



*First American*  
*Real Estate Solutions™*

# Realist.com

## A Quick Start Guide for New Users



Realist is a service from:  
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## 1. Welcome to Realist

Realist is a richly featured, public record service that is fully integrated with your MLS system. Realist offers powerful software and eye-popping reports, all available in an easy-to-use interface. Realist will help you list and sell more efficiently, farm for new prospects more effectively, and increase your market knowledge. Welcome aboard!

This [Realist Quick Start Guide](#) is not an exhaustive guide to the service; rather it is written to help you become familiar and productive with core features as rapidly as possible.

Here are a few basics you need to know about the information and services typically contained in Realist.

### **Property data includes:**

- Assessor data
- Sale and mortgage data
- Phone numbers
- Privacy encoding (National Do-Not-Call List, Direct Marketing Association opt-out, and state non-solicitation lists)
- Geo-coded data

### **Software services include:**

- Address, street, owner, tax-id, and phone searches
- General query search
- Map search
- Saved searches
- Personally customize list and detail reports
- Personal preferences to control a variety of system services, such as the automatic comparable and neighbor searches
- Auto-population of new listings
- Link from listing directly to corresponding property in public records

### ▪ **Comparables services include:**

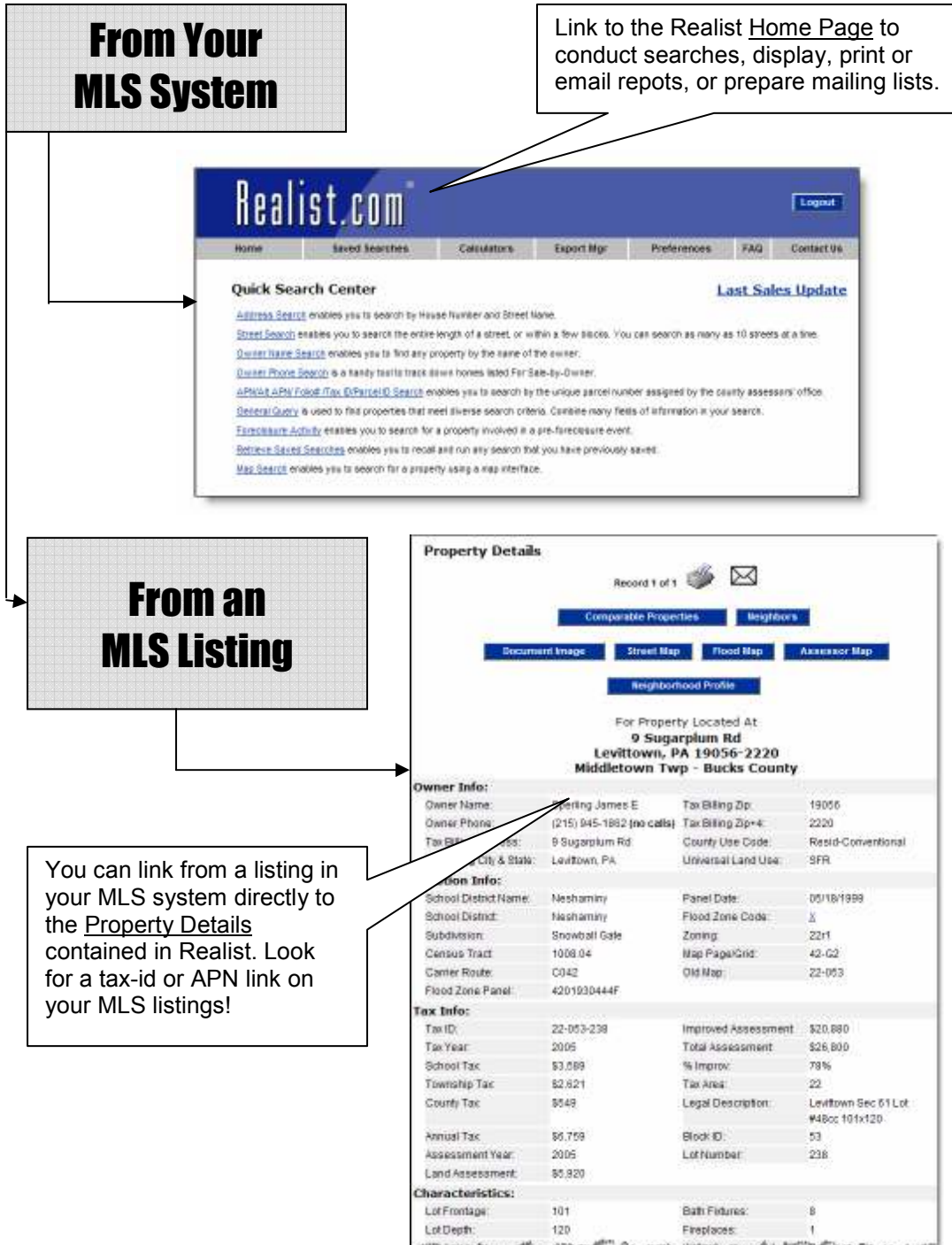
- Street mapping, available in some locales with aerial and parcel overlays
- Automatic comparable sales searches and enhanced reports
- Neighbor search for radius based searches for comps and marketing

### ▪ **Export services include:**

- Mailing labels exported to MS Word documents
- Exports to MS Excel for labels, brief or full records
- Exports to delimited ASCII for labels, brief or full records

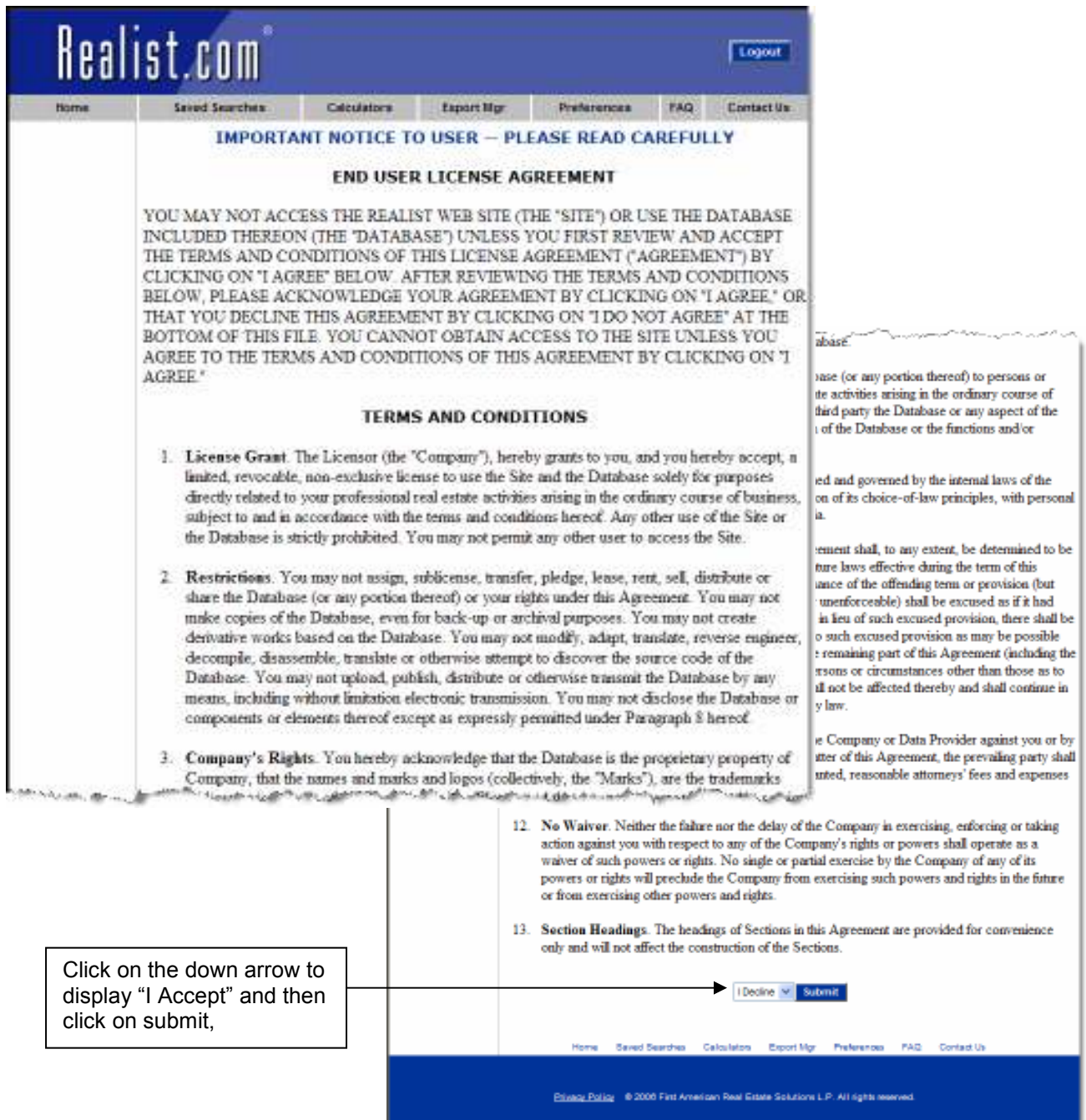
## 2. How to Access Realist

You can only access Realist by logging into your MLS system, and then linking into Realist. The primary links from the MLS to Realist are:



### 3. Your First Time Visiting Realist

Similar to other systems, the first time you visit Realist, you will see an End User License Agreement. Please read the agreement carefully. You must click on “I Accept” at the bottom of the page before you gain access to the system.



