

Tips and Tools to Help You Maximize Your Use of RE Records Search

STARTING OUT: INITIAL SEARCHES

4 different initial search types assure that you will find the information you are looking for quickly and easily.

Address:

- Quickly locate a subject property.
- Identify property owners and view property details.
- See the last sale price of a property along with recent mortgage and sales histories.

Name:

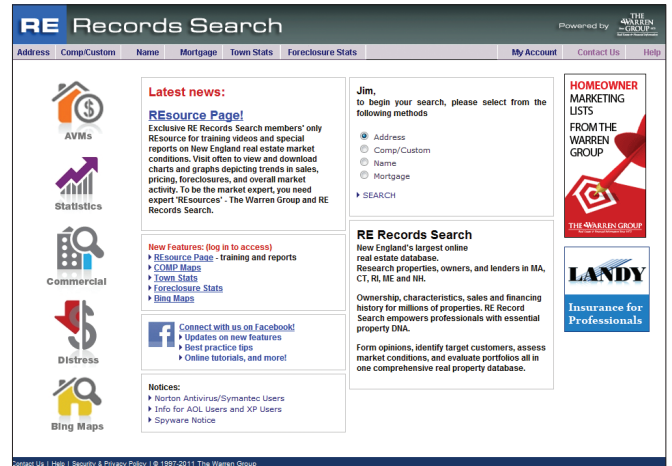
- Locate a property using owner/buyer/seller names.
- Identify all the real estate transactions that a specific person has been involved in as a buyer or seller across a county.

Comp/Custom:

- Find all real estate sales in one or more towns with property characteristics similar to your subject property.
- Choose whether you wish to include, not include, or exclusively search for distressed properties.
- Identify properties based on location – including countywide.
- Locate properties based on value, characteristics, name, sale date or mortgage parameters.

Mortgage:

- Locate a property based on mortgage parameters.
- Find all properties across a county associated with a particular lender.
- Find owners who might be interested in refinancing.



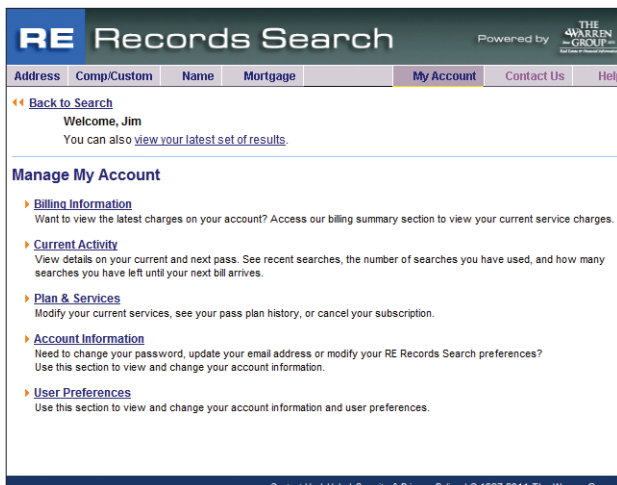
ADVANCED SEARCHING WITHIN RESULTS

Search Tips:

- Search multiple streets by entering street names separated by commas (no spaces).
- Select multiple towns in the Comp/Custom, Name, or Mortgage Search Types by holding the Ctrl key while clicking on town names.
- Remove prefix/suffix when entering street names, i.e. enter "Main" not "Main St."
- Mortgage Histories: If you are not concerned with mortgage information, select "None" from this drop-down menu for shorter, more compact records.
- # of Results per Page: Select the number of records to be displayed on your screen at one time. If you plan to print your results set and want an uninterrupted list, set this to ALL.

MANAGE YOUR ACCOUNT

Access and make changes to your account information and set your preferences by logging-in to RE Records Search, and then clicking on the top right "My Account" button.



Billing Information

View the latest charges on your account, and update your credit card information.

- Select Billing Cycle
- Credit Card Info
- Billing Contact

your credit card failed and your service was cancelled, go here and select the Get A New Pass link.

- Pass History
- Modify Pass Plan
- Cancel My Service

Current Activity

View the details of your pass plan, including how many searches you have left. You can access recent searches from this menu, as well.

