User Guide

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Accessing IMapp

IMapp can be accessed in two different ways.

First, if you are viewing an MLS record from within the MLS system, there will be an IMAPP Tax link icon in the menu. The icon with an image of a courthouse serves as the IMAPP tax link (see figure 1). Once you select the link, the system will direct you from the MLS to an IMapp tax record and map for that property. If you are just logging in to the MLS, perform a MLS property search, select the ML number for the listing you wish to view and then you will see the IMapp icon or link to our product.

Figure 1

The second way to access IMapp is through the MLS Home page. Locate and select the "Links of Interest" page. The IMAPP tax link will be displayed in the menu. Once you select this link, you will be navigated out of the MLS and to the IMAPP Tax Search page, where you can enter criteria in order to search for tax records within the IMAPP system.

Logging in to IMapp

The IMapp system will require you to log into the system after linking from the MLS to our tax record system. The User Name and Password are the same as the MLS User ID and Password. Make sure that any firewalls or security software on your computer are set to allow the IMapp site to access the internet, or make the IMapp system a trusted site.

The IMapp Tax Record Page

Once you have linked out from an MLS record to the IMapp product, the opening screen will be a tax record with an interactive parcel map. The tax record displayed will be corresponding to the subject property from your MLS search. Figure 2 on the next page represents an example of an iMapp tax record and map for a subject property.

Figure 2
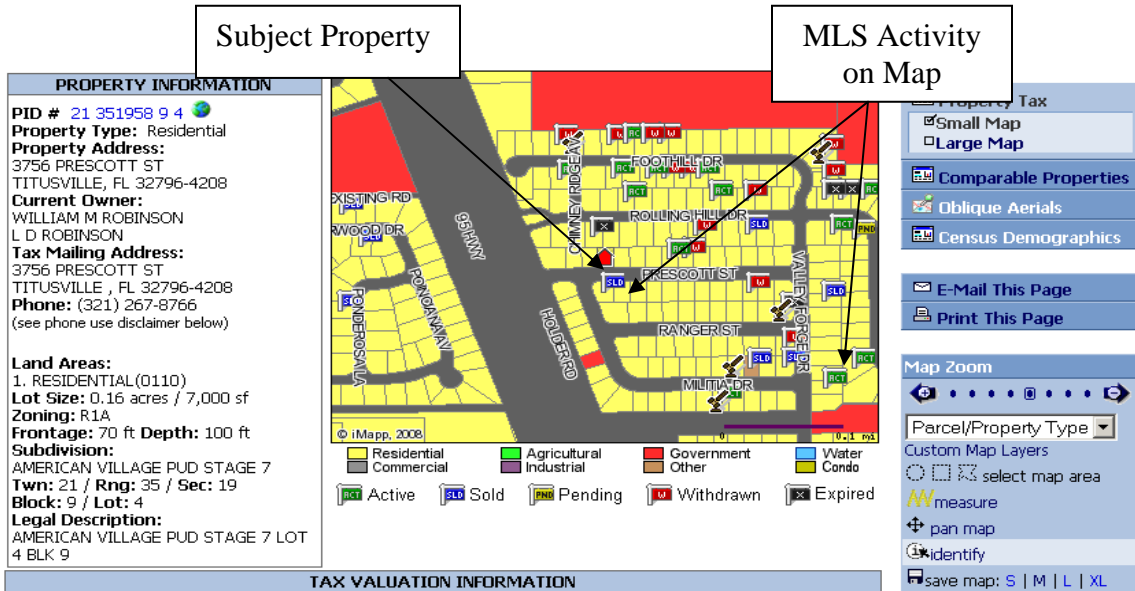
The icons on the map represent either a subject property, or MLS activity integrated onto the parcel map. Each icon will have a specific color associated with it.

= The Subject property from your search (Red House)

= Active Listing (Green Flag)

= Sold Listing (Blue Flag)

 = Withdrawn Listing (Red Flag)

= Expired Listing (Black Flag)

= Pending Listing (Yellow Flag)

The map is interactive. If you wish to do research on any of the surrounding parcels around the subject property, simply rest your mouse on any parcel on the map. The parcel identification number for each lot will appear in a balloon above the lot, as shown in figure 3:
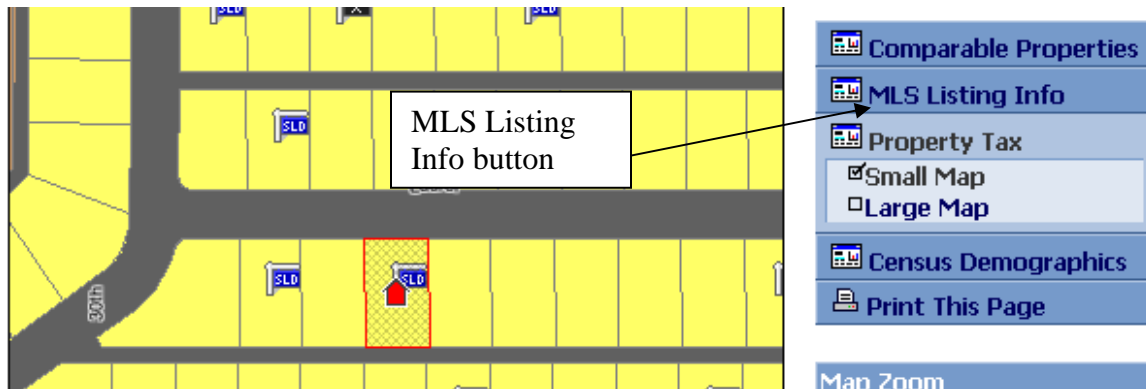
Figure 3

Left click on the parcel, and a balloon will appear with a blue View This Property link that will navigate you to the tax record for that parcel (figure 4).