**Realist.com** Logout

Home | Saved Searches | Calculators | Export Mgr | Preferences | FAQ | Contact Us

**IMPORTANT NOTICE TO USER – PLEASE READ CAREFULLY**

**END USER LICENSE AGREEMENT**

YOU MAY NOT ACCESS THE REALIST WEB SITE (THE "SITE") OR USE THE DATABASE INCLUDED THEREON (THE "DATABASE") UNLESS YOU FIRST REVIEW AND ACCEPT THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT ("AGREEMENT") BY CLICKING ON "I AGREE" BELOW. AFTER REVIEWING THE TERMS AND CONDITIONS BELOW, PLEASE ACKNOWLEDGE YOUR AGREEMENT BY CLICKING ON "I AGREE," OR THAT YOU DECLINE THIS AGREEMENT BY CLICKING ON "I DO NOT AGREE" AT THE BOTTOM OF THIS FILE. YOU CANNOT OBTAIN ACCESS TO THE SITE UNLESS YOU AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT BY CLICKING ON "I AGREE."

**TERMS AND CONDITIONS**

1. **License Grant.** The Licensor (the "Company"), hereby grants to you, and you hereby accept, a limited, revocable, non-exclusive license to use the Site and the Database solely for purposes directly related to your professional real estate activities arising in the ordinary course of business, subject to and in accordance with the terms and conditions hereof. Any other use of the Site or the Database is strictly prohibited. You may not permit any other user to access the Site.
2. **Restrictions.** You may not assign, sublicense, transfer, pledge, lease, rent, sell, distribute or share the Database (or any portion thereof) or your rights under this Agreement. You may not make copies of the Database, even for back-up or archival purposes. You may not create derivative works based on the Database. You may not modify, adapt, translate, reverse engineer, decompile, disassemble, translate or otherwise attempt to discover the source code of the Database. You may not upload, publish, distribute or otherwise transmit the Database by any means, including without limitation electronic transmission. You may not disclose the Database or components or elements thereof except as expressly permitted under Paragraph 8 hereof.
3. **Company's Rights.** You hereby acknowledge that the Database is the proprietary property of the Company, that the names and marks and logos (collectively, the "Marks"), are the trademarks
12. **No Waiver.** Neither the failure nor the delay of the Company in exercising, enforcing or taking action against you with respect to any of the Company's rights or powers shall operate as a waiver of such powers or rights. No single or partial exercise by the Company of any of its powers or rights will preclude the Company from exercising such powers and rights in the future or from exercising other powers and rights.
13. **Section Headings.** The headings of Sections in this Agreement are provided for convenience only and will not affect the construction of the Sections.

I Decline

Home | Saved Searches | Calculators | Export Mgr | Preferences | FAQ | Contact Us

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Click on the down arrow to display "I Accept" and then click on submit,

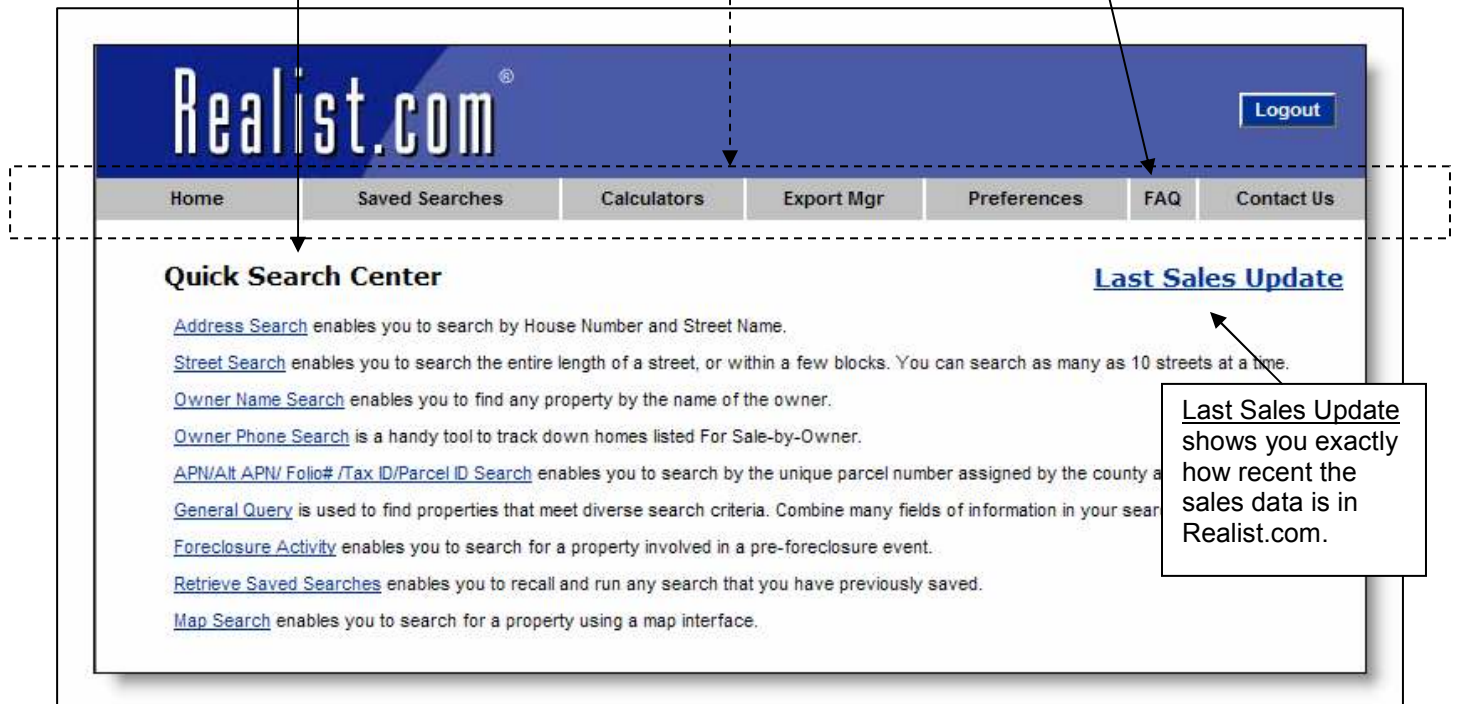
## 4. The Realist Home Page

The Realist home page is your gateway to public record information. Start your searches from the home page, access the various services on the menu bar, or learn how current the sales information is in the counties Realist covers for your MLS.

The Quick Search Center appearing on the Realist home page enable to you instantly begin any type of search you

The menu bar at the top of the home page is always visible and offers quick access to main Realist functions, such as Saved Searches and the Export Manager.

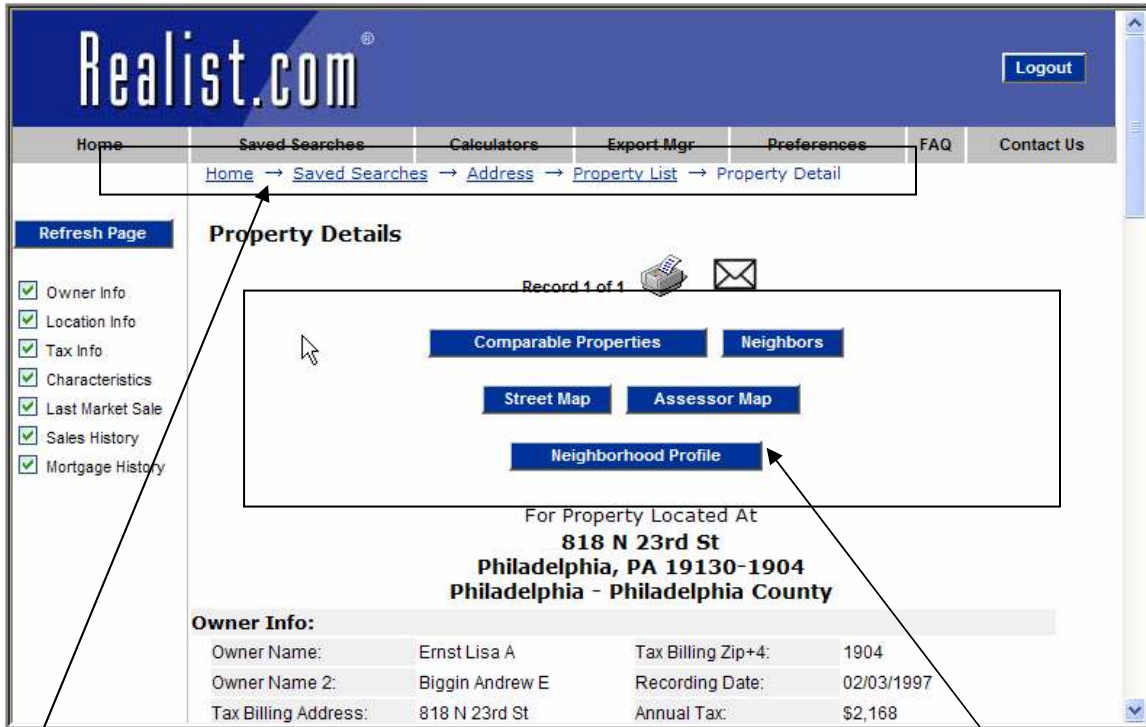
The FAQ is a comprehensive online help facility that also offers a



The screenshot shows the Realist.com home page interface. At the top, the Realist.com logo is on the left, and a 'Logout' button is on the right. Below the logo is a horizontal menu bar with the following items: Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. Below the menu bar is the 'Quick Search Center' section, which lists several search options with brief descriptions: Address Search, Street Search, Owner Name Search, Owner Phone Search, APN/Alt APN/ Folio# /Tax ID/Parcel ID Search, General Query, Foreclosure Activity, Retrieve Saved Searches, and Map Search. To the right of the Quick Search Center is a 'Last Sales Update' link. A callout box points to this link, stating: 'Last Sales Update shows you exactly how recent the sales data is in Realist.com.'

