

# FAQ for Realist Tax

## Getting Started

Q: How do I log off of Realist?

A: You should use the Logout icon found at the top of each Realist.com page. This will close Realist.com and leave your web browser open. If you wish to close your web browser when you logout of Realist.com, simply click on the X in the upper right hand corner.

Q: Will Realist log me off if I do not use the logout button?

A: If you do not use Realist for a period of time, you will be logged off automatically. After you are logged off, any effort to move within Realist will inform you that your session timed out due to inactivity and advise you to re-connect through the link to Realist from your MLS.

Q: What are the system requirements for Realist?

A: Operating system of Windows 95 or later and Internet Explorer (IE) 5.0 or greater as the browser. Operating system of Mac OS X 10.3.4 or later and Internet Explorer (IE) 5.2 or greater as the browser.

Q: Whom should I call when I have a question?

A: Contact ABoR at 512/454-7636 or [mlssupport@abor.com](mailto:mlssupport@abor.com) for Tax support.

Q: What is wrong if I am unable to bring up the Realist tax site?

A: Realist tax site is a pop-up from MLS. Make sure [http://realist2.firstamres.com/login\\_mls.jsp](http://realist2.firstamres.com/login_mls.jsp) is a Trusted Site for pop-ups. This could also be from a Yahoo! or Google toolbar that includes a pop-up applet. Turn off the pop-up applet.

Q: What are the hours of operation for Realist.com?

A: Realist.com is designed to be accessible 24 hours a day, seven days a week, except during weekly backup. Weekly backup occurs each Saturday night, beginning at approximately 10:30 PM ET and ending by Sunday morning at 9:00 AM ET.

## Data

Q: What is contained in the First American RES database?

A: The database combines assessor data, recording data (sales and mortgages), property owners' mailing addresses and phone numbers, census tract numbers and latitude and longitude for each property.

The staff at First American Real Estate Solutions makes considerable effort to update the database in an accurate and timely manner. Special effort has been applied to make the property addresses in the database as complete as possible. One result of this effort is the completeness of zip plus 4 data available through the database.

Even with this extensive effort, there will be occasional address and other data errors in the database. We encourage each user to bring such errors or omissions to our attention and we will make prompt efforts to verify and correct the data as necessary.

Q: How far back in time are the sales and mortgages contained in the database?

A: The sales and mortgage history contained in each county's database will depend on the time period in which First American CoreLogic has been covering the specific county. In some counties, coverage began many years ago, while in others, the coverage is more recent.

Q: How often is the database updated?

A: The database is updated frequently (usually weekly) with each newly recorded sale and mortgage. The sales and mortgages are carefully matched to the properties in the database. New parcels and characteristic information is updated when the Preliminary information is released and the Certified are implemented. The annual update with finalized assessed values also includes property characteristic data collected from the county.

Q: What phone numbers are contained in the database?

A: The database contains the best available phone numbers obtained from authoritative electronic sources. Note that the phone numbers are for residential property owners, whether they occupy the premises or not. Tenant phone numbers are not available, nor are unlisted phone numbers.

Q: Are the phone numbers in Realist.com run against the FTC National Do-Not-Call Registry?

A: As a convenience to our Realist.com clients, we have made Realist.com "Opt-Out Friendly". We have made every effort to prevent the display of phone numbers listed on opt out lists such as the National Do Not Call list and the DMA telephone opt out list.

Organizations involved in direct marketing to consumers are required to comply with State and Federal regulations (including the National Do Not Call List) that protect consumers from receiving unwanted solicitation.

For additional information on our privacy policy, please view the following sites:

[http://www.firstamres.com/pdf/FA\\_OptOutBusinessFlyer\\_LR.pdf](http://www.firstamres.com/pdf/FA_OptOutBusinessFlyer_LR.pdf) or  
[http://www.firstamres.com/pdf/FA\\_OptOutConsumerFlyer\\_LR.pdf](http://www.firstamres.com/pdf/FA_OptOutConsumerFlyer_LR.pdf)

Q: What are the record and settle dates?