Figure 4
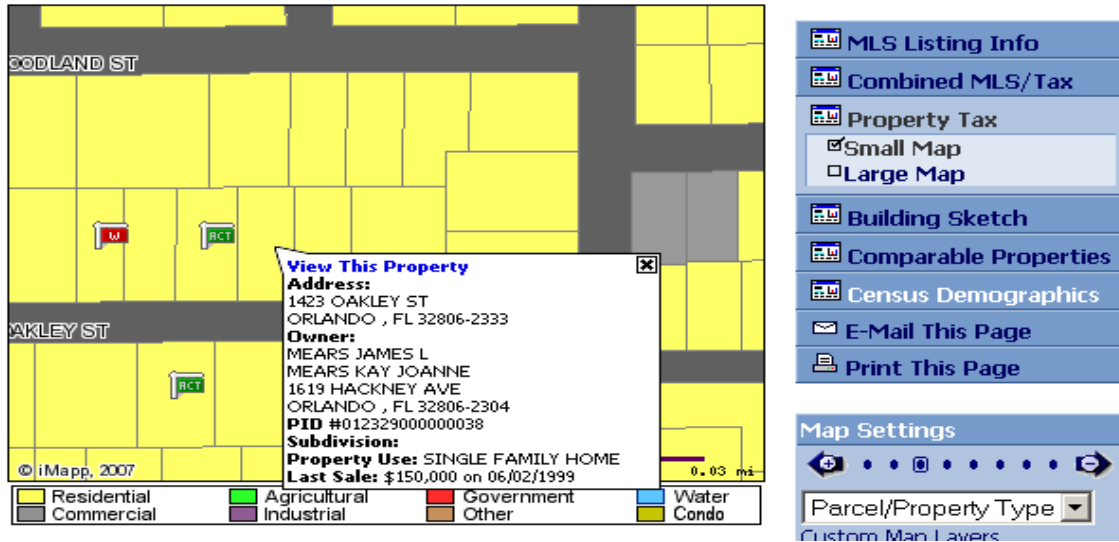
If you want to look at the tax record and MLS listing info for a property on the map that has an MLS icon, then left click on the lot with the MLS icon and select View This Property. The system will then navigate to the tax record. If you wish to see the MLS listing information, find the button to the right of the map that says "MLS Listing Info" (figure 5).

Figure 5

Select the button to the MLS Listing Info and the system will take you to the MLS listing as it was entered by the listing agent. If there is a photo included, the MLS photo will also display (figure 6 on the next page)

Figure 6

If at any time you wish to return to a previous screen or search result, use the BACK button on your computer's Browser tool bar (figure 7).

Figure 7
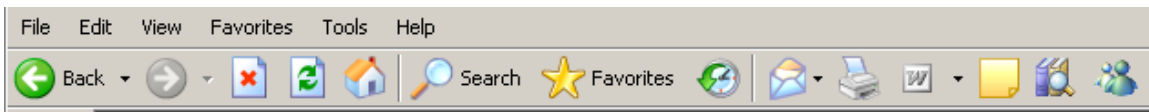
The Zoom Feature

The Map Zoom feature is located to the right of the parcel map. By selecting either the arrows or buttons on the Map Zoom, you can adjust the scale of the map. If you select either the first or second radio button on the left in the map zoom feature the system will display the subject property, the surrounding parcels along with their lot lines, and the approximate lot dimensions of each the parcels (figure 8 on next page).

Figure 8

Zoom level with approx. lot dimensions

Map Zoom feature
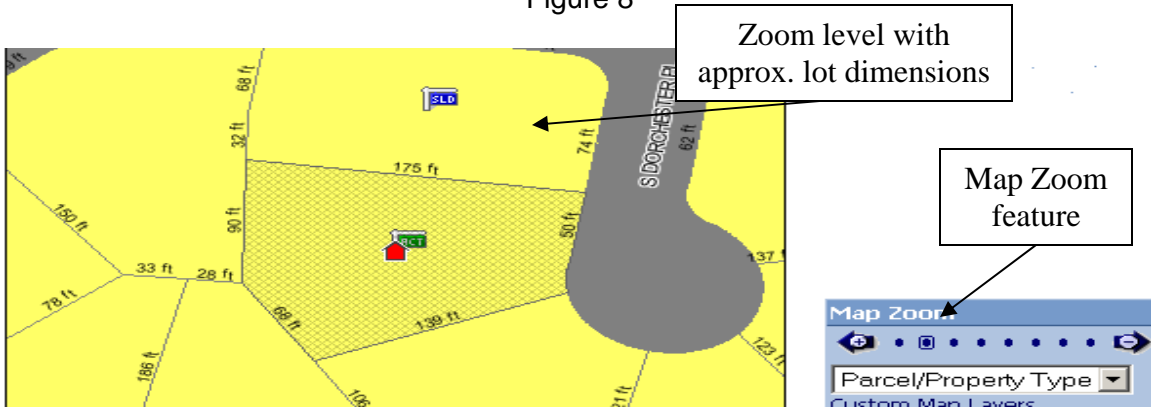
Selecting a higher zoom level will continue you to show the subject property, and will include more of the surrounding parcels on the scale of the map. The highest zoom level will display street maps only, and the parcel lot outlines will disappear (figure 9).
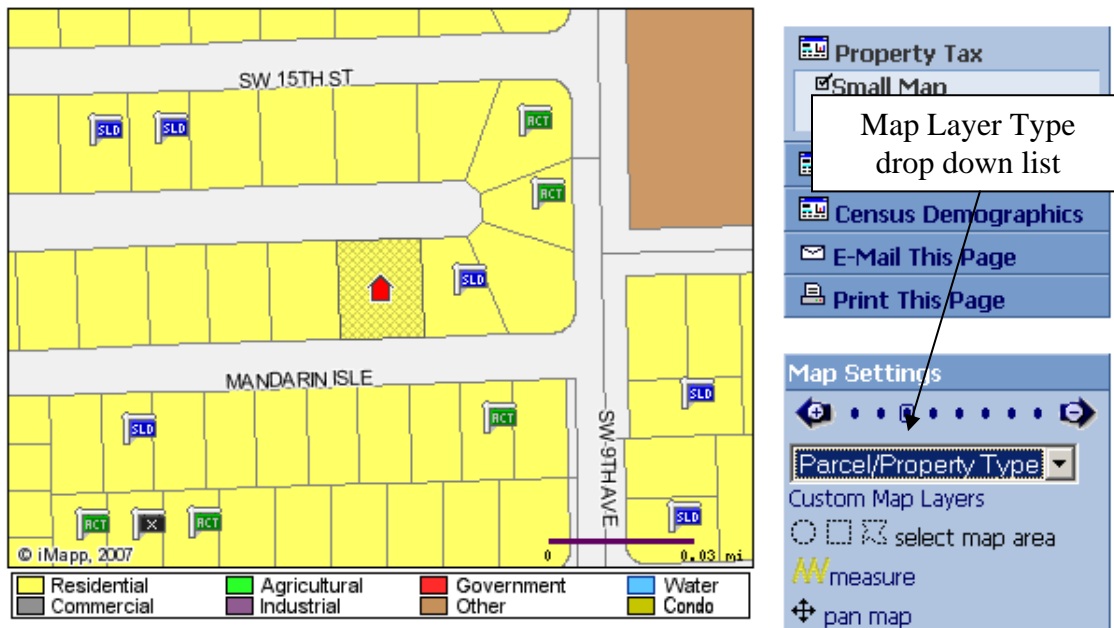
Figure 9