## 5. Navigating Realist

A few tips will enable you to move around Realist in a jiffy!



The screenshot shows the Realist.com website interface. At the top, there is a navigation menu with links for Home, Saved Searches, Calculators, Export Mgr, Preferences, FAQ, and Contact Us. Below this is a breadcrumb trail: Home → Saved Searches → Address → Property List → Property Detail. The main content area is titled "Property Details" and includes a "Refresh Page" button. On the left, there is a list of checked items: Owner Info, Location Info, Tax Info, Characteristics, Last Market Sale, Sales History, and Mortgage History. The main content area features several buttons: "Comparable Properties", "Neighbors", "Street Map", "Assessor Map", and "Neighborhood Profile". Below these buttons, the address "818 N 23rd St Philadelphia, PA 19130-1904 Philadelphia - Philadelphia County" is displayed. At the bottom, there is an "Owner Info" section with a table of details.

Owner Info:			
Owner Name:	Ernst Lisa A	Tax Billing Zip+4:	1904
Owner Name 2:	Biggin Andrew E	Recording Date:	02/03/1997
Tax Billing Address:	818 N 23rd St	Annual Tax:	\$2,168

You should not use the browser's back and forward buttons to navigate Realist. Rather, use the "breadcrumbs" that appear on each page to navigate to any page you visited in route to the one you are viewing.

Buttons such as those pictured here enable you to navigate to the next or previous record, or to additional reports and features.

## 6. Search Pages

Realist.com offers many useful searches, including the Street Search pictured here. All search pages are clearly organized for easy use. Click Search to get instant results or click Save Search to confidentially store the search parameters for re-use.



The Street Search is a representative Realist.com search page. It enables you to search up to ten (10) streets in one search, while narrowing their results by a number of key criteria.

Some drop down boxes, such as state and county, only allow you to make just one choice. Others, such as zip code allow you to select more than one choice by pressing control while clicking each choice.

Search pages offer many useful parameters to help you conduct more effective searches for marketing and comparable activities. For example, the Street Search enables you to pinpoint owners using advanced Marketing Options.

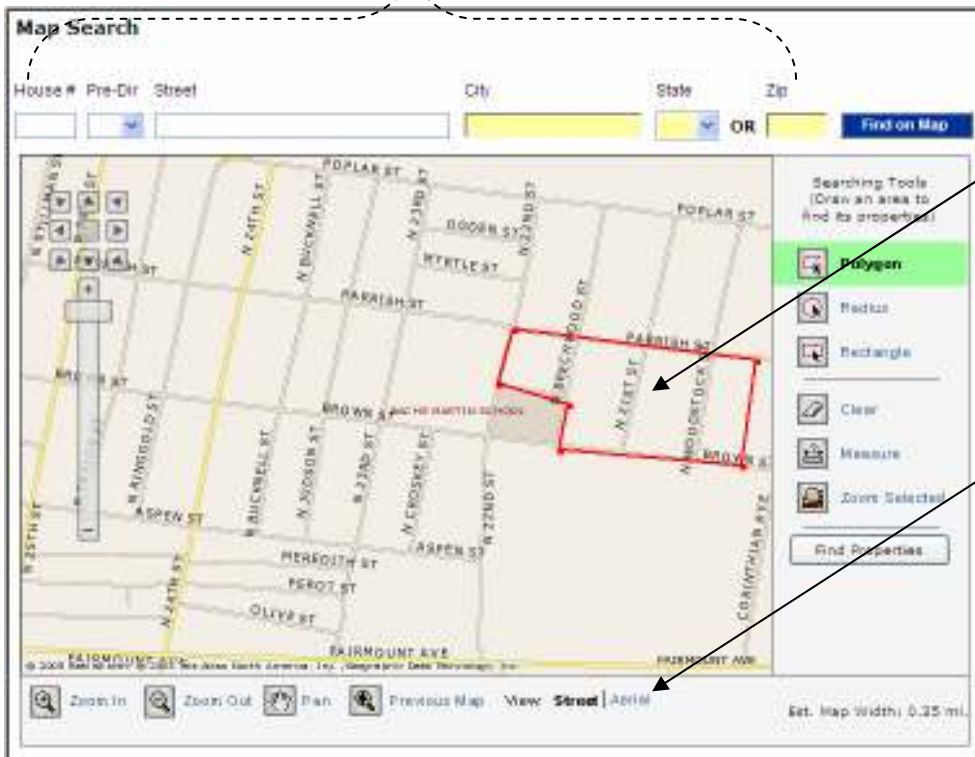
All of the following searches enable you to store and recall search parameters:

- Address
- Street
- Owner Name
- Phone Number
- APN/Tax-id
- General Query

## 7. Map Search

The Realist.com Map Search enables you to paint a search geographically. With a quick “address finder” you can instantly zoom to the locale they wish to search. The search supports searches by radius, rectangle, and even polygon.

To center the map on a specific location, enter an address by filling in the address. If you wish, simply enter a zip code. Then click [Find on Map!](#)



Polygon searching enables users to find properties in irregularly shaped locales. Users can trace the boundaries of a lake or areas featuring a particular home model.

Aerial views overlay streets and enable users to draw search surrounding specific properties.

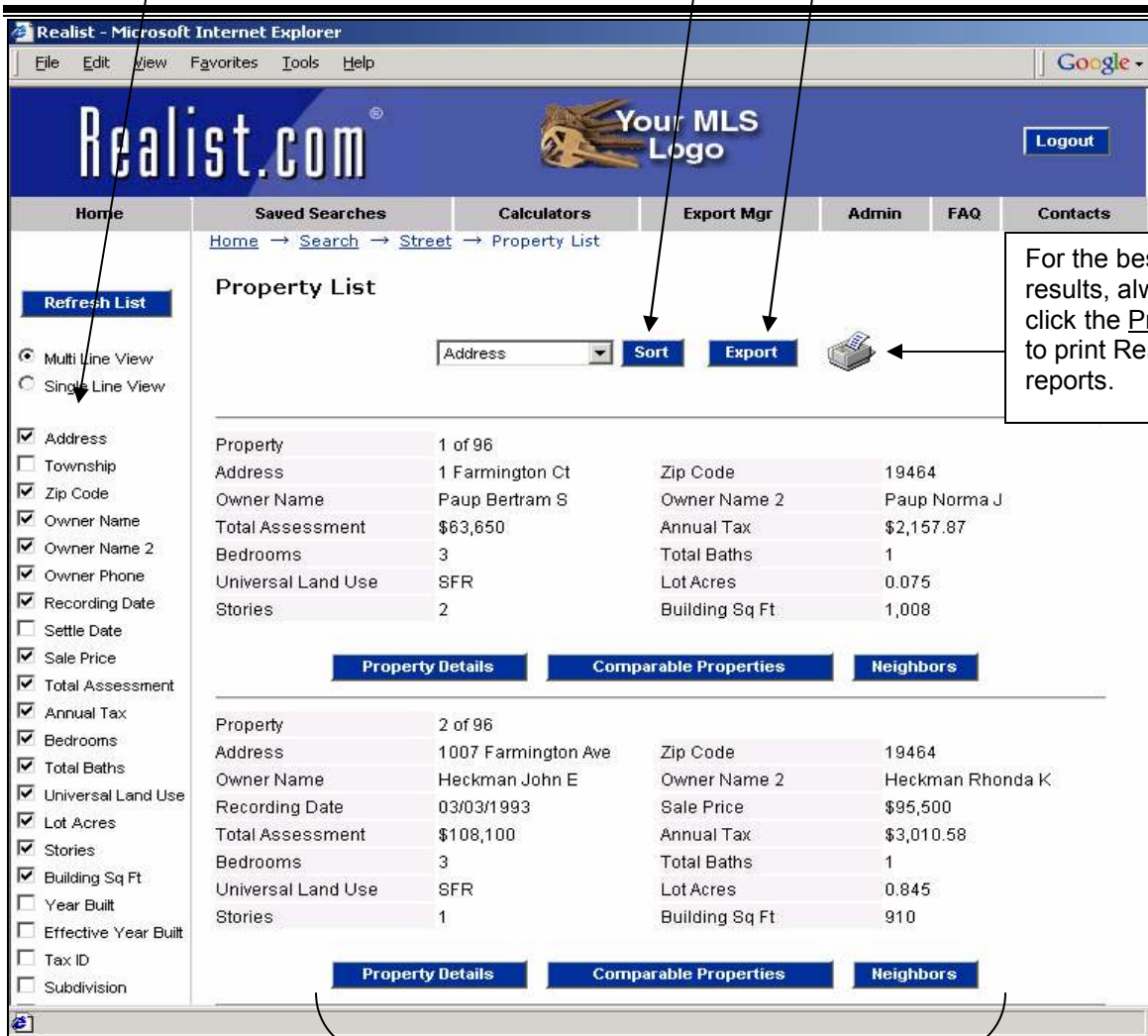
## 8. Multi-Line Lists

Multi-line lists are ideal for creating custom reports and printing.

