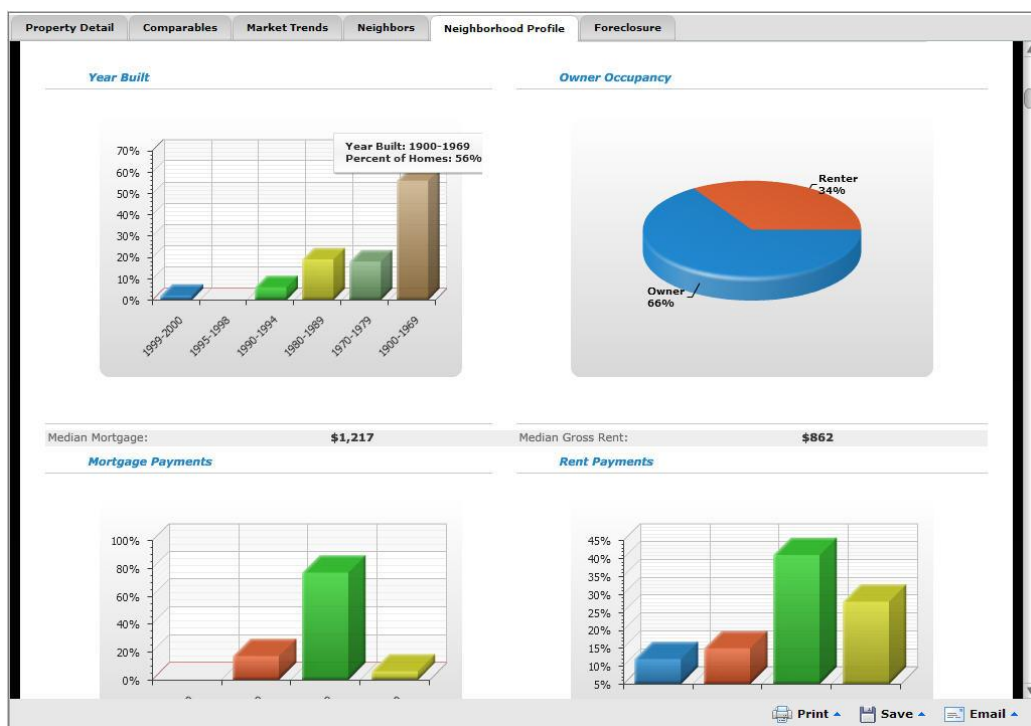
The data is enhanced by colorful charts and graphs to accompany the statistics. To modify Preferences for the Neighborhood Profile, select Preferences from the top menu bar.

21. Foreclosure Report

The presence of the **Foreclosure** tab indicates if there is a foreclosure action against a home. Clicking on the tab displays the Foreclosure Activity Report for that property and containing the some or all of the following fields:

- Most Recent Foreclosure Transaction
- Default Mortgage Information
- Foreclosure History
- Location Information
- Last Market Sale Information

- Owner Information
- Owner Transfer Information
- Characteristics
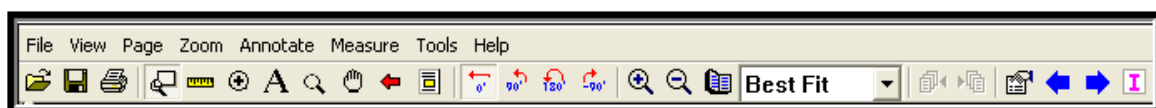- Site Information
- Tax Information

