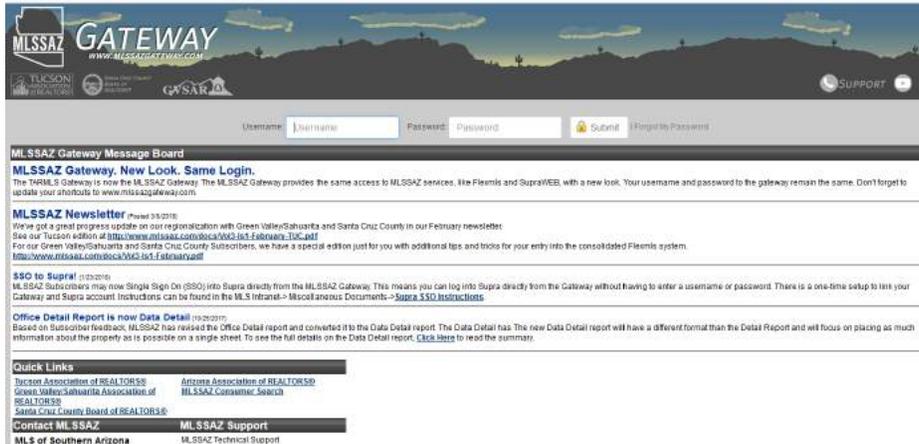




# MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA



## MLSSAZ: Searching and Results in Flexmls

The questions you ask in a search will determine the answers you get. If you do not like the answers, (or the answers were not what you expected), change the questions!

Questions=search criteria you selected

**[www.mlssazgateway.com](http://www.mlssazgateway.com)**

## Your new Gateway dashboard:

Notifications

SSO Applications 

FlexMLS   CRS Data   Supra   MarketStats   NewHome Source Professional   realtor.com for Professionals   SafeMLS

Additional Services (Login Required) 

MLSSAZ Area Maps   MLSSAZ Video Library   MLSSAZ Online Bill Payment   RatePlug   ListingBook   www.TucsonRealtors.org

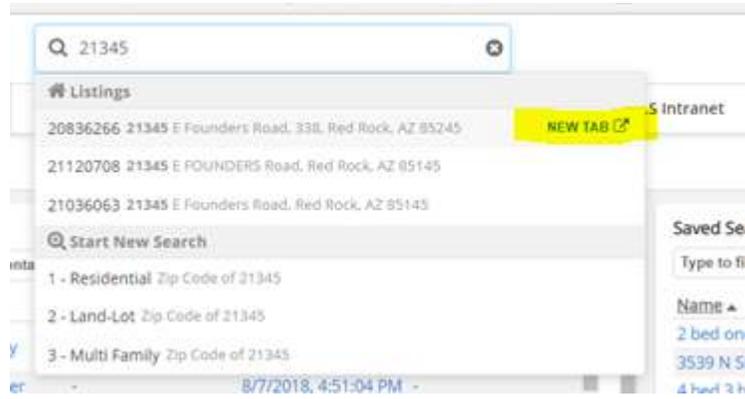
## Your sign in dashboard provides you links to:

- MLSSAZ Area Map
- MLSSAZ Video Library
- MLSSAZ Online Bill Payment and any other invoices you have outstanding for T.A.R.

Use the quick search bar for a specific address or MLS number

flexmls

Q Enter an Address, City, ZIP, MLS #, or Contact...



Notice the highlighted “NEW TAB” will allow you to open the listing in a separate tab. This is helpful when you are going to complete a CMA search and want to review the details of the property as you enter your search criteria.

## Search

★ Quick Search

Full Search

Map Search

flexmls

🔍 Enter an Address, City, ZIP, MLS #, or Contact...

☰ Menu

Contact Management

Quick Search

Listing Collections

Saved Searches

Members

1 - Residential ▾

[Work on behalf of a contact](#)

1 - Residential

2 - Land-Lot

3 - Multi Family

4 - Commercial

5 - Rental

6 - Commercial Lease

Bedrooms

Total Baths

Combined SqFt

Main House SqFt

Area

School District

Elementary School

When you choose a category outside of Residential—please notice the system remembers the category of the last search the next time you choose Quick Search. You will want to make sure you are in the category of your choice for the next Search.

