

REARS Search Tutorial

The screenshot shows the REARS Search Criteria window with the following fields and options highlighted by numbered callouts:

- 1**: Tax ID/Parcel ID Select...
- 2**: Landuse Select...
- 3**: Subdivision Select...
- 4**: Radius Search checkbox
- 5**: Structure Select...
- 6**: Use Area Selected from MMTGIS Maps checkbox
- 7**: Sales Data section header
- 8**: Sales Transactions checkbox
- 9**: Doc Types Select...
- 10**: Mtg Type: <All Mtg Types>
- 11**: Buyer Address/Parcel Address section header
- 12**: Tax Roll Information section header

Figure 1 – Sales Transactions

- 1. Tax ID or Parcel ID**
Enter the identification number directly into this field, or use the Select button to look up the identification number by Owner's Name.
- 2. Landuse Type**
Use the Select button to display a list of all available landuse types, then place a checkmark by the types you want included in the search. Examples of landuse types include single family residential, mobile/manufactured homes, timberland, etc.
- 3. Subdivision Name**
Use the Select button to display a list of all known subdivisions within the county.
- 4. Radius Search**
Place a checkmark in this box to search for all transactions within a specified distance of a selected tax or parcel ID number. The distance options range between

1/8 mile and 10 miles. (See Search Example 4).

5. Structure

Use the Select button to display a list of all structure types, then place a checkmark by the types you want included in the search. Examples of structure types include single family residences, churches, office buildings, etc.

6. MMTGIS Map Area

Use the Select Area button display use MMTGIS, a companion product to REARS. Using the options available within MMTGIS, you can make selections to be included in your REARS search.

7. Sales Data

Choose from one of the following transaction types. The default is sales transactions.

a. Sales Transactions

This default option displays search results that are based on sales transactions. Most of the search criteria options that display are self-explanatory, however a little further explanation is provided below on fields 8 – 11. (See Figure 1 above)

b. Lis Pendens Transactions

Choose this option to display only search results of where a lis penden or notice of default (pre-foreclosure filing) has been filed against the property. Typically, this is the first stage of foreclosure. (See Figure 2 below).

8. Transaction Types

Choose from one or more of the following transaction types. The default is I, L & R.

I = Individual to Lender. Transactions where the buyer (grantee) is a financial institution or lender. Typically theses are foreclosures.

L = Lender to Individual. Transactions where the seller (grantor) is a financial institution or lender, and the property was previously foreclosed.

R = Regular transaction. Typically between individuals or entities (not lenders or financial institutions).

M = Minimum Doc Stamp. Transactions where the property changes hands but no consideration is given.

P = Pre-Sold Home Permit. Not a sales transaction, this type identifies lot owners who file for a permit to build.

S = Spec Home Permit. Not a sales transaction, this type identifies builders who own lots and file for a permit to build.

9. Document Type

Use the Select button to display a list of all document types, then place a checkmark

next to the types you want included in the search. Examples of document types include warranty deed, quit claim deed, deed in lieu foreclosure, etc.

10. Mortgage Type

Click on the drop-down arrow to display the available mortgage types, including Assump, Conv, FHA, FHMA, Indiv, VA and Other.

11. Buyer Address or Parcel Address

Place a checkmark by the address you want used in your search criteria – either buyer address or parcel address.

12. Tax Roll Information

The search fields in this section is information on the property taken directly from the county tax roll.

