



MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA

MLSSAZ: Searching Best Practices (Tips + Tricks)

Quick Search Bar

Custom Search Template

Master Subdivision Saved Search

Custom View

Activity Reports

Reverse Prospecting

Your Preferences

- General

- Portal

Mapping Your Properties

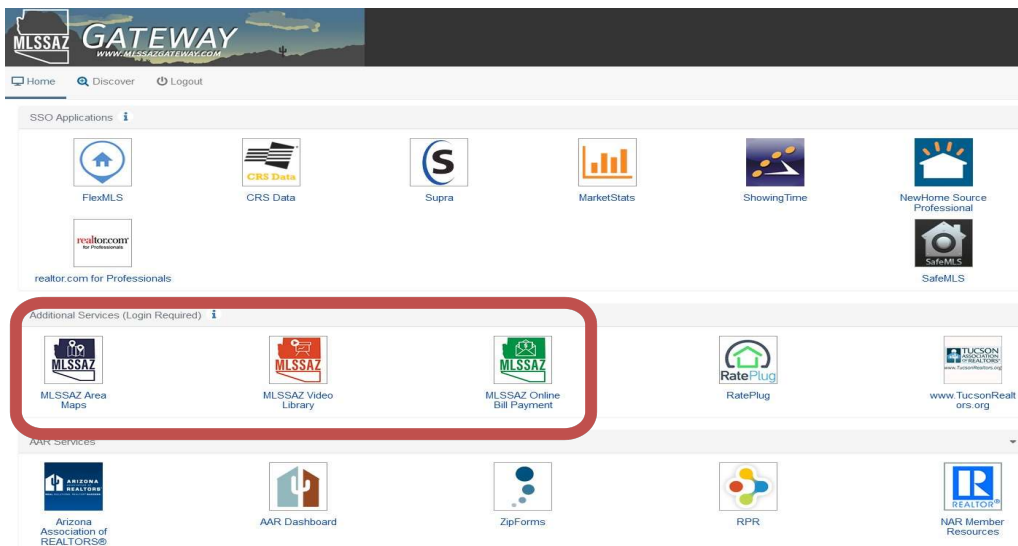
Sharing a Specific Listing

Searching for a Property in Rental Status

Change Your Font Size

www.mlssaz.com

Your Gateway dashboard:



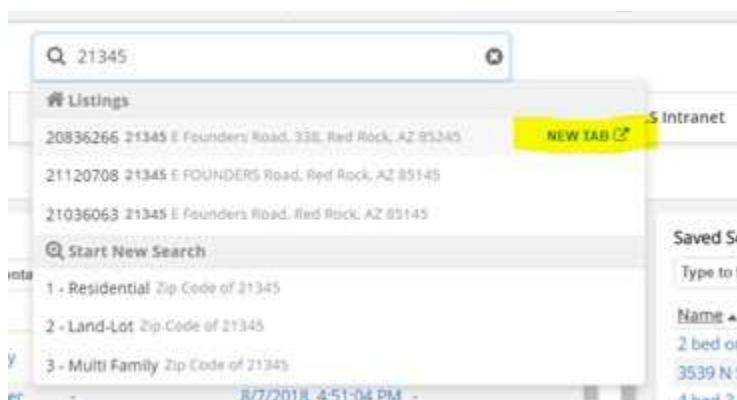
Your sign in dashboard provides you links to:

- 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

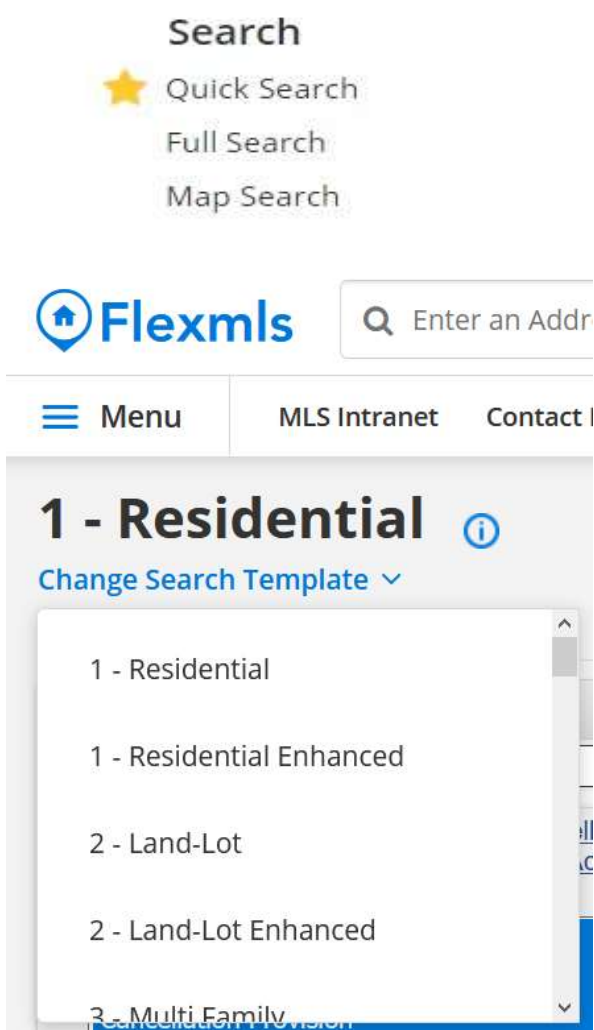
Q Enter an Address, City, ZIP, MLS #, or Contact...