You can select the fields you want to see on a list. Click on [Refresh List](#) after you complete your changes. Realist always remembers your most recent field selections.

You can [Sort](#) property lists on any field available on the list.

You can export records on any list to mailing labels, Excel or an ASCII file. Just click on the [Export](#) button!



The screenshot shows the Realist.com web application interface. At the top, there is a navigation bar with links for Home, Saved Searches, Calculators, Export Mgr, Admin, FAQ, and Contacts. Below this is a search path: Home → Search → Street → Property List. The main content area is titled "Property List" and features a "Refresh List" button, view options (Multi Line View selected, Single Line View), and a list of fields to be displayed. The list shows two property records, each with a set of "Property Details", "Comparable Properties", and "Neighbors" buttons. A printer icon is also visible next to the "Export" button.

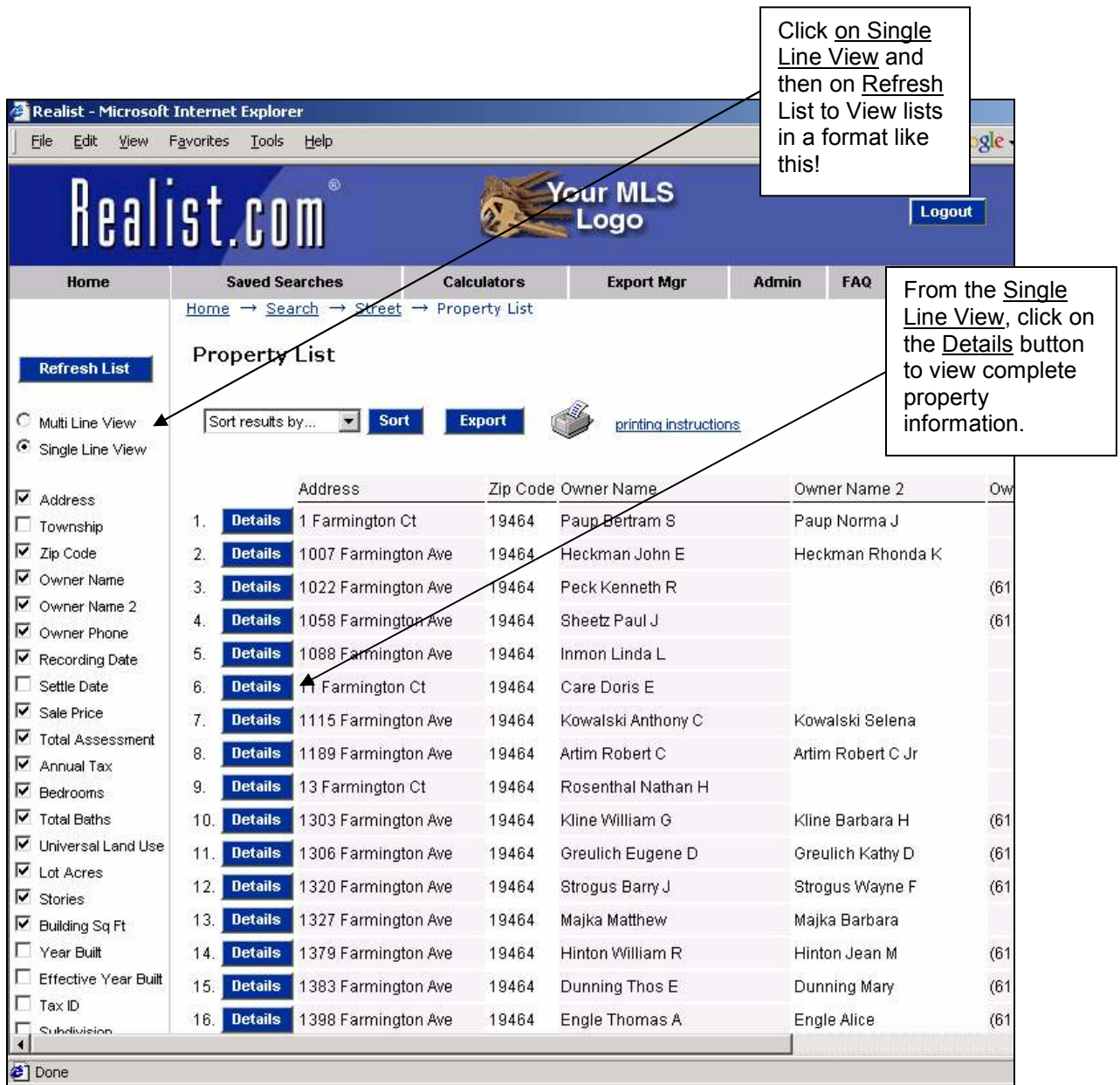
For the best results, always click the [Printer](#) to print Realist reports.

You can "jump" from a property appearing on a list directly to the [Property Details](#), a [Comparable Properties](#) search, or a [Neighbors](#) search. Just click the corresponding button!

## 9. Single Line Lists

Single line lists are ideal for comparing data in a spreadsheet style. They offer all the popular features available from multi-line lists.

Since a multi-line list is generally better for printing, it is the default Realist format each time you sign onto realist.



Click on [Single Line View](#) and then on [Refresh List](#) to View lists in a format like this!

From the [Single Line View](#), click on the [Details](#) button to view complete property information.

Realist.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Realist.com® Your MLS Logo Logout

Home Saved Searches Calculators Export Mgr Admin FAQ

Home → Search → Street → Property List

Property List

Refresh List

Multi Line View  
 Single Line View

Sort results by... Sort Export printing instructions


	Address	Zip Code	Owner Name	Owner Name 2	Own
1.	<a href="#">Details</a> 1 Farmington Ct	19464	Paup Bertram S	Paup Norma J	
2.	<a href="#">Details</a> 1007 Farmington Ave	19464	Heckman John E	Heckman Rhonda K	
3.	<a href="#">Details</a> 1022 Farmington Ave	19464	Peck Kenneth R		(61)
4.	<a href="#">Details</a> 1058 Farmington Ave	19464	Sheetz Paul J		(61)
5.	<a href="#">Details</a> 1088 Farmington Ave	19464	Inmon Linda L		
6.	<a href="#">Details</a> Farmington Ct	19464	Care Doris E		
7.	<a href="#">Details</a> 1115 Farmington Ave	19464	Kowalski Anthony C	Kowalski Selena	
8.	<a href="#">Details</a> 1189 Farmington Ave	19464	Artim Robert C	Artim Robert C Jr	
9.	<a href="#">Details</a> 13 Farmington Ct	19464	Rosenthal Nathan H		
10.	<a href="#">Details</a> 1303 Farmington Ave	19464	Kline William G	Kline Barbara H	(61)
11.	<a href="#">Details</a> 1306 Farmington Ave	19464	Greulich Eugene D	Greulich Kathy D	(61)
12.	<a href="#">Details</a> 1320 Farmington Ave	19464	Strogus Barry J	Strogus Wayne F	(61)
13.	<a href="#">Details</a> 1327 Farmington Ave	19464	Majka Matthew	Majka Barbara	
14.	<a href="#">Details</a> 1379 Farmington Ave	19464	Hinton William R	Hinton Jean M	(61)
15.	<a href="#">Details</a> 1383 Farmington Ave	19464	Dunning Thos E	Dunning Mary	(61)
16.	<a href="#">Details</a> 1398 Farmington Ave	19464	Engle Thomas A	Engle Alice	(61)

Done

## 10. Property Detail Reports

Property detail reports provide the most complete information available on each property in the Realist database. Note that the best available property address appears at the top of each report.

**Property Details**

Next Record 1 of 4 

Comparable Properties Neighbors AVM

Document Image Street Map Flood Map Assessor Map

For Property Located At:  
 1432 Monk Rd  
 Gladwyne, PA 19035-1315  
 Lower Merion Twp - Montgomery County

**Owner Info:**

Owner Name:	Iverson Allen	Tax Billing Address:	1432 Monk Rd
Tax Billing City State:	Gladwyne, PA	Tax Billing Zip:	19035
Tax Billing Zip+4:	1315	Recording Date:	11/08/2000
Annual Tax:	\$27,082.31	County Use Code:	Resid-Single-Family
Universal Land Use:	SFR		

**Location Info:**

School District:	L Merion	Census Block:	2048.00
Carrier Route:	C002	Flood Zone Panel:	4207010367E
Panel Date:	12/19/1996	Flood Zone Code:	X
Zoning:	Ra	Traffic:	/Light

**Tax Info:**

Tax ID:	40-009F-076-37936004	Alt APN:	400037936004
Tax Year:	2002	Annual Tax:	\$27,082.31
Assessment Year:	2002	Land Assessment:	\$265,030
Improved Assessment:	\$1,172,460	Total Assessment:	\$1,437,490
% Improv:	82%	Block ID:	009

**Characteristics:**

Lot Frontage:	224	Lot Acres:	1.908
---------------	-----	------------	-------

SUPPLIER NAME	PROPERTY	TRANSFER VALUE
Seller Name	Panichello John	Susan K Dowling John J & Marilyn R
Document No:	5337-1685	5173-681
Document Type:	Deed (Reg)	Deed (Reg)

**Mortgage History:**

Mortgage Date	11/08/2000	12/28/1988	12/18/1997	03/18/1991
Mortgage Amt	\$1,800,000	\$180,000	\$200,000	\$22,000
Mortgage Lender	First Union Natl Bk	Arlington Cap Mtg	Summit Bk	Frankford Tr Co

**Refresh Page**

- Owner Info
- Location Info
- Tax Info
- Characteristics
- Last Market Sale
- Sales History
- Mortgage History

Buttons appearing above each property report enable you to navigate to other Realist reports and features.