A: The record date is the date on which a deed or mortgage was officially entered into the county register's system. The settle date, which is the date when the grantee and grantor executed a deed, precedes the record date. In fact, if the closing attorney or agent fails to promptly present a deed for recording, the gap between the record and settle dates may be substantial.

Q: What are land use codes?

A: There are variations on Land Use Codes as follows:

- **County Land Use Codes:** Most commonly, land use codes are assigned to each property by the county assessors and indicate the primary purpose of the improved or unimproved property. Realist.com provides a drop list of the Use Codes available from the county you are searching. To select more than one Use Code, hold down the Control key and highlight the codes you want by clicking each one.
- **State Land Use Codes:** In addition to county land use codes, some states maintain a land use coding system that designates the primary use of each property. In cases where both the county and state feature a land use code, Realist features both.
- **Universal Land Use Codes:** Finally, since coding systems vary county-to-county (and state-to-state), First American Real Estate Solutions offers a "Universal Land Use" coding system that enables users to employ a simplified and consistent coding system for their searches in all counties. The Universal Land Use code is routinely featured on Realist searches and data presentations as a drop list. To select more than one Use Code, hold down the Control key and highlight the codes you want by clicking each one.

Q: Where does First American RES get the property characteristics?

A: The property characteristics are obtained from the county assessment records. Some of the data, such as the year built and the building area, may be estimates contained in the county records.

Q: How is the price per square foot calculated?

A: If the building area is an estimate, the price per square foot is also an estimate. Both are based on other data elements provided by the county.

Q: What does "no mail" mean after the address?

A: First American RES updates its databases quarterly to reflect homeowners who have registered with the Direct Marketing Association to not receive mail or phone solicitations. This is indicated by "No Mail" appearing directly after the address. These addresses are automatically removed from labels produced by an export.

Q: What is the census tract?

A: Census tracts are small, relatively permanent, statistical subdivisions of a county. The primary purpose of census tracts is to provide a stable set of geographic units for the presentation of decennial census data. Census tracts boundaries are delineated with the intention of being maintained over many decades so that statistical comparisons can be made. They are identified by a four-digit number and may have a two-digit numeric suffix.

Q: What is the flood related data?

A: Realist.com provides access to the FEMA flood panel, the date of the flood panel, and the code indicating whether or not the property is determined to be within a flood zone. The flood zone code "X" is very common; it indicates that the area has been surveyed and is not deemed to have a flood risk. The flood zone code "C" also indicates that that area is determined to be outside the 100- and 500-year flood plains. Other codes may well indicate that there is flood risk associated with the location of the property. For complete flood information, contact a flood determination specialist.

Q: What is a foreclosure sale?

A: A sale of property used as security for a debt, to satisfy said debt.

Q: What is a Notice of Default?

A: A notice of default serves as a public notice that a loan is delinquent and that the foreclosure process has been initiated by the lending institution.

Q: What do the different color flags mean?

A:

- White Flag – Parcel Sold from a Bank (Bank Owned) and Sold to a Private Party
- Green Flag – Bank Owned – the Bank foreclosed on the homeowner and took the property back
- Yellow Flag – Scheduled for Auction – Has Auction Date (no title has yet been transferred)
- Red Flag – Foreclosure Notice of Default – Pre-Foreclosure without an Auction Date

Q: What is a market value?

A: In some counties, the county or local taxing/assessment authority establishes a market value for taxing purposes. The market value may be set by evaluating the sales prices of similar properties in the area either via a site inspected appraisal or automated means. For precise information about the calculation of a market value, please contact the local taxing/assessment authority.

Q: What is an appraised value?

A: In some counties, the county or local taxing/assessment authority establishes an appraised value for taxing purposes. The appraised value may be set by a manual appraisal however, for precise information about the calculation of an appraised value, please contact the local taxing/assessment authority.

Q: What is an assessed value?