Additional Map Tools

Below the Map Zoom feature is a drop down box that will allow for additional layers to be displayed upon the parcel map. For example, to display an aerial photo on the map, select the layer to be displayed from the drop down box (figure 10 on next page).

Figure 10

Select "Aerial Photo" from the drop down list, and an aerial photo will overlay onto the parcel map (figure 11).

Figure 11
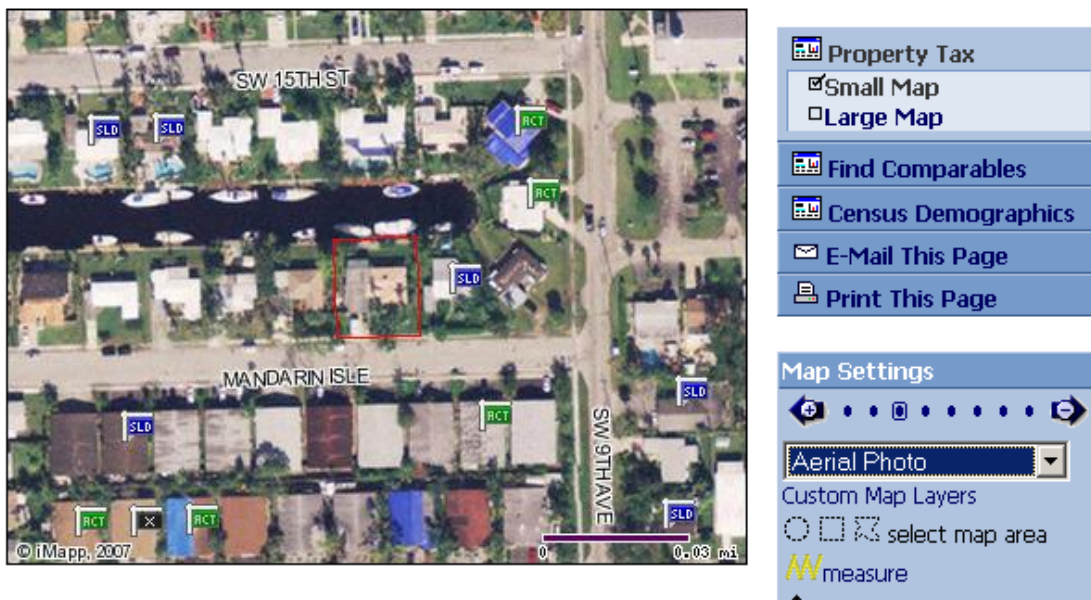
Note that even though the layer configuration has changed, the map interactivity remains. You will be able to select any rooftop on the map and click to see the tax record for the property, just as with the Parcel/Property Type map.

Street maps and flood data are other configurations that can be selected and layered onto the maps.

The **Measuring Tool** can be used to get measurements from the map. First, click on the "measure" feature to the right of the map (figure 12):

Figure 12

Measuring Tool
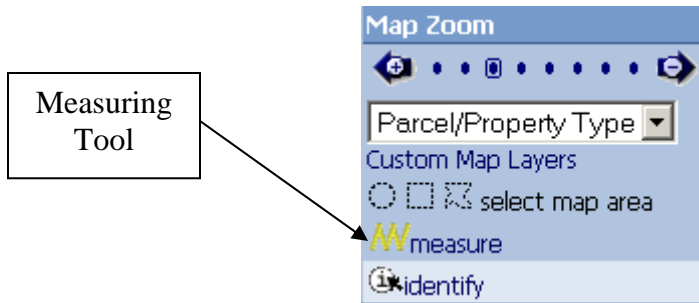
Then, with your mouse cursor, select a point on the map that you wish to use as your starting place. Left click and draw a line from one point on the map to another point, making sure to hold the mouse clicker down as you draw until you get to your next point, and then release. Left click again, hold the mouse down and draw lines from point to point, release, and keep doing so until you completely close in the area you wish to measure. Once you close in on your ending point, left click again and the square footage (or acreage, depending on how much of an area is measured) will display. Figure 13 shows a measured area on the map (denoted by the red outlines) along with the square footage of the parcel measured.

Figure 13

Measured lot dimensions and total square footage
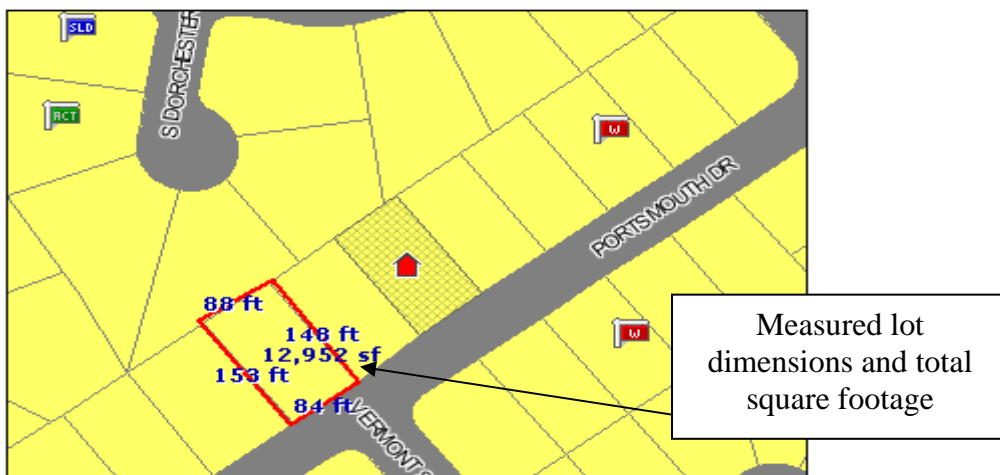
The dimensions are approximate, and not intended to replace a lot survey.

