

iMapp – Interactive Tax & Mailing Labels

In this class you will learn how to use the tax search features of MLXchange, access iMapp's interactive maps, tax data, comparables, auto-valuations, and easily create mailings labels for your favorite area.

- MLXchange tax search, using map and field searches, printing mailing labels
- iMapp Tax search, viewing parcel, GIS, MLS listings, zoom levels, street, aerial and flood zones
- Measuring tool, pan and save map
- Creating, viewing and downloading mailing labels
- Illustrate the link to the tax appraiser website
- Viewing and modifying the criteria for comparable properties
- MLS and foreclosure searches

Comparables Research – in IMAPP

Creating a market analysis for a new listing can be a time consuming and labor intensive process. Access to timely information is also critical in formulating an accurate and reliable sale price in order to move a property quickly.

One feature of the IMAPP Tax Data and Mapping program that can help you to get quick, time sensitive information is called *Find Comparables*. The feature is located on any tax record page displayed in the IMAPP program.



The *Find Comparables* feature in IMAPP provides:

- A one-click comparables option.
- MLS and non-MLS sales information.
- An automatically calculated projected sales price from tax data.

The one-click comparables option allows the system to do the work for you, saving you time. The system identifies the use type of the subject property, and instantly analyzes the database for like type sales. For example, if the property you are researching is a single family home, the *Find Comparables* feature will automatically search for sales of other single family homes. The sales are then displayed in a report with details about each comparable and their location in relation to the subject property.

The sales displayed reflect both MLS and non-MLS sold properties. One tip while using the comparables feature, as you view the comparable sales, you will notice a REALTOR® symbol next to any sale that has been identified as an MLS sold.

Comparable Properties		Select All	Select None	Order by Overall Similarity	
1. 701 SW 14TH CT FORT LAUDERDALE, FL 33312-4109	PID # 504216070720	Bedrooms: 0	Baths: 0	Lot Size: 8,367 sf	Waterfront: n/a
<input checked="" type="checkbox"/> Last Sale: \$180,000 on 02/09/2009 (\$115.91/sf)	Year Built: 1954	Total Area: 1,553 sf	Garage: No	Pool: No	Stories: 0
<input checked="" type="checkbox"/> MVR: 0.532 Market Value: \$338,360	Assessed Value: \$338,360	Distance: 0.63 miles			
2. 700 SW 11TH CT FORT LAUDERDALE, FL 33312-3266	PID # 504209130470	Bedrooms: 0	Baths: 0	Lot Size: 6,600 sf	Waterfront: n/a
<input checked="" type="checkbox"/> Last Sale: \$210,000 on 08/22/2008 (\$150.00/sf)	Year Built: 1957	Total Area: 1,400 sf	Garage: No	Pool: No	Stories: 0
<input checked="" type="checkbox"/> MVR: 0.993 Market Value: \$211,550	Assessed Value: \$211,550	Distance: 0.72 miles			

The *Find Comparables* feature also automatically calculates a projected sales price from the comparables displayed for the subject property. The system creates statistics from the tax data, such as the highest, lowest and median price for per square foot from the comparable sales displayed. The statistics compiled are then used to calculate the projected sale price. Again, this saves you time, in this case by letting the system do the number crunching for you.

Some other details regarding the *Find Comparables* feature that are useful to know include:

- Comparison Criteria drop down options are provided to allow you to fine tune the results.
- There are options to select and deselect results in order to analyze how different comparable sales affect the projected sale price.
- Comparable sales data can be downloaded into a CSV file for exporting into another program.

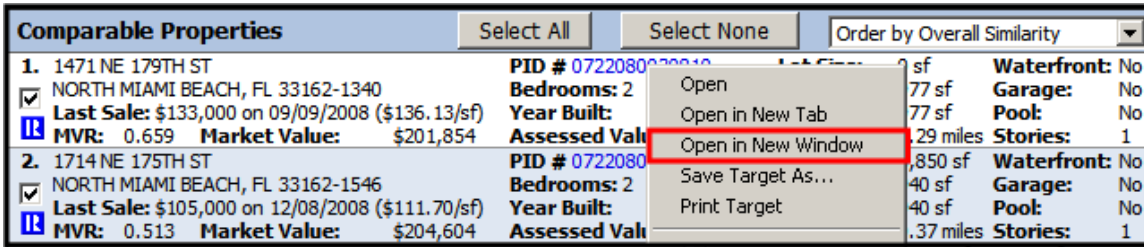
Viewing the IMAPP Comparables Page and Property Tax Records

The **Find Comparables** feature in IMAPP is a great way to get comparables information, displaying both MLS and non-MLS sales!