22. Assessor Map Report

The presence of the **Assessor Map** tab indicates if there is a static assessor map available for viewing. The Assessor Map – or the plat map – is not interactive like a Realist Map, but may contain information such as easements that are unavailable elsewhere.
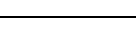
Clicking on the **Assessor Map** tab takes you to the Assessor Map for that property viewed with Realist's proprietary **Map Viewer** *(chosen in the Preferences section).*
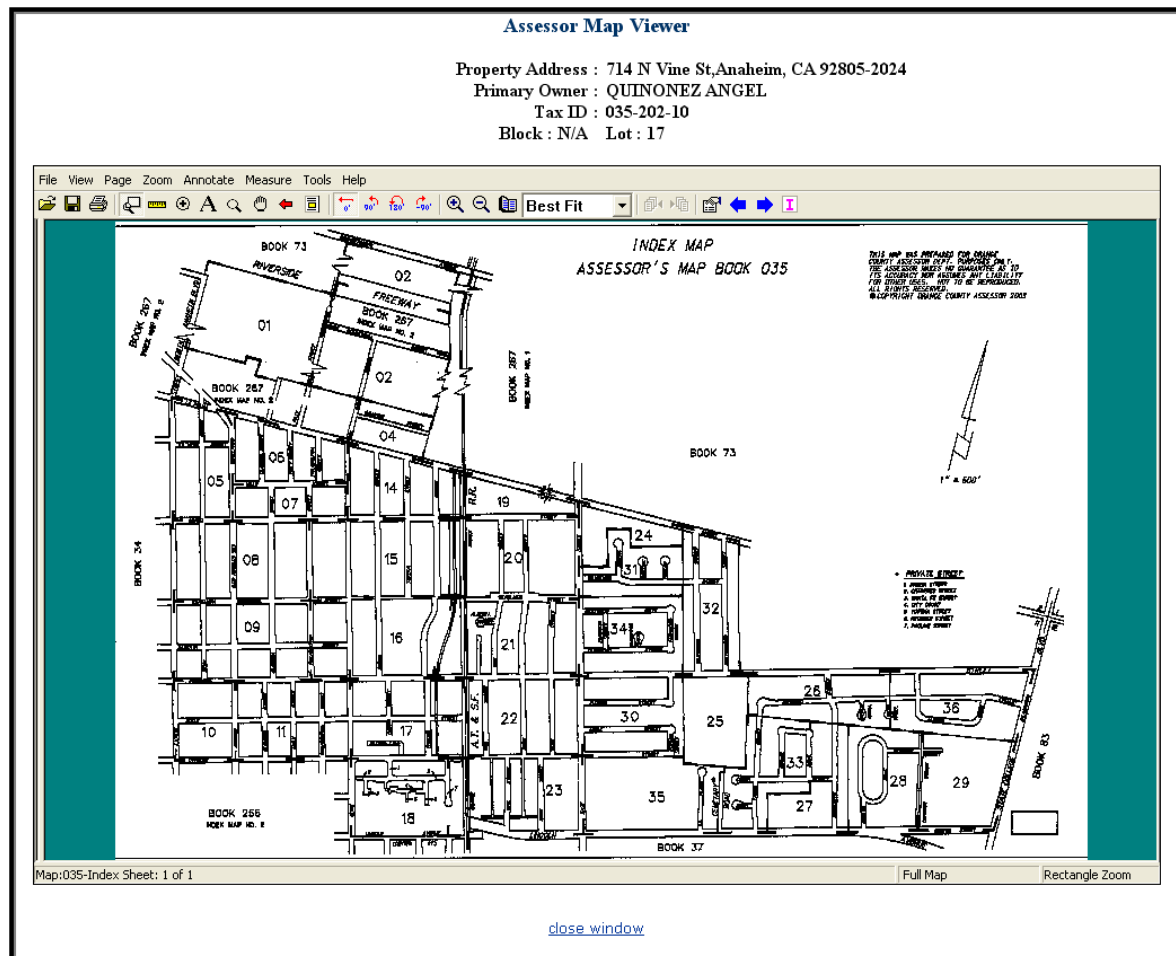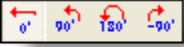
The Assessor Map Viewer provides features such as annotations, highlighting and polygon measuring. The available tools on the Assessor Map are available from the menu headings or the various icons appearing above the map.