The screenshot shows the REARS search criteria window for Lis Pendens Transactions. The window title is "REARS - Enter Search Criteria - FL Escambia - 01/01/1990 - 08/31/2009". The menu bar includes File, Setup, Print, Data Updates, Clear All Fields, Restore/Save Criteria, Search, and Help. The main area is divided into several sections: "Tax ID/Parcel ID" with a "Select..." button; "Landuse" and "Subdivision" with "Select..." buttons and "All Landuse Types" / "All Subdivisions" links; "Structure" with a "Select..." button and "All Structure Types" link; "Sales Data" with "Sales Transactions" and "Lis Pendens Transactions" (checked) options; "Date" with "Recorded" dropdown and "From" / "To" fields; "Book/Page", "Lot", "Block", "Instrument #", "Unit", and "Phase" fields; "Sec", "Twn", "Rng", and "RE Zone" fields; "Plaintiff" and "Defendant" text boxes; "Attorney" with a "Select..." button and "All Closing Agents" link; "Defendant Address/Parcel Address" with "Defendant Address" and "Parcel Address" (checked) options; "Street Name" with a "Select..." button and "All Streets" link; "Str Num From" / "To" fields with "Odd" / "Even" checkboxes; "Street Dir" dropdown; "City" and "Zip" fields with an "Exclude Zip(s)" checkbox; "Tax Roll Information" with "Prop Ref / Map No" field and "Waterfront Only" checkbox; "Yr Built" with "Effective" dropdown and "From" / "To" fields; "SqFt" with "Effective/Adj" dropdown and "From" / "To" fields; "Landsize" with "Acres" dropdown and "From" / "To" fields; "Brief Legal Keyword" field; and a note "Enter Up to 4 Extras/Areas/Features (i.e. Pool, Patio, Dock, Brick, Carpet)" with four input fields. At the bottom are "Search" and "Exit" buttons.

Figure 2 – Lis Pendens

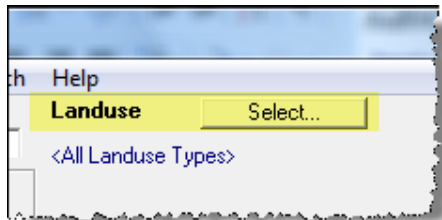
REARS Search Example 1: Landuse, Sales Price and Date of Sale

In this example we'll search for all single family residential sales in the county that sold in the first quarter of 2009 with a sales price between \$200,000 and \$250,000.

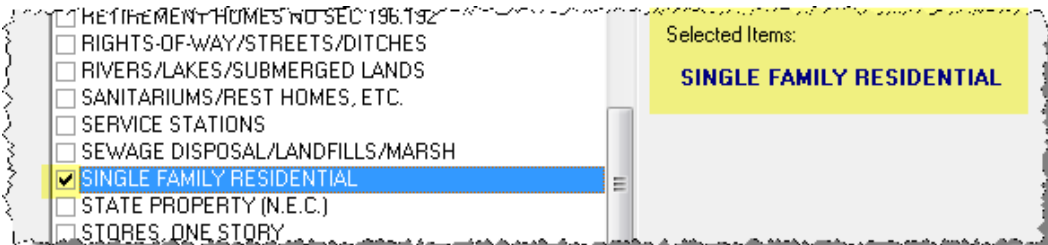
Search Criteria Includes:

- a. Landuse = Single Family Residential
 - b. Sales Price = \$200,000 – \$250,000
 - c. Date Sold = 01/01/09 – 03/31/09
-

1) First, on the Search screen, we'll click on the Select button next to Landuse.

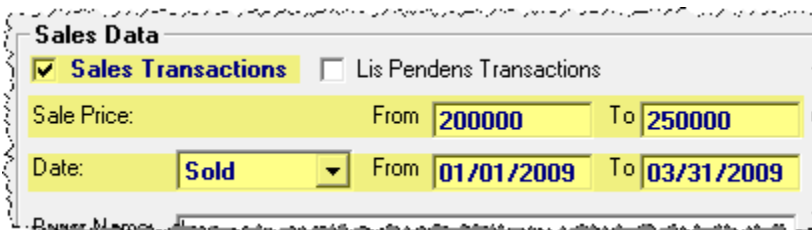


2) Next, from the look-up menu that displays place a checkmark by Single Family Residential and click OK.

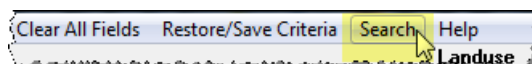


3) Back on the REARS Search screen, next to Sales Price: enter a starting range of 200000 and an ending range of 250000.

4) Next to Date: enter a starting date of 010109 and an ending date of 033109.