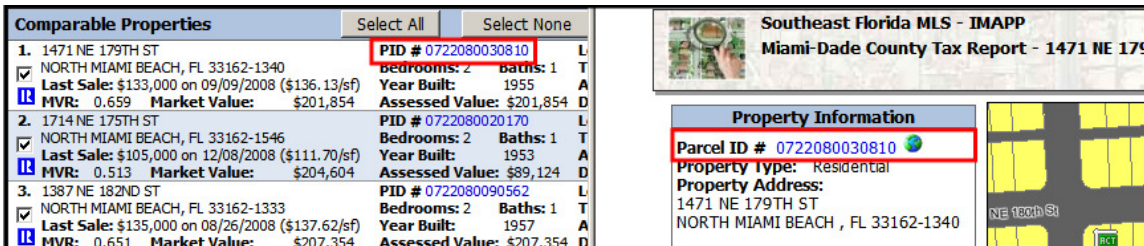
One way to maximize the use of the **Comparables** page is to review the listed comparable sales, and then click on the [blue](#) PID or TAX ID hyperlink for any one of the results to view the individual tax record.

Comparable Properties		Select All	Select None	Order by Overall Similarity	
1. 1471 NE 179TH ST NORTH MIAMI BEACH, FL 33162-1340	PID # 0722080030810	Bedrooms: 2	Baths: 1	Lot Size: 0 sf	Waterfront: No
<input checked="" type="checkbox"/> Last Sale: \$133,000 on 09/09/2008 (\$136.13/sf)	Year Built: 1955	Total Area: 977 sf	Garage: No	Pool: No	Stories: 1
<input checked="" type="checkbox"/> MVR: 0.659 Market Value: \$201,854	Assessed Value: \$201,854	Distance: 0.29 miles			
2. 1714 NE 175TH ST NORTH MIAMI BEACH, FL 33162-1546	PID # 0722080020170	Bedrooms: 2	Baths: 1	Lot Size: 5,850 sf	Waterfront: No
<input checked="" type="checkbox"/> Last Sale: \$105,000 on 12/08/2008 (\$111.70/sf)	Year Built: 1953	Total Area: 940 sf	Garage: No	Pool: No	Stories: 1
<input checked="" type="checkbox"/> MVR: 0.513 Market Value: \$204,604	Assessed Value: \$89,124	Distance: 0.37 miles			

In order to view the Comparables page and the tax record page in separate windows, **don't** left click on the PID hyperlink. Instead, *right* click on the PID hyperlink. A menu will appear. From the menu, select to "Open in New Window".



Now you can view the Comparables page and tax record page in separate windows.

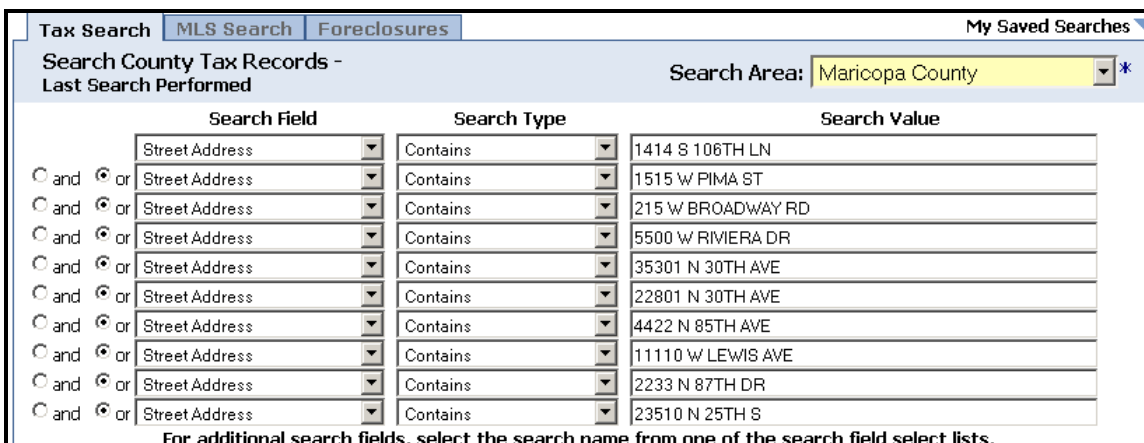


Search for Multiple Addresses

In the Search Field column, select the drop down in the 1st row and locate the **Street Address** field. Select and populate this option for the search field. Leave the **Search Type** as contains. Enter in the 1st address in the **Search Value** column.

