



Supplement for Appraisers - Tips & Tricks

1. There is no limit to the number of listings that are included in an email link. If a bank wants 200 listings in the Appraisal Report, it is not a problem!

2. Subscribers have the ability to personalize their Default Map inside flexmls!

a. To change the Default Map:

1. Select *Preferences* from the Menu bar, located on the Dashboard
2. Select *Default Map*
3. Everything within the blue rectangle will be shown by default

b. To change or adjust the default:

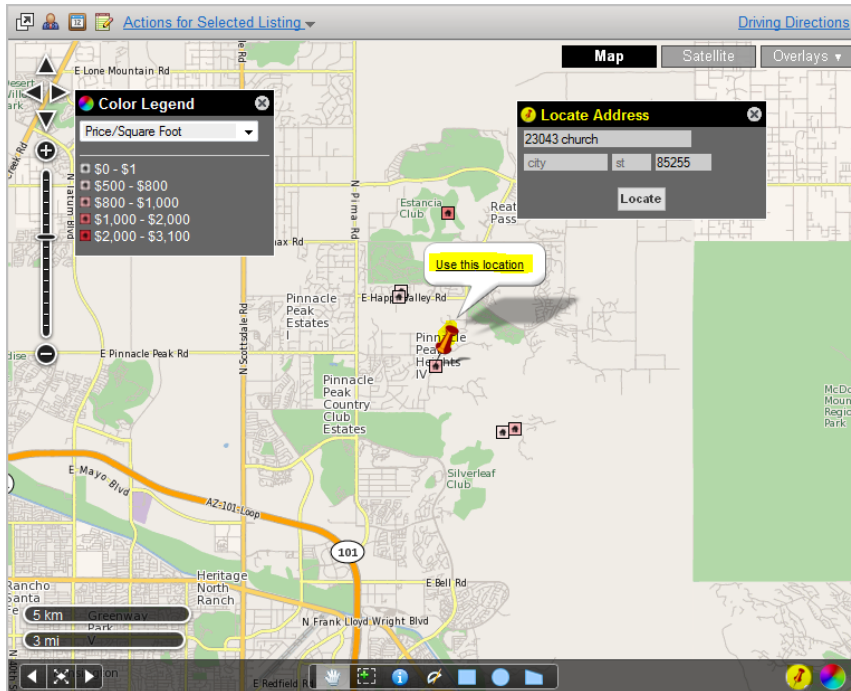
1. From the Default Map area, select the *Rectangle* tool
2. Draw a rectangle around the area you wish to have as the default area
3. Click *Save* in the upper-right corner
4. To cancel the new Default Map, select *Reset* in the upper-right corner
5. The screen will return to the original Default Map



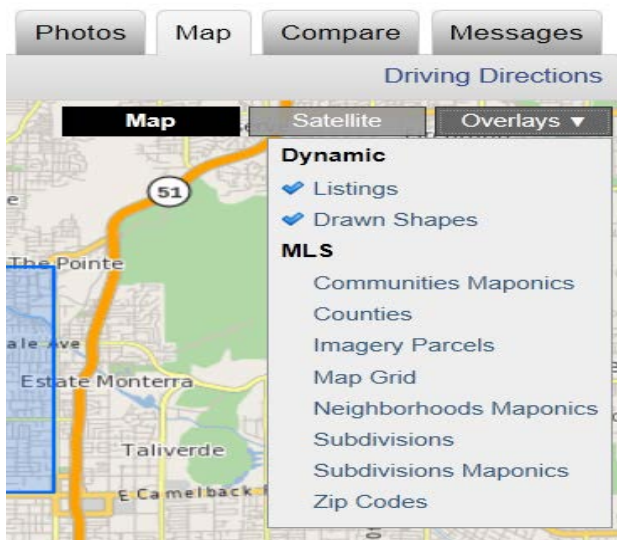
3. The *Color Legend*



- a. In the lower-right corner of the Map screen, click the color wheel to *View Color Legend*. The initial view will display different colored dots that correspond to the statuses of the properties that are plotted on the map.
- b. Click the drop-down arrow to change the colored listing dots on the map to display graded colors to show the listings by MLS overall *Price* or by *Price/Square Foot*.



4. *Locate Address* (the red pushpin) - This is a great way to highlight the subject property on the map.
 - a. In the lower-right corner, just to the left of the Color Legend, click on the red pushpin to bring up the *Locate Address* search box.
 - b. Fill in the address information and click on the *Locate* button. Then click on *Use this location* to attach the pin to the map.



5. *Overlays* offer additional information when looking at a map.

To use overlays:

- a. Click on the button labeled *Overlays* in the upper-right corner of the Map tab to get a drop-down list.
- b. Choose which overlay you would like:
 - *Communities Maponics*
 - *Counties*
 - *Imagery Parcels*
 - *Map Grid*
 - *Neighborhood Maponics*
 - *Subdivisions*
 - *Subdivisions Maponics*
 - *Zip Codes*

- When creating your own Quick Search templates you can control where your own templates show up in the list by using an underscore (_) before your named template. The system lists all of the templates alphabetically. Placing numerical underscores next to your own templates will cause them to rise to the top of the list for easier use.



- Forgot your password? Click on the *If Your Password Is Not Working Click Here* grey box, located on the Log In screen. A temporary password will be sent your email address on file.

- FBS recommends a maximum number of 8 to 10 columns for Views. If you abbreviate your column names you can fit more. However, having more than 8 to 10 columns can make it difficult to view all of them at once as well as printing them on one page.
- Show the Browser full-screen mode by pressing F11. Push F11 again to return to a normal view.
- As of May 2009, Subscribers are required to use the field *Special Listing Cond* when listing a property that is a Lender Owned, a Pre-foreclosure or requires Short Sale Approval. Participants must disclose potential short sales, where Lender review and agreement is required, when reasonably known to the listing participants.
- The ARMLS® Listing Input Forms (profile sheets) are helpful! When searching for data in flexmls, it is useful to print out a profile sheet to help find certain fields and values. ARMLS Listing Input Forms can be found in flexmls.

To find profile sheets in flexmls:

- Login to flexmls
- Select *Daily Functions* from the Menu bar
- Select *Input Forms*
- Print the appropriate profile sheet

12. Know where to find an electronic version of the ARMLS Grid Boundaries Map? This map contains an easy-to-read view of the Map Code/Grid numbers used to search areas throughout the valley.

To find this map:

- a. Login to www.armls.com
- b. *On the main toolbar, click on the Industry and Area Information tab*
- c. Click *Grid Map*

13. Looking for Short Sale Comps? Be sure to not only check the *Special Listing Cond* field, but the *Remarks* field as well. Listing Agents are not required to mention distressed properties in the *Remarks* field, but often do.

14. Looking for a specific detail when looking for comps? Below are some common searchable items (values) and which fields to find them under.

| Value | Field to Find Value Under |
|---|----------------------------------|
| Short Sale Aprvl Req Previously Aprved SS Lender Approved SS Lender Owned/REO Pre-Foreclosure HUD Owned Property | Special Listing Cond |
| Gated Community | Community Features |
| Basement Arizona Room/Lanai Separate Workshop Guest Qtrs-Sep Entrn | Other Rooms |
| Separate Guest House | Exterior Features |