

**Contents:**

Market Watch	1
Searching for Listings	2
Emailing	3
Realist Tax	3
Add/Edit Listings	4
Photos & Docs	5

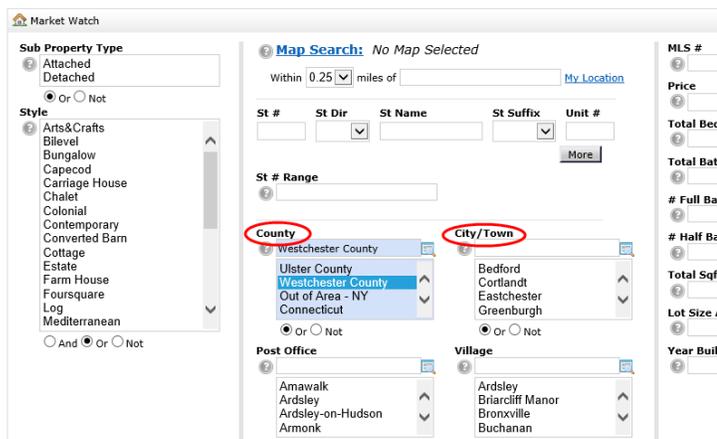
## Market Watch

Market Watch allows you to keep track of changes happening in your local Market Area. Initially, your Market Watch will show you changes over our entire MLS area but you can choose to further customize it to a specific area.

Looking at your Market Watch widget on the homepage, choose a property type from the dropdown and then click Customize.



Choose your specific area. For example: If you would like you Market Watch to show you only “Westchester County”, or just one specific city, or a combination of counties and cities, select them on your search screen and click SAVE.

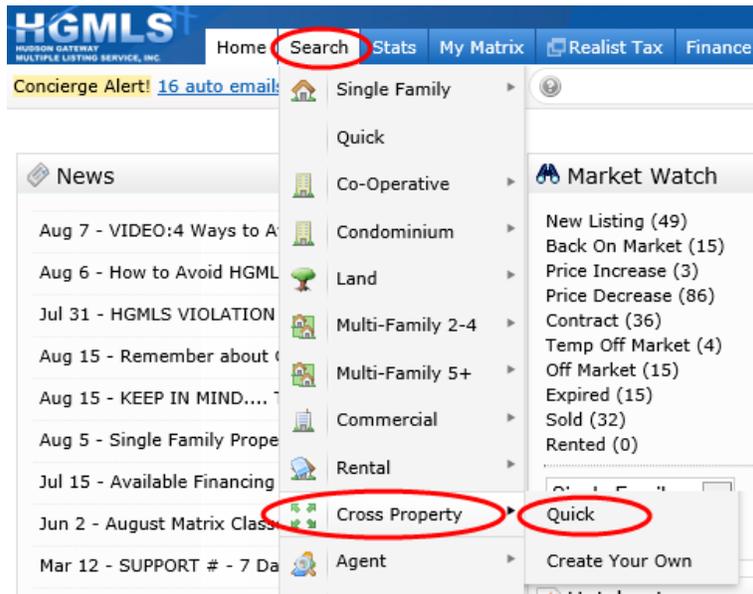


Once you customize your Market Watch it will only display listing changes that have happened in your specified area.

*Note- Each Property Type must be customized one at a time.*

## Searching for Listings

You can begin searching for properties by hovering over or clicking SEARCH on the top navigation tool bar. Choose which property type you'd like to search under or choose CROSS PROPERTY to search under more than one property type at a time.



Each Property Type has either a QUICK or a DETAILED option. Quick searches have the basic search fields and Detailed searches have more criteria fields. With either search (Quick or Detailed) you can add additional criteria to any search by clicking ADD FIELDS at the bottom of your search screen.