For example, just click Comparable Properties to prepare a comp report.

## 11. Comparable Properties

Creating a comparable properties report is quick and easy. Once you get the hang of it, you'll be creating stylish, informative reports in a jiffy. Here are the easy steps:

### Step 1: Click Comparable Properties

**Property Details**

[Previous](#) [Next](#) Record 5 of 6  

[Comparable Properties](#) [Neighbors](#)

[Street Map](#) [Assessor Map](#)

[Neighborhood Profile](#)

For Property Located At  
**1570 Arran Way**  
**Dresher, PA 19025-1238**  
 Upper Dublin Twp - Montgomery County

**Owner Info:**

Owner Name:	Morein Sylvan	Tax Billing Zip+4:	1238
Owner Name 2:	Morein Jane P	Annual Tax:	\$5,519

Click the Comparable Properties button to quickly generate your comp report.

### Step 2: Select your Search Criteria and Click Get Comps

**Select Your Comparable Property Search Options:**

Total Comps to return:

Sort Method:

Number of Months Back:  OR Date Range: from  to

Distance from Subject Property:  mile(s) Year Built: from  to

Bedrooms from  to  Bathrooms: from  to

Gross Living Area difference:  % Lot Area difference:  %

Num Stories from  to

Pool:

Land Use:

Geographic Options:

Style:

Show Street Map on Comps Report:

[Get Comparables](#) [Save and Get Comparables](#) [Cancel Changes](#)

Adjust your search options to retrieve the best possible results.

Once your personal search options are set, click Get Comparables to search.

To save your search options as a default for future searches, click here.

### Step 3: Select Comparable Sales Candidates and click Generate Report

When the search is completed, Realist displays Comparable Sales Candidates. Since you know the local market best, Realist enables you to tag the properties to actually include in your comparable report.



Click on each property you want to include in your comp report. To include all the candidates, simply click on the Select All button.

Click Generate Comp Report to prepare the final report to share with your buyers and sellers.

Comparable Sales Candidates For  
**1570 Arran Way**  
**Dresher, PA 19025-1238**

Select up to 20 properties for comparable candidates report.

If you would like to expand/update your search criteria, visit the [preferences](#) page.

Export
Sort





Generate Comp Report
Select All
Clear All

Properties Returned: 11

	Address	City State Zip	Recording Date	Sale Price	Price Per Sq Ft	Building Sq Ft	Bedrooms	Total Baths	Dist (miles)	Total Assessment	Assessed Value Ratio
1	<input type="checkbox"/> <a href="#">Details</a> 1712 Aidenn Lair Rd	Dresher PA 19025	12/07/2005	\$445,000	\$179.29	2,482	4	3	.117454	\$203,130	2.19
2	<input type="checkbox"/> <a href="#">Details</a> 1728 Bantry Dr	Dresher PA 19025	11/23/2005	\$435,000	\$188.97	2,302	3	2	.131469	\$184,000	2.36
3	<input type="checkbox"/> <a href="#">Details</a> 1721 Bantry Dr	Dresher PA 19025	12/01/2005	\$429,500	\$171.66	2,502	4	3	.136978	\$203,100	2.11
4	<input type="checkbox"/> <a href="#">Details</a> 1656 Aidenn Lair Rd	Dresher PA 19025	06/22/2005	\$439,500	\$177.07	2,482	4	3	.159982	\$205,670	2.14
5	<input type="checkbox"/> <a href="#">Details</a> 1626 Aidenn Lair Rd	Dresher PA 19025	08/05/2005	\$340,000	\$131.48	2,586	3	3	.258398	\$194,110	1.75
6	<input type="checkbox"/> <a href="#">Details</a> 1625 Aidenn Lair Rd	Dresher PA 19025	12/28/2005	\$460,000	\$177.88	2,586	4	3	.268517	\$196,250	2.34
7	<input type="checkbox"/> <a href="#">Details</a> 1631 Dublin Rd	Dresher PA 19025	06/21/2005	\$415,000	\$160.48	2,586	4	3	.26907	\$211,690	1.96
8	<input type="checkbox"/> <a href="#">Details</a> 1424 Glen Echo Ln	Dresher PA 19025	06/21/2005	\$470,000	\$214.42	2,192	3	2	.285755	\$186,260	2.52
9	<input type="checkbox"/> <a href="#">Details</a> 1657 Arran Way	Dresher PA 19025	04/15/2005	\$380,000	\$166.67	2,280	4	3	.307625	\$201,380	1.89
10	<input type="checkbox"/> <a href="#">Details</a> 1651 Jarrettown Rd	Dresher PA 19025	12/28/2005	\$405,000	\$177.63	2,280	4	3	.397584	\$218,240	1.86
11	<input type="checkbox"/> <a href="#">Details</a> 813 Firethorn Cir	Dresher PA 19025	11/04/2005	\$571,000	\$215.15	2,654	4	3	.45155	\$271,740	2.10

### Step 4: Print or Email your Comparable Sales Report

**Comparable Sales For**  
**1570 Arran Way, Dresher, PA 19025-1238**

**Projected Values Calculated by:**

Assessed value	Sq Footage
\$476,367.00	\$446,035.54

---

**Comparable Statistics:**

	Subject Property	High	Low	Median	Average
Assessed Value	\$214,588.00	\$283,130.00	\$184,868.00	\$283,100.00	\$196,743.33
Assessed Value Rate	0.00	2.36	2.11	2.19	2.22
Sq Footage	2,482	2,582	2,302	2,482	2,429
Sale Price	\$0.00	\$445,000.00	\$429,588.00	\$435,000.00	\$436,588.00
Price/Sq Footage	\$0.00	\$188.97	\$171.66	\$179.29	\$179.97


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**Summary**

Address	City State Zip	Recording Date	Sale Price	Price Per Sq Ft	Building Sq Ft	Bedrooms	Total Baths	Dist (miles)	Total Assessment	Assessed Value Ratio
1. 1712 Adress Lair Rd	Dresher PA 19025	12/07/2005	\$445,000	\$179.29	2,482	4	3			
2. 1728 Bantry Dr	Dresher PA 19025	11/23/2005	\$435,000	\$188.97	2,302	3	2			
3. 1721 Bantry Dr	Dresher PA 19025	12/01/2005	\$429,500	\$171.66	2,582	4	3			

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**Comparable Map**



Map view:  
★ = Exact location of subject may vary by up to 300 ft

Click the icons for **Print** or **Email** to create the report format you need for your client.

**Details**

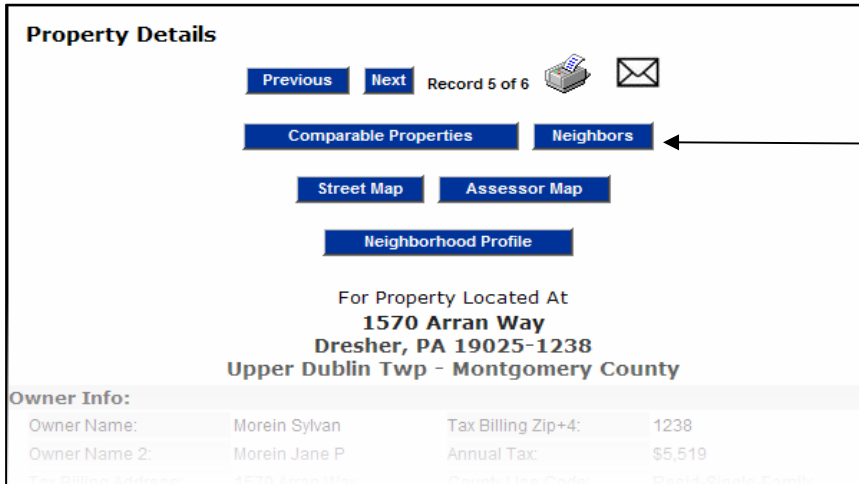
	Subject	Comp#1	Comp#2	Comp#3
Address	1570 Arran Way	1712 Adress Lair Rd	1728 Bantry Dr	1721 Bantry Dr
Tax ID	54-00-00967-005	54-00-00064-008	54-00-01747-008	54-00-01720-008
Township	Upper Dublin Two	Upper Dublin Two	Upper Dublin Two	Upper Dublin Two
Recording Date		12/07/2005	11/23/2005	12/01/2005
Settle Date		11/14/2005	10/21/2005	11/16/2005
Sale Price		\$445,000	\$435,000	\$429,500
Price Per Sq Ft		\$179.29	\$188.97	\$171.66
Building Sq Ft	2,482	2,482	2,302	2,582
Style	Colonial	Colonial	Split Level	Split Level
Stories	2	2	1	1
Total Rooms	8	8	7	8
Bedrooms	4	4	3	4
Total Baths	3	3	2	3
Full Baths	2	2	1	2
Half Baths	1	1	1	1
Fireplaces	1	1	1	1
Exterior	Aluminum/Vinyl	Asbestos	Asbestos	Aluminum/Vinyl
Garage Type	Garage	Garage	Basement	Garage
Garage Capacity	3	2	1	1
Water	Public	Public	Public	Public
Sewer	Public Service	Public Service	Public Service	Public Service
Heat Type	Central	Central	Central	Central
Cooling Type	Central	Central	Central	Central
Lot Frontage	181	102	100	100
Lot Depth	160	196.67	200	200
Lot Acres	529	458	458	458
Lot Sq Ft	23048	20000	20000	20000
Annual Tax	\$5,519	\$5,224	\$4,732	\$5,224
County Use Code	Resid-Single-Family	Resid-Single-Family	Resid-Single-Family	Resid-Single-Family
Universal Land Use	SFR	SFR	SFR	SFR
Condition	Average	Average	Average	Average
School District	Upper Dublin	Upper Dublin	Upper Dublin	Upper Dublin
Subdivision		Aldern Lair Sec 05	Aldern Lair Sec 01	Aldern Lair Sec 01
Dist (miles)		1.77454	1.31489	1.38978