5) Then click on Search:



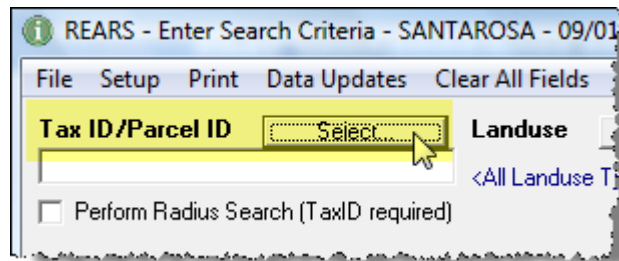
REARS Search Example 2: Specific Parcel by Tax ID

In this example we'll search for a specific Tax ID number. If we already knew the number we could enter it directly into the Tax ID box. In this case we are going to look up the number by the owner's name.

Search Criteria Includes:

Tax ID/Parcel ID – owner name of Aaron K. Smith

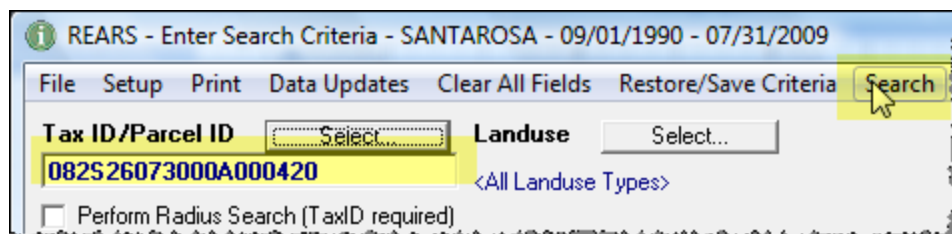
- 1) First, on the Search screen we'll click on the Select button next to Tax ID/Parcel ID.



- 2) From the next screen that displays we'll click on the column header we want as our lookup (either Tax ID/ Parcel ID or Owners Name), in this case it's Owner's Name. The screen below shows lookup by Owner Name.

TaxIDParcelID	OwnersName	
332N280000029030000	SMITH & WEST INC	CO
241N28022700C000030	SMITH A JAY & LYN M	BAY
082S26073000A000420	SMITH AARON K & ERIKA A	CO
082S26073000B000160	SMITH ADAM J & SHARON R	CO

- 3) Back on the Search screen, the Tax ID number for the name on which we clicked displays in the Tax ID box, we then click on Search.



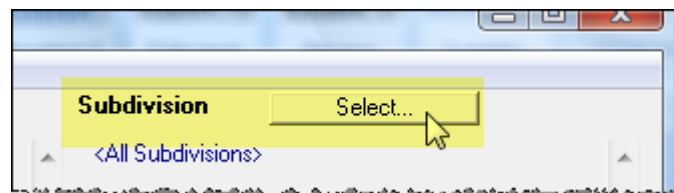
REARS Search Example 3: Single Family Re-Sales by Subdivision

In this example we'll search in the subdivision of Berkeley Forest for all re-sales of single family residences between 2002 and 2008.

Search Criteria Includes:

- a. Subdivision = Berkeley Forest
- b. Landuse = Single Family Residential
- c. Date Sold = 01/01/02 – 12/31/08
- d. Resales = checkmarked

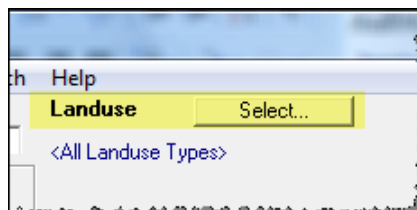
1) First, click on the Select button next to Subdivision.



2) Next, from the look-up menu that displays place a checkmark by Berkley Forest.



3) Next, click on the Select button next to Landuse.



4) Next, from the look-up menu that displays place a checkmark by Single Family Residential and click OK.

<input type="checkbox"/> RETIREMENT HOMES NO SEC 196, 192	Selected Items: SINGLE FAMILY RESIDENTIAL
<input type="checkbox"/> RIGHTS-OF-WAY/STREETS/DITCHES	
<input type="checkbox"/> RIVERS/LAKES/SUBMERGED LANDS	
<input type="checkbox"/> SANITARIUMS/REST HOMES, ETC.	
<input type="checkbox"/> SERVICE STATIONS	
<input type="checkbox"/> SEWAGE DISPOSAL/LANDFILLS/MARSH	
<input checked="" type="checkbox"/> SINGLE FAMILY RESIDENTIAL	
<input type="checkbox"/> STATE PROPERTY (N.E.C.)	
<input type="checkbox"/> STORES, ONE STORY	

5) Next to Date: enter a starting date of 010102 and an ending date of 123108.