# 1 - Residential

[Review Quick Search Page Updates](#)

Work on behalf of ... [Share](#) [E-Mail](#) [Save](#) [Print](#) [CMA](#)

[EDIT SEARCH](#) [LIST](#) [DETAIL](#) [PHOTOS](#) [MAP](#) [COMPARE](#) [MESSAGES](#)

View Results: 5,615

MLS of [MLS of Southern Arizona](#)

[Browse >](#)

- Status of [Active](#), [Signature Pending](#), [Cancellation Provision](#), [Pending Short Sale Approval](#), [Active Contingent](#)
- Current Price
- Bedrooms
- Total Baths
- Combined SqFt
- Main House SqFt
- Area
- School District
- Elementary School
- Township/Range
- Tax Code
- Dwelling Type
- Construction Status
- Lot Acres
- Year Built
- Distressed Info

5,615  
Listing matches found  
[VIEW ON MAP](#)

After you have entered your search criteria and you'd like to begin to use icons on the map—use the highlighted arrow to make the entire page a map.

- Residential

[Review Quick Search Page Updates](#)

Work on behalf of ... [Share](#) [E-Mail](#) [Save](#) [Print](#) [CMA](#)

[EDIT SEARCH](#) [LIST](#) [DETAIL](#) [PHOTOS](#) [MAP](#) [COMPARE](#) [MESSAGES](#)

View Results: 5,615

5,615  
Listing matches found  
[VIEW ON MAP](#)

This is the standard Quick Search.

◀  ▶ ⓘ

View Results: 5,491

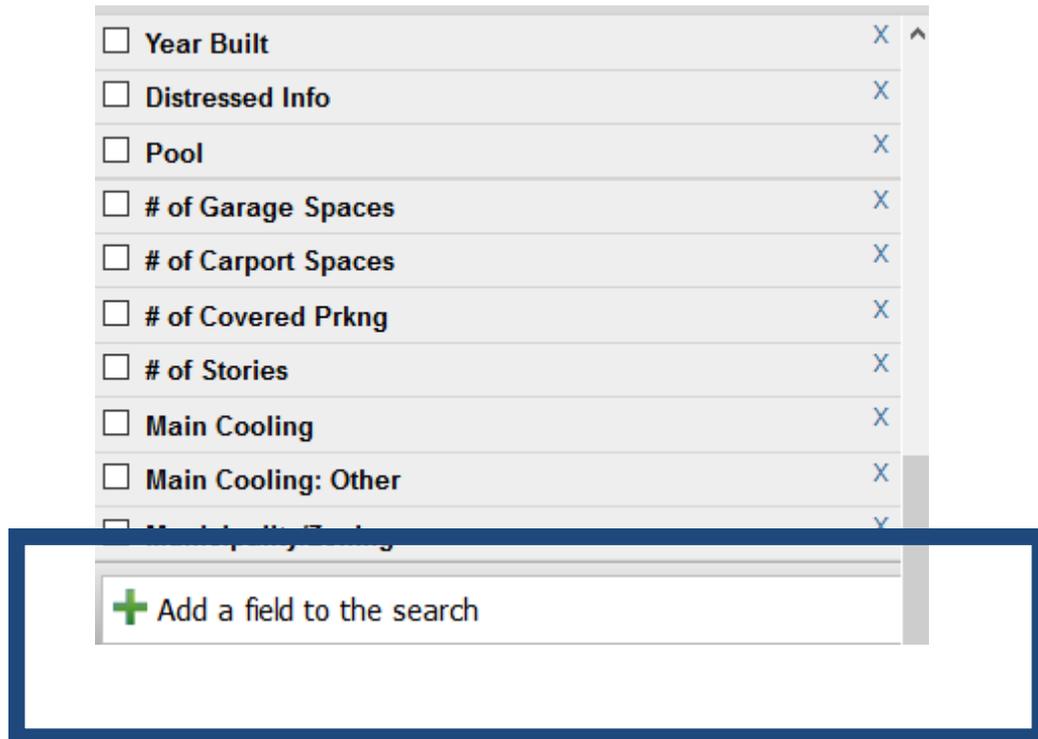
MLS of [MLS of Southern Arizona](#)