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.

SEARCHING

Click Quick Search



Please note – the next time you choose Quick Search, the system remembers the search template of your last visit. You will want to make sure you are in the correct search template for the next search.

Enhanced search templates may be a good option for you if you are used to the full search.

This is the standard Quick Search:

View Results: 656,832

[Browse](#)

Location, address or MLS #

☐ **Status**

- Active
- Signature Pending
- Cancellation Provision
- Pending Short Sale Approval
- Active Contingent

[See All and Select Date Ranges](#)

☐ **Area**

Start typing to search...

[See All](#)

☐ **City**

Start typing to search...

[See All](#)

☐ **Subdivision**

Start typing to search...

[See All](#)

☐ **Community**

Start typing to search...

[See All](#)

☐ **Zip Code**

Start typing to search...

[See All](#)

☐ **Current Price**

min to max

☐ **Bedrooms**

min to max

☐ **Total Baths**

min to max

☐ **Combined SqFt**

min to max

☐ **Main House SqFt**

min to max

☐ **Tax Code**

☐ **Dwelling Type**

- Single Family Residence
- Manufactured Single Family Residence
- Condominium
- Townhouse
- Mobile Home

[See All](#)

☐ **Construction Status**

- Existing
- N/A
- New Construction

[See All](#)

☐ **Lot Acres**

min to max

☐ **Year Built**

min to max

☐ **Distressed Info**

- None
- REO
- Short Sale

[See All](#)

☐ **Pool: Conventional**

- Yes
- No

[See All](#)

☐ **Pool**

- ☐ or Covered ☐ or Heated
- ☐ or None ☐ or Salt Water
- ☐ or Above Ground

☐ **Neighborhood Feature**

- ☐ or Pool ☐ or Gated Community

☐ **# of Garage Spaces**

min to max

☐ **# of Carport Spaces**

min to max

☐ **# of Covered Pricing**

min to max

☐ **Stories**

- ☐ or Multi/Split ☐ or One
- ☐ or Three Or More ☐ or Two

☐ **Main Cooling**

- ☐ or AC Central ☐ or AC Wall
- ☐ or AC Zoned ☐ or Ceiling Fans
- ☐ or Ceiling Fans Pre-Wired ☐ or Dual Cooling
- ☐ or Evap Central ☐ or Evap Wall
- ☐ or Evap Window ☐ or Evap Zone
- ☐ or Gas Pac ☐ or Heat Pump

☐ **Main Cooling: Other**

☐ **Main Heating**

- ☐ or Ductless

☐ **Municipality/Zoning**

- Arivaca - AA2
- Arivaca - AA3
- Arivaca - CB1
- Arivaca - CB2
- Arivaca - CI3

[See All](#)

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

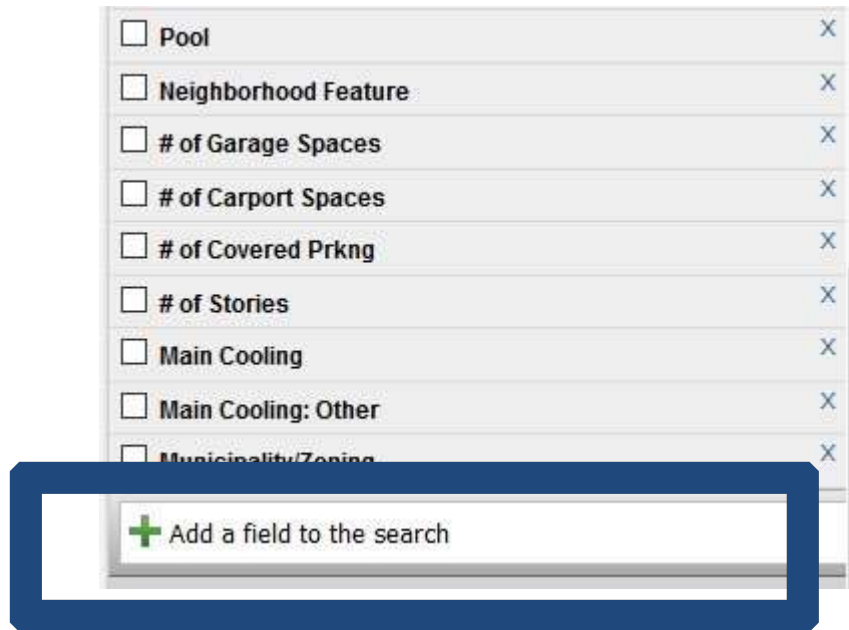
- Additional Search Options

- ☐ Pictures
- ☐ Videos
- ☐ Documents
- ☐ Virtual Tours
- ☐ Open House Date
- ☐ Tour of Homes Date
- ☐ [within](#) Listing Collection

Have additional questions, email techsupport@gmail.com

Last Updated: 2/18/2021 10:12 PM

Create a Custom Search Template:



Any field on the Residential Profile Sheet is searchable. To add it to your profile, click *+ Add a field to the search*.