<input checked="" type="checkbox"/> Sales Transactions	<input type="checkbox"/> Lis Pendens Transactions
Sale Price:	From <input type="text"/> To <input type="text"/>
Date:	Sold From 01/01/2002 To 12/31/2008
Buyer Name:	<input type="text"/>

6) Place a checkmark next to Resales.

Closing Agt:	<input type="text" value="Select..."/>
Book:	<input type="text"/> <input type="checkbox"/> Partial Ownership <input type="checkbox"/> New Homes
Page:	<input type="text"/> <input type="checkbox"/> Construct Loan Lots <input checked="" type="checkbox"/> Resales
Lot:	<input type="text"/> Block: <input type="text"/>

7) Click on Search:

Clear All Fields	Restore/Save Criteria	Search	Help
			Landuse

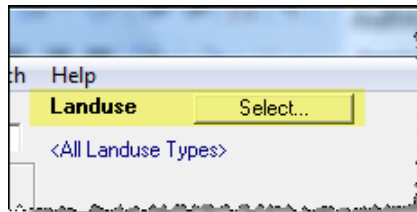
REARS Search Example 4: By Radius

In this example we'll search for all single family residential sales from the 1st half of 2009 that are located within a one mile radius of a specific tax ID number.

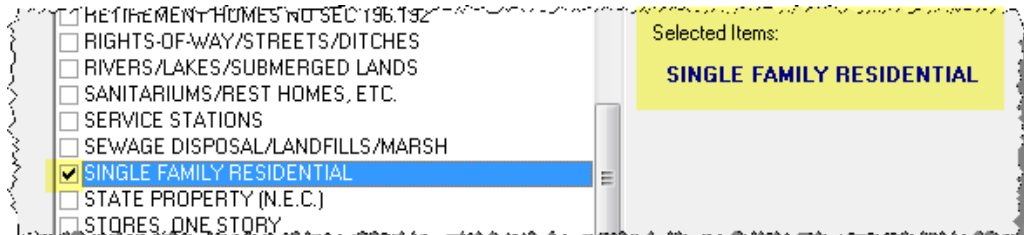
Search Criteria:

- a. Landuse = Single Family Residential
- b. Date Sold = 01/01/09 – 06/30/09
- c. Tax ID/Parcel ID = owner name of Al J. Smith
- d. Radius Search Distance = 1 mile

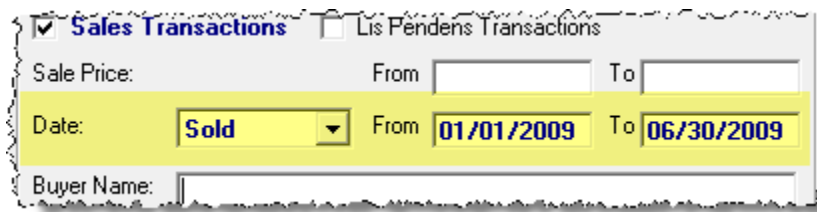
1) First, click on the Select button next to Landuse.



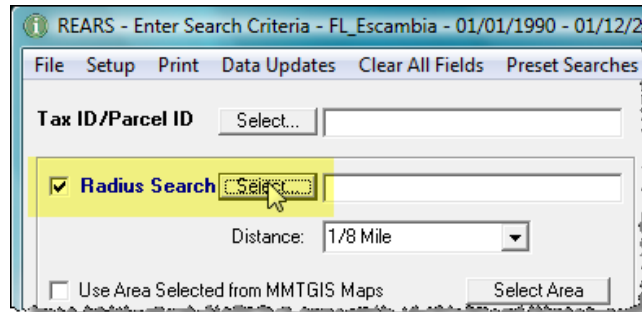
2) Next, from the look-up menu that displays place a checkmark by Single Family Residential and click OK.



3) Next to Date: enter a starting date of 010109 and an ending date of 063009.



