

Realist.com Frequently Asked Questions

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Getting Started

How do I log off of Realist?

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.

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

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.

What are the system requirements for Realist?

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.

How can I print all returned properties on a property or neighbor list?

You can print all tagged properties by clicking on the Printer icon that appears on a property list or neighbor list in Realist.

The default is that all returned properties on a property list or neighbor list will be tagged. If you choose not to print one or more properties, deselect the checkbox next to the property before clicking the Printer icon.

How can I print all the properties on the current screen or page?

If the browser's print button is used, only the returned properties that appear on your current screen will print.

It does not matter if the properties on the current screen are tagged or not.

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Getting Started, Continued

Whom should I call when I have a question?

You should call First American Customer Service at 1-800-345-7334. Select Option 3 for Customer Service or Technical Support. Customer Service Representatives are available Monday through Friday from 9:00AM to 5:00PM.

What are the hours of operation for Realist.com?

Except during weekly backup, Realist.com is designed to be accessible 24 hours a day, seven days a week. Weekly backup occurs each Saturday night,

- beginning at approximately 10:30 PM ET
- ending by Sunday morning at 9:00 AM ET.

Data

What is contained in the First American RES Database?

The database combines assessor data (property characteristics), 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.

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

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

How often is the database updated?

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. The annual update with finalized assessed values also includes property characteristic data collected from the county.

What phone numbers are contained in the database?

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.

Continued on next page

Data, Continued

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

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 or http://www.firstamres.com/pdf/FA_OptOutConsumerFlyer_LR.pdf

Where does First American RES get the property characteristics?

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.

What are the record and settle dates?

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.

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Data, Continued

What are the land use codes?

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.

What is the census tract?

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.

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Data, Continued

What is a blanket sale or mortgage?

A blanket sale or mortgage is one for which more than one property was conveyed or financed by a single instrument. For example, a homeowner who holds title to his home and a vacant lot next door, may convey title to the separately assessed lots through one deed. Since blanket sales may not be suitable for comparables, you may wish to eliminate them when you search.

What is the LTV ratio?

The loan to value ratio is the percentage of the home's purchase price represented by the mortgage amount. For example, an LTV of 100 indicates that the mortgage was 100% of the purchase price and an LTV of 80 indicates that the mortgage was 80% of the purchase price. Note that the LTV is calculated separately for each individual mortgage rather than the aggregate of all mortgages against a property.

How is the price per square foot calculated?

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.

What does "no mail" mean after the address?

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.

What does "no call" mean after the phone number?

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

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Data, Continued

What is the flood related data?

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.

What is a foreclosure sale?

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

What is a Notice of Default?

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.

What is a Lis Pendens?

A Lis Pendens serves as notice that a loan is delinquent and that judicial activity has been started to initiate a foreclosure of the property.

What is a Final Judgment?

The Final Judgment serves as authorization by the court for the lending institution to proceed with the auction of the property. This document may include auction details such as location, opening bid amount, etc.

What is a Notice of Trustee's Sale?

The Notice of Trustee's Sale serves as public notice that the auction of the property will be taking place. This document may include auction details such location, opening bid amount, etc.

Continued on next page

Data, Continued

What is a market value?

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.

What is an appraised value?

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.

What is an assessed value?

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).

What is a universal value?

The universal value field displays the most likely value provided by the local taxing/assessment authority regardless of whether it is a market, appraised, assessed, or transition value. Depending on the local taxing/assessment authority, this field will be populated with the market, appraised, assessed or a transitional values (in the aforementioned order)

Searches

What is an Address Search?

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

What is a Street Search?

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.

What is the Owner Name Search?

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.

What is the Phone Search?

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).

What is the Tax ID Search and how do I enter the tax id?

The tax-id search enables you to search by the APN/Tax-Id or Alternate APN 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)

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Searches, Continued

Can I search on a range of Tax ID numbers?

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-(4500-4580)
 - 123-4567-(890-899)
 - 123-4567-891-(2345-2349)
-

What is a General Query?

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.

What is a Foreclosure Search?

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

What is Address Standardization?

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

First American Real Estate Solutions 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.

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Searches, Continued

How can I utilize Address Standardization?

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.

How do I save a search?

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.

Can anyone else see my saved searches?

Searches are confidential and cannot be seen by anyone else.

How do I retrieve a saved search?

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.

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Searches, Continued

How many searches can I save?

As many as you want. There is no limit.

Can I delete saved searches I no longer want?

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

From time to time, a user may want to eliminate some saved searches they no longer use. To delete one or more Saved Searches, click the box to left of the search name, then click the **Delete Checked Searches** button at the top of the page. Please note that saved searches that are not modified or executed for six months will be flagged.

