

## REALIST QUICK REFERENCE

### *Property List and Neighbor List*

When Realist finds more than one property matching your criteria the results are displayed in the Property List format.

- By default, Realist displays the Multi-line summary for each property.
- You can change this to a columnar view by selecting the Single-line view radio button and clicking the Refresh button.
- The agent can customize what data is displayed by tagging/untagging the fields on the left and clicking the Refresh button. This is good to do prior to printing or emailing a report to a client.
- To change the sort order, click the sort button. The Property List can be sorted by up to 3 different fields, in any combination of ascending or descending order. Click the Sort button to apply the custom sort order.
- The Next Page button will allow the user to scroll through the list of matches.
- There is a checkbox next to each property. By default they are all selected. Tag the properties to print, export, or email.
- Use the Printer icon to print a report or the Envelope icon to email a report.
- When printing or emailing reports the user can choose the Multi-line Property list or the Property Details page. At this time it is not possible to print/email the Single-line list.
- To see all the Realist information available for a property click the Property Details button.
- To run an automatic comparable search for a property click the Comparable Properties button.
- To view all the neighboring properties for a specified address click the Neighbors button.