A: An assessed value is a value placed upon a property by the local taxing/assessment authority for property tax purposes. Generally, this is the value on which taxes are based however each individual taxing/assessment authority has specific guidelines and laws for calculating their market, appraised, or assessed values. In addition, many states or counties have laws governing assessed values and how much they can increase on a yearly basis. (e.g. Proposition 13 in California).

## **Searches**

Q: What is an Address Search?

A: An Address Search enables you to search for a specific property by house number and street name.

Q: What is a Street Search?

A: The Street Search enables you to search Realist for properties along the entire length of a street, or within a few blocks which interest you. You can search as many as ten streets at a time.

Q: What is the Owner Name Search?

A: Find any property by the name of the owner. The database contains up to two owners' names for each property. The owner name search will find the owner by either of the names. For example, a property owned by John and Jane Doe can be found by either John Doe or Jane Doe. If it is owned by Barry Bartles and Joseph James, it can be found by either Bartles or James.

Q: What is the Phone Search?

A: Find a property by the owner's phone number. This is a handy tool to track down homes listed for sale-by-owner. Enter all ten digits of the phone number. You may enter the number with spaces, dashes or with neither (e.g. 714 555 1212, 714-555-1212 or 7145551212).

Q: What is the Tax-Id Search and how do I enter the tax-id?

A: The tax-id search enables you to search by the assessors' identifier assigned to each property within a county. The format of the tax-id varies from county to county. You must enter the tax-id according to the format of the county you are searching.

[Download the APN/Tax ID Format](#). This list is alphabetical by State and County. The following counties have both single and multiple parcel number formats. When you conduct an APN/Tax ID search, please enter the parcel number (format) exactly as shown on this list.

You may also perform a wildcard search or a search on a range of tax-ids. (See below)

Q: Can I search on a range of Tax ID numbers?

A: You may perform a search on a range of tax-ids by entering a portion of the tax-id and the range in parentheses. The portion of the tax-id you enter must end with a format break. For example, if the tax-id format in the county is 123-4567-891-2345, you could search on any one of the following:

- 123-(4500-4520)
- 123-4567-(890-899)
- 123-4567-891-(2345-2349)

Q: What is a General Query?

A: The general query is used to find properties that meet diverse search criteria. Virtually all fields of information can be searched. The search is frequently used for comparables and marketing lists.

Q: What is a Foreclosure Search?

A: The foreclosure search enables you to search for the active pre-foreclosure activities: Lis Pendens and Final Judgment.

Q: What is Address Standardization?

A: Address standardization is the correction process that will fix poorly formatted or misspelled address information in a property search.

First American CoreLogic makes considerable effort so that property location and owner mail addresses are as complete as possible. Special software processes add city, state, zip, zip plus 4 and carrier route sort to all address data even when it is not part of the public record. This is to ensure the greatest chance for a match between the criteria submitted for the search and the data in the database.

Q: How can I utilize Address Standardization?

A: In order to utilize Address Standardization, all search requests must include a valid ZIP Code. All property search requests, with a street address and a valid Zip Code go through the Realist address standardization process. Address standardization:

Corrects minor misspellings of street names and city names.

For example, "Vyne" is corrected to "Vine", and "Anahiem" will be corrected to "Anaheim."

Drops or corrects street suffixes and street directions as necessary. For example, "av" is corrected to "avenue", and "east" will be dropped if the property searched does not contain "east." Completes street names for multi-name streets. For example, "Wilson" is corrected to "Wilson Point" if such a street exists and a valid street number is also provided.

Q: How do I save a search?

A: The save search function allows you to save the search parameters, not the results. Make sure the criteria are precisely what you intend to save. Click on Save Search. You will be prompted to enter a name for the search. Then click on Save Search.

Q: Can anyone else see my saved searches?

A: Searches are confidential and cannot be seen by anyone else.

Q: How do I retrieve a saved search?

A: Click on Retrieve Saved Searches in the Quick Start Center or click on the Search Tab and you are presented with a list of saved searches. Click on the name of any search you wish to see and run again.

