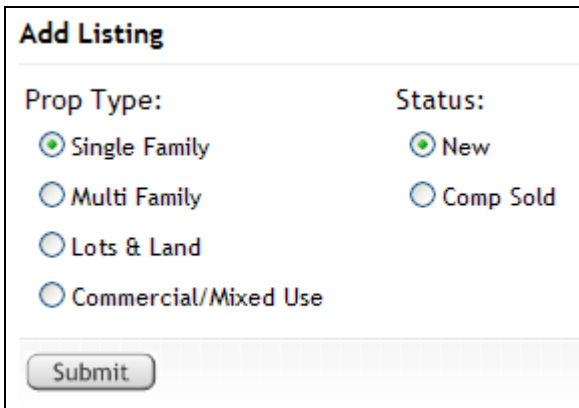


Listing Input with Auto-Fill from Public Tax Record

Auto-Fill allows you to quickly fill information from the tax record into listing input (for the 20 counties where NorthstarMLS has tax records). This ensures proper address standardization, more accurate mapping and saving time by having standard fields filled in for you that are available in the public record.

Getting Started

Select your property type and status from the Add Listing Screen. Click the Submit button.



Add Listing

Prop Type: Single Family
 Multi Family
 Lots & Land
 Commercial/Mixed Use

Status: New
 Comp Sold

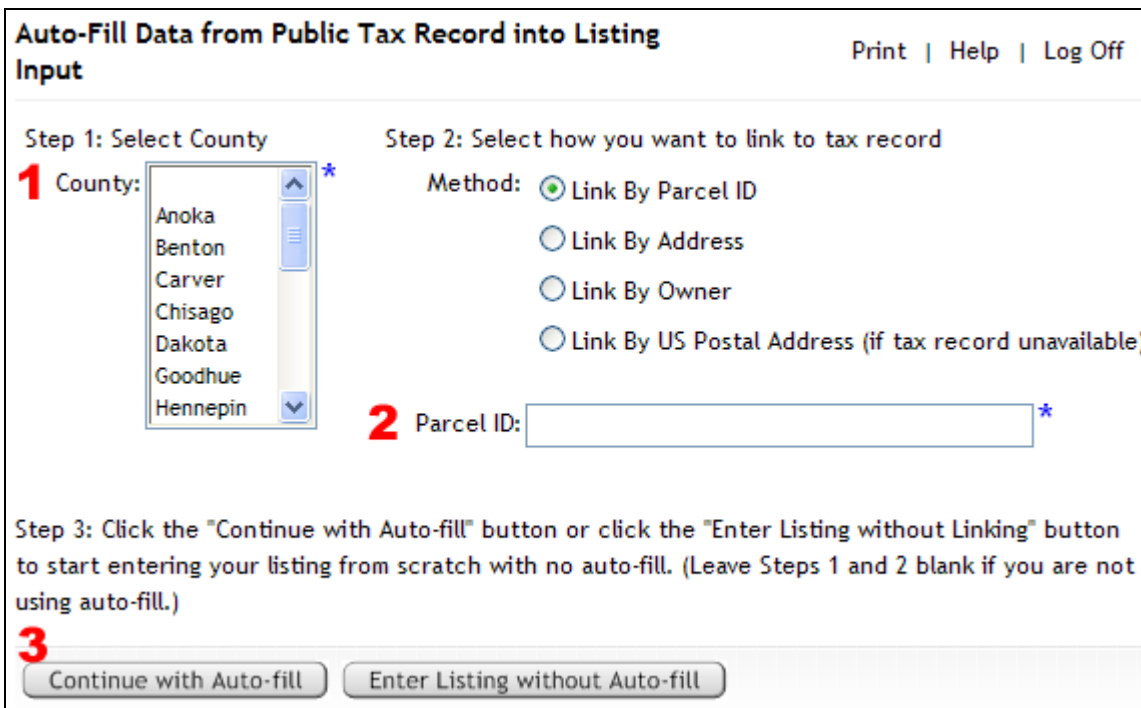
Auto-Fill from Tax Record

If the listing is in one of the 20 counties shown in the select box, and a tax record exists, you may auto-fill from the tax record.

Method 1: Link by PID Number

If you know the PID number for the property you are inputting, this is the quickest way to go.

1. Select the County
2. Enter the PID Number in the space provided.
3. Click the Continue with Auto-Fill button.



Auto-Fill Data from Public Tax Record into Listing Input Print | Help | Log Off

Step 1: Select County Step 2: Select how you want to link to tax record

1 County: *
Anoka
Benton
Carver
Chisago
Dakota
Goodhue
Hennepin

Method: Link By Parcel ID
 Link By Address
 Link By Owner
 Link By US Postal Address (if tax record unavailable)

2 Parcel ID: *

Step 3: Click the "Continue with Auto-fill" button or click the "Enter Listing without Linking" button to start entering your listing from scratch with no auto-fill. (Leave Steps 1 and 2 blank if you are not using auto-fill.)