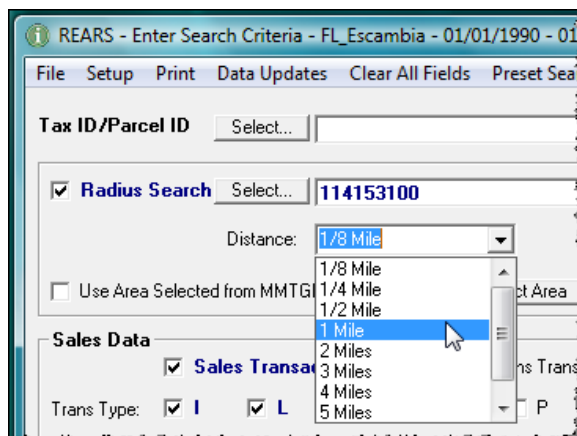
- 4) On the Search screen place a checkmark in the Radius Search box then click on the Select button.



- 5) From the next screen that displays click on the column header for lookup (either Owners Name, Street Name or Parcel Address). We'll choose to look up by Owner Name and in the box that displays start typing the name "Smith". As we type, the system finds matches and we can then highlight a name and click OK.

SMITH		
TaxIDParcelID	OwnersName	
073565000	SMITH AGNES F	BEG
114153100	SMITH AL J	SW
061351000	SMITH ALBERT W	LT 1
040998000	SMITH ALBERTA	BEG

Back on the Search screen click the drop-down arrow underneath to select a radius distance of 1 mile. Note that the tax ID number of the parcel selected on the previous screen now displays in the Radius Search box.



- 6) Click on Search:

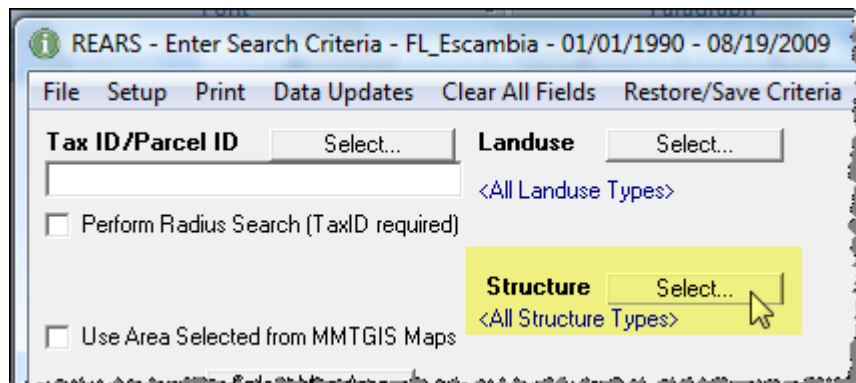
REARS Search Example 5: Cash Buyers of Condominiums

In this example we'll search for all cash buyer of condominiums since the beginning of 2009. This type of search may help identify potential investors of future condominium projects and can be accomplished by first searching for all condominium buyers since January 1. Then, from the Table-View screen, we'll filter the search results and delete all records with a mortgage. The remaining search results will be cash buyers only.

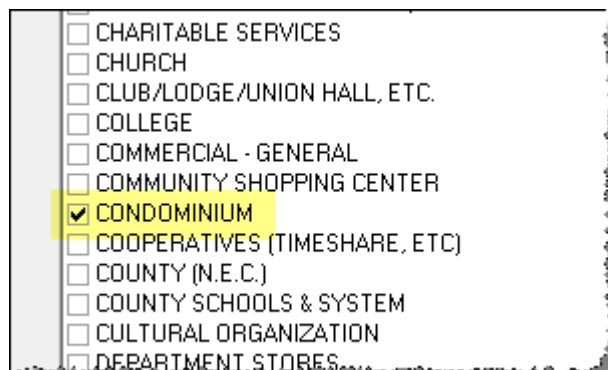
Search Criteria:

- a. Structure = Condominium
 - b. Date Sold Starting Date = 01/01/09
-

- 1) First, click on the Select button next to Structure.



- 2) Next, from the look-up menu that displays place a checkmark by Condominium and click OK.



3) Next, enter a starting date of 010109 and leave the ending date blank.