Q: How many searches can I save?

A: As many as you want. There is no limit.

Q: Can I delete saved searches I no longer want?

A: Yes. Click on Retrieve Saved Searches in the Quick Start Center or click on the Search Tab. Tag the search(es) you no longer want and then click on Delete Checked Searches.

Q: How should street names be entered for a search?

A: The street name field includes the main portion of the street name only. In this field do not include directionals such as N, S, SE, etc. and do not include the suffixes such as St, Rd, etc.

Q: How should suffixes be entered for a street search?

A: Examples of street suffix abbreviations are Ave, Rd, St, and Cir. First American CoreLogic utilizes standard postal abbreviations for suffixes. It is advisable to omit the suffix from a search if you are not sure of the suffix as provided by the county. For example, searching on Aspen Rd will not deliver Aspen Way. Conversely, searching on Aspen alone will deliver Aspen Way, Aspen Rd and Aspen Street.

Q: How is the unit number used for an Address Search?

A: The individual unit number is searchable for condos. If you are not sure of the unit number or its format, omit it from the search. Realist will retrieve all matching units at the main address.

Q: Why would I search using the owner occupied field?

A: If your listing focus is the typical residential population, you may wish to limit the search to owner resident properties. If you are searching for real estate investments, you may wish to target absentee owners.

Q: Are wild card searches available?

A: Yes. You can customize your wild card options on the My Preferences Page.

Q: I am not sure of the name of the Street Name my client is looking for. What is the best way to find listings?

A: Use the Advanced Search Features, and use the Contains option. This will search for that word or phrase anywhere in that field. Example: Searching in Residential listings in Travis county, type cliff in the street name field and the system will return all streets with the word "cliff" in the name, example: Briarcliff, Red Cliff and Cliffwood.

## **Lists**

Q: How can I control the number of records per page?

A: The default number of records per page is 25. Click on the drop down arrow beside the Records/Page box. Click on the box and choose 10, 25, 50, 100 records per page.

Q: What is the difference between one-line and multi-line lists?

A: The multi-line view is the default format. In a multi-line view, the data "wraps" around so that all the data will appear on your screen and a printed report. In a one-line view, each field of data appears in its own column. If you select many fields, the columns will not all fit on your screen or on a printout.

Q: How can I sort the contents of a list?

A: If you are viewing a multi-line view or single line view, click on the sort button appearing at the top of the list, this will take you to a separate page where you select the field(s) you wish to sort on, then click the sort button to perform the sort.

## **Property Details**

Q: How can I customize the sections on a report?

A: The detail report on properties is arranged in sections. On the bar to the left of the report is a heading titled "Detail Sections." Tag on or off each of the detail sections you want to appear on your report.

Q: Do I have to go back to the list to see details on another property?

A: No. Simply click on "previous" or "next" to see details of the other properties that appeared on your list.

Q: Can I select a property while viewing the details?

A: No. The check boxes are only on the List page.

## **Comparables**

Q: How can I find comparable sales?

A: An automatic comp search is used to instantly find comparables within a set radius of a subject property. To execute an automatic comp search, simply search for a subject property and display the property details. Then click on the Comparables Properties button. If the Comparables Properties button does not appear on the Property Details or the comparables are not sufficient, the General Query may be used to find comparables also.

Q: How does the automatic comp search work?

A: The Comp Search looks for properties that are:

- Similar in type and size to the subject
- Sold in the past year
- Within a prescribed radius from the subject

Q: Does the automatic comp search let me select the comps I'd like to use?

A: Yes. The comp search presents you with a list of comp candidates. The list is arranged by distance from the subject property. Tag the comps you wish to include in your report, then click on the Generate Comp Report button.

Q: What is the format of the comp report?

A: The Comp Report shows comparables in a format much like a URAR appraisal report. It contains a summary at the top, followed by a Realist Map and then detailed information in a columnar format. The first column shows the subject property and succeeding columns show the comps.

Q: How many comps can I include in an automatic comp report?