3

- A one line summary of the record will show so that you can confirm it's the correct record. If so, click the "Link Listing" option under the Actions menu on the left.

Actions

View

Link Listing

Continue Without Linking

<< Revise Criteria

Search Results Print | Help | Log Off

1 listings found.

Page 1 of 1, Lines/Page

| | PID | Owner | Address | Municipality | Postal City | State | Zipcode | County |
|-------------------------------------|--------------|----------------------------|----------------|----------------|---------------|-------|---------|--------|
| <input checked="" type="checkbox"/> | 363090034201 | Kathleen & Charles Sprafka | 1724 Hawley St | South St. Paul | South St Paul | MN | 55075 | Dakota |

- Confirm that the fields from the tax record are accurate. The address fields are required to match the tax record and cannot be changed. However, the other fields (with a checkbox next to them) may be changed as needed. For example, if a bedroom has been added, you can change the number to reflect that. Note: Any changes you make here will *not* be made in the tax record, only in your listing. To change the tax record, the property owner must contact the County. If there are any fields that you do not want included in Auto-Fill, click their select box to deselect them.

Confirm Public Tax Record Fields

Edit fields as needed to make corrections.

Deselect any field you do not want to auto-fill.

Fields that are grayed out are required and cannot be edited or deselected.

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>State: <input type="text" value="Minnesota"/></p> <p>County: <input type="text" value="Dakota"/></p> <p>Municipality: <input type="text" value="South St. Paul"/></p> <p>Postal City: <input checked="" type="checkbox"/> South St Paul</p> <p>Zip: <input type="text" value="55075-0000"/></p> <p>House #: 1724</p> <p>Street Direction Prefix: <input type="text"/></p> <p>Street Name: Hawley</p> <p>Street Suffix: <input type="text" value="Street"/></p> <p>Street Direction Suffix: <input type="text"/></p> <p>Unit Num: no data</p> <p>Latitude: 44.907167000000000</p> <p>Longitude: -93.056218000000000</p> <p>Prop ID#: 363090034201</p> | <p>Tax Year: <input checked="" type="checkbox"/> 2007</p> <p>Hmstead: <input checked="" type="checkbox"/> Y</p> <p>Tax Amt: <input checked="" type="checkbox"/> 2667</p> <p>Assessmnt Pend: <input checked="" type="checkbox"/> N</p> <p>Assess Bal: <input checked="" type="checkbox"/> 0</p> <p>Gross Tax: <input checked="" type="checkbox"/> 2667</p> <p>Legal Desc: <input checked="" type="checkbox"/> 34 1 ALL OF</p> <p>Bdrms: <input checked="" type="checkbox"/> 4</p> <p>Acres: no data</p> <p>Lot Dim: <input checked="" type="checkbox"/></p> <p>Yr Blt: <input checked="" type="checkbox"/> 1976</p> <p>Gar Stalls: <input checked="" type="checkbox"/></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Click the Submit button to go to the regular listing input screen, with your selected fields all filled in for you. Complete the rest of the listing input.

Method 2: Link by Address or Owner Name

If you do not know the PID Number, you may search for the record using the Address or Owner Name.

1. Select the County
2. Click the radio button next to “Link By Address” (or “Link By Owner”)
3. Click the Continue with Auto-Fill button.
4. Fill in as many of the address (or owner) fields as you wish. Click the Submit button.
5. If you get the message “No Listings Found,” click the OK button to revise your criteria.
6. When you get results, select the correct record and click the “Link Listing” option under the Actions menu on the left. If you are not certain which is correct, you may select a record and view more details by clicking the “View” option under the Actions menu.
7. Link to the Listing as shown in steps 5-6 on page 2.

Auto-Fill from U.S. Postal Address Database

If there is no tax record available for your listing (either because it is not in one of the 20 counties where we have data or the PID has not yet been assigned), you may try linking by U.S. Postal Address to at least get the standard address field and geocode coordinates (for accurate mapping).

1. Select the County
2. Click the radio button next to “Link By Address” (or “Link By US Postal Address (if tax record unavailable)”)
3. Click the Continue with Auto-Fill button.
4. Fill in all three required fields: House Number, Street Name and ZIP Code. Click the Submit button.