If you wish to redraw your map and erase any measured activity, simply select the "REFRESH" button on your computer's Browser menu (figure 14).

Figure 14

Refresh
Button

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 and tax record. Rest your mouse cursor on the parcel map. Left click on any lot, then, hold the left mouse clicker down and drag the map in the direction you wish to move, and then release. The map will refresh, and display the parcels from the maps based on the direction chosen. Figure 15 shows the Pan Map option.

Figure 15

Pan Map feature
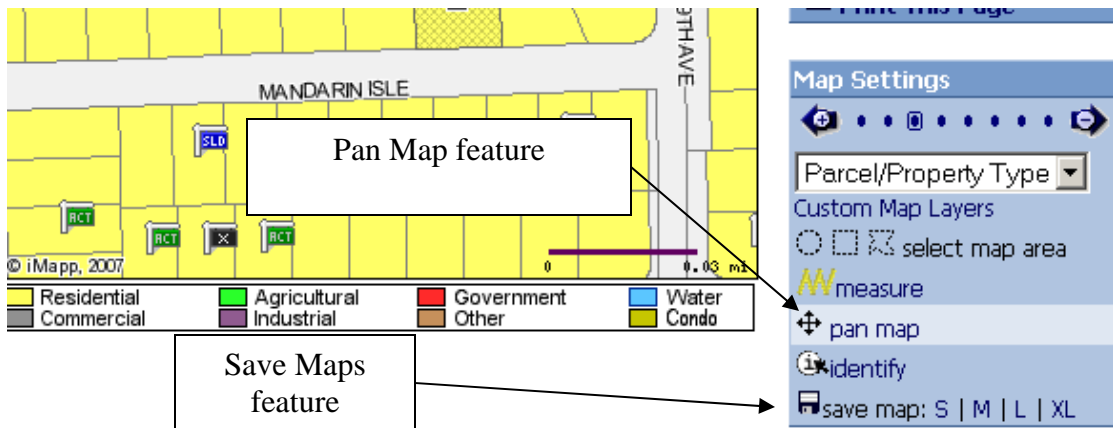
Save Maps
feature

NOTE – After you have selected the Pan Map feature and moved the map in the desired direction, click on the Identify button (below Pan Map) to <u>deactivate</u> the panning option.

The **Save Maps** feature will allow for saving the maps offline in a separate file.

Custom Map Layers contains a feature that will allow for controlling the MLS activity displayed on the parcel maps.

Select Custom Map Layers in the Map Setting menu. The menu will expand, and a Point Layers option will display (see figure 16 on the next page).

Figure 16

Custom Map Layers

Point Layers

Map Settings
Parcel/Property Type
Custom Map Layers
○ ☐ ✄ select map area
〜 measure
✛ pan map
ⓘ× identify
💾 save map: S | M | L | XL

Map Settings
Parcel/Property Type
☑ Map Background
Base Background
☑ Main Feature Layer
Parcels/Property Type
☑ Text Labels
Street Names
☑ Highlight Subject
Shaded w/House Icon
☑ Point Layers
MLS/Active
MLS/Sold
Hide Custom Map Layers
○ ☐ ✄ select map area
〜 measure

Once the Point Layers selection box is deselected, the MLS activity on the parcel maps will disappear. Check the Point Layers selection box again, and you can choose the MLS layer (or layers) to configure on the parcel map by highlighting the activity you wish to display. Depress and hold the CONTROL button (Ctrl) on your keyboard if you wish to select more than one, or all, MLS activity.

Tax Data on the Tax Record

Tax data displayed on the tax record includes:

- Detailed Property Information
- Value Information from the county assessment files
- Recent Sales Information
- Building Information
- Flood Zone data

Figure 17 represents a tax record with examples of the data described on the previous page.

Figure 17

The Sales and Deed Information section contains a link to recorded documents where the Book/Page field is located. If you click on the Book/Page link, a link to the recorder's office will appear and access to a document image can be obtained (see figure 18).
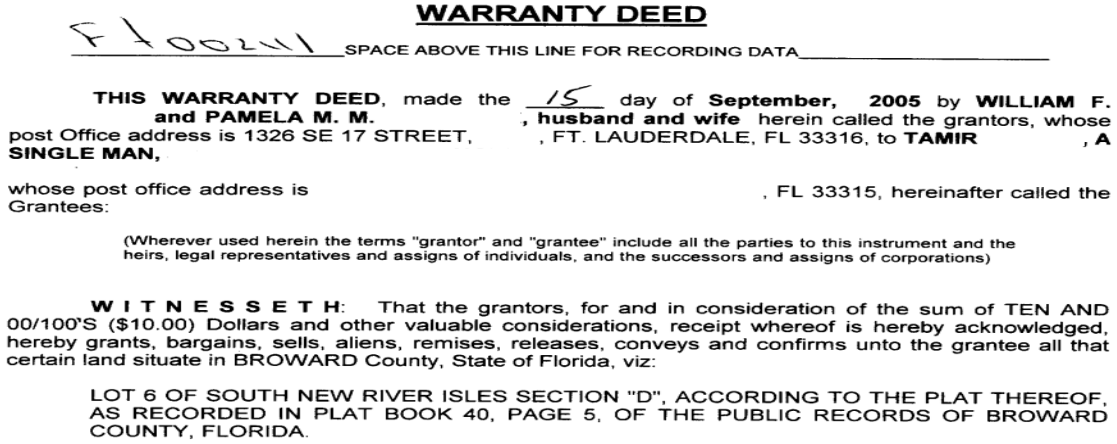
Figure 18

Book/Page link to recorded documents

Deed Type	Sale Date	Price	Qualifiers	Document #	Grantor
WARRANTY DEED/SPECIAL WARRANTY DEED	04/07/2003	$100	I	Bk 4872/Pg 0733	BANKERS TRUST CO OF CA TRUSTEE
WARRANTY DEED/SPECIAL WARRANTY DEED	09/24/2002	$129,000	I	Bk 4716/Pg 2085	BANKERS TRUST COMPANY OF
CERTIFICATE OF TITLE	03/26/2002	$100	I	Bk 4561/Pg 0567	VIANA, JACQUELINE
WARRANTY DEED/SPECIAL WARRANTY DEED	08/25/2000	$153,500	I	Bk 4213/Pg 0693	KITCHEN, JAMES L

Figure 19 shows an example of a document image.