A: A comp report requires you to tag between one and twenty comparable candidates to include in your report by clicking the box next to each address. Once you have tagged the comps you wish to include, click on Generate Comp Report. The report will appear in a separate window for your review and printing.

Q: Sometimes the Comps button doesn't appear. Why?

A: The automatic comp search cannot be executed for subject properties on which key data is incomplete or for which the search is not predicted to be successful. For example, you cannot generate automatic comparables without a street address or on vacant ground. For such searches, please use the General Query Search.

Q: What should I do if the automatic comp search doesn't locate enough comps or the "right" comps?

A: Click on the "Preferences" tab. Modify your comparable property search parameters by selecting a radius from the subject property and indicate the other property characteristics and date range on which you wish to search.

Q: How is the comps list sorted?

A: The comps list is sorted by distance from the subject property in ascending order. In other words, number one on the list is closest to the property and each subsequent property is farther from the subject.

Q: Does the Comparable Sales Report provide calculated statistics?

A: Your MLS and First American CoreLogic determines if you have access to include the following statistics on your comparable report:

- Projected Assessed Values
- Projected Sq Footage
- Assessed Values
- Sq Footage
- Sale Price
- Price/Sq Footage

## **Realist Maps**

Q: Can I produce a Realist Map showing the location of a property?

A: Yes. From property detail, click on Realist Maps to produce a Realist Map showing the property location.

Q: Can I zoom in or out on realist maps?

A: You can zoom in by clicking on the zoom slider or the scroll button on your mouse.

Q: What does a red/blue star on a Realist Map indicate?

A: A red star denotes the location of a subject property.

Q: Can I show the property address on a Realist Map?

A: Each Realist Map for a single address will automatically show the address directly below the blue star denoting the property's location.

Q: Can I re-center a map?

A: To re-center a map, click on the point of the map you wish to have as the new center-point.

Q: Can I pan a Realist Map?

A: To pan a Realist Map, click and hold the left mouse button and drag the map to the location you wish to see.

### **Tax/Zoning Map**

Q: How can I email a tax/zoning map?

A: After you have generated a tax or zoning map report, click on the envelope icon and input your e-mail address and the recipient's e-mail address. Click the send e-mail button to send your message.

An e-mail message with the attached TIFF image(s) and a personalized greeting (limitation of 250 characters) will be sent to the recipient via e-mail.

### **Flood Map**

Q: How can I email a flood map?

A: After you have generated a flood map report, click on the envelope icon and input your e-mail address and the recipient's e-mail address. Click the send e-mail button to send your message.

An e-mail message with the attached PDF(s) and a personalized greeting (limitation of 250 characters) will be sent to the recipient via e-mail.

Q: What do the different flood zones mean?

A: [Download the Flood Zone Codes](#) . This table contains the different Flood Zone Codes and their descriptions.

### **Neighbor**

Q: What is a Neighbor Report?

A: The neighbor report allows one to learn about the neighborhood by viewing all of the properties surrounding the subject property, including their addresses and owner names.

Q: Where is the Neighbor Report?

A: You may now perform any search as before. On your Property List page, you have the ability to instantly generate a Neighbor Search report from any property in your Property List page with a single click!

Q: Can I customize a Neighbor Report?

A: You can customize the Neighbor Report by selecting a radius from the subject property that you wish to search. This customization feature is found by clicking the Preferences tab, Select Your Neighbor Search Parameters. Radius selections grow from .1 mile to 10 miles.

### **Exports**

Q: What does the Export button do?

A: You will see the Export button whenever you view a Property List or Neighbor List. To use the Export Builder, click on export. Follow the simple steps to build an export, and then go to the Export Manager to pick up your export file.

The default is that all returned properties on a property list and neighbor list will be tagged and you can deselect those you choose not to export. Note that only tagged properties will be exported.

Q: What properties will be contained in an export?

A: Full Record exports will include all properties contained on the property list. For property owners that have chosen not to receive marketing solicitations, the address will be omitted.

