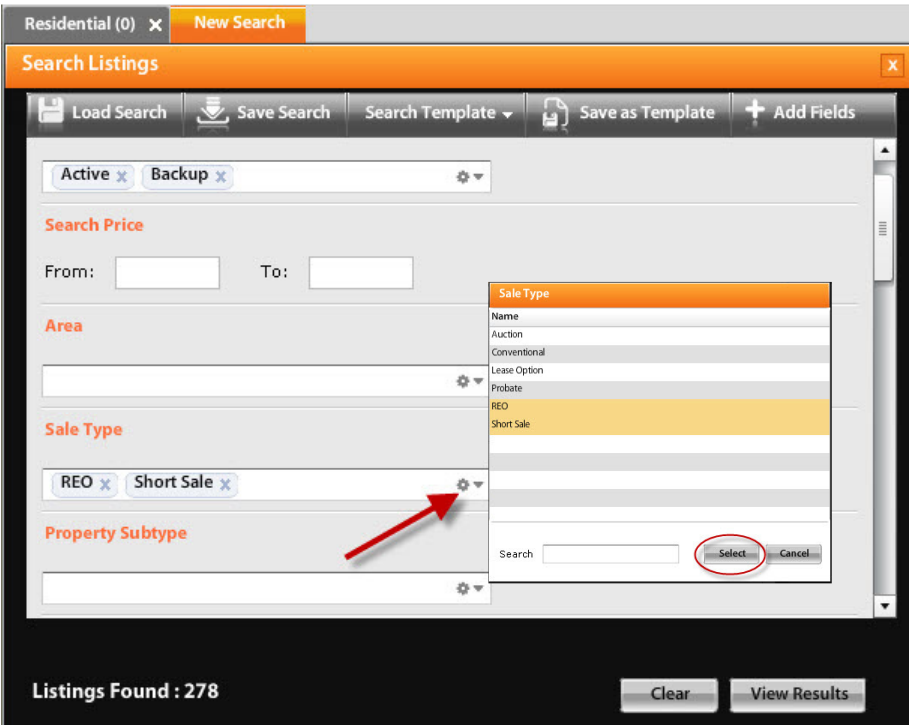


Searching for REOs and Short Sales

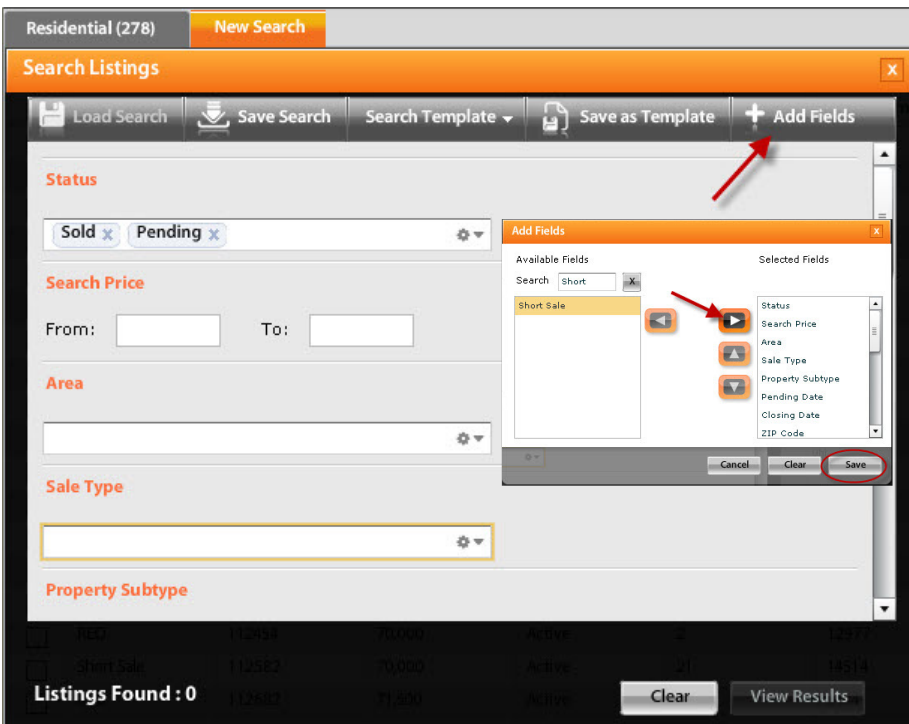
Searching for ACTIVE REO or Short Sale Listings



Enter **REO** and/or **Short Sale** in the **Sale Type** field or click on the down arrow to display the **Sale Type** menu, make your selection and then click on **Select**. Next, click on **View Results** to display the REO and Short Sale listings.