[Browse »](#)

<input checked="" type="checkbox"/> <b>Status</b> of <a href="#">Active</a> , <a href="#">Signature Pending</a> , <a href="#">Cancellation Provision</a> , <a href="#">Pending Short Sale Approval</a> , <a href="#">Active Contingent</a> 📅	X
<input type="checkbox"/> <b>Current Price</b>	X
<input type="checkbox"/> <b>Bedrooms</b>	X
<input type="checkbox"/> <b>Total Baths</b>	X
<input type="checkbox"/> <b>Combined SqFt</b>	X
<input type="checkbox"/> <b>Main House SqFt</b>	X
<input type="checkbox"/> <b>Area</b>	X
<input type="checkbox"/> <b>School District</b>	X
<input type="checkbox"/> <b>Elementary School</b>	X
<input type="checkbox"/> <b>Township/Range</b>	X
<input type="checkbox"/> <b>Tax Code</b>	X
<input type="checkbox"/> <b>Dwelling Type</b>	X
<input type="checkbox"/> <b>Construction Status</b>	X
<input type="checkbox"/> <b>Lot Acres</b>	X
<input type="checkbox"/> <b>Year Built</b>	X
<input type="checkbox"/> <b>Distressed Info</b>	X
<input type="checkbox"/> <b>Pool</b>	X
<input type="checkbox"/> <b>Pool: Conventional</b>	X
<input type="checkbox"/> <b># of Garage Spaces</b>	X
<input type="checkbox"/> <b># of Carport Spaces</b>	X
<input type="checkbox"/> <b># of Covered Prkng</b>	X
<input type="checkbox"/> <b># of Stories</b>	X
<input type="checkbox"/> <b>Main Cooling</b>	X
<input type="checkbox"/> <b>Main Cooling: Other</b>	X
<input type="checkbox"/> <b>Municipality/Zoning</b>	X
<input type="checkbox"/> <b>Neighborhood Feature</b>	X

[+](#) Add a field to the search

This is the standard Quick Search. You may create customized search templates and see You Tube: MLSSAZ Arizona site for a video step-by-step



Any field on the Residential Profile Sheet can become a criteria for the add a field to the search field.

Common ones include:

HOA—yes or no

Occupancy

Kitchen Features

Extra Room

Exterior Features

**Kitchen Features of Dishwasher and Refrigerator and Gas Range not Garbage Disposal** X

<input checked="" type="checkbox"/> <b>not</b> Garbage Disposal	<input checked="" type="checkbox"/> <b>and</b> Dishwasher
<input type="checkbox"/> <b>or</b> Freezer	<input checked="" type="checkbox"/> <b>and</b> Refrigerator
<input type="checkbox"/> <b>or</b> Compactor	<input type="checkbox"/> <b>or</b> Breakfast Bar
<input type="checkbox"/> <b>or</b> Breakfast Nook	<input type="checkbox"/> <b>or</b> Desk
<input type="checkbox"/> <b>or</b> Double Sink	<input type="checkbox"/> <b>or</b> Electric Range
<input checked="" type="checkbox"/> <b>and</b> Gas Range	<input type="checkbox"/> <b>or</b> Indoor Grill
<input type="checkbox"/> <b>or</b> Island	<input type="checkbox"/> <b>or</b> Lazy Susan
<input type="checkbox"/> <b>or</b> Prep Sink	<input type="checkbox"/> <b>or</b> Reverse Osmosis
<input type="checkbox"/> <b>or</b> Wet Bar	<input type="checkbox"/> <b>or</b> Warming Drawer
<input type="checkbox"/> <b>or</b> Water Purifier	

Make Sure You Choose:      And      Or      Not

Use your zip code overlay for neighboring zip codes

The screenshot shows the flexmls website interface. At the top, there are browser tabs and a search bar. The main navigation menu includes options like 'Menu', 'Contact Management', 'Tax Search', 'Quick Search', 'Saved Searches', 'Listing Collections', 'MLS Intranet', 'Member Lookup', 'Opt-In Status', and 'More'. The current search is for '1 - Residential'. Below the search bar, there are buttons for 'Work on behalf of...', 'Share', 'E-Mail', 'Save', 'Print', and 'CMA'. The map view shows a list of results on the left and a map on the right. The map includes a 'Driving Directions' button and a 'Map' button. A 'Zip Codes' overlay option is highlighted in the bottom right of the map area.