- Current Usage
- Recent Searches

Account Information

Tired of being notified every time you request a Full Record Results set? Turn off the Full Records reminder page by answering 'no' to the first question in the Preferences menu. Set your default state here, as well. You can also change your password and update your personal information under Account Information.

- Update Account Info
- Modify Password
- Preferences

Plan & Services

View your Pass Plan history and modify your current Pass Plan. If you are a former member looking to rejoin, or if

GET THE MOST OUT OF SEARCH RESULTS

There's more to RERS than just property records. Get the most out of your membership by customizing your viewing options and exploring additional features.

CUSTOMIZE THE VIEW OF YOUR RESULTS:

- Sort results by Address, Price, Date or Use.
- Sort the order in which you view records by Lo to Hi or Hi to Lo.
- Display records as 1-Line, Multi-Line (default) or Full Record.
- 1-line allows you to view more records per page.
- Multi-line gives a quick snapshot of the property and sale.
- Full Record displays all the information available on that property from the town hall and/or registry of deeds. Regardless of the Display Mode, you always have the ability to see the full record of each property within the Full Search Results Set by clicking on the property address in each record.

The screenshot shows the RE Records Search interface. At the top, there are navigation tabs: Address, Comp/Custom, Name, Mortgage, Town Stats, Foreclosure Stats, My Account, and Help. Below the tabs, there are links for 'Back to Address Search' and 'Full Search Results'. The search criteria are: state=MA, town=WWO, ccode=01, stname=clapboardtree, minc=Y. The results show 'Records 1 - 1 of 1' with an average last sale price of \$280,000 and an average last sale price from free results of \$658,233. There are buttons for 'Clear All', 'Save Selected', 'Create Labels', 'Download File', and 'Print'. Below these are buttons for 'Find Sales', 'Find Foreclosures', 'Bing Map', and 'AVM'. The record view shows owner information for Dennis M Riley and property information for 99 Clapboardtree St, Westwood, MA 02090-2905.

Note:

The gold Print button is directly connected to the Display Mode. If you select the gold Print button while in the 1-Line display mode, only 1-line per record will print. The same applies to the Multi-Line display. If you need the full record(s) printed, be sure to select Full Record from the Display Records drop-down menu, first.

Still have questions?

Send us an Email at CustomerService@thewarrengroup.com
or Call us at 617.428.5100/800.356.8805

MANAGE YOUR RESULTS SET

Clear All

Clear All removes the check marks from the boxes next to the records, allowing you to handpick the records you would like to keep. Once you click Clear All, the button changes to Select All, allowing you to reselect all records if you wish.

Download Files

Download Files allows you to download all the information in a property file and insert it into a spreadsheet. Instructions are available in the Help Menu, online.

Print

The gold Print button takes you to a printer-friendly screen, and works differently than your Web browser's print function.

Save Selected

Save Selected will discard any records that do not have check marks next to them, leaving behind only the records you want to keep. Unwanted records are permanently discarded, so be sure to place check marks beside all the records you want to keep.

Create Labels

Create Labels lets you to download name and address information from selected records to create mailing labels. Instructions are available in the Help menu online.

ADVANCED SEARCHING WITHIN RESULT

Find Sales, Find Foreclosures, Bing Maps, and Automated Value Reports will appear as yellow buttons within the record. Included with your membership.

Find Sales

- Click the Find Sales button to run a proximity search for sales near your target property.
- Based primarily off of sale prices and date ranges.

Find Foreclosures

- Click the Find Foreclosures button to run a proximity search for distressed properties near any property with full address information.
- Make your results as broad or as narrow as you would like by using different search parameters.

AVM

- Click the AVM Button to learn about purchase Automated Value Reports.

Comp Maps

- Click the Comp Maps button after running a Find Sales or Find Foreclosures search in order to see a Bing Map of your comparable properties.
- Pick and choose which properties you wish to see on the map.
- Get a brief description of each selected property in a report below the map, as well as town demographics.

Bing Maps

- Get an aerial or bird's eye view of any property we have address information for using our Bing Maps.
- Pan around the map and get a view of the neighborhood.