Common ones include:

HOA—yes or no

Age Restrictions

Occupancy

Kitchen Features

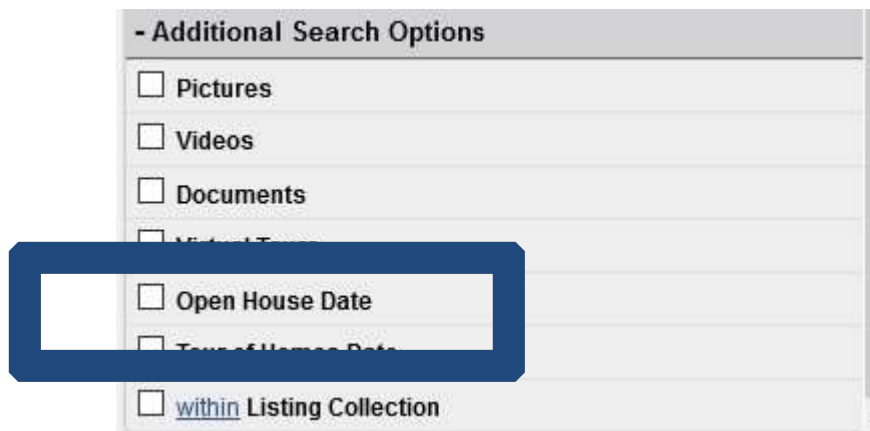
Front Faces

Extra Room

Exterior Features

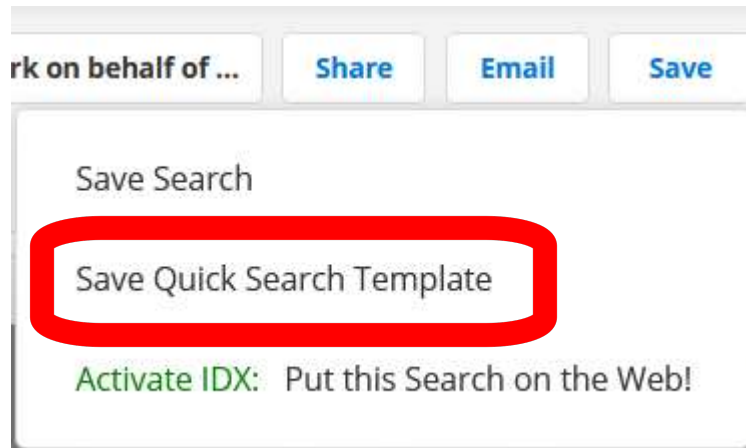
Listing/Selling Office

Open House Field will already be under -Additional Search Options

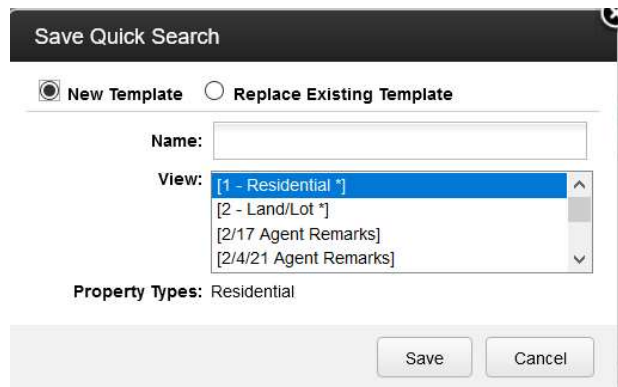


When you have selected all of the filters that you want, click SAVE

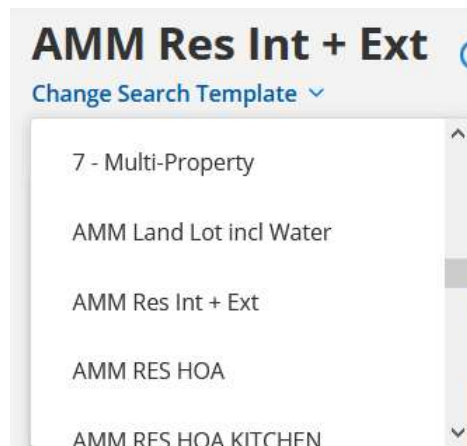
Click SAVE QUICK SEARCH TEMPLATE



Give your custom search template a name, and click SAVE



The next time you click on Change Search Template you will be able to choose your custom option from the list



Create Masters of Subdivisions You Use Often:

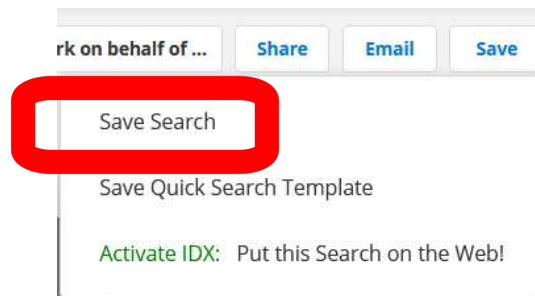
Enter the name of the subdivision or click SEE ALL underneath the filter on the left

Add the subdivision or subdivisions by clicking on them in the list



Click SAVE

Click SAVE SEARCH



Name your search so that you will know it is a Master Subdivision

A screenshot of the "Save Search" form. The form has a title bar that says "Save Search". Below the title bar, there are radio buttons for "Save Type: New" (selected) and "Existing". To the right of these is a checkbox for "Mark as Favorite". Below this is a text field for "Search Name:" containing the text "Sam Hughes MASTER". Below that is a text area for "Search Description:". Further down, there are radio buttons for "Contact: None" (selected), "New", and "Existing". Below this is a section titled "Additional Search Options" with a minus sign icon. This section contains two questions. The first question is "What events define a listing as New for this search?" with checkboxes for "New", "Price Change", "Open House", "Back On Market", "Extension", and "Status Change". The second question is "What time range should be considered for New listings?" with a dropdown menu showing "24 hour(s)". Below these is another question: "What view do you wish to associate with this search?" with a dropdown menu showing "1 - Residential". At the bottom of the form, there are three buttons: "Save and Add Subscription", "Save", and "Cancel".