# Subdivisions:

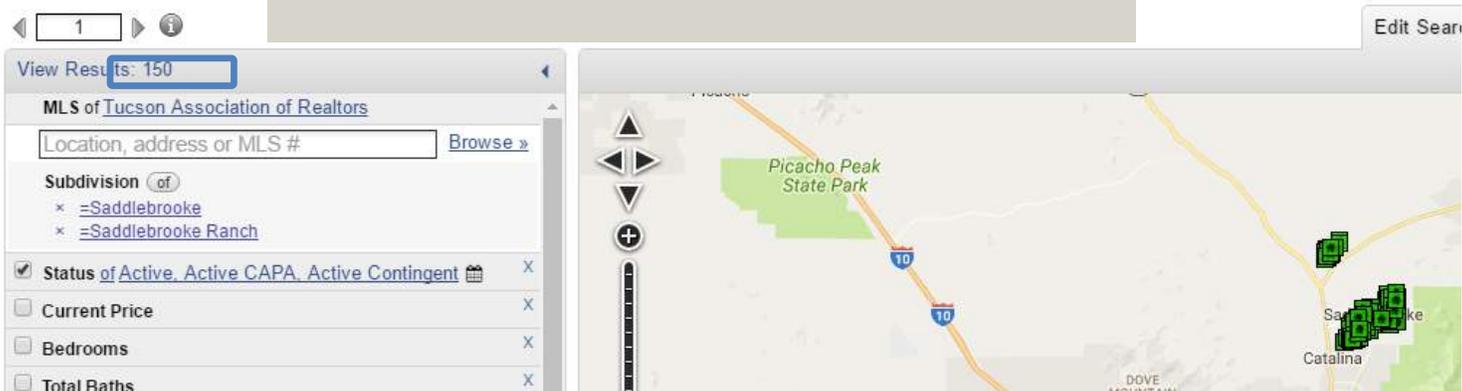
The screenshot shows a real estate search interface. At the top, it says "View Results: 13,299". The search bar contains "Sun City Vistoso". A dropdown menu is open, showing a "Top Hit: Sun City Vistoso (subdivision)". Below this, there is a list of "MLS Fields" with a "Subdivision" column. The list includes: Sun City Vistoso, Sun City Vistoso Unit 1 (1-53), Sun City Vistoso 11, Sun City Vistoso Unit 10(1-113), Sun City Vistoso Unit 11B(1-18,27-44), Sun City Vistoso Unit 12(1-277), Sun City Vistoso 2 Amended, Sun City Vistoso Amended, Sun City Vistoso Unit 11A(1-88), Sun City Vistoso Unit 13(1-10), and Sun City Vistoso Unit 18 (1-97). The "Street Address" column shows "Sun City Visto". A "Show All (30)" link is highlighted with a black box. On the right side, there is a large blue number "13,299" and a section titled "Results matched your search" with various options like "View results in a list", "Show listing details", "Map the listings", etc.

You can search by subdivision = recognizing the country assessor does not always have real time information available for new subdivision.

**Watch for the SHOW ALL (-) link which may appear**

## Mapping Icons:

The initial search delivered 150 results



Your tools to isolate specific areas on the map



**Blue I icon:** Nosy neighbor which show you property lines, history and you have the ability to view the home in two ways

**Radius tool:** Allows you to map the distance from point a to point b or many different points. You want to follow the streets with the tool.