If you do not want to include REO or Short Sale listings in your search, enter **Auction, Conventional, Lease Option, and Probate** in the Sale Type field. The search results will include all listings that meet your criteria and exclude those that are REO or Short Sale listings.

Searching for SOLD or PENDING REO or Short Sale Listings



On the Search screen, enter **Sold** and/or **Pending** into the **Status** field, along with any other search criteria. Next, click on **Add Fields** and type Short in the Search field so that Short Sale will appear in the **Available Fields** menu. Click on **Short Sale** to highlight, and then click on the right pointing arrow to add it to the **Selected Fields** column. If you wish to add more fields to your search, such as REO, follow the same procedure, and then click on **Save**.

Note: Once a field has been added to the Selected Fields column, you can move the newly added field(s) into the order you desire by clicking on the field name to highlight it, and then clicking on the up or down arrows to place it in the desired position. Otherwise, newly added fields will appear at the bottom of the search screen.

Residential (0) **New Search**

Search Listings

Load Search Save Search Search Template Save as Template Add Fields

Sold x Pending x

REO
No

Short Sale
Yes

Pending Date
From: 01/01/2010 To: 03/25/2010

Closing Date
From: 01/01/2010 To: 03/25/2010

Search Price

Listings Found : 10

Clear View Results

To continue your search of Sold and Pending REO and Short Sale listings, enter a date range for **Pending Date** and **Closing Date** (**Note:** The location of the Pending Date and Closing Date fields were moved up on the search screen and may appear differently on your screen.) If a date range is not entered, your search results will include all Pending and Sold listings included in your MLS history.

Searches for REO and Short Sale properties must be done separately by selecting **Yes** or **No** for either field. **If you select Yes for both fields, your results will be 0**, as the system will be looking for listings that are both REO and Short Sale listings.

Finding REO and Short Sale Listings in Your Search Results

If you neglected to include the REO or Short Sale fields in your search, you can always add the fields to your search results. Click on **Select Columns** to display the **Choose Columns** window and type REO in the **Search** field. Click on **REO** to highlight it under **Available Columns**, and then click on the right pointing arrow to add it to **Selected Columns**. Any columns you add will appear on the far right of the search results screen. You can move the columns into a desired position by either dragging and dropping (place the cursor on the column heading, hold down the left mouse button, drag the column to the desired position and then release the mouse button) or by using the up or down arrows in the **Choose Columns** window to move the field(s) to a desired location.

Residential (35) **New Search**

Revise Search Email Print Stats Export Save Select Columns Views Sort Show Checked Only

	Short Sale	REO	Listing Number	Search Price	Status	CDOM	Street Number	Street Name	City	ZIP Code	
<input type="checkbox"/>	Yes	No	107828	100,000	Sold	308	282	Avenue A	Lakeport	95453	3
<input type="checkbox"/>	Yes	No	111476	150,000	Sold	50	2851	Lakeshore	Lakeport	95453	2
<input type="checkbox"/>	No	Yes	111058	142,000	Sold				Lakeport	95453	3
<input type="checkbox"/>	No	Yes	111517	124,200	Sold				Lakeport	95453	2
<input type="checkbox"/>	No	Yes	111287	125,000	Sold				Lakeport	95453	2
<input type="checkbox"/>	No	Yes	110101	210,000	Sold				Lakeport	95453	3

Choose Columns

Available Columns
Search: REO

Selected Columns

Listing Number
Search Price
Status
CDOM
Street Number
Street Name
City
ZIP Code

Restore Default Fields Cancel **Save & Close**