

REALIST QUICK REFERENCE

Neighbor Search

The Neighbor Search allows the agent to quickly learn about a neighborhood by viewing all of the properties surrounding a subject property. This search is also used when trying to find the neighbors of a subject property to generate labels for a mass mailing.

- Search for the subject property using one of the available search techniques: Address, Street, Owner Name, Owner Phone, Parcel #, or General Query.
- View the Property Details for the subject property.
- *NOTE:* Occasionally the Neighbors button will not appear for a subject property. The neighbor search cannot be executed for properties in which key data is incomplete or which the search is not predicted to be successful.
- Click the Neighbors button.
- The Neighbor Search Parameters page appears. Any changes made here to the search parameters are temporary and used only for the current search. The default search options can be modified under Preferences.
 - The Distance from Subject Property defaults to a .5 mile radius search. This can be changed from .1 mile to 10 miles depending on the property density of the area.
 - Universal Land Use – What type of properties to include in the radius search.
 - Lot Sq Footage – It is recommended that this value is left blank since most do not measure the sqft of lots.
 - Building Sq Footage – If desired input a sqft range to search.
 - Geographic Options – Certain geographic parameters can be used in addition to the radius search. An MLS member may want to search a radius but further limit matches by selecting one of these options.
 - Recording Date is the date the county records the transaction. This date is typically after the Settlement Date.
 - Settlement Date allows the user to search for properties that sold in a specified date range. This can be used if preparing to do a mailing and you do not want to mail anyone who recently purchased their property. For counties that do not use Settlement Date you should instead search on Recording date when searching for Solds.
 - Sale Price – To limit properties based on their sales price.
 - Marketing Options – These options do not provide reliable results for our Realist counties.
- After inputting the neighbor search criteria click the Get Neighbors button.
- Normal Realist functionality applies to the matching properties in the Neighbor List.