Figure 19

Demographics

The Demographics button will display the census data for the subject property based on a 1, 3, 5 or 10 mile radius from the property. The census data is from the year 2000 U.S. Census Data Demographics. Figure 20 shows how the census data displays in IMAPP.

Figure 20
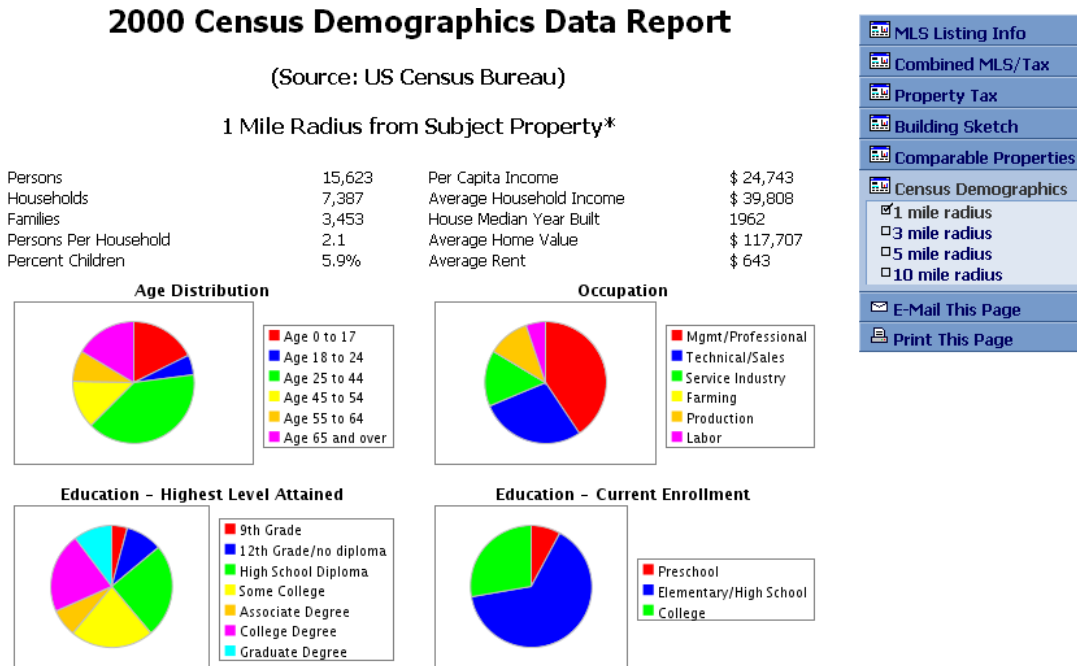
Find Comparables

The Comparables Properties feature will analyze the database for comparable tax record and MLS sales. The subject property's land use type will determine which Comparables will be automatically selected. For example, if the subject property is a Single Family Home, the system will only search for tax record or MLS sales that are for Single Family Home properties.

The Comparables displayed are also based on pre-selected, default criteria which are displayed in the **Comparison Criteria** section of the Comparables page. Each of the **Comparison Criteria** can be adjusted by making selections from drop down lists and then selecting the "**Update Criteria**" button above the Comparison Criteria section (figure 21).

Once the Comparables Analysis has completed, the Comparable Properties will display on a parcel or street map. Each Comparable will be numbered, and will be both plotted on the map and displayed in the **Comparable Properties** spreadsheet below the map. Up to thirty comparables will be displayed.

You may also deselect any of the Comparables listed in the **Comparable Properties** spreadsheet that you do not want included in the analysis.

Once the selections have been made, data from the **Comparable Properties** section is calculated and displayed in the **Statistics About Comparable Properties** section. The data is then applied against the subject property, and the results are displayed in the **Projected Sale Price** section in both a range by $ per square foot and by value ratio.

Figure 21

14

Each of the Comparable properties will be assigned a **Value Ratio** (the ratio between the Most Recent Sales Price and the Market Value); and a **Price per Square Foot Value** (the Most Recent Sales Price divided by the building square footage).

It is suggested that the Comparables displayed be reviewed in order to eliminate any sales that may be unusual or out of range. For example, a comparable with a Value Ratio below 0.950 would mean that the property did not sell for even 1 time it's assessed value. This may represent a sale between family members, or a quit claim that does not reflect a sale for the full value of the property. Conversely, a very high Value Ratio may indicate a parcel that has been split, or that has been improved.

The Sale Price, Full Cash Value, $/Sq. Ft. value and Value ratio will be displayed in the **Statistics** section in a High, Low, Median and Average format.

The **Projected Sales Price** section applies these statistics to determine the **most likely sales price** based on **existing market conditions**.

A note about the way properties are ranked by number on the map and on the Comparables spreadsheet. The system rates the highest rank to sales that are the closest to the subject property, are more recent in terms of sale date, and have the most similar features. Some comps may appear in the spreadsheet but have been automatically deselected. These sales will appear grayed out in the spreadsheet and represent sales that fall out of the expected Value or Square Footage range, but otherwise would match. They are displayed in case you may want to use them. Any sales in the comparables spreadsheet that fall out of range but are displayed will not appear if the page is printed or emailed unless they are selected. If there are only a very few comps, out of range sales may be included in order to provide an analysis, but the default calculation may be less accurate.

Property Values

The property values that are utilized by the IMAPP system are obtained from the various types of assessment offices. Some examples of sources of this data may include the County Property Appraiser, or Tax Assessor.

Full Cash Value

The market value of a property is the combined value of the land and the improvements (buildings and extra features), which are established for tax purposes.

The Market Value Ratio (MVR) in the Comparables Analysis is based on the just market value as determined by the county property appraiser.