The icons are:

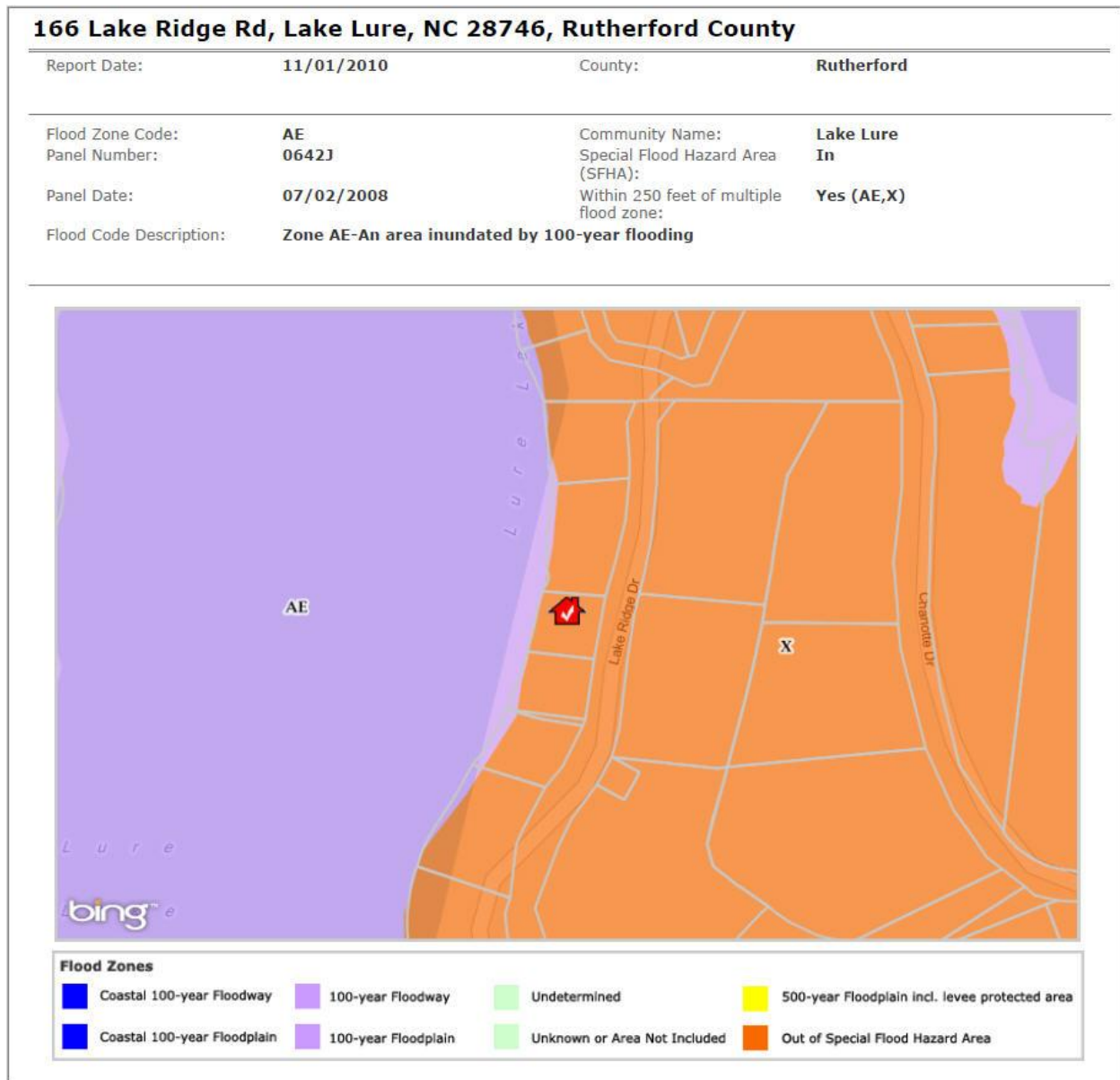|		
	Open File	The Realist map viewer allows you to open assessor maps that you have previously downloaded. Once you have your file opened in the map viewer, you can begin to use the custom Realist features.
	Save To File	Using the save to file feature saves the map at the standard 8.5x11 size. The Realist map viewer features work as an overlay to the map. This means that when a map is saved, any Realist map features are not be saved with it.
	Print Map	The print map feature is a basic printing feature that allows you to print a map to any installed printer. Any Realist map viewer features (such as annotate or measurement) prints just as it appears on the screen.
	Rectangle Zoom	Rectangle zoom is the default tool for the Realist map viewer. By clicking and dragging a box to any size, the rectangle zoom will zoom in on the selected area. This is very helpful when viewing a large map as the zoom feature allows you to view street names and property dimensions
	Measure	The measurement tool will display the dimensions for any polygon area you outline. Using the Measure drop list, in the menu bar, you can modify the style and outline color of the measurement tool. The map viewer only displays one polygon outline at a time.
	Center Map	By clicking on any area on the map, this feature will attempt to center the map to the area you selected. You must have enough physical map surrounding the area you wish to be the center point.
	Annotate and Highlight Tools	These two features are very similar as they allow you to draw attention to a specific area of the map. Both features can be formatted by using the corresponding menu bar. It is important to note that these features are not saved with the map, only printed.
	Magnify Window	This feature, while keeping the current map view, uses a second window to magnify any area of the map you mouse over.
	Hand Pan	By using your mouse to left click any area or the map, you can drag and adjust the viewable area of the map.
	Insert Arrow	The arrow tool can be used multiple times on any map and appears in red. By rotating the map, you can insert arrows around a given area.
	Rotations	You can rotate the map for readability or in conjunction with other map viewer tools. Clicking the Normal tool will return the map to its original position.
	Zoom In/Zoom Out	It is important to know that using these tools will effect how the map will be printed. Zooming in the map and clicking the print button will only print the viewable map area.