What is the Dir field and how should it be used in a search?

This is the direction field and use of it is optional. It is available on Street and Address Searches and should be used only when the direction precedes the street name (123 N Main, but not 123 Main N). On Address searches, use it for N, S, E, W, NE, SE, NW, SW. On Street searches use only N, S, E, W.

How should street names be entered for a search?

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.

How should suffixes be entered for a Street Search?

Examples of street suffix abbreviations are Ave, Rd, St, and Cir. First American RES utilizes standard postal abbreviations for suffixes. It is advisable to omit the suffix from a search if you are not sure of the suffix or if you are not sure how it is entered into the database.

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.

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Searches, Continued

How is the unit number used for an Address Search?

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.

How is a zip code used in a Street Search?

Some streets are very long and traverse many zip codes. Instead of limiting your search by the low and high house number, you can narrow a street search to a select zip code. You may choose as many zip codes as you like or default to all.

How are date entered for a search?

Enter dates in a standard MM/DD/YYYY format. You may enter the date as MM/DD/YY if you wish and Realist will populate the century.

Why would I search using the owner occupied field?

If your listing focus is the typical residential population, you may wish to limit the search to owner resident properties. If you have expertise in real estate investments, you may wish to target absentee owners.

How should I enter an owner name for a search?

If the owner is an individual, enter the last name first, followed by a space and the first name or initial. You may add a middle name or initial if necessary to narrow a search even further. If the owner is a corporation or business, enter the name as it appears. Omit connecting words such as "the" "of" and "and".

Keep in mind that owner names may vary greatly in how they appear on documents. It is a good idea to enter only the last name or the first word (for a corporation) and browse the search results before narrowing the search. The system will automatically match everything starting with the portion you enter. For example, entering Smith John returns Smith John P and Smith John M, whereas entering Smith J returns Smith John P, Smith John M and Smith Joshua.

Searches, Continued

Are wild card searches available?

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

APN/ALT APN/Parcel ID Search

The default setting is **On**.

There are 2 useful wild card options when searching by APN. First, if this option is set to **ON**, then Realist automatically does a “starts with” wildcard search if you enter only part of the APN. In addition, you may also perform a search on a range of APNs by entering a portion of the number and the range in parentheses. The portion of the APN you enter must end with a format break. For example, if the APN format in the county is 123-4567-891-2345, you could search on any one of the following:

123-(4500-4580)

123-4567-891-(2345-2349)

Owner Name Search

The default setting is **Off**. You must manually set this option to **On** or insert an * in order to use the Owner Name wild card search option. For example, to use the * wild card, simply insert an * in the Owner Name field. Ex: Smit*

Set this option to **ON**, then Realist conducts an automatic “starts with” wildcard search on as much of the owner’s last name or the name of a corporation. If you are unsure of the spelling, enter only part of the name. Realist.com finds and returns all names starting with the letters you enter.

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UOwner Name Searches, Continued

Are wild card searches available?

Seller Name Search

The default setting is **Off**. You must manually set this option to **On** or insert an * in order to use the Seller Name wild card search option. For example, to use the * wild card, simply insert an * in the Seller Name field. Ex: Smit*. Set this option to **ON** then Realist conducts an automatic “starts with” wildcard search on as much of the seller’s last name or the name of a corporation. If you are unsure of the spelling, enter only part of the name. Realist.com finds and returns all names starting with the letters you enter.

Street Search

The default setting is **On**.

Realist conducts an automatic “starts with” wildcard search on as much of the street name as you enter. This may be helpful when you are unsure of the spelling.

Subdivision Search

The default setting is **On**.

Realist conducts an automatic “starts with” wildcard search on as much of the subdivision name as you enter. This may be helpful when you are unsure of the spelling.

Neighborhood Code Search

The default setting is **Off**. You must manually set this option to **On** or insert an * in order to use the Neighborhood Code wild card search option. For example, to use the * wild card, simply insert an * in the Neighborhood Code field. Ex. 4107*. Set this option to **ON**, then Realist conducts an automatic “starts with” wildcard search on as much of the neighborhood code as you enter.

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UNeighborhood Code Searches, Continued

Can I search more than one zip code and/or township at a time?

Yes. You can search as many zip codes or townships as you wish. To select more than one, depress the Control key as you click on each zip code or township to include in the search. If you search by *both* zip code and township, the search will return the union of your zip code and township choices. For example, searching Realist will find properties in Abington Township OR Upper Merion Township that are also (AND) in zip codes 19006 OR 19007.

How can I search by township range section?