Sales Data

Sales Transactions Lis Pendens Transactions

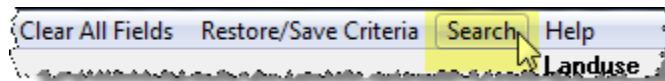
Trans Type: I L R M P S

Sale Price: From: To:

Date: **Sold** From: **01/01/2009** To:

Book/Page: / Lot: Block:

3) Click on Search:



4) The Search Results display in table-view. Scroll over to the Mortgage 1 column and sort the column in either ascending or descending order. All records with a dollar amount in the Mortgage 1 column will now be listed consecutively; simply highlight the first record with a mortgage amount, then scroll to the last record with a mortgage amount and hold the Shift key while pressing the mouse button to highlight all records in between. Then press the Delete key. The remaining records do not have a mortgage amount and therefore are cash buyers.

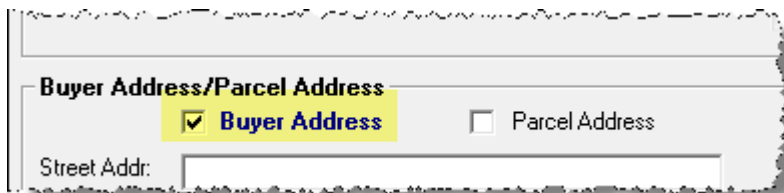
REARS Search Example 6: Out-of-State Buyers

In this example we'll search for out-of-state buyers since the beginning of the year.

Search Criteria:

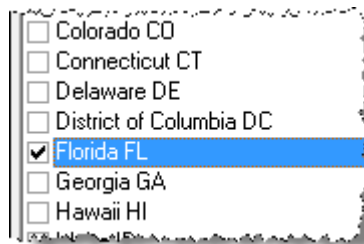
- a. Checkmark next to Buyer's Address
- b. State = FL, with checkmark next to "Exclude State(s)"
- c. Date Sold Starting Date = 01/01/09

1) First, place a checkmark next to Buyer's Address.



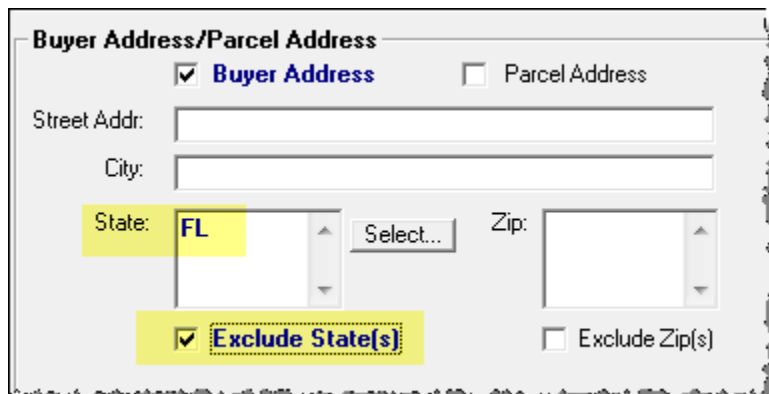
The screenshot shows a form titled "Buyer Address/Parcel Address". It has two radio buttons: "Buyer Address" (checked) and "Parcel Address" (unchecked). Below the radio buttons is a text input field labeled "Street Addr:".

2) Next, click on the Select button next to State and choose Florida from the lookup menu.



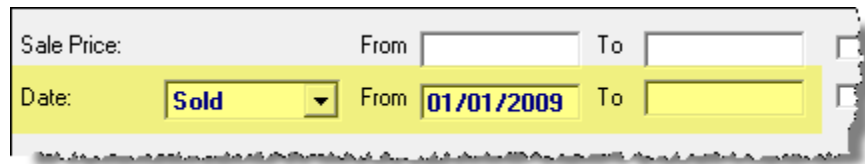
The screenshot shows a dropdown menu with the following options: Colorado CO, Connecticut CT, Delaware DE, District of Columbia DC, Florida FL (selected), Georgia GA, and Hawaii HI.