To change the sections and information you prefer to show in a comparable report, visit the [Preferences](#) section of Realist.

## 12. Neighbors

In a few clicks, find all the neighbors located within a specified radius of a property. Neighbor searches are an ideal way to prepare mailing lists for just-listed and just-sold cards. Here's how to prepare a mailing list in 3 easy steps.

### Step 1: Click on the Neighbors Button



**Property Details**

Previous Next Record 5 of 6

Comparable Properties **Neighbors**

Street Map Assessor Map

Neighborhood Profile

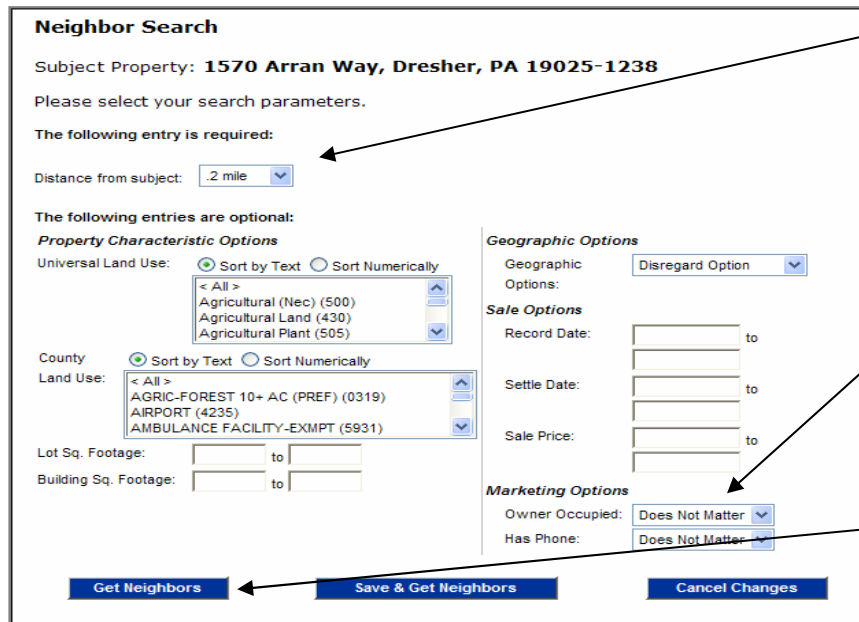
For Property Located At  
**1570 Arran Way**  
**Dresher, PA 19025-1238**  
 Upper Dublin Twp - Montgomery County

**Owner Info:**

Owner Name:	Morein Sylvan	Tax Billing Zip+4:	1238
Owner Name 2:	Morein Jane P	Annual Tax:	\$5,519

Click on the **Neighbors** button to begin a search.

### Step 2: Select your Search Criteria and Click Get Neighbors



**Neighbor Search**

Subject Property: **1570 Arran Way, Dresher, PA 19025-1238**

Please select your search parameters.

The following entry is required:

Distance from subject: .2 mile

The following entries are optional:

**Property Characteristic Options**

Universal Land Use:  Sort by Text  Sort Numerically

< All >  
 Agricultural (Nec) (500)  
 Agricultural Land (430)  
 Agricultural Plant (505)

County:  Sort by Text  Sort Numerically

Land Use:  
 < All >  
 AGRIC-FOREST 10+ AC (PREF) (0319)  
 AIRPORT (4235)  
 AMBULANCE FACILITY-EXMPT (5931)

Lot Sq. Footage: to

Building Sq. Footage: to

**Geographic Options**

Geographic Options: Disregard Option

**Sale Options**

Record Date: to

Settle Date: to

Sale Price: to

**Marketing Options**

Owner Occupied: Does Not Matter

Has Phone: Does Not Matter

Get Neighbors Save & Get Neighbors Cancel Changes

The Neighbor Search is a radius search, selecting neighbors within a distance from the property you select.

Marketing options enable you to prepare mailing lists for resident owners, investors, or even telemarketing lists.

Once your personal search options are set, click **Get Neighbors** to start the search.



**Step 3: Select Neighbors for your Mailing List and click Export**

When the search is completed, Realist displays the Neighbors matching your search options.

**Neighbors**

Neighboring Properties for  
**1570 Arran Way**  
**Dresher, PA 19025-1238**  
**Upper Dublin Twp - Montgomery County**

Next Page Page # 1

Sort Export  

Select All Clear All  This Page Only  All Records

Property:	1 of 126 <input checked="" type="checkbox"/>		
Address	1635 Aidenn Lair Rd	Township	Upper Dublin Twp
Zip Code	19025	Owner Name	Waples Harry W
Total Assessment	\$200,000	Annual Tax	\$5,144
Bedrooms	4	Total Baths	3
Universal Land Use	SFR	Lot Acres	.532
Stories	1	Building Sq Ft	2,586
Year Built	1965	Tax ID	54-00-00193-005
Dist (miles)	.19974		

**Property Details**

Property:	2 of 126 <input checked="" type="checkbox"/>		
Address	1636 Aidenn Lair Rd	Township	Upper Dublin Twp
Zip Code	19025	Owner Name	Russ David D
Total Assessment	\$204,812	Annual Tax	\$5,268
Bedrooms	3	Total Baths	3
Universal Land Use	SFR	Lot Acres	.49
Stories	1	Building Sq Ft	2,600
Year Built	1965	Tax ID	54-00-00193-005
Dist (miles)	.19974		

You can individually tag each record you wish to include in your export file.

For a short cut you can tag all the records on the page you are viewing, or even all the records contained in the search results.

Once you have selected the records you want, simply click the Export button.

For more information on creating and working with Export files, check out the next chapter!

## 13. Mailing Lists & Exports

Mailing lists and data exports are a breeze. Just point at the export file and click to download or open. Mailing lists can be opened with popular word processors and exports are formatted for popular spreadsheet software or as ASCII files.

**Step 1:** Click on Exports from any Realist list

**Step 2:** Choose you Export options, then Click on Export

You can create Labels or export Full Records. Select the format for your labels or full records.

**Export Builder**

**Labels:**

Avery 5160

Avery 5161 (Bar Codes)

Avery 5162

Excel

ASCII

**Full Record:**

Excel

ASCII

**Export**

**Export Status This Month:**

Records Allowed This Month	5000
Records Already Downloaded This Month	0
Records Remaining Before This Download	5000
Records In This Download	126

**Create Labels From**

**Property Address**

Show current owner for your labels.

Show customized salutation for your labels.

Type a customized salutation for your labels.

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

Type a customized salutation for your labels.

**Tax Billing Address**

Show current owner for your labels.

Eliminate duplicate labels.

Show customized salutation for your labels.

Type a customized salutation for your labels.

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

Type a customized salutation for your labels.

**Fields to Print on Full Record Exports:**

**Select All** **Clear All**

- Tax Billing Address
- Tax Billing City & State
- Tax Billing State
- Tax Billing City
- Tax Billing Zip
- Tax Billing Zip+4
- Tax Billing Carrier Rte

**Your Search Parameters:**

State:

County:

Owner Name:

You are allowed to export thousands of records each month. Track your month-to-date Export Status right here!

Click on Export when all your options are selected.

If you are creating labels, select whether you wish to mail to the Property Address or Tax Billing Address. Then select the additional options best suited to your mailing.

If you are exporting Full Records, tag the Fields to include in your records.

The parameters defining your search appear here – make sure they are correct before you click Export!