By-Pass Auto-Fill

If you want to by-pass Auto-Fill for any reason and go straight into Listing Input, click the “Enter Listing without Auto-Fill” button.



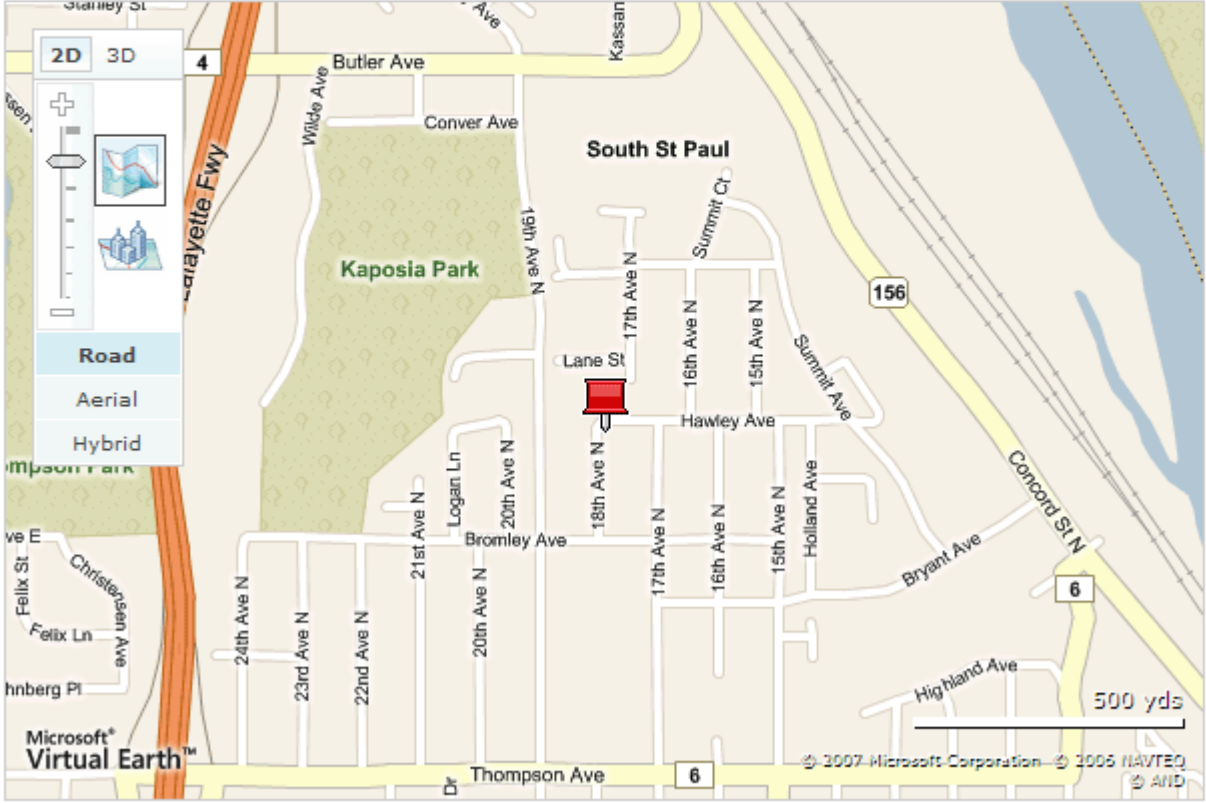
Adjusting the Map Position

Regardless of whether or not you go through Auto-Fill, you may reposition the mapping coordinates on your listing if they are incorrect. In listing input, click the "Map Location" tab.

Add Listing - Single Family

Location Tax/Listing Fin/New Dev Rooms Land/Structure Opt 1 Opt 2 Remarks Map Location Open House

Property not mapping in the correct location? To move the property to the correct location, hold the shift key and click the desired location on the map. You can come back and do this later by selecting "Edit By MLS#" from the main menu.



Reset Clear

If you used Auto-Fill, the property will be shown mapped according to the geocode coordinates on file. If the location of the red map pin is not correct, you may reposition it. Drag the map (and use the zoom controls on the left as needed) to find the correct location. Hold down the shift key and click on the correct location on the map. The red map pin will move to that spot, and that is where it will be mapped on NorthstarMLS.

NOTE: You do not have to make adjustments at the point of listing input. You may go back in through "Edit By MLS#" at any time to change the Map location. All agents are set-up with permissions to do this for any listings in which they are the List or Co-List Agent.

If you do not use Auto-Fill, the map will be zoomed out over the Midwest. You may go through the process above if you wish, however we recommend that you first save the listing and then go back in through Edit By MLS# to see if the system mapped it correctly on its own.