Customize Your View – Set up as many templates as you like:

Step One: From the List view, choose the View Option



Step Two: Replace the Description with the name of the new view such as Showing Information

Create View from '1 - Residential'

A screenshot of the 'Create View from '1 - Residential'' form. The form has tabs for 'General', 'Fields', and 'Sort'. The 'Description' field is highlighted with a red box and contains the text '1 - Residential'. The 'Report Description' field contains 'Residential'. The 'Show Photo' field has radio buttons for 'Yes' (selected) and 'No'. The 'Default for Full Search of' field has checkboxes for 'Residential' (checked), 'Land-Lot', 'Multi-Family', 'Commercial', 'Rental', 'Commercial Lease', and 'Multiple Property Types'.

Decide if you want the photo to show

A screenshot of the 'Create View from '1 - Residential'' form. The 'Description' field is now set to 'Showing Information'. The 'Report Description' field remains 'Residential'. The 'Show Photo' field has radio buttons for 'Yes' (selected) and 'No'. The 'Default for Full Search of' field has checkboxes for 'Residential' (checked), 'Land-Lot', 'Multi-Family', and 'Commercial'. The 'Default for' field has checkboxes for 'My Listings', 'My Office Listings', and 'Address and M'.

If you want to add a field – click on the field on the left and it will fade because it moves right

If you want to delete a field – click on the red X on the field on the right and it will be removed

Create View from '1 - Residential'

General | Fields | Sort

Available Fields for Residential

- Address Information
 - Street #
 - Direction
 - Street Name
 - Suffix
 - Post Direction
 - Apt/Unit #
 - City
 - State/Province
 - Zip Code
 - County

Selected Fields [Clear List](#)

- Price
- Status
- MLS #
- General Property Information
 - BD (Bedrooms)
- General Property Information
 - EB (Full Baths)
- General Property Information
 - 1/2 (1/2 Baths)
- General Property Information
 - BA (Total Baths)

Results: 32 Selected: 4

	Price	Status	MLS #	Combined SqFt	Listing Member	Occupied By	MLSSAZ Lockbox	Lockbox Location	Phone # to Show	Showing Instructions
1	\$169,900 4589 S Valley Road Tucson, AZ 85714 Active / 21802144			1,538	Christopher D Rivera Realty ONE Group (5808)	Vacant	Yes	Right side of garage		Vacant - Go Show
2	\$170,000 10174 E Desert Paradise Place Tucson, AZ 85747 Active / 21729072			1,538	Franz A Gutierrez Realty Executives Tucson Elite (4983)	Vacant	Yes			Go show!! Vacant
3	\$184,500 8292 S Via Del Forjador Tucson, AZ 85747 Active / 21730161			1,631	Felix Gafner RealtyFelix.Com LLC (4073)	Vacant	Yes			Home is Vacant. Show & Sell.

Activity Reports are available for YOUR listing

Click on the arrow next to the MLS number.

The choices will display.

If it's your listing you can choose to view Listing Activity or other options.

If it's not your listing and you want to schedule a showing you can click on Schedule a Showing.

12	\$255,000 9577 E Paseo San Ardo Tucson, AZ 85747 Active / 21801425		4	2	0	2	2,156
13	\$265,000 7780 S Caesar Drive Tucson, AZ Active / 21801425					2	2,224
14	\$270,000 5618 S Morning Shadows					2	2,132

- Schedule a Showing
- Match Contacts
- Report Error
- Edit Listing
- Listing Activity
- View Listing Exports

Activity for 9577 E Paseo San Ardo, Tucson, AZ 85747

Print E-Mail Auto Emails

Date Range: 01/13/2018 to 01/27/2019 Go

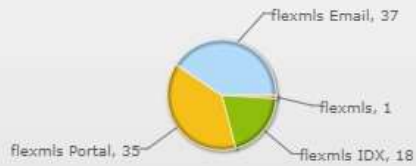


List Number: 21801425
Status: Active
Original List Price: \$255,000
List Price: \$255,000
Bedrooms: 4
Total Baths: 2

Where people are viewing this listing	Count
flexmls Email	37
flexmls Portal	35
flexmls IDX	18
flexmls	1

How do people rate this listing	Count
Recommended by Agents	2
Saved	0
Hidden	3
Hidden by Agents	0

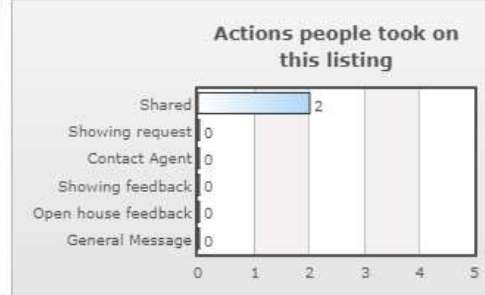
Where people are viewing this listing



How do people rate this listing



Actions people took on this listing	Count
Shared	2
Showing request	0
Contact Agent	0
Showing feedback	0
Open house feedback	0
General message	0



People who saved this listing also saved ([View](#))