3) Next, place a checkmark in the box next to Exclude State(s)



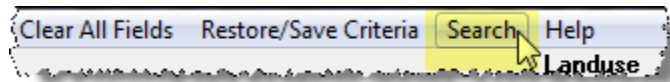
The screenshot shows the "Buyer Address/Parcel Address" form. The "Buyer Address" radio button is checked. The "State" dropdown menu is set to "FL". The "Exclude State(s)" checkbox is checked. The "Exclude Zip(s)" checkbox is unchecked. The "Street Addr:" and "City:" fields are empty. The "Zip:" field is also empty.

4) Next, enter a starting date of 010109 and leave the ending date blank.



A screenshot of a search criteria form. The form has two rows. The first row is labeled 'Sale Price:' and contains two empty text boxes for 'From' and 'To'. The second row is labeled 'Date:' and contains a dropdown menu with 'Sold' selected, a 'From' text box with '01/01/2009' entered, and an empty 'To' text box. The entire form is highlighted with a yellow background.

5) Then click on Search.



A screenshot of a search toolbar. It contains five buttons: 'Clear All Fields', 'Restore/Save Criteria', 'Search', 'Help', and 'Landuse'. The 'Search' button is highlighted in yellow, and a mouse cursor is pointing at it.

REARS Search Example 7: Lis Penden/Notice of Default (Pre-Foreclosure Filing)

In this example we'll search for all owners of a specific condominium complex who've had a lis penden or notice of default (pre-foreclosure filing) recorded on their property since the beginning of the year. This type of search may help identify potential sellers for your prospective condo buyer. Once the search results display in table-view, you can easily use REARS to generate mailing labels for these prospects.

Search Criteria:

- a. Place a checkmark next to Lis Pendens
- b. Subdivisions = Beach Colony Tower Condo
- c. Date Recorded Starting Date = 01/01/09

1) First, place a checkmark next to Lis Pendens.

The screenshot shows the REARS software interface for entering search criteria in Escambia County, Florida. The window title is "REARS - Enter Search Criteria - FL_Escambia - 01/01/1990 - 08/31/2009". The interface includes a menu bar (File, Setup, Print, Data Updates, Clear All Fields, Restore/Save Criteria, Search, Help) and several input sections:

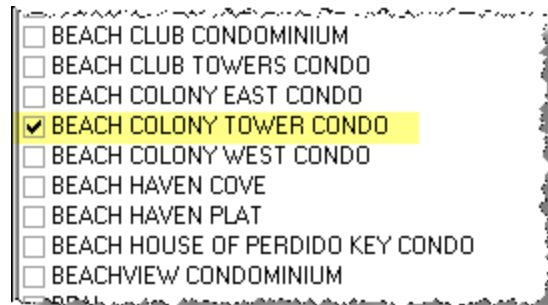
- Tax ID/Parcel ID:** A text field with a "Select..." button.
- Landuse:** A "Select..." button with a dropdown menu showing "<All Landuse Types>".
- Subdivision:** A "Select..." button with a dropdown menu showing "<All Subdivisions>".
- Structure:** A "Select..." button with a dropdown menu showing "<All Structure Types>".
- Sales Data:** A section with a checked checkbox for "Lis Pendens Transactions" (highlighted in yellow) and an unchecked checkbox for "Sales Transactions". It also includes fields for Date (Recorded), Book/Page, Lot, Block, Instrument #, Unit, Phase, Sec, Twn, Rng, RE Zone, Plaintiff, Defendant, and Attorney.
- Defendant Address/Parcel Address:** A section with a checked checkbox for "Parcel Address" and an unchecked checkbox for "Defendant Address". It includes fields for Street Name, Str Num From, To, Odd, Even, Street Dir, City, and Zip, with an "Exclude Zip(s)" checkbox.
- Tax Roll Information:** A section with fields for Prop Ref / Map No, Yr Built (Effective), SqFt (Effective/Adj), Landsize (Acres), and Brief Legal Keyword. It also has a "Waterfront Only" checkbox and a note: "Enter Up to 4 Extras/Areas/Features (i.e. Pool, Patio, Dock, Brick, Carpet)".

At the bottom of the window are "Search" and "Exit" buttons.

2) Next, click on the Select button next to Subdivision.



3) From the lookup menu that displays, place a checkmark to Beach Colony Tower Condo, and click OK.



4) Next to Date, enter a starting date of 010109 and leave the ending date blank.



5) Click on Search.