**Style**

- Arts&Crafts
- Bilevel
- Bungalow
- Capecod
- Carriage House
- Chalet
- Colonial
- Contemporary
- Converted Barn
- Cottage
- Estate
- Farm House
- Foursquare
- Log
- Mediterranean

And  Or  Not

**County**

- Bronx County
- Dutchess County
- Orange County
- Putnam County

Or  Not

**Post Office**

- Accord
- Airmont
- Amawalk
- Amenia

Or  Not

**Hamlet/Loc.**

- Accord
- Airmont
- Allards Corner
- Allgerville

Or  Not

**Zip Code**

**Village**

- Bedford
- Accord
- Adirondack
- Albany

Or  Not

**School District**

- Ardsley
- Arlington
- Beacon
- Bedford

Or  Not

**Additional Fields**

- Total Sqft
- Lot Size Acres
- Year Built

[Clear](#) 5000+ matches [Map](#) [Results](#)

[Additional Fields](#) [Add/Remove](#)

## Emailing Listings

Once you have entered your search criteria click RESULTS. The single line results grid will display. Put a check in the box to the left of the listing or listings you'd like to email, and click EMAIL at the bottom of the page under ACTIONS.

<input type="checkbox"/>	<a href="#">4420514</a>	A	750 East 137th Street	Bronx	\$289,000	2 3 (3 0)	1,872	1920	0.03%
<input type="checkbox"/>	<a href="#">4428677</a>	A	3230 Colden Avenue	Bronx	\$289,000	2 2 (1 1)	1,320	1953	0.05%
<input type="checkbox"/>	<a href="#">4430150</a>	A	1383 Intervale Avenue	Bronx	\$289,000	2 2 (2 0)	1,152	1988	0.09%
<input checked="" type="checkbox"/>	<a href="#">3402071</a>	A	312 Swinton Avenue	Bronx	\$299,000	2 2 (1 1)	1,300	1925	0.05%
<input type="checkbox"/>	<a href="#">4430249</a>	A	160 Kearney Avenue	Bronx	\$299,000	2 1 (1 0)	1,024	1955	0.03%
<input checked="" type="checkbox"/>	<a href="#">4413458</a>	A	2018 Haviland Avenue	Bronx	\$309,000	2 2 (2 0)	1,088	1950	
<input type="checkbox"/>	<a href="#">4405436</a>	A	3287 Lafayette Avenue	Bronx	\$319,000	2 1 (1 0)	654	1920	0.02%
<input type="checkbox"/>	<a href="#">4416633</a>	A	563 Hollywood Avenue	Bronx	\$319,000	2 3 (2 1)	1,664	1940	0.05%
<input type="checkbox"/>	<a href="#">4400190</a>	A	173 tier Street	call Listing Agent	\$320,000	2 1 (1 0)	1,058	1925	0.07%
<input type="checkbox"/>	<a href="#">3334125</a>	A	4435 Seton Avenue	Bronx	\$325,000	2 2 (2 0)	1,187	1925	0.05%
<input type="checkbox"/>	<a href="#">3405329</a>	A	1863 Hunt Avenue	Bronx	\$325,000	2 2 (2 0)	1,011	1965	0.03%
<input type="checkbox"/>	<a href="#">4428086</a>	A	2944 Yates Avenue	Bronx	\$325,000	2 2 (2 0)	1,700	1955	
<input type="checkbox"/>	<a href="#">4409033</a>	A	824 Brinsmade Avenue	Bronx	\$329,000	2 2 (1 1)	1,140	1935	0.05%
<input type="checkbox"/>	<a href="#">4429006</a>	A	1870 Patterson Avenue	Bronx	\$329,000	2 1 (1 0)	1,490	1925	0.05%
<input type="checkbox"/>	<a href="#">4414647</a>	A	487 Minnieford Avenue	Bronx	\$339,900	2 1 (1 0)	1,009	1940	0.06%

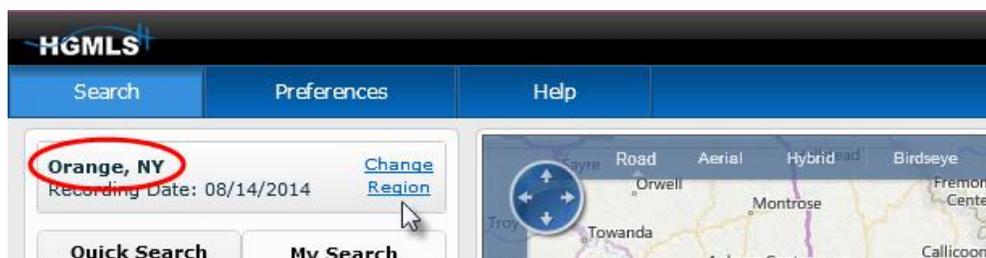
Fill in the email address of the contact you are sending the listings to or- click the "TO:" button to select from your list of Contacts. Enter a Subject in the Subject line and click SEND.

