

# How to Search by Address, Street Name, or MLS Number

# To search by Address:

1. **One way to quickly search by address is to use the Speed Bar** (noted below). Simply enter the address, the first part of the street name, and an \* into the speed bar field (i.e. 28334 Ridge\*). Then click the magnifying glass.



**The asterisk is a wild card, and in this example, allows you to perform a** *"begins with"* **search.** In this example, we will find all listings that have an address of 28334, where the street name also begins with the word "ridge" (Ridgebrook).

#### Additional Notes:

*"Ends With"*—You can also use the asterisk to perform an "ends with" search. To do this, you would enter "28334 \*ridge". This search will find all listings with an address of 28334, where the street name also ends with the word "ridge" (i.e. Forestridge).

*"Contains"*—You can also use two (2) asterisks to perform a "contains" search. To do this, you would enter "28334 \*ridge\*". This search will find all listings with an address of 28334, where the street name contains/includes the word "ridge".

# To search by Street Name:

- 1. You can also use the Speed Bar to search by street name alone or the first part of the street name along with an asterisk to perform a *"begins with"* search (as shown previously).
- 2. Alternatively, you can use the Street Name field in the Cross Property Search, which appears with the other Address Search fields under the Listing Type & Level of Service search boxes.

| RCGi   |   |   | Chat / Feedback                          |
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| Quick  |   |   | 0  |
| Status - Date or Range                         | Map Search: No Map Select               | ted                                       | Price                                    |
| Active   | Within 0.25 Timiles of                  | My Location                               | ⑤ 50+ ♥ (000s)                           |
| Contingent - CCS                               |   | Hy Locaton                                |  |
| Expired  | Enter an MLS# or address or click the " | My Location" link to set the center point | Transaction Type                         |
| Pending  | of your radius map search. Please note, | the "My Location" link is most accurate   | lease                                    |
| Sold   | on GPS-enabled devices like smartphon   | es and some tablets.                      | Exchange                                 |
| Cond Withdrawn                                 | **Both Listing Type and L               | evel Of Service are required fields       | **                                       |
| Concord withdrawn                              | Listing Type                            | Level Of Service                          | # Bedrooms 🗿 3+                          |
| Property Type                                  | Exclusive Right to Sell                 | Full Service                              |  |
| Residential                                    | Exclusive Agency                        | Limited Service                           | # Baths.Lavs                             |
| Condominium -                                  | Unknown (Data Share Listing) -          | MLS Entry Only                            | isting - # Full Baths 🔞                  |
| Or ○ Not                                       |   | **We do not receive Level                 | of Service # Half Baths                  |
|  | **We do not receive Listing Type inform | mation for information for some da        | ta share                                 |
|  | some data share iistings.               | listings.**                               | Acreage                                  |
|  | Address Search                          |   | New Dulk                                 |
|  | Street# Dir Pfx Street Name             | St Sfx Dir Sfx Unit# Bldg# Zi             | Year Built                               |
|  | <ul> <li>Maple*</li> </ul>              |   | Yr Remodel 🔞                             |
|  |   | Ma  | - Square Footage -                       |
| · · · · · · · · · · · · · · · · · · ·          |   | MO  | Finished Above Grade:                    |
| 2711 - 61                                      |   |   | 0  |
| County   | Area                                    | City                                      | Finished Below Grade:                    |
|  |   | Cabaal District                           | Total Below Grade:                       |
| OAK - Oakland County                           | 02181 - West Bloomfield Twp             | School District                           |  |
| OGE - Ogemaw County                            | 02184 - Orchard Lake                    | Almost                                    | Total Finished SgFt:                     |
|  | 02191 - Bloomfield Hills                | Avondale                                  | = 0                                      |
| ONT - Ontonagon County                         |   |   |  |
| ONT - Ontonagon County<br>OSC - Osceola County | 02192 - Birmingham                      | Berkley                                   |  |
| ONT - Ontonagon County<br>OSC - Osceola County | 02192 - Birmingham                      | Berkley                                   | Elceplace Y/N                            |
| ONT - Ontonagon County<br>OSC - Osceola County | 02192 - Birmingham                      | Berkley<br>Biomingham<br>Biomheid Hills   | Fireplace Y/N                            |

When entering a partial name for a street, be sure to include the asterisk (\*) character (as explained above).

**Our Advice to You When Searching by the Full Address or Just the Street Name**: Refrain from entering the street suffix information in any of the search fields (i.e. street name, street suffix).

☞ Important Listing Data Entry Tip Pertaining to Street: When initially loading your listing into the MLS, be sure to auto-fill as many fields as possible from the public record database (PRD). You can do this by using the correct PIN for the property. This will allow you to auto-fill the proper street name, proper street suffix, etc. and adhere to Realcomp's MLS data entry standards for each and every listing you input.

# To search by MLS Number:

1. **If you have the Realcomp MLS number**, the quickest way to find a listing by that number is to enter it into the Speed Bar.

| ( DO     |                               |   |        |         |        |                   |         |       |                |            |                        |       | Chat / Fee   | dback )) I | RCO3 N  |
|----------|-------------------------------|---|--------|---------|--------|-------------------|---------|-------|----------------|------------|------------------------|-------|--------------|------------|---------|
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|          | MLS                           | Stat                                      | Туре   | Area    | Addres | s                 |         | City  |                | County     | Price                  | DOM   | Ttl Sqft     | Zoning     |         |
|          | 22100928                      | UWTH                                      | BUSRE, | F 05056 | 5260 T | Frowbridge        |         | Hamt  | ramck          | Wayne      | \$200,000              | N/1/  | 1,200        | DO NOT U   | ISE - B |
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However, <u>you cannot search by partial MLS numbers in the Speed Bar field</u>. You CAN do this in the actual "MLS #" search field though (see below).

2. **If you have the original MLS number for a data share listing,** please know that number was modified upon import into Realcomp's system to include a <u>2-digit</u> <u>prefix which indicates the original MLS source</u>.

You can find this listing using the original MLS number, **the MLS # search field** (which you may need to add to your search criteria - shown below), and the asterisk character(s) to perform a "begins with", "contains", or "ends with" search.



Please reference the additional resources below for search helps.

Slide Show: <u>http://www.slideshare.net/RealcompMLS/how-to-find-listings-by-address-or-mls-number-in-rco3</u>

YouTube Videos:

Searching by Address or Street Name with the Speed Bar

Searching by MLS Number Using the Speed Bar

If you have any questions about this, please contact Realcomp's Customer Care Department at (866) 553-3430. We're to help!