To the left of the next **Search Field** row, locate and select the radio button for the "or" operator. Select the **Search Field** for **Street Address** in the next row and populate. Format the address information as described previously.

Continue this process, using the "or" operator between each **Search Field** row. The image below shows a correctly formatted page for a search for 10 properties:



Click on the “Perform Search” button and a results page will appear. From there, locate the “View on Map” feature and the results will populate on a street map.

Browsing Search Results 1 - 10 of 10 results

Results 1-10 | Results Not Sorted | show 100/page | **show all results**

Select All On This Page | Unselect All On This Page

1.	1414 S 106TH LN, TOLLESON, AZ 85353-1175 Owner: KROPP, MICHELLE W Last Sale: \$208,000 on 07/11/2005	APN: 101-15-067 Full Cash Value: \$85,600 Assessed Value: \$8,560	Rooms: 1 Fixtures: 1 Stories: 1	Bldg Area: 1,310 sf Land Area: 5,529 sf Year Built: 2004
2.	11110 W LEWIS AVE, AVONDALE, AZ 85392-5881 Owner: THAMATRAKOLN, WITHAYA & JURI Last Sale: \$202,077 on 05/31/2002	APN: 102-29-912 Full Cash Value: \$138,600 Assessed Value: \$13,860	Rooms: 1 Fixtures: 1 Stories: 1	Bldg Area: 2,134 sf Land Area: 7,759 sf Year Built: 2000
3.	4422 N 85TH AVE, PHOENIX, AZ 85037-1855 Owner: TOWAR, NICOLAS Last Sale: \$180,000 on 02/27/2006	APN: 102-74-487 Full Cash Value: \$58,200 Assessed Value: \$5,820	Rooms: 1 Fixtures: 1 Stories: 1	Bldg Area: 1,016 sf Land Area: 3,991 sf Year Built: 1986

- Browse Results
- Spreadsheet
- View On Map
- Download Results
- Create Mail Labels
- Refine This Search
- Save This Search
- Print This Page

Browsing Search Results 1 - 10 of 10 results

Results 1-10 | Results Not Sorted | show 100/page | show all results

Select All On This Page | Unselect All On This Page

- Browse Results
- Spreadsheet
- View On Map
- Download Results
- Create Mail Labels
- Refine This Search
- Save This Search
- Print This Page
- Map All Search Results

Custom Map Layers

On the tax record page, the parcel map will display different layers of MLS activity, such as “Active” listings. The listings appear as “flags” on the parcel map.

Property Information

Parcel ID # 504216280030

Property Type: Residential

Property Address:
905 MANDARIN ISLE
FORT LAUDERDALE, FL 33315-1640

Property Use:
01/SINGLE FAMILY

Land Areas:
1. SINGLE FAMILY
Lot Size: 0.17 acres / 7,420 sf
Dimensions: 6,856 ft front /

Subdivision:
SOUTH NEW RIVER ISLES SEC D
Sec: 16 Twn: 50 Rng: 42

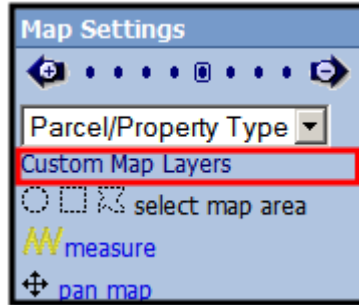
Legal Description:
SOUTH NEW RIVER ISLES SEC D 40-5 B
LOT 3

Legend:

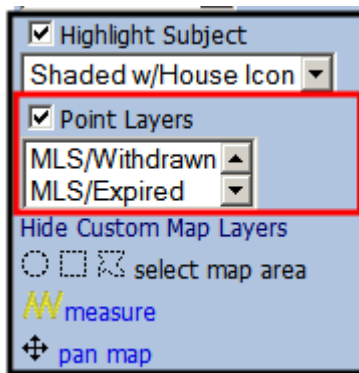
- Residential (Yellow)
- Commercial (Green)
- Agricultural (Light Green)
- Industrial (Dark Green)
- Government (Red)
- Other (Grey)
- Water (Blue)
- Condo (Light Blue)
- Active (Red Flag)
- Sold (Blue Flag)
- Pending (Yellow Flag)
- Withdrawn (Red Flag)
- Expired (Black Flag)

If you ever wish to deactivate the view of the MLS listing icons on the parcel map, you can do this from the **Custom Map Layers** feature.