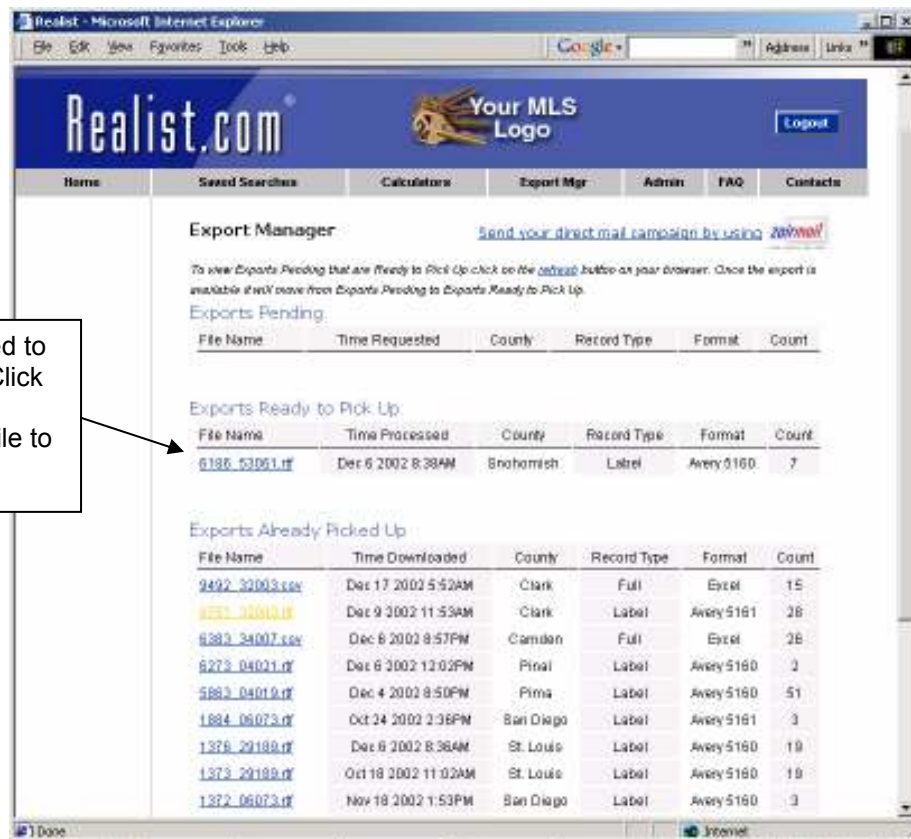
### Step 3: Download your File from the Export Manager

Realist.com starts creating an export file immediately after the Export button is clicked. While small jobs are often done very quickly, larger exports may take some time to produce. Check in the *Export Manager* to determine if the file is still processing or if it is ready to pick up. If your export is still processing, click Refresh button on the browser to update the page and determine if the export is now ready to pick up. Export files are saved for up to 90 days and can be downloaded more than once. Export files that you have already picked up can also be deleted through the Export Manager.

The *Export Manager* page allows you to pick up or downloaded previously prepared data files. 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

The file name assigned to your export is a link. Click on the file name to download the export file to your computer.



**Exports Pending**

File Name	Time Requested	County	Record Type	Format	Count
<a href="#">6186_53051.rtf</a>	Dec 6 2002 8:38AM	Brookshire	Label	Avery 5160	7

**Exports Ready to Pick Up**

File Name	Time Processed	County	Record Type	Format	Count
<a href="#">9492_32003.csv</a>	Dec 17 2002 5:52AM	Clark	Full	Excel	15
<a href="#">8533_02010.rtf</a>	Dec 9 2002 11:53AM	Clark	Label	Avery 5161	26
<a href="#">6383_34007.csv</a>	Dec 6 2002 8:57PM	Camden	Full	Excel	26
<a href="#">6273_04021.rtf</a>	Dec 6 2002 12:02PM	Pinal	Label	Avery 5160	3
<a href="#">5863_04019.rtf</a>	Dec 4 2002 8:50PM	Pima	Label	Avery 5160	51
<a href="#">1884_06073.rtf</a>	Oct 24 2002 2:38PM	San Diego	Label	Avery 5161	3
<a href="#">1376_29189.rtf</a>	Dec 6 2002 8:38AM	St. Louis	Label	Avery 5160	19
<a href="#">1373_29189.rtf</a>	Oct 18 2002 11:02AM	St. Louis	Label	Avery 5160	19
<a href="#">1372_06073.rtf</a>	Nov 18 2002 1:53PM	San Diego	Label	Avery 5160	3

**Exports Already Picked Up**

File Name	Time Downloaded	County	Record Type	Format	Count
<a href="#">9492_32003.csv</a>	Dec 17 2002 5:52AM	Clark	Full	Excel	15
<a href="#">8533_02010.rtf</a>	Dec 9 2002 11:53AM	Clark	Label	Avery 5161	26
<a href="#">6383_34007.csv</a>	Dec 6 2002 8:57PM	Camden	Full	Excel	26
<a href="#">6273_04021.rtf</a>	Dec 6 2002 12:02PM	Pinal	Label	Avery 5160	3
<a href="#">5863_04019.rtf</a>	Dec 4 2002 8:50PM	Pima	Label	Avery 5160	51
<a href="#">1884_06073.rtf</a>	Oct 24 2002 2:38PM	San Diego	Label	Avery 5161	3
<a href="#">1376_29189.rtf</a>	Dec 6 2002 8:38AM	St. Louis	Label	Avery 5160	19
<a href="#">1373_29189.rtf</a>	Oct 18 2002 11:02AM	St. Louis	Label	Avery 5160	19
<a href="#">1372_06073.rtf</a>	Nov 18 2002 1:53PM	San Diego	Label	Avery 5160	3

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## 14. Neighborhood Profiles

Instantly develop a snapshot of a property's neighborhood to share with prospective buyers.

**Step 1:** Select the sections and content you wish to include in a report, then click Submit.

### Neighborhood Profile Options

Select from the following for your Neighborhood Profile Options.

**Demographic Data**  
 Include

**School Data**  
 Include

Low Grade: Kindergarten  
High Grade: 12th  
School Type: Both  
Distance: 2 miles

**Business Data**  
 Include

Distance: 1 mile

ARTS  
ASSOCIATIONS/ORGANIZATIONS  
BANKING  
CHILD CARE

**Crime Data**  
 Include

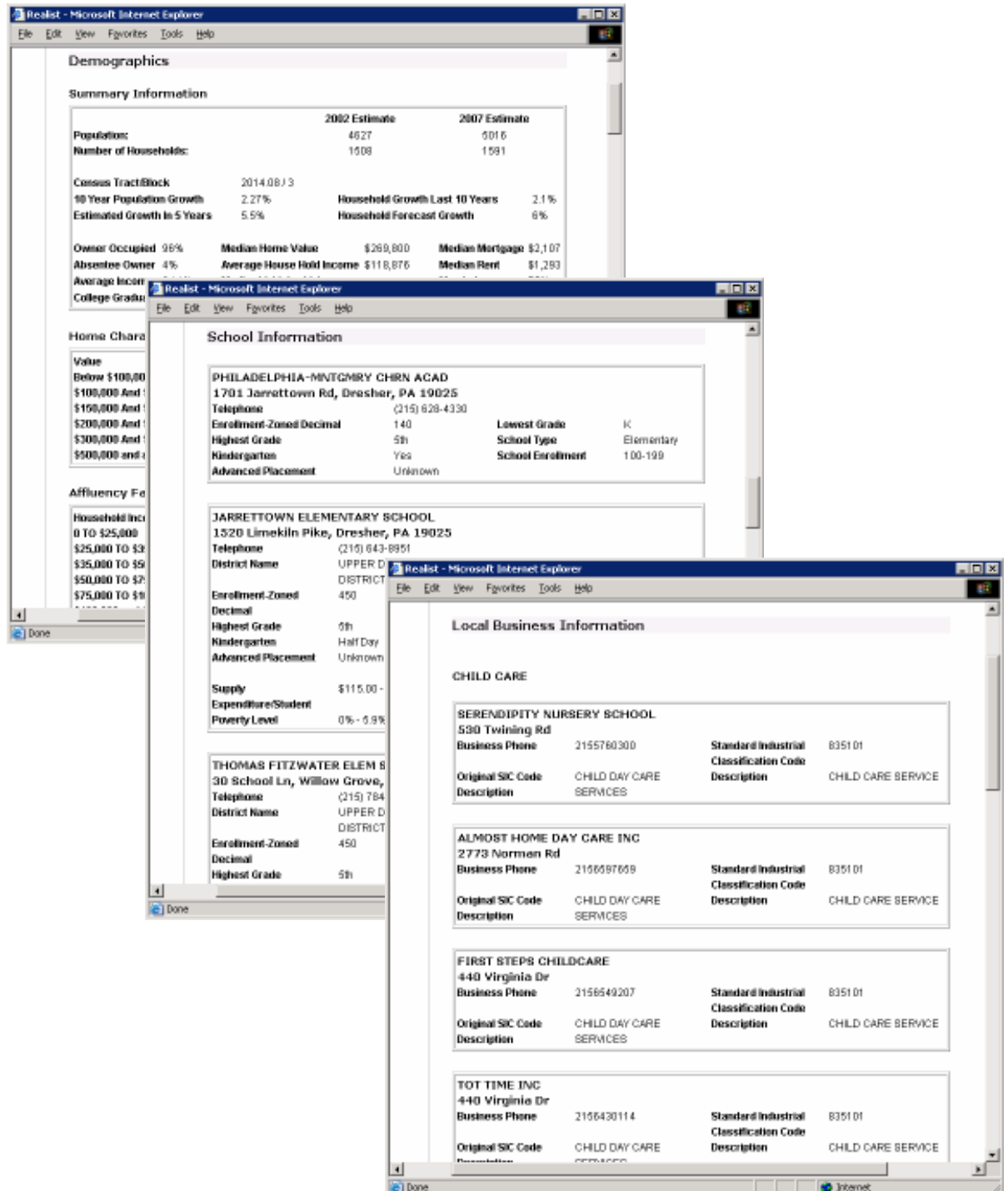
FAIRFAX COUNTY PD CHIEF OF POLICE  
HERNDON CHIEF OF POLICE  
VIENNA CHIEF OF POLICE  
FALLS CHURCH CHIEF OF POLICE

**Submit**

At your discretion, Neighborhood Profiles can include demographics, school information, local business information, and crime data.