List Number	Status	Bedrooms	Total Baths	Price
No other listings available				

People who viewed this listing also viewed (View)	List Number	Status	Bedrooms	Total Baths	Price
10460 E Haymarket Street, Tucson	21720416	Pending	3	3	\$194,995
9235 E Wide Creek Way, Tucson	21726909	Active	4	2	\$235,000
359 W Woodward, Vail	21801494	Active	4	2	\$265,000
7866 E New Leaf Place, Tucson	21801419	Active	3	2	\$229,900
5618 S Morning Shadows Drive, Tucson	21730546	Active	4	2	\$270,000
9046 S Old Oak Court, Tucson	21801148	Active	3	2	\$249,900
12383 E Calle Riobamba, Vail	21709252	Active	3	3	\$241,100
10011 E Paseo San Ardo, Tucson	21730844	Active	4	3	\$156,300
9578 S Trapper Ridge Drive, Tucson	21722159	Active	3	2	\$245,590
9575 S Trapper Ridge Drive, Tucson	21729403	Active	3	3	\$256,392

Have additional questions, email techsupport@gmail.com

Last Updated: 2/18/2021 10:10 PM

Reverse Prospecting Allows You to Find Individuals with Searches Stored for a House of Your MLS number criteria:

flexmls

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

HelpBAN as BANLog Out

Menu

Quick SearchSaved SearchesContact ManagementMember LookupListing CollectionsMLS IntranetTax SearchOpt-In StatusMoreReorder...

Reverse Prospecting

Run reverse prospecting

Enter an MLS number from your listings to be reverse prospected.