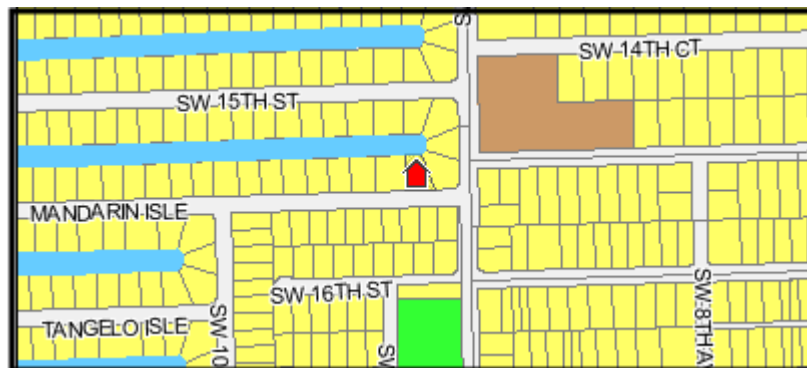
To the right of the tax record and parcel map, locate the **Map Settings** menu. Then, locate and left click on the feature titled **Custom Map Layers**.



A Custom Map Layers menu will appear. Locate the menu item titled **Point Layers**. To turn off the MLS listing icons view, deselect the check box next to the text titled **Point Layers**.



The MLS listings will now disappear from the map view.



To display the MLS Listing view on the map, simply reselect the **Point Layers** option. Highlight the MLS listings you wish to reincorporate onto the map view. The map will refresh and the MLS icons will now be redisplayed.

IMAPP's REO Property Search:

Real estate owned or **REO** is a class of property owned by a lender, typically a bank, after an unsuccessful sale at a foreclosure auction. This is common because most of the properties up for sale at these auctions are worth less than the total amount owed to the bank. The minimum bid in most foreclosure auctions equals the outstanding loan amount, the accrued interest and any costs associated with the foreclosure sale including attorneys' fees.

After an unsuccessful auction, the bank will go through the process of trying to sell the property on its own. It will remove some of the liens and other expenses on the home and try to resell it to the public, either through future auctions or direct marketing through a REALTOR®. Generally speaking, bank REO properties are in poor shape in terms of repairs and maintenance; however, real estate investors will often go after these properties as banks are not in the business of owning homes and so, in some cases, the low price can more than compensate for the condition of the property.

&/or	"Search Field"	"Search Type"	"Search Value"
	Owner name	"contains"	Bank
-or-	Owner Name	"contains"	Loan
-or-	Owner Name	"contains"	Finance
-or-	Owner Name	"contains"	Union
-or-	Owner Name	"contains"	Mortgage
-and-	(enter other criteria i.e.. subdivision, market value. Sq Ft etc...)		

Tax Search
My Saved Searches ▾

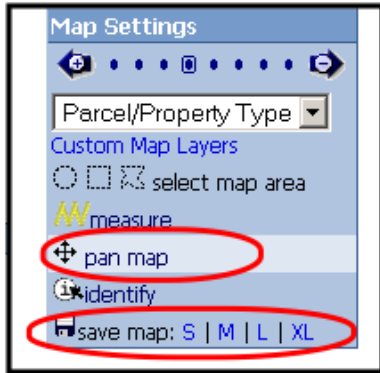
Search County Tax Records - Last Search Performed

	Search Field	Search Type	Search Value
	Owner Name	Contains	bank
<input type="radio"/> and <input checked="" type="radio"/> or	Owner Name	Contains	loan
<input type="radio"/> and <input checked="" type="radio"/> or	Owner Name	Contains	finance
<input type="radio"/> and <input checked="" type="radio"/> or	Owner Name	Contains	union
<input type="radio"/> and <input checked="" type="radio"/> or	Owner Name	Contains	mortgage
<input checked="" type="radio"/> and <input type="radio"/> or	Subdivision (input)	Contains	south hollywood
<input checked="" type="radio"/> and <input type="radio"/> or	Sale Price	Greater Than or Equal To	
<input checked="" type="radio"/> and <input type="radio"/> or	Property Use	Equal To	
<input checked="" type="radio"/> and <input type="radio"/> or	Year Built	Greater Than	
<input checked="" type="radio"/> and <input type="radio"/> or	Year Built	Less Than	

Please keep in mind that there is a lot of truncation that goes on with Owner Name updates that come from each individual the county. For example, the line "Owner Name" "contains" "Bank" will not take into account those records where the county data shows the names as "bnk" such as "First Bnk" If you do a search where: "Owner Name" "contains" "Bnk" - You will get additional results. Likewise with the word "Financial" (there are some records where the name displays as "Fin"), etc. **HINT: Remember to**

SAVE your favorite searches: From the Browse Search Results page, choose “Save this Search.”