View a Large Parcel Map

If you wish to view a larger size map than the one on the tax record, select the text titled "Large Map" to the right of the tax record (figure 22).

Figure 22
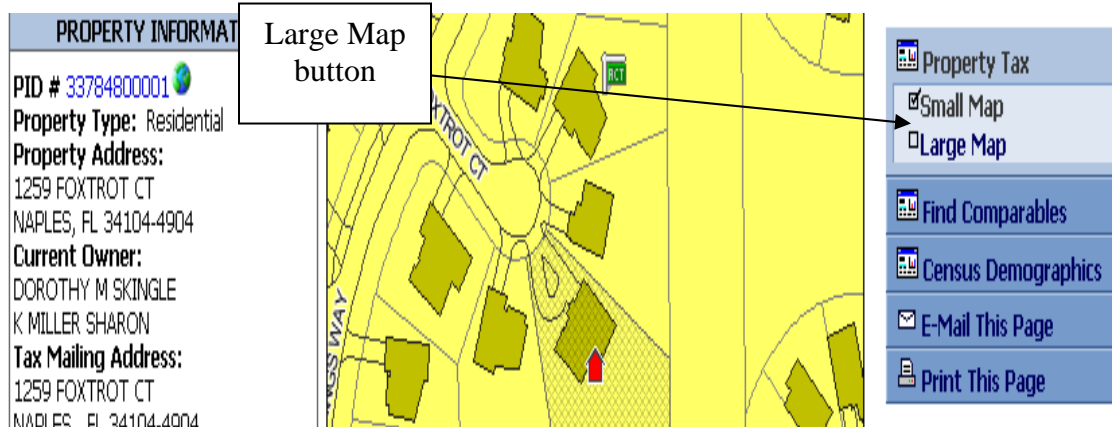
Start a New Search

Selecting the "New Search" feature at the top of any page will navigate you back to the Search Screen

The Search Screen is made up of:

- A Tax Search tab (or database), and a MLS Search tab. The tab (Tax or MLS) highlighted in white is the active search tab.
- Field Columns – The screen has a Search Field column in which you can select a field to search by. If you don't see a field from the tax data you wish to search with, click on any drop down to the right of a search field and additional fields from the tax data will display. The Search Type contains comparators you can select for the desired Search Field. The Search Value column is you can either manually enter the criteria, or pick it from a drop down list.
- Search Map – Can be used to create map based search.

Figure 23 on the next page shows an example of the Search Screen:

Figure 23

Searching Tax Records by Using the Search Fields –

You can either choose to search the full database for a county, narrow down to a specific city in the county, or select an area on the map when using the Search Fields.

Here is an example of how to conduct a basic tax record search by Owner Name:

- Select a county to search in from the Search Area drop down list.
- Select the Search Field(s) you want to use to conduct the search. For this example, the Search Field will be "Owner Name".
- Select the comparator in the Search Type drop down list you want to use. For "Owner Name" the comparators will be
    1. "Starts With" (the Owner Name field in the tax records starts with the characters entered in the Search Value field).
    2. "Contains" (the Owner Name field in the tax records contains characters somewhere in the field that match those entered in the Search Value field).
    3. "Equal to" (The Owner Name field in the tax records and the characters entered in the Search Value field must match exactly).
- Manually enter the search criteria for your search into the Search Value field.

Figure 24 represents a search where:

- Search Field is "Owner Name".
- Search Type is "Contains".
- Search Value is "Robinson, John"
- Select "Perform Search".

Figure 24

Tax Searches by Using the Map –

The example detailed below involves a search from the Tax tab (or database):

- Select the Tax Search tab.

- Select the city from the Search Extents drop down list in which you wish to conduct your search (figure 25)

Figure 25

- A map of the selected are will appear. Use the "Zoom" and "Pan" features to navigate to the area you want to target for your search (figure 26). The Zoom feature can be utilized by left clicking on the icon, moving the mouse over the map, then clicking and dragging a box around the area you wish to magnify.

Figure 26
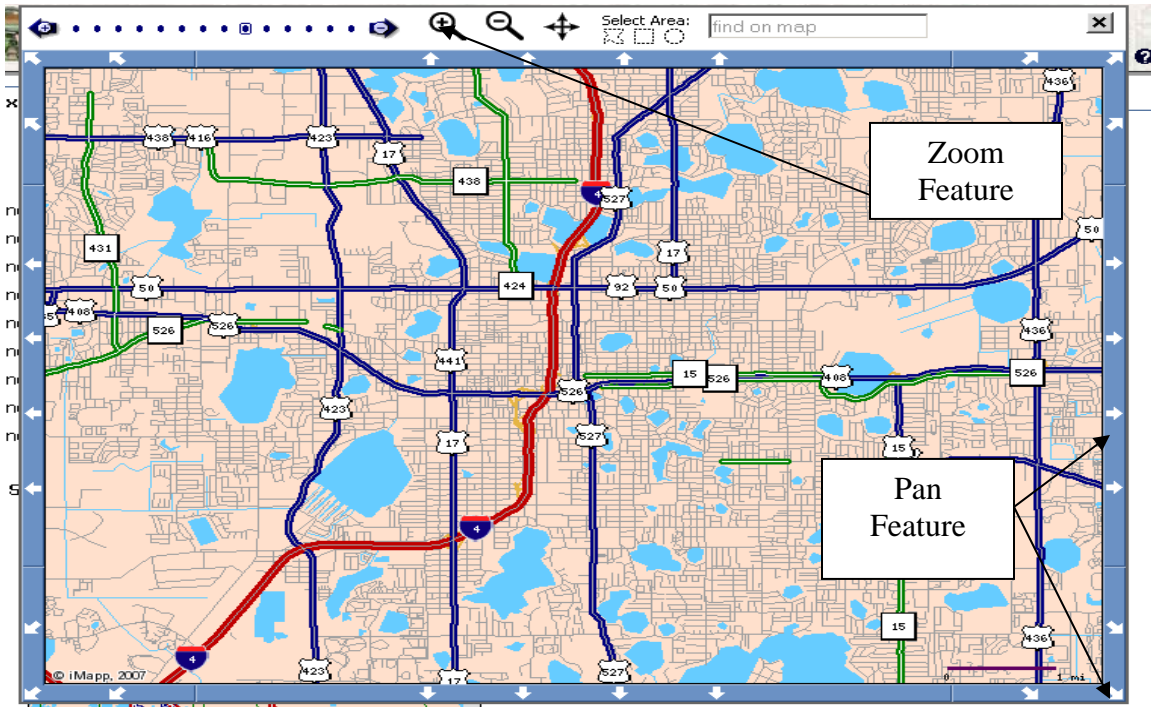
- Use the "Select Area" tool to narrow down a specific area on the map by creating a shape to draw around that area. The shapes you can select are a circle, rectangle or polygon (figure 27).