## Realist Tax

The Realist Tax program is a resource for getting estimated tax record information. Access Realist by clicking the REALIST TAX tab on the top navigation tool bar.



Note: Realist on a mobile device appears differently than on a PC. Below are the images from a PC. When Realist opens be sure that your preferred county is in the top left corner. Or click CHANGE REGION to choose your county.



## Realist (cont.)

Use the QUICK SEARCH to find a tax record for a property. Use minimal criteria (less is more!) Try searching by just street number and street name. If more than one result appears, put a check in the box next to the correct address and click VIEW REPORTS.

Orange, NY  
Recording Date: 08/14/2014

**Quick Search** My Search

Address is  
231 main

Owner Name starts with  
Last, First OR Corporate Name

MLS Listing Num... starts with

APN/Alt APN/Ta... starts with

SEARCH

Check out what's **NEW** in Realist  
click here

Tax Id: 332489-022-000  
Owner: Gary Keegan

3 Beds  
N/A Sale Price

Print Grid/Map Email Grid/Map

4 results, 1 selected

	Address	City/Town	School Dist	Owner Name
<input type="checkbox"/>	231 E Main St	MIDDLETOWN	Middletown	Fusco Alfred A III
<input type="checkbox"/>	231 W Main St	PORT JERVIS	Port Jervis	Decker Stephen C/Decker Mary...
<input type="checkbox"/>	231 E Main St	PORT JERVIS	Port Jervis	Williams Joseph V/Shapley Mari...
<input checked="" type="checkbox"/>	231 Main St	CORNWALL	Cornwall	Keegan Gary

**View Reports** Print/Email Property Detail Create Labels Export

## Add/Edit Listings

To being entering a listing or to make changes to your listings go to ADD/EDIT on the top navigation tool bar.



To add a new listing click ADD NEW. To edit an existing listing click the dropdown under QUICK MODIFY and select the listing.

# Adding Photos and Docs

Once your listing has been entered into Matrix click ADD/EDIT on the top navigation tool bar and choose your listing from the QUICK MODIFY dropdown. This will bring you to the MODIFY LISTING screen. To add photos click on MANAGE PHOTOS and browse your computer for the images. To add documents go to UPLOAD DOCUMENTS.

**Modify Listing**

**11 North Street Name Avenue Unit#3**



MLS#: **3500011**

Status: **Active**

P Type: **Co-Operative**

Type: **Attached**

Beds: **4**

Baths: **3 (2 1)**

List Price: **125,000**

List Date: **02/01/2014**

Year Built: **1983**

**Select Form**

[Add/Edit Co-Operative Listing](#)

[Change to Active](#)

[Change to Contract](#)

[Change to Temp Off Market](#)

[Change to Off Market](#)

[Change to Sold](#)

[Change to Expired](#)

[List Price Change](#)

[Open Houses](#)

[Extend Listing](#)

**Other Options**

[Manage Photos](#)

[Show Input Audit](#)

[Assign SentiLock Lockbox](#)

[Upload Documents](#)

[CheckIt](#)

Cancel

Once Document Manager opens put a check in the box next to LISTING AGREEMENT, click the dropdown ACTIONS ON SELECTED and choose either UPLOAD (to scan and upload) or CREATE COVERSHEET (to fax the document into the system)

Documents Pending Upload					Actions on Selected...
Name	Type	Comment	Due Date	Associated To Do	Create Coversheets
<input checked="" type="checkbox"/> **#Listing Agreement	Other				Upload Actions... ▼

QUESTIONS? Email: Krissy DiFrancesco- MLSTRaining@HGAR.com