	Display Full Map	This tool will bring you back to the original map size.	
	Browse Table and Previous/Next Map	These tools allow you to select and view additional Assessor tax maps by opening a searchable index box on the left hand side of the map viewer window. The Previous and Next map buttons will only navigate you up and down the list of parcel maps and not through those maps you have tagged. By clicking on the Browse table button again, you will close the index box.	
	Display Index Map	This feature will take you to the parent map of the currently viewed map.	
	Hand Pan	By using your mouse to left click any area or the map, you can drag and adjust the viewable area of the map.	
	Insert Arrow	The arrow tool can be used multiple times on any map and will appear in red. By rotating the map, you can insert arrows around a given area.	
	Rotations	You can rotate the map for readability or in conjunction with other map viewer tools. Clicking the Normal tool will return the map to its original position.	
	Zoom In/Zoom Out	It is important to know that using these tools will effect how the map will be printed. Zooming in the map and clicking the print button will only print the viewable map area.	
	Display Full Map	This tool will bring you back to the original map size.	
	Browse Table and Previous/Next Map	These tools allow you to select and view additional Assessor tax maps by opening a searchable index box on the left hand side of the map viewer window. The Previous and Next map buttons will only navigate you up and down the list of parcel maps and not through those maps you have tagged. By clicking on the Browse table button again, you will close the index box.	
	Display Index Map	This feature will take you to the parent map of the currently viewed map.	

23.   Flood Maps

The presence of the **Flood Map** tab indicates if there is a static flood map available for viewing. The Flood Map is not interactive, but includes information about the flood zone in which a property lies and the surrounding area as well. Information on the flood zone and associated codes can be found at the top of the report above a color-coded map indicating flood zones in the area.

166 Lake Ridge Rd, Lake Lure, NC 28746, Rutherford County

Report Date:	11/01/2010	County:	Rutherford
Flood Zone Code:	AE	Community Name:	Lake Lure
Panel Number:	0642J	Special Flood Hazard Area (SFHA):	In
Panel Date:	07/02/2008	Within 250 feet of multiple flood zone:	Yes (AE,X)
Flood Code Description:	Zone AE-An area inundated by 100-year flooding		