Figure 27

- Left click and drag with the mouse to create the selected shape around the area on the map. The example in figure 28 on the next page shows a polygon area drawn on the map.

Figure 28

Polygon selected area on map – outlined in red
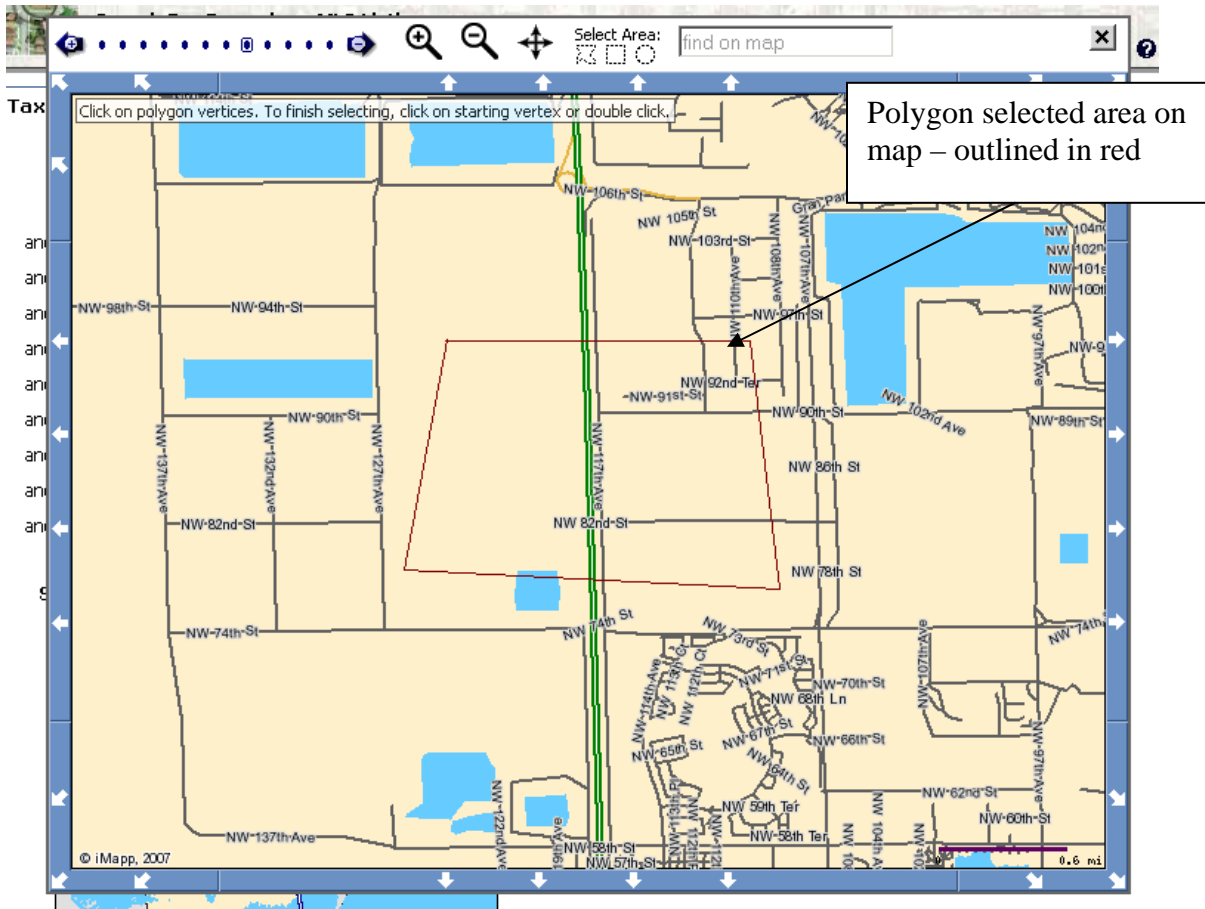
- After drawing your shape on the map, click on the end (or closing) point. The Search Screen will now appear. Enter in the criteria for the type of properties within that area that you want to search for. The example in figure 29 is for a search formatted to look for specific properties within an area that has been drawn on the search map.

1. "Property Use" – "Equal To" – "Single Family" (from the drop down list).
2. "Has Pool" - :"Equal To" - "Y".
3. Select "Perform Search".

Figure 29

Search Results

Once a Search has been formatted for either tax records or MLS listings, the results will appear in a spreadsheet view (figure 30). You can link to any of the tax records or MLS listings by clicking on the blue link via the Parcel ID number or MLS listing number.

Figure 30

At this point you have the option of:

- Viewing the results on the map.
- Downloading the search results.
- Creating mailing labels from the search results.
- Refining the search by adding additional search criteria.
- Saving the search for future use.
- Printing the search results.