Select multiple business types by pressing control and clicking simultaneously.

Step 2: View, print or email your report.



The screenshot displays three overlapping windows from the Realist software interface, all running in Microsoft Internet Explorer.

**Demographics - Summary Information**

	2002 Estimate	2007 Estimate
Population:	4627	5016
Number of Households:	1508	1591
Census Tract/Block	2014.06/3	
10 Year Population Growth	2.27%	Household Growth Last 10 Years 2.1%
Estimated Growth in 5 Years	5.5%	Household Forecast Growth 6%
Owner Occupied	96%	Median Home Value \$269,800
Absentee Owner	4%	Median Mortgage \$2,107
Average Income	\$118,876	Median Rent \$1,293

**School Information**

**PHILADELPHIA-MINTGMBRY CHRN ACAD**  
 1701 Jarmattoven Rd, Dresher, PA 19025  
 Telephone (215) 628-4330  
 Enrollment-Zoned Decimal 140  
 Highest Grade 5th  
 Kindergarten Yes  
 Advanced Placement Unknown  
 School Type Elementary  
 School Enrollment 100-199

**JARRETTOWN ELEMENTARY SCHOOL**  
 1320 Limekiln Pike, Dresher, PA 19025  
 Telephone (215) 643-8951  
 District Name UPPER D  
 Enrollment-Zoned Decimal 450  
 Highest Grade 5th  
 Kindergarten Half Day  
 Advanced Placement Unknown  
 Supply Expenditure/Student \$115.00 -  
 Poverty Level 0% - 5.9%

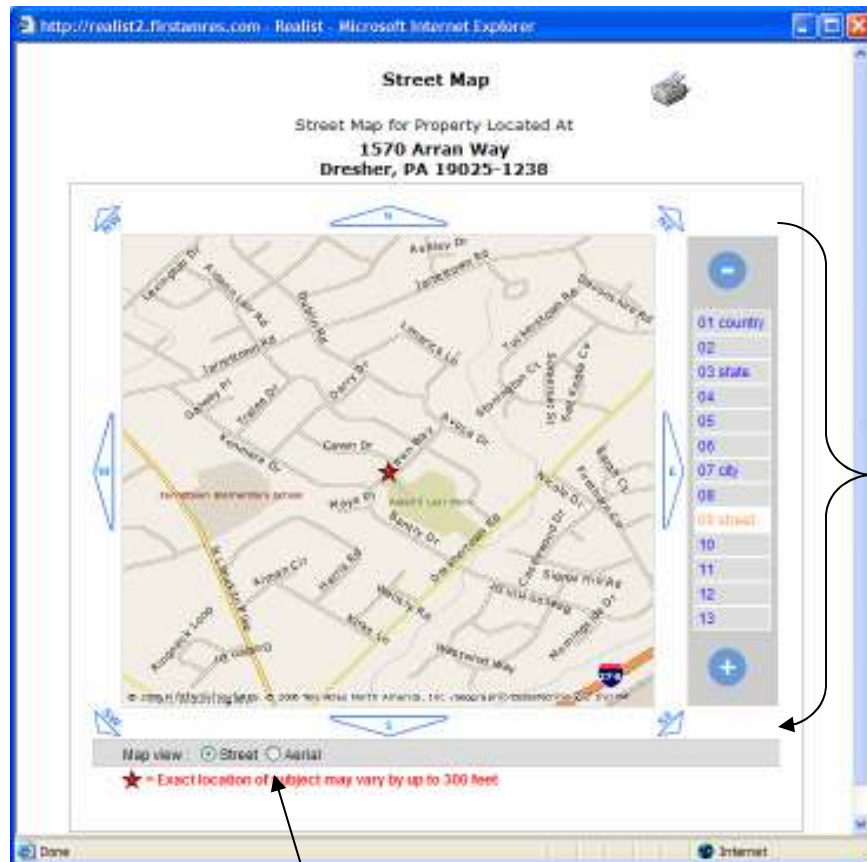
**THOMAS FITZWATER ELEM S**  
 30 School Ln, Willow Grove, PA 19086  
 Telephone (215) 784-7844  
 District Name UPPER D  
 Enrollment-Zoned Decimal 450  
 Highest Grade 5th

**Local Business Information - CHILD CARE**

Business Name	Business Phone	Standard Industrial Classification Code	Description
SERENDIPITY NURSERY SCHOOL	2155760300	8351 01	CHILD CARE SERVICE
ALMOST HOME DAY CARE INC	2156597658	8351 01	CHILD CARE SERVICE
FIRST STEPS CHILDCARE	2156549207	8351 01	CHILD CARE SERVICE
TOT TIME INC	2156430114	8351 01	CHILD CARE SERVICE

## 15. Map View

Maps are available for any property, along with an optional aerial overlay. In fact, very soon parcel maps will be available as an additional option.



Click on the zoom level that best meets your needs. Choose one of the numeric pre-sets, or simply click the plus (+) or minus (-) to move one zoom level at a time.

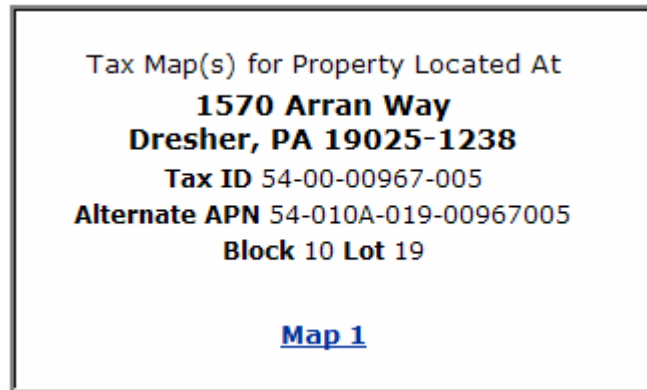
Click the aerial button to overlay Aerial imagery.

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## 16. Assessor Maps

Many – but not all -- MLS organizations subscribe to the Realist assessor maps. To view and work with assessor maps, click on the Assessor Map button appearing above a Realist Property Detail report.

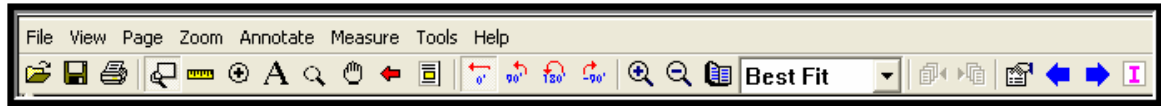
If an assessor map is available, a window appears similar to the one shown below.











Properties are typically linked to just single assessor map, but from time to time, a property may appear on two or more assessor maps. Consequently, Realist displays a list of the maps on which a property may appear. When a user clicks on the map number to view, a new window opens containing the Realist map viewer. Since assessor maps are large files, and since the speed of Internet connections vary, maps may take a few moments to load. An example of the Realist viewer is shown below.










The Assessor Map Viewer provide advanced 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:

	<p><b>Open File</b></p>	<p>The FARES map viewer will allow 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 FARES features.</p>
	<p><b>Save To File</b></p>	<p>Using the save to file feature will save the map at the standard 8.5x11 size. The FARES map viewer features work as an overlay to the map. This means that when a map is saved, any FARES map viewer features will not be saved with it.</p>
	<p><b>Print Map</b></p>	<p>The print map feature is a basic printing feature that allows you to print a map to any installed printer. Any FARES map viewer features (such as annotate or measurement) will print just as it appears on the screen.</p>
	<p><b>Rectangle Zoom</b></p>	<p>Rectangle zoom is the default tool for the FARES 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 will allow you to view street names and property dimensions</p>
	<p><b>Measure</b></p>	<p>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 will only display one polygon outline at a time.</p>
	<p><b>Center Map</b></p>	<p>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.</p>
	<p><b>Annotate and Highlight Tools</b></p>	<p>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.</p>
	<p><b>Magnify Window</b></p>	<p>This feature, while keeping the current map view, uses a second window to magnify any area of the map you mouse over.</p>

	<b>Hand Pan</b>	<p>By using your mouse to left click any area or the map, you can drag and adjust the viewable area of the map.</p>
	<b>Insert Arrow</b>	<p>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.</p>
	<b>Rotations</b>	<p>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.</p>
	<b>Zoom In/Zoom Out</b>	<p>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.</p>
	<b>Display Full Map</b>	<p>This tool will bring you back to the original map size.</p>
	<b>Browse Table and Previous/Next Map</b>	<p>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.</p>
	<b>Display Index Map</b>	<p>This feature will take you to the parent map of the currently viewed map.</p>