Information is deemed to be reliable, but is not guaranteed. © 2018 MLS and FBS. Prepared by BethAnn Neynaber on Saturday, January 27, 2018 4:59 PM.

Reverse Prospecting Matches

Print

21332554: 735 W Bangalor Drive 40, Oro Valley, AZ 85737

Member	Office	E-mail	Phone
Diana L Butler	Fort Lowell Rlty & Prop Mgmt	diana@flraz.com	520-322-0000
Noreen A O'Shea	Noreen A O'Shea	noreenrealtor1@gmail.com	520-867-0586
Timothy S Haggerty	Coldwell Banker Residential Brokerage	tim.haggerty@azmoves.com	520-577-7433
Veronica C Lee	Tierra Antigua Realty, LLC	VeronicaSellsAZ@gmail.com	520-318-5290
Ari M. Taleghan	Realty Executives Tucson Elite	sapcaplic@gmail.com	520-877-4940

Determine what you would like sent with the listings you send. Find preferences under MENU::

General Preferences

E-mail: Please choose default e-mail attachments

☒ Virtual Tour

☒ Documents

☒ Supplements

☒ Open Houses

☒ Mortgage Calculator

Portal Preferences:

Portal

Intro

+

Portal Basics

+

My Listings

+

IDX Lead Generation

+

Intro Email

+

News Feed

+

Default Subscription Settings

+

Listing Content Options

+

Emailed Listing Links

+

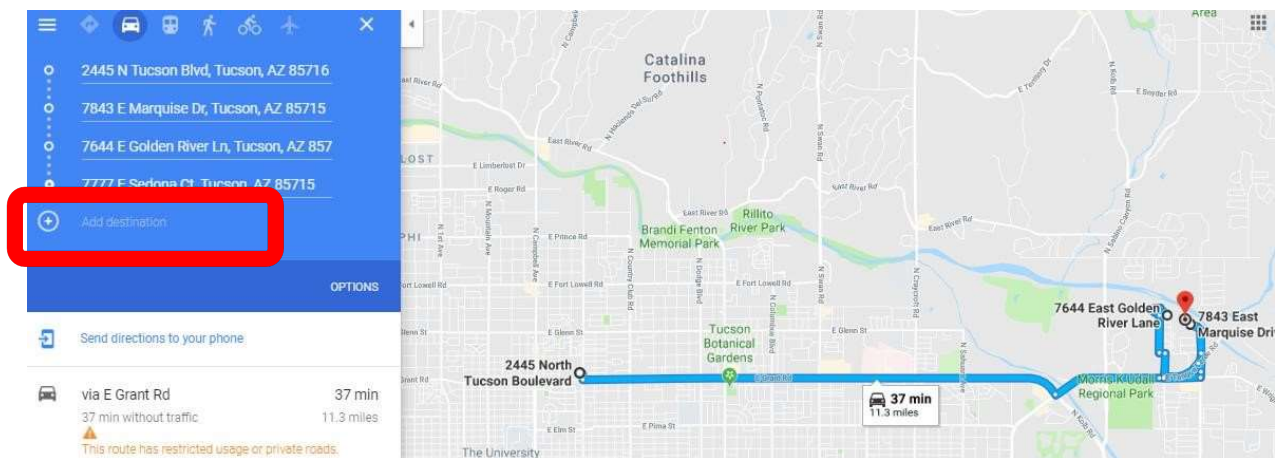
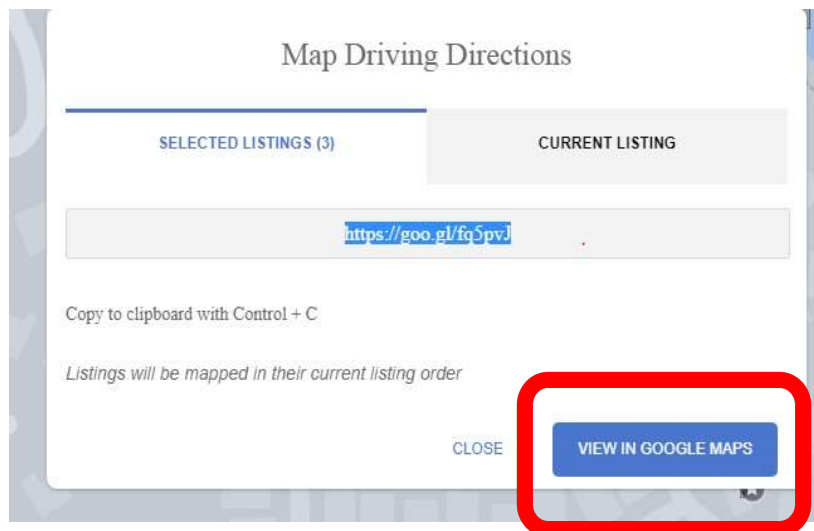
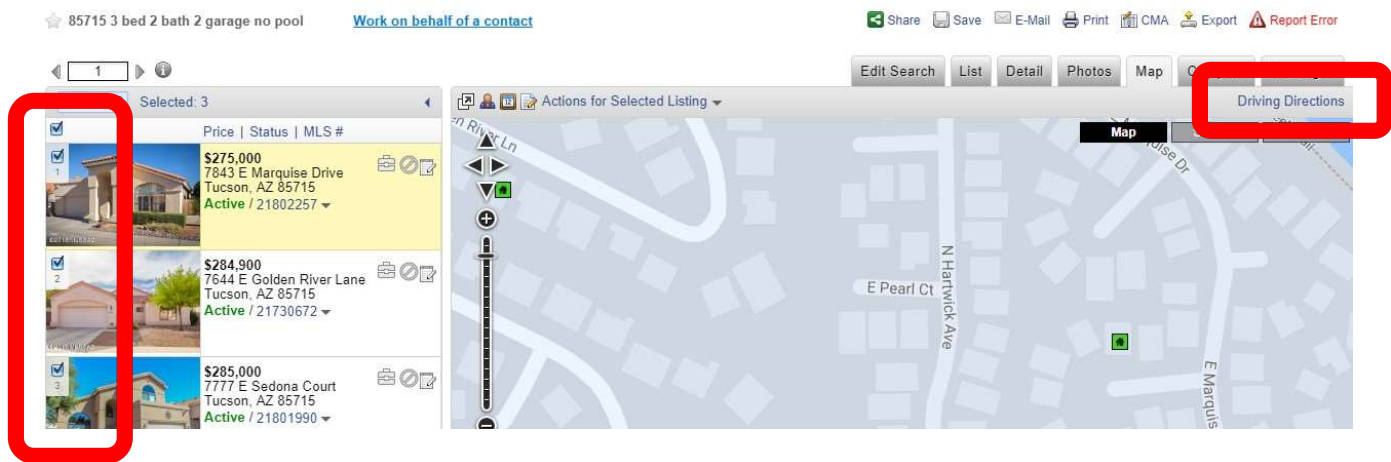
Other