In the case of mailing labels, properties that do not have a valid owner mailing address and properties whose owners have chosen not to receive marketing solicitations will be omitted.

Your monthly quota on exported records will be adjusted for any properties that have been automatically omitted from your export file(s).

Q: What is the Export Builder?

A: The Export Builder guides you through the simple steps needed to create an export file. As you complete each step, the Export Outline shows exactly what you have elected to do.

Q: What record types can I export?

A: The Export Builder asks you to select a record type. You can export two types of records: Labels and Full Record. Note that the Export Builder shows you the fields in each record type you can export.

Q: What information is contained in a label record?

A: Label records are primarily useful for mailing programs. They contain the name of the property owner and the owner's mailing address. Although the tax-id of the property is omitted from mailing labels exported to a Microsoft Word document, they are included whenever you export mailing labels to the other available file formats. The tax-id will enable you to tie the owner and mailing address for absentee owners back to the properties in the search results. For more information on the exact fields contained in the mailing labels record, consult the matrix shown on the Export Builder.

Q: What information is contained in a full record?

A: Full records are primarily used for loading ownership information into a contact manager. The information included in the Full record is available for all counties, although for certain properties individual fields may not contain information. In general, the full record includes complete ownership information, the property's address, the owner's mailing address and phone number (when available), the property's class and use code, and the amount and date of sale (both settlement and recording). For more information on the exact fields contained in the Full record, consult the matrix shown on the Export Builder.

Q: What Export Formats are supported?

A: The Export Builder asks you to select an Export Format. In addition to exporting mailing labels to Word, you can export data to Excel and comma delimited ASCII.

Q: What label formats are supported?

A: For mailing labels in Word, Realist supports Avery 5160, 5161 and 5162 labels. Note that 3-across 5160 labels do not support the use of bar coding.

- Avery 5160 labels are 3-across, 1" x 2-5/8", 30 labels per sheet.
- Avery 5161 labels are 2-across, 1" x 4", 20 labels per sheet.
- Avery 5161 labels are 2-across, 1-1/3" x 4", 14 labels per sheet.

Q: Why would I export bar coded labels?

A: Bar coded labels may be eligible for postal discounts. Please consult postal regulations to determine specific requirements and benefits.

Q: How many records can I export?

A: The limit is 8000 per month. To identify how many you have remaining, go to the Export Manager.

Q: What happens when I click on Start Export?

A: When you click on the Export button, Realist will begin to prepare the type of file and format you have selected.

Q: Can I create mailing label from Tax Billing & Property Address?

A: You have an option on the Export Builder page to choose Tax/Billing Address or Property Address for creating mailing labels. When creating mailing labels from Property Address, you have three options:

- Show current owner for your labels.
- Show customized salutation for your labels.
- Show current owner AND customized salutation for your labels.

When creating mailing labels from Mailing Address, you have three options:

- Show current owner for your labels.
  - Eliminate duplicate labels.
- Show customized salutation for your labels.
- Show current owner AND customized salutation for your labels.

Q: How can I export properties on the Comparable List?

A: You will see the Export button whenever you view a Comparable List. To use the Export builder, click on the export button. Follow the simple steps to build an export, and then go to the Export Manager to pick up your export file.

Q: When can I pick up an export file?

A: As soon as you click the Export button, Realist will start creating your file. While small jobs are often done very quickly, larger exports may take some time to produce. You can check in the Export Manager to determine if your file is still processing or if it's ready to pick up. Click Refresh on the browser to update your screen, if desired. You can pick up any export that you have produced during the current month.

Q: What is the Export Outline?

A: The Export Outline keeps track of your selections when you build an export. It shows your selections for each step, your status for the current month, and the search criteria for the current search.

Q: Do I have to tag my records before clicking on the export button?

A: Yes. The default on a property list or neighbor list is that all your returned records will be tagged. Any property you do not want to export, must be untagged.

### **Export Manager**

Q: What is the Export Manager?

