

# REALIST QUICK REFERENCE

## *Property Details*

The Property Details Page shows the full report of available information for a property. The property data is organized into sections. This page can be customized by turning on or off the different sections prior to emailing or printing. The left side of the Property Details page contains checkboxes for each section. Click the Refresh button to see the changes.

### **Owner Info**

- This section contains owner name, mailing address, phone number, last deed recording date, and property type.
- The complete property address appears at the top of the page. The tax billing address is maintained separately from the property address. The mailing address will be the same as the tax address when it is owner occupied.
- Owner phone numbers will display for residential property owners assuming they are not unlisted or not on the government's Do Not Call list.
- Realist updates its database for property owners who register with the Direct Marketing Association to limit direct marketing solicitations via mail and telephone. For these owners, phone numbers will not be displayed and the words no mail will appear next to the mailing address. Mailing labels will not be produced for these properties.

### **Location Info**

- This section contains enhanced data provided by Realist that may not be part of the auditor's tax roll.

### **Tax Info**

- This section contains data gathered primarily from the auditor's tax roll.

### **Property Characteristics**

- This section includes additional details on the parcel and improvements gathered from the auditor's tax roll.

### **Last Market Sale**

- This section contains data for the most recent arms-length market sales transaction which is suitable for comparable purposes. Subsequent nominal sales or deed recording for purposes of changing names (ex: marriage or divorce) do not appear in this section, but appear as part of the Sales History Section

### **Sales History**

- This section displays as many as the last four deed recordings.
- Each sales transaction is listed in a columnar format.
- Nominal sales transactions and foreclosure sales are also included.

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### **Mortgage History**

- This section displays up to the last four mortgage originations recorded.
- This section does not show if a mortgage has been repaid or resold.
- The user will be able to make an educated guess based on the mortgage amount whether it was a refinance, home equity loan, etc.

### **Street Map Button**

- Click the street map button to see a MapQuest map showing where the property is located.
- When the map is ready to be viewed click the Street Map link.
- Users can zoom in and out by using the minus (-) and plus (+) zoom tool or by clicking one of the areas on the zoom level tool.
- Panning is accomplished by clicking any compass direction points (ex: N, S, etc) surrounding the map.
- Re-centering the map is accomplished by clicking on any newly desired center point on the map.
- Click the printer icon at the top of the page to print the map.

### **Flood Map Button**

- Click the flood map button to see a FEMA flood map for the property being viewed.
- The maps cost \$1.40
- To purchase a flood map click Continue, otherwise click Cancel.
- *NOTE: The Franklin County Auditor's website has flood maps for free.*

### **Assessor Map Button**

- It is recommended that prior to viewing Assessor Maps that the Image Viewer is enabled in the Realist preferences.
- Tax assessor maps are available for the following counties: Delaware, Franklin, Licking, and Madison.
- To view the Assessor Map click the Assessor Map button.
- Then click the Map 1 link to open the assessor map.
- The first time you choose to view an assessor map with the Realist image viewer the user will be prompted to download the image viewer.
- The map will display the entire map page. The user will need to locate the subject property using the different zoom and pan tools.
- While using the image viewer the row of toolbar buttons allow you to
 

|                                   |                                |
|-----------------------------------|--------------------------------|
| ○ Open previously saved files     | ○ Enlarge items on map to read |
| ○ Save a map                      | ○ Pan map view                 |
| ○ Print a map                     | ○ Mark map with red arrows     |
| ○ Select an area to zoom in on    | ○ Highlight items on the map   |
| ○ Measure the acreage of a parcel | ○ Rotate map                   |
| ○ Click on a point to center map  | ○ Zoom in                      |
| ○ Label/annotate map              | ○ Zoom out                     |

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### **Neighborhood Profile Button**

- The Neighborhood profile allows the agent to view demographic data as well as information about area schools and businesses.
- When inputting search criteria for schools select a grade range to search, school type (public, private, or both), and distance around the subject property.
- When inputting business search criteria select the desired businesses to search and a distance around the subject property.
- Click the Submit button.
- The demographic data comes from the US Census Bureau. This information is updated every ten years and was last updated in 2000.
- The demographic data is based on the census tract where the property is located.
- The school information section will find all the schools within the specified distance of the subject property. *Note:* The schools returned are not necessarily the schools attended by the property.
- The school and business data is updated quarterly.

### **View Listing Button**

- This button will only appear if the property being viewed is currently listed in the MLS System. (Statuses: Active, Auction, Contingent Financing/Inspection, Contingent Escape, and Temporarily Withdrawn).
- This button will open the CBR Tempo Agent Full report for the property.