+

Mapping Your properties For Time Management

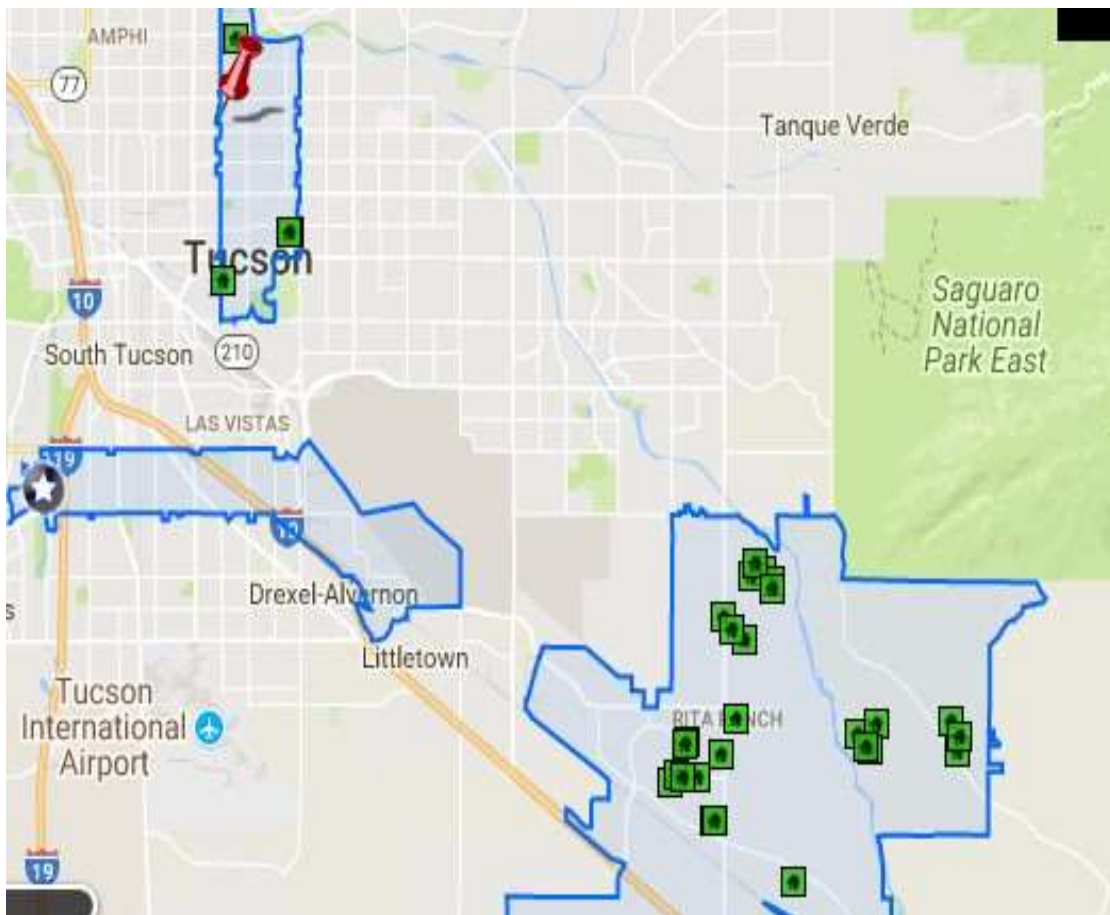
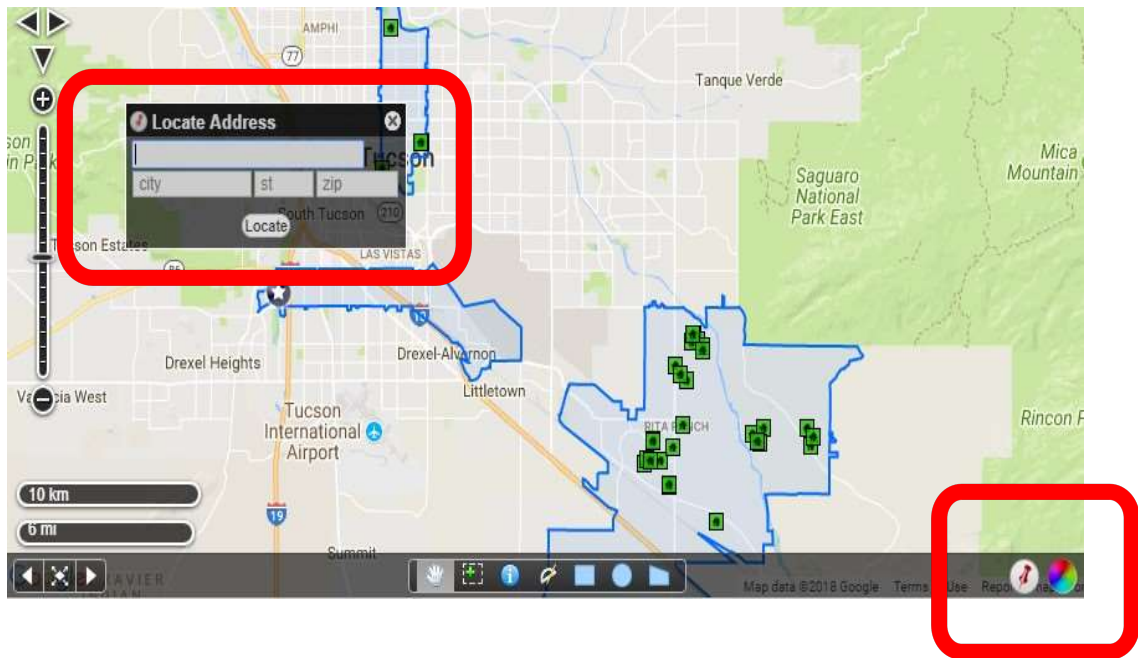
Step One is to select the properties on your list in the Map tab