Go to the General Query search page; enter the township range section (TRS) you wish to search. By default, searches on TRS are wild card searches

- TRS must be entered in the exact sequence township range section (i.e. 48-41-12).
 - You can search for all properties within the same township without inputting an asterisk (i.e. 48).
 - You can search for all properties within the same township and range township without inputting an asterisk (i.e. 48-41)
 - Examples of incorrect searches:
48*-41-12
*-41-12
--12
-

Can I Search more than one tract at a time?

You can search up to 10 tracts. Each tract number must be separated by a comma (i.e. 9816, 16088, 9817).

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UNeighborhood Code Searches, continued

How can I search by Thomas Bros Map Grid?

Go to the General Query search page; enter the Thomas Bros Map Grid you wish to search.

- The most reliable is to enter each page/grid pairing separated by commas:
 - 798-B4, 798-B5, 798-B6, 799-A4
 - You can also search a range of grids within a single page by separating start grid and end grid with a dash:
 - 798-(B1-C6) (note that this will search grids B1, B2, B3, B4, B5, B6, B7, C1, C2, C3, C4, C5, C6)
 - You can also search specified grids on a single page by separating grids with commas:
 - 798(B1, C4, D5)
 - The searches can also be combined if you separate the page searches with commas:
 - 798(B1-B6), 799-(C1, D4), 797-B1
 - You can't search a range of pages using a dash (e.g. 798-800) because the system will think it is looking for a page/grid. You can search multiple whole pages by separating each page with commas (e.g. 798, 799, 800).
-

Lists

How can I control the number of records per page?

The default number of records per page is 25. Click on the drop down arrow beside the Recs/Pg box. Click on the box and choose 10, 25, 50, 100 records per page. After you finish, click on the refresh list for the change to take effect.

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

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.

How can I sort the contents of a list?

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.

How can I retrieve detailed property information?

Click on the property detail button to display detailed information on the property.

Detailed Property Information

How can I customize the sections on a report?

The detail report on properties is arranged in sections. On the bar to the left of the report, you can tag on or off each of the detail sections you want to appear on your report.

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

No. Simply click on “previous” or “next” button to see details of the other properties that appeared on your list.

Comparables

How can I find comparable sales?

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.

How does the automatic comp search work?

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

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

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.

What is the format of the comp report?

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.

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

The default value is the maximum of 20 comparable sales found by the automatic search. You can use the drop down pick list on you're "My Preference" page to change this to any value between 1 and 20.

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.

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Comparables, Continued

Sometimes the Comps button doesn't appear. Why?

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.

How is the comps list sorted?

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.

Does the Comparable Sales Report provide calculated statistics?

Your MLS and First American Real Estates Solution determines if you have access to include the following statistics on your comparable report. If you do have access, you can turn each of these statistics off and on via your Preferences page.

The enhanced Comparable Sales Report should include Projected Assessed Values and Projected Sq Footage, which are calculated based on the comparable sales selected by you. In addition, the report can provide the high, low, median, and average values for the below data elements.

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

Realist Maps

Can I produce a realist map showing the location of a property?

Yes. From property detail, click on the Realist Maps to produce a realist map showing the property location.

Can I zoom in or out on realist maps?

You can zoom in by clicking on the zoom slider. There are four zoom levels: continental, regional, city, and street.

What does a blue star on a street amp indicate?

A blue star denotes the location of a subject property.

Can I show the property address on a realist map?

Each realist map for a single address will automatically show the address directly below the blue star denoting the property's location.

Can I re-center the map?

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

Can I pan a realist map?

To pan a realist map, click on the compass links on the perimeter of each map. For example, to pan Eastward, click on the "E" link.

Zoning Map

What is the availability of Zoning Maps?

Zoning maps are available in the following New Jersey counties: Bergen, Essex, Hudson, and Passaic.

What is the format of the zoning maps?

First American Real Estate Solutions stores zoning maps as TIFF (tagged image file format) images. To download, display and print zonings' maps on MLS members' computers, you can use the FARES Image Viewer or other imaging programs included as part of Windows – either Imaging for Windows from Wang Labs, Inc. (Win95 & WinNT) or Imaging for Windows from Kodak, Inc (Win98 & above).

To enable the FARES Image Viewer, go to your Preferences page, and select "Yes" in the Enable Image Viewer drop down list box. This viewer supports the standard image formats TIFF and JPEG. This viewer is automatically installed to your pc the first time you use it to view a map. You will be prompt to download newer versions from the server as they become available.

How can I email a tax/zoning map?

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 (this can be distribution list). 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

What is the availability of Flood Maps?

Flood maps are available nationwide.

How can I email a flood map?

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.