Flood Zones

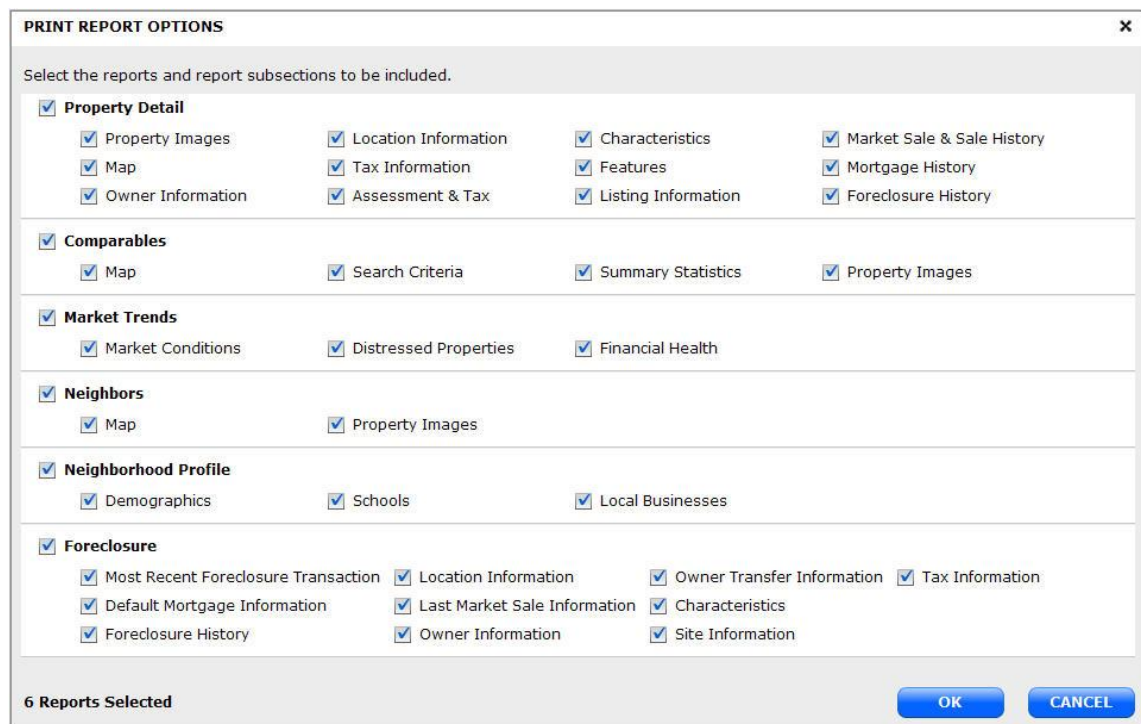|			
■ Coastal 100-year Floodway	■ 100-year Floodway	■ Undetermined	■ 500-year Floodplain incl. levee protected area
■ Coastal 100-year Floodplain	■ 100-year Floodplain	■ Unknown or Area Not Included	■ Out of Special Flood Hazard Area

24. Printing/Saving/Emailing Reports

At the bottom of each report are **Print, Save & Email** buttons. Clicking any of these buttons enables you to select between **Quick** and **Customize** options.

Select **Quick** if you want to print, save or email the specific report you are currently viewing. For example, you may wish to only email a Comparable Report you just prepared; select Quick to generate and/or deliver only that report.
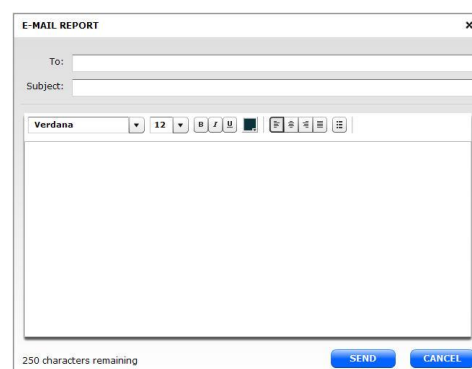
Select **Customize** if you want to print, save or email a package of reports. The Customize option opens a window titled Report Options and enables you to direct not only the reports to include in your package, but even the specific features and sections to enable or disable in each report.

Emailed reports will be sent from Realist on behalf of the agent who is logged in at the time as PDF attachments. You may use the email template to enter recipients, a subject line and add or format text in the email.

If you choose to print, save or email a package of reports you have not yet viewed, please allow time for each report to be generated. All reports are generated, printed, save and/or emailed in PDF formats.