Step Two choose driving directions

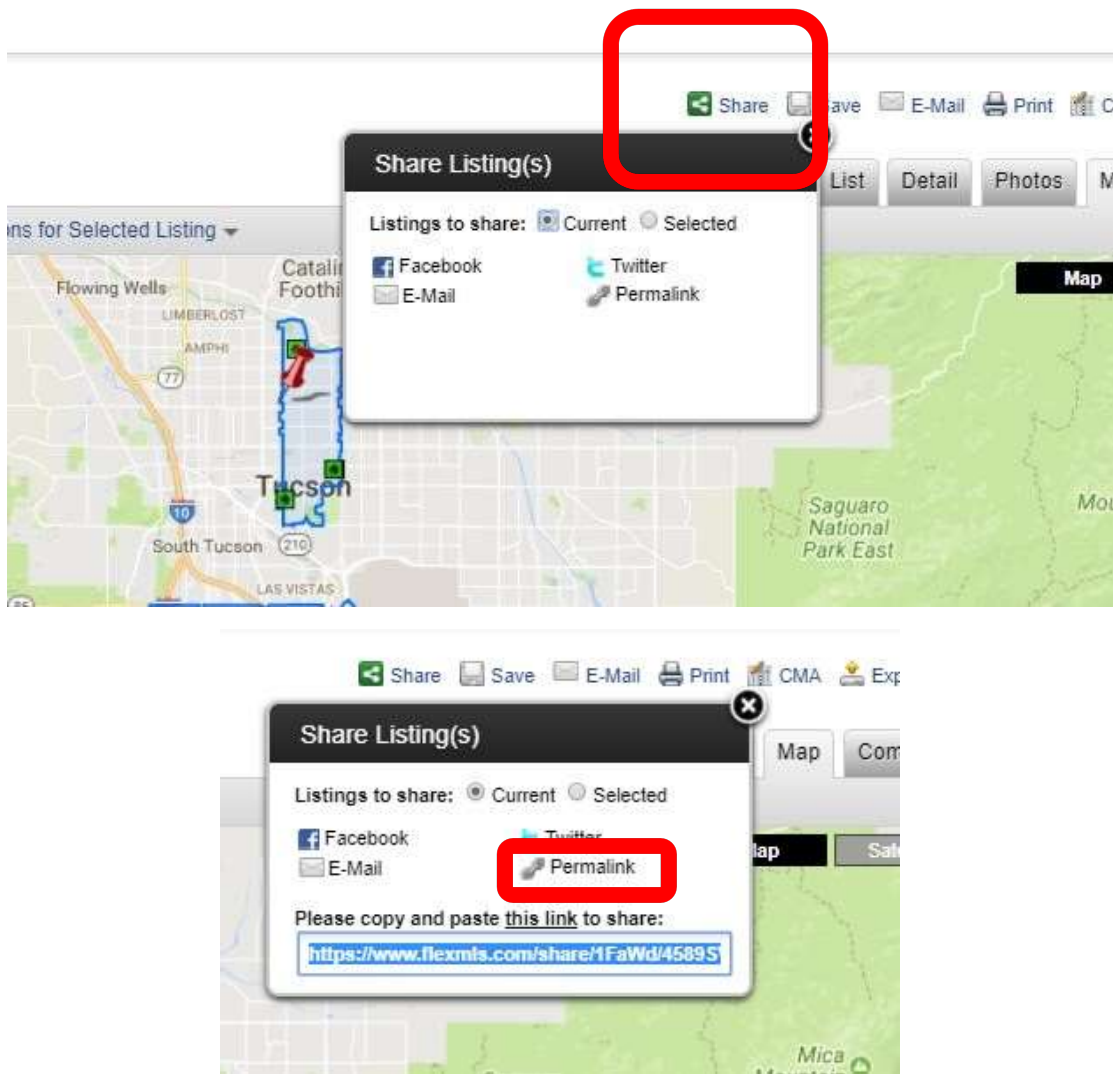


Use the Add Destination field to add your starting address and/or your return address and you drag the addresses to the order you desire.

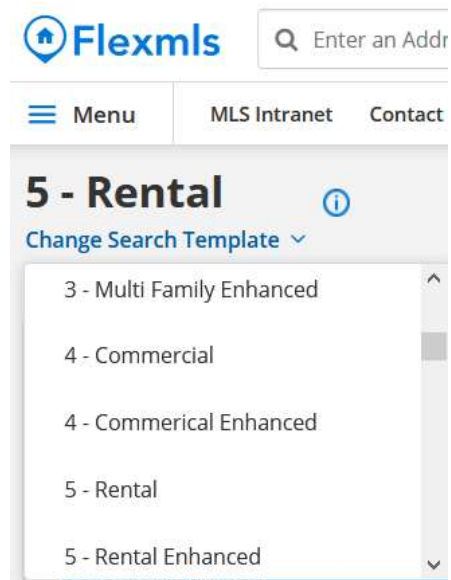
Pin Any Type of Address to Measure Distance – Commercial or Properties



Share a Specific Listing:



Searching for properties which are currently in rental status:



Have additional questions, email techsupport@gmail.com

Last Updated: 2/18/2021 10:10 PM

Choose Status options

☒ **Status of Active**

Active
Signature Pending
Cancellation Provision
Pending Short Sale Approval
Active Contingent

[See All and Select Date Ranges...](#)

☒ **Main Cooling: Other**

☒ **Municipality/Zoning**

☒ **Occupied By of Tenant**

Caretaker
Owner
Tenant
Vacant

261

listings matched your search

View results in a list
Show listing details
See photos, videos, and virtual tours
Map the listings
Compare listings

Results: 261 Selected: 0 - 10 + Sort View [1 - Residential *]

	Price	Status	MLS #	CDOM By	Occupied	Agent Only Remarks	Property Description
	\$38,000 2665 S Desert Rose Drive Tucson, AZ 85735 Active / 21604698			716	Tenant	MUST ALLOW 48 HOUR RESPONSE TIME ON ALL OFFERS. (All 4 sellers are all out of town). ALL OFFERS SUBMITTED AFTER 5:00 P.M. ON A FRIDAY WILL BE RESPONDED TO BY 5:00PM OF THE FOLLOWING BUSINESS DAY. Please escrow with Joann Bersell at Pioneer Title.... Show More	Great opportunity to occupy or residential income. Tenant would love to stay! Tenant pays \$575/month plus electric. Current owner pays water. Double wide home with vinyl skirting. Situated next to state land in a serene setting with amazing mountain ... Show More
	\$45,000 6040 W Rocking Cir Street Tucson, AZ 85713 Active / 21802607			3	Tenant		Cute Clean Furnished 2 Bedroom 2 Bath Move In Ready Home Located in a 55+ community Enjoy Golfing, Tennis/ Pools/spa/Rec center/Shuffle board/Paved roads/Street lights/ plus a variety of restaurants and businesses near by/YOU OWN YOUR LAND!!
	\$45,000 455 W Kelso Street 122 Tucson, AZ 85705 Active / 21722776			47	Tenant	Please escrow with Dina De La Ossa @ Signature Title/Title Security. (520-747-1644) Dina delaossa@titlesecurity.com. Email offers to marissa@homesbycurt.com and curt@homesbycurt.com LEASE through January 2019.	Great Central Location. Wonderful 2 bedroom 1 bath ground floor unit. NEW Rheem Split System installed.(8-30-17) Features tile throughout, updated kitchen and a back patio. Gated community and steps away from the Pool/Spa and Laundry facilities. Eas... Show More

Change your font size:

10 + - Sort View [3 - Multi-Family *]

Have additional questions, email techsupport@gmail.com

Last Updated: 2/18/2021 10:10 PM