Building Sketches

Building Sketches are offered in what counties?

Realist offers building sketches only in the following counties.

Florida: Hillsborough, Orange, Palm Beach, Pasco, Pinellas, Polk

What do the building codes on a building sketch mean?

Download the Building Code (found on the online FAQ page). This list is alphabetical by State and County and contains the different building codes (sub area) and their descriptions.

How do I search for a building sketch?

Find a property using any search offered in Realist. If there is a building sketch for the property, a building sketch button should appear on the top and bottom of the property detail report.

Assessor Map

What is the availability of Assessor Maps?

Assessor maps are available nationwide.

What is the format of the assessor maps?

First American Real Estate Solutions stores assessor maps as TIFF (tagged image file format) images. To download, display and print assessors' maps on MLS members' computers, you can use the FARES Image Viewer or other imaging programs included as part of Windows – either Imaging for Windows from Wang Labs, Inc. (Win95 & WinNT) or Imaging for Windows from Kodak, Inc (Win98 & above).

To enable the FARES Image Viewer, go to your Preferences page, and select “Yes” in the Enable Image Viewer drop down list box. This viewer supports the standard image formats TIFF and JPEG. This viewer is automatically installed to your pc the first time you use it to view a map. You will be prompt to download newer versions from the server as they become available.

Neighbor

What is a Neighbor Report?

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.

Where is the Neighbor Report?

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!

Exports

What does the Export button do?

The **Export** button appears whenever you view a Property List or Neighbor List. By default, all properties in a search result are tagged for export. Properties can be individually untagged by clicking the check box or use the **Select All** or **Clear All** buttons in conjunction with the radio buttons: **This Page Only** or **All Records** to tag or untag all properties on a single page or all property records on all pages. Once desired selections are tagged, click the Export button to start the export and the **Export Builder** page is displayed as shown above.

What properties will be contained in an export?

Full Record exports will include the selected 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).

What is the Export Builder?

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.

What record types can I export?

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.

Continued on next page

Exports, continued

What information is contained in a label record?

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.

What information is contained in a full record?

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.

What Export formats are supported?

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.

What label formats are supported?

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.
-

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Exports, continued

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

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.
-

How can I export properties on the Comparable List?

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.

Continued on next page

Exports, continued

Why would I export bar coded labels?

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

How many records can I export?

The number of records available to you for export each calendar month is set by the account administrator. To identify how many you have remaining, go to the Export Manager.

What happens when I click on Start Export?

When you click on Start Export, Realist will begin to prepare the type of file and format you selected.

When can I pick up an export file?

As soon as you click Start Export, 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.

What is the Export Outline?

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.

Export Manager

What is the Export Manager?

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
-

How do I pick up an export file?

To pick up an Export, simply click on the file name assigned by you. All file names begin with a number uniquely identifying the file. Realist will download the file to your hard drive or any specified destinations.

Can I pick up a file more than once?

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

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

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:

Step	Action
1	Select and right-click on the zip code column
2	Choose "Format Cells"
3	Choose "Number" tab
4	Choose "Special" category
5	Select "Zip Code"
6	Click "OK"

This will display the preceding zeros correctly.

Preferences

How can I customize specific search and product features?

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.

How can I customize my comparables property search parameters?

Realist's default for finding comparable properties are: 20 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
- Bedrooms
- Bathrooms
- Gross Living Area Difference
- Lot Area Difference
- Num Stories
- Land Use
- Geographic Options
- Show Realist Map on Comps Report
- Style

If left blank, the search parameter will be ignored.

How can I customize my Comparable property report options?

You can select to include the following statistics on your comparable report: by turning them off/on.

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

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Preferences, continued

How can I customize my property search options?

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
-

How can I customize my wild card search options?

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
-

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

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.

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Preferences, continued

How can I include pending records on my subject search?

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: Yes

What is a pending record?

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.

How can I customize my neighborhood Profile options?

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

What calculators are offered?

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.

How do I enter information in the calculators?

Enter numeric information without dollar signs or commas.

RES Image Viewer

How do I enable the image viewer?

To enable the FARES Image Viewer, follow these steps:

1. Go to your Preference page
2. Enable Image Viewer, select "Yes".

Once you have enabled the image viewer, the first time you view a parcel or zoning map, you will be prompted to download the image viewer. If you select "Yes", the image viewer will automatically be downloaded to your pc. Thereafter, RES image viewer will become your default image viewer when viewing any parcel or zoning maps in Realist.com.

How can I disable the image Viewer?

To the disable FARES Image Viewer, follow these steps:

1. Go to your Preferences Page
 2. Enable Image Viewer, select "No".
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