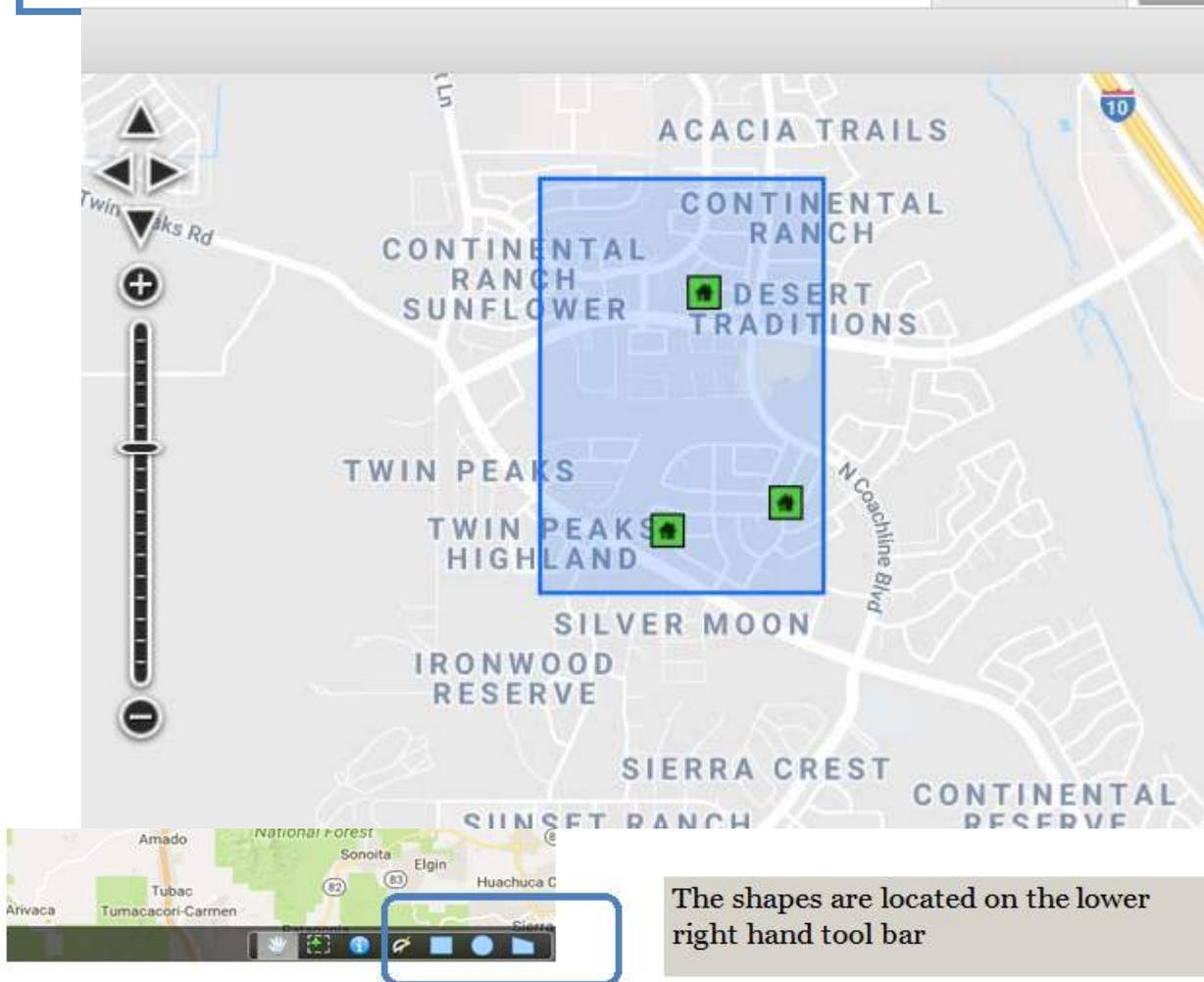
**Rectangle:** You may use with streets are your borders or create boxes where the individual is interested in properties