A: The Export Manager is the page from which you can pick up an Export. The Export Manager is divided into four main sections:

- Exports Pending
- Exports Ready to Pick Up
- Exports Already Picked Up
- My Export Status This Month

Q: How do I pick up an export file?

A: To pick up an Export, click on the file name assigned by you. Realist will download the file to your hard drive or any specified destinations.

Q: Can I pick up an export file more than one time?

A: You can pick up any export you performed this month as many times as you wish.

Q: How can I view 5-digit zip codes in my exported file when the zip code begins with a zero?

A: Importing a comma delimited ASCII Export into Excel may format your zip code field to a number, dropping the preceding zeros for zip codes in locales such as New Jersey. To view and print these zip codes as 5-digits:

- Select and right-click on the zip code column
- Choose "Format Cells"
- Choose "Number" tab
- Choose "Special" category
- Select "Zip Code"
- Click "OK"

This will display the preceding zeros correctly.

### **Preferences**

Q: How can I customize specific search and product features?

A: You can customize specific search and product features of Realist via the options provided on the Preferences page (found on the Preference Tab). The values entered for preferences will remain the default preferences until you decide to change them. You may also even revert back to the system defaults with a single click of a button.

Q: How can I customize my comparables property search parameters?

A: Realist's default for finding comparable properties are: up to 50 properties per report, 9 Months Back from the current date, 0.5 mile from the Subject Property, a Gross Living Area difference of 15% and Land Use equals the same as of the Subject Property's. The default Sort Method for comparable properties found is "Distance from the Subject Property."

The followings are the parameters that you can customize:

- Total Comps to return
- Number of Months Back or Date Range
- Distance from Subject Property
- Year Built
- Bedrooms
- Bathrooms
- Gross Living Area Difference
- Lot Area Difference
- Pool
- Land Use
- Geographic Options
- Show Realist Map on Comps Report

If left blank, the search parameter will be ignored.

Q: How can I customize my neighbor search parameters?

A: Realist's default for finding neighbor properties is 0.8 mile from the Subject Property.

You can select Land Use, County Use Code, Lot Sq Footage, Building Sq Footage, Record Date, Sale Price, Settle Date, Owner Occupied, and Has Phone as optional search criteria to provide you with the best results. If any of the optional fields are left blank, the search parameter will be ignored.

Q: What is the maximum number of records you can view on the property or neighbor list?

A: The maximum number of records to view on a property list or neighbor list is 1000.

Realist's default of the number of viewable records per page is 25.

Q: How can I include pending records on my subject search?

A: Realist's default is to not include pending records.

To include subject property sales shown as pending as the last update received from the county, go to Preferences Tab and select "Yes" as shown below.

Show Pending Records:

Q: What is a pending record?

A: A pending record is a transaction which isn't able to be matched to the Tax Roll files through our matching logic. This is normally due to the transaction occurring on a new parcel.

A pending record will be displayed with all the transaction information keyed from the recorded document. Generally, there will not be property characteristics available on these records until we are able to match the transaction to the Tax Roll parcel.

Q: How can I customize my property search options?

A: You can select your property search options.

- Set the maximum number of properties to view on property and neighbor list (1000 max)
- Set the number of properties to view per page
- Select to Include or not include property that are pending sale
- Sort properties on Property List alphabetically or numerically
- Enable Image Viewer

Q: How can I customize my wild card search options?

A: You can turn auto wild card off/on for the following search options.

- APN/ALT APN/Parcel ID
- Street
- Subdivision
- Owner Name
- Neighborhood Code
- Seller Name

Q: How can I customize my neighborhood Profile options?

A: You can select one or all of the available neighborhood data options to be included in your Neighborhood Profile report.

- Demographics
- School
- Business
- Crime

### **Calculators**

Q: What calculators are offered?

A: Realist offers calculators to calculate amortization schedules and to qualify buyers for a mortgage. You will find additional help available through each calculator offered on Realist.

Q: How do I enter information in the calculators?

A: Enter numeric information without dollar signs or commas.