The **Pan Map** tool allows you to move the tax record parcel map in any direction. Select the **Pan Map** feature in the menu to the right of the parcel map. Move your mouse cursor over the parcel map. Left click and hold on a starting point, and then pan the map. After you let go of the left click of the mouse, the map will refresh and the area you have selected to view will display.



NOTE--After you have selected the **Pan Map** feature and have moved the map in the desired direction, click on the **Identify** button (below Pan Map) to deactivate the pan option. The **Save Map** feature will allow you to save a map view offline as a separate file on to your computer.

Custom Map Layers contains a feature that will allow you to control the MLS activity displayed on the parcel maps. Select **Custom Map Layers** in the **Map Settings** menu. The menu will expand, and a **Point Layers** option will display.



In order to turn off the display of the MLS icons in the map view, simply ‘uncheck’ the box next to **Point Layers**. To redisplay, ‘check’ the box next to **Point Layers**.

Print Mailing Labels for Expired or Withdrawn Listings: Click on the MLS Search tab, select the county Search Area, change active to “expired not relisted”, select Residential, Vacant Land Rental, etc., search by city, subdivision or a map search.

Change one of the drop down arrows to “expired date” and enter the date. Please see the screen shot below:

The screenshot shows the 'Search MLS Listings' interface. At the top, there are tabs for 'Tax Search', 'MLS Search', and 'Foreclosure Search'. The 'Search Area' is set to 'Charlotte Listings'. Below this is a table with columns for 'Search Field', 'Search Type', and 'Search Value'. The 'Expired Date' field is selected with a value of '06/01/2011'. Other fields include 'Property Class' (Residential), 'Listing Status' (Expired (Not Relisted)), and 'Property City' (PUNTA GORDA). A 'Perform Search' button is located at the bottom right of the search area.

1. After clicking on the “Perform Search” button, click on the “Create Mail Labels” button on the right hand side.
2. Select “Owner Name @ Owner Address or Property Address.
3. Select the Label Type, for example Avery 5160.
4. Check the box labeled "Fine Tune Page Positioning" on the labels page itself which causes horizontal and vertical drop-down boxes to appear with choices for fractional movement of the labels.
5. Click the “Create labels as PDF” button.

The screenshot shows the 'Select One of The Available Label Types' dialog box. Under 'Label Contents', 'Owner Name @ Property Address' is selected. Under 'Label Type', 'Avery 5160' is selected. The 'Create Labels as PDF' button is highlighted at the bottom. The dialog also includes options for 'Replace First Line (Name) With', 'Remove Duplicate Results Based On', 'Text Alignment', 'Generate CASS Certification Information', 'Only retrieve labels with valid zip codes', 'Skip To Label', and 'Fine Tune Page Positioning'.

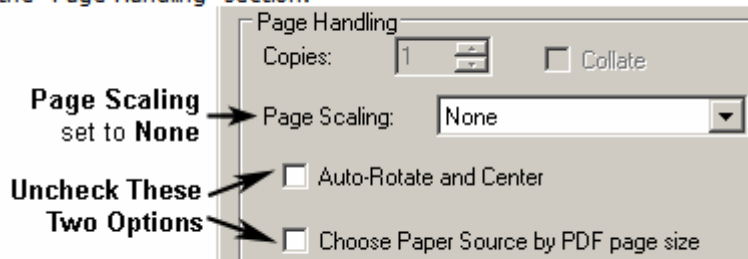
Adjusting Mail Label Skewing Issues:

Many label alignment issues can be resolved by checking the following:

1. Make sure your free Adobe Reader program is current. It should be at least version 8.0 or higher. To check your version from within the Adobe label preview pane go to Help > About Adobe Reader. If you need to download an upgrade you can go to www.adobe.com
2. Check your settings in the print dialogue box. "Page Scaling" should be set to **none**. The "Auto-Rotate and Center", as well as "Choose Paper Source by PDF page size" boxes should both be **unchecked**.

SUGESSTION: Prior to running your entire print job on labels, Print 1 page of your label print job on plain copy paper and hold it up to a sheet of labels to ensure they line up.

- o In Acrobat, from the print dialog box, change the following settings in the "Page Handling" section:



- o Other PDF viewers may have similar settings necessary to ensure your output is properly scaled to the full page size.