**Circle:** Circle provide you a mile radius and often used for finding home within a mile radius for a CMA

**Polygon:** Allows you to create an odd shape—note the lines cannot intersect

**Push Pin:** Allows you to place commercial addresses or residential addresses to determine location proximity

## Focus on a specific radius with the shape tools— Rectangle

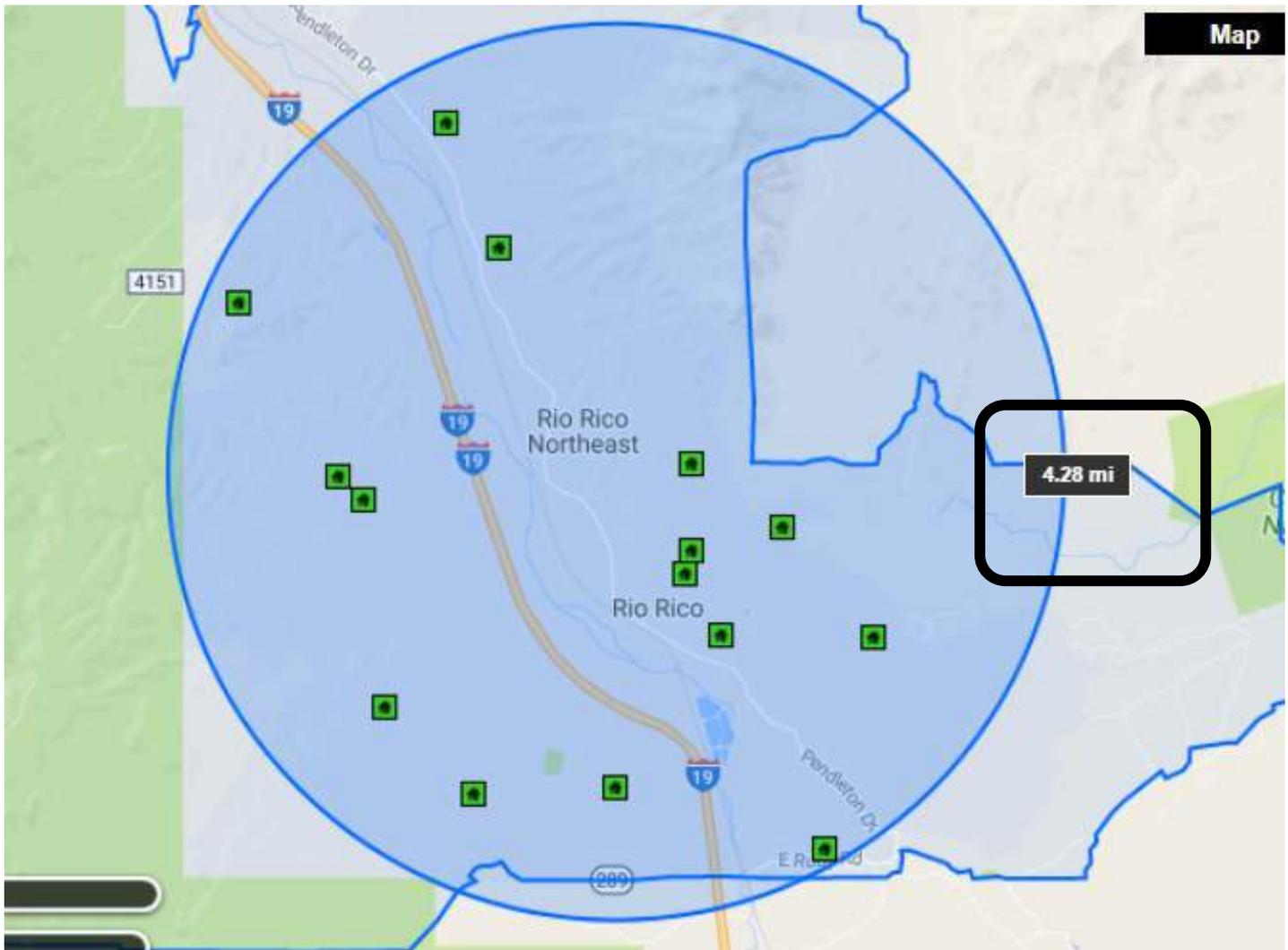


## Focus on a specific radius with the shape tools— Rectangle

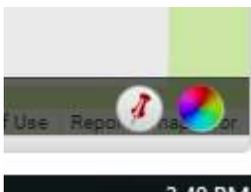
Click on the icon and place the cursor on the upper left portion of where you would like the mapping to begin. Click one and drag your cursor down and to the right to highlight the properties you want included.

