



Realist Tax

matrix.swflaml.com

What is Realist Tax?

Realist is your source for Public Records information; you can search for properties, view Tax, Owner, Market Value and Historical Sales information and create Mailing Labels and export mailing label data. Realist blends MLS and Tax Data into a map centric tool allowing you to quickly see all properties that are in the MLS as well as properties that are bank owned and foreclosed, regardless if they have been listed in the MLS or not.

Accessing Realist Tax

You can access Realist from Matrix by clicking on **“Realist Tax”** found on the blue navigation menu; this will open the Realist Search screen.

Realist can also be accessed by clicking on the TX icon found any of the listing reports. This will launch the tax report for that listing from there; you can click on **“Launch Realist”** this will bring you to the Realist Search screen.

Searching in Realist

1. What is the difference between the Quick Search and the My Search tabs?

The Quick search allows you to search by property address, owner name, MLS number and PID. The My Search tab provides you with the option to search by numerous fields including but not limited to: subdivision, sale date, sale price, foreclosure stage, owner name, plus much more.

2. Is there a way for me to search other criteria fields than what I see under the My Search tab?

Yes, there are additional search fields that are available for you to include in your search criteria. To add additional fields to your search page, click on **“Customize Search”**. In the window that appears, click on **“Show all”** check the fields that you want to be available on the search screen and click on **“Apply.”**

3. I entered search criteria how do I view the results?

Clicking on the blue **“Search”** icon found at the bottom left side of the screen will execute the search and provide you with the properties that match the entered criteria.

4. How do I clear my search criteria?

To clear your search criteria click **“Clear Searches”** at the bottom left of your screen.

Reports in Realist

1. How do I access reports for a property after performing a search?

There are two methods to do this, first from the 'Grid' click on the property that you want to view and then click on **"Reports"** found at the bottom left of the 'Grid'. The second option is to click on the property found on the Map and then click **"Reports."**

2. When viewing a report what does "Customize View" do?

Depending on what report you are viewing clicking on this option provides you with options to control what information appears on the reports.

3. How do I print out all of the reports for a property?

When on any of the reports click on **"Print"** and select **"Customize."** This will bring a window where you can select what reports to print and what sections.

4. How do I email out all of the reports for a property?

When on any of the reports click on **"Email"** and select **"Customize."** This will bring a window where you can select what reports to email and what sections.

5. How do I print multiple property reports at the same time?

From the 'Grid' check the properties that you want to print and click **"Print"** and select the pages you want to include. You will get a PDF document with Property Detail reports for all of the selected properties that you can print and/or email.

Mailing Labels

1. How do I create mailing labels from my search results?

Check the properties you want to create labels for and click on **"Labels"** found at the bottom of the grid. This will bring you to a screen where you need to select the type of label, which address to use (Tax Billing or Property) after making your selections click on **"Create."** You will get a pop up window, select to open the file which will open the labels in a Word document.

*If you do not see a pop-up after clicking **"Create,"** make sure that you have pop-up enabled in your browser's settings.

2. How can I export mailing label information?

Check the properties that you want to export and click on **"Export"** found at the bottom of the grid, select **"Customize Export."** On the left side of the screen click on **"Owner Information"** check the following fields:

1. Mail Owner Name
2. Owner Address
3. Owner Address City
4. Owner Address State
5. Owner Address Zip Code
6. Owner Address Zip + 4 code

Click on **"Save."** Click on **"Export"** and you will get a prompt to open the file in Excel. For future exports you will not need to select the fields, you will simply need to click on **"Export"** and choose **"Customize;"** the fields will automatically appear for you.

*If you do not see a pop-up after clicking **"Create,"** make sure that you have pop-up enabled in your browser's settings.

The Realist Map

After performing a search the Realist map will plot all of the properties that match the entered criteria, clicking on any of the plots on the map will give you the options to zoom into the property, view the approximate lot dimensions and access the property's reports.

1. Is there a way to do a map search?

To do this, click on the Pencil icon found at the top left side of the screen, you will need to select the shape for the map search, i.e. radius. After selecting the shape, click on the map to draw the search shape. Click on the blue Search icon found on the bottom left side of the screen.

2. Is there a way to outline zip code boundaries on the map?

Yes, to have the map display zip code boundaries, click on the boundaries icon found directly to the right of the Pencil icon and check the Zip box.

3. What does the push pin icon do?

Clicking on this icon allows you to select to display various flags on the map:

- I. MLS Statuses
- II. Pre-Foreclosure **
- III. Bank Owned **
- IV. Short Sales **
- V. REO Sales **

4. What does the graph icon do?

This option allows you to display trends on the map, such as “# of Homes in Foreclosure” or “Median Home Value”. **

5. What does the binocular icon do?

This option allows you to display points of interest on the map such as grocery stores, and gas stations.

6. I am unable to select any of the points of interest to display on the map. Why?

In order to view points of interests you must zoom in on the map, once you have zoomed in close enough you will be able to select the points of interest.

** Information comes from Public Records data, not MLS listing data.

Help with Matrix

Help can be found under the Help menu in Matrix. In addition, we are always available for you at the board 239-597-1666 or by email mls@nabor.com.