

Autopop

1. Click Input
 - a. Under listings click “add new”
 - b. Choose the property type needed
 - c. From this screen you can search for the property that you are needing to list
 - i. Select the appropriate county
 - ii. Search for the property by the parcel number, address or owners name
 - d. Once the desired criteria is enter click “search”
 - e. The following list on the search screen will be everything that matches the search criteria
 - f. From here you can select “fill” to pre-populate the information on the listing input form or you can revise the search

If autopop is not needed you can input the listing using the “Start with a blank listing” option in the blue tab at the top

Copy From Realist Autopop Copy an Existing Listing Start with a blank Listing

Search for pre-existing Realist Tax Record from which to Fill

Tax Search requires a combination of County & ParcelNumber - OR - County & Address - OR - County & Ownername

County

- Polk
- Dallas
- Warren
- Madison
- Jasper
- Marion
- Guthrie

Parcel Number ?

Street Number ? 100

Street Name ? Main

Owner Last Name ?

Owner First Name ?

This is a required field

+ Add a New Cross Property Listing

Copy From Realist Autopop Copy an Existing Listing Start with a blank Listing

Search for pre-existing Realist Tax Record from which to Fill

Click to Fill	ParcelNumber	Address	City	County	Zip Code
Fill	0406185019	100 S Main St	Woodward	Dallas	50276