



IMPROVE COMPLIANCE FROM THE START with TAX AUTOPOP!

Tax Autopop inputs many of the required fields at the time a listing is entered with the click of one button just by entering either the Address or Tax ID. This not only reduces the time to enter the listing, but helps reduce potential compliance issues in fields such as Tax ID #, Address, legal description, current taxes, and owner's name.

How to use Tax Autopop:

- 1) From the MLXChange homepage, click on "Modify or Add New Listing" located in the "Find a Listing" box on the left hand side.
- 2) Once you click the "Add New Listing" and select the "Property Type"; a pop up box will appear asking if you want to Autopop. Here you can access the tax records either by Address or Tax ID. Which ever one you pick, make sure that the bubble next to that search is filled in. **Hint:** The Compliance Department recommends accessing the tax records via "Tax ID". If you access the tax records by address, there may be several choices match properties. Be careful to check the box that matches your property owner. In some counties there are often similar addresses that only differ by the Street Suffix (i.e. 123 Hampton Circle, 123 Hampton Place and 123 Hampton Drive). After selecting the address click on "Populate" at the bottom left corner.
- 3) If you originally opted not to use the Autopop by clicking the "Cancel" button, you can still access it by clicking on "Tax Autopop" at the bottom right of the screen.
- 4) You will be able to review and change any listing entry fields that were Autopoped prior to saving. This way if your information about the property is more accurate than the tax records, you can change it. The Compliance Department recommends that you clarify these differences in Public or Broker remarks; whichever is appropriate.

This feature will help you with the details and accuracy of your listings. Give it a try and if you need assistance navigating this features contact the RMLS Help Desk @ 561-514-6438.

**Remember, accurate data helps everyone work more efficiently
to market and sell real estate.**