## Circle Icon

**Focus on a specific radius with the shape tools:**  
Click on circle icon—it will turn a shade of gray around it—It will show mileage.



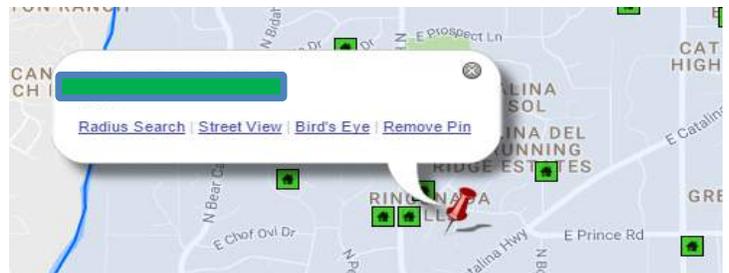
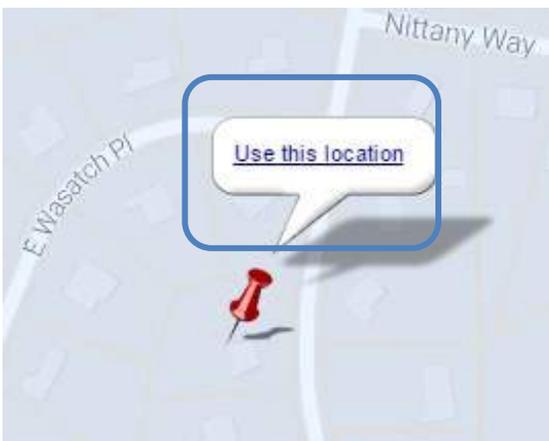
Use the push pin to add a property or a commercial address. You can determine how far the home is from work or use for a CMA radius. You may enter more than one pin as well. You may enter commercial addresses.



Choose the push pin and enter the address of a home



Click on Use this location



Satellite view



To Find a Specific Distance Choose the Radius Tool:

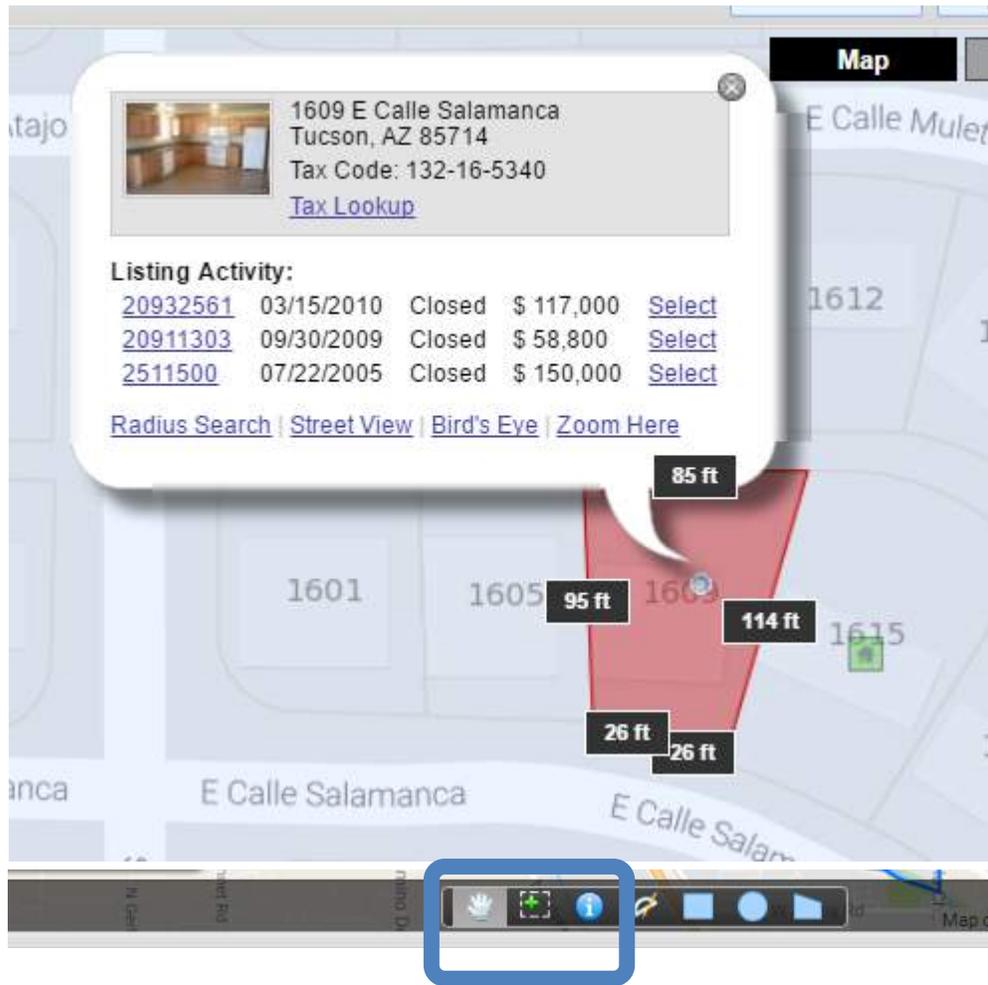


You choose the icon highlighted and click near your starting property—in this example it is the push pin.

Click to turn the measuring tool in a different direction. Here we began at the push pin and then to Highway 19—then clicked to move the curser north.

# QUICK SEARCHING

## Nosy Neighbor

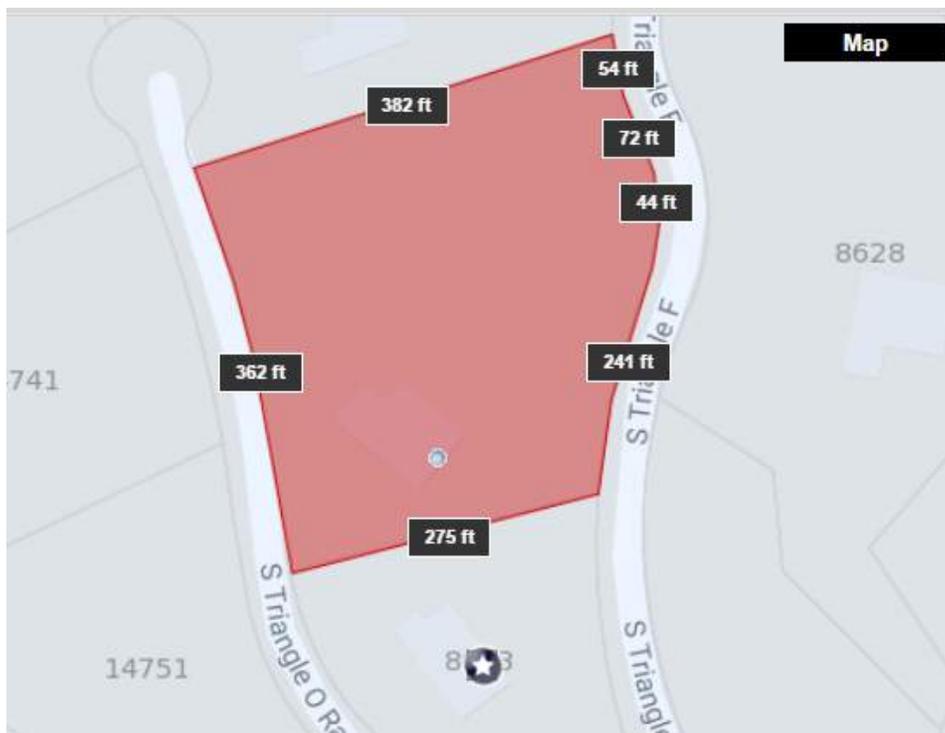


Here your property is the 1615 and you wish to see the buying and selling history of the neighbor—1609.

Click on the icon and then click on the specific property number



Use the hand icon to remove the data after closing the bubble with the X



Need Help?

Tech Support Helpline

520-382-8800

Contact MLSSAZ Technical Support

Monday, Tuesday, Thursday and Friday 8 am to 5 pm

Wednesday from 8 am to 4 pm

We are happy to help you!