View Search Results on the Map –

From the Search Results, select the "View on Map" link to see the results on a map (figure 31 on the next page). If you want to see all results, select "Map All Search Results"

Figure 31
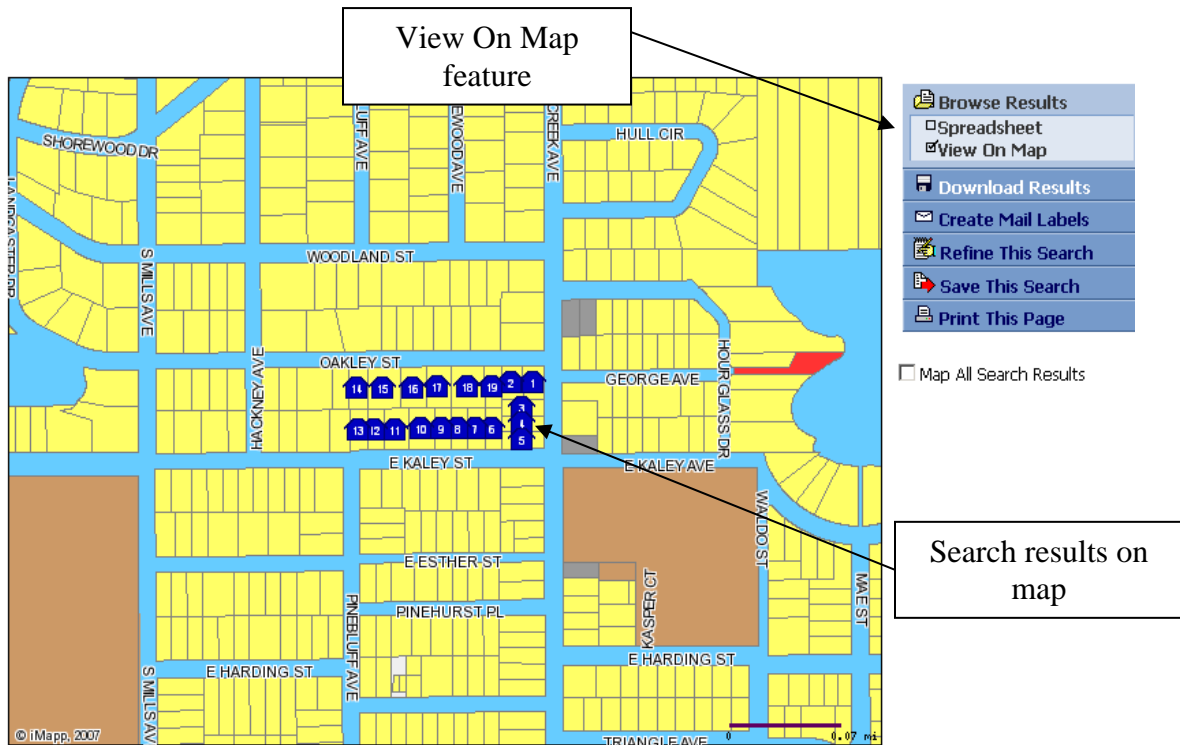
Downloading Results to an Excel Spreadsheet –

From the Search Results, select "Download Results" to the right of the search results spreadsheet.

Select the Record Layout from the drop down list that you want to download. Select the format for the file (either CSV or dBase, both are common file formats). Refer to figure 32.

Figure 32
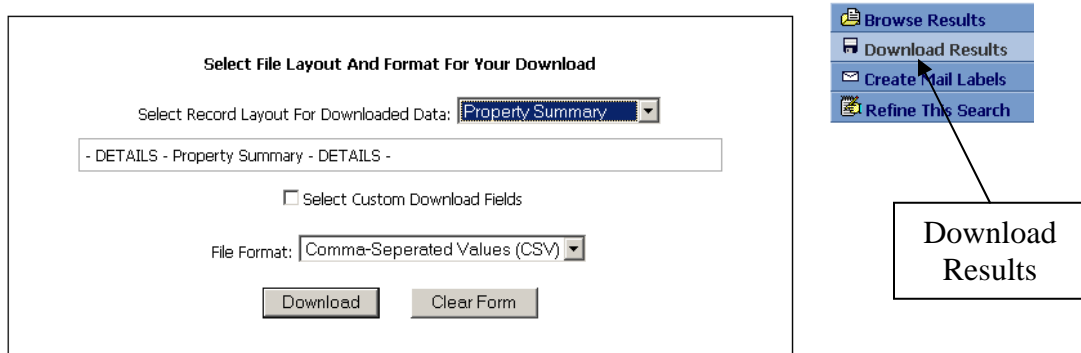
Select the "Download Data" button (fig. 32). The system will then download the data offline. A dialog box will appear requesting whether you want to open or save the file. Select the "Open" button (figure 33).

Figure 33
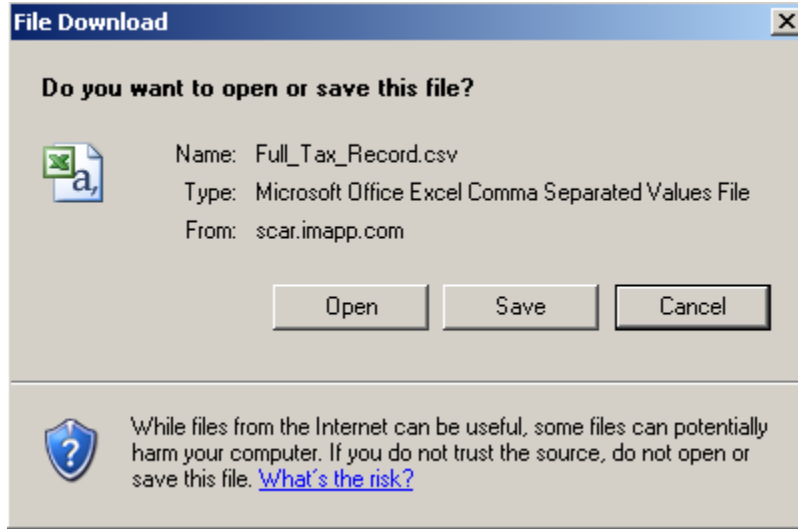
The data will then download offline and populate into an Excel spreadsheet.

Figure 34

Creating Mailing Labels from the Search Results –

From the Search Results, view the spreadsheet and deselect any results you don't wish to create mailing labels for. You can do this by clicking on the deselect box on any result. After making your selection, click on the "Commit Changes" button. You will

need to commit changes on the page viewed before selecting the next page of your results to format (see figure 35).

Figure 35

At this point, the system will allow for label selections (figure 36).

Figure 36

Select the **Label Contents** you want to appear in the mailing labels:

- "Occupant" will display the word Occupant on the mailing label along with the actual physical address of the property.
- "Owner" will display the actual owner name and mailing address of the property as per the tax bill.
- "Owner" and "Occupant" with Barcodes will print the barcoding on the mailing labels.

Select the **Label Type** for the mailing labels. The details for each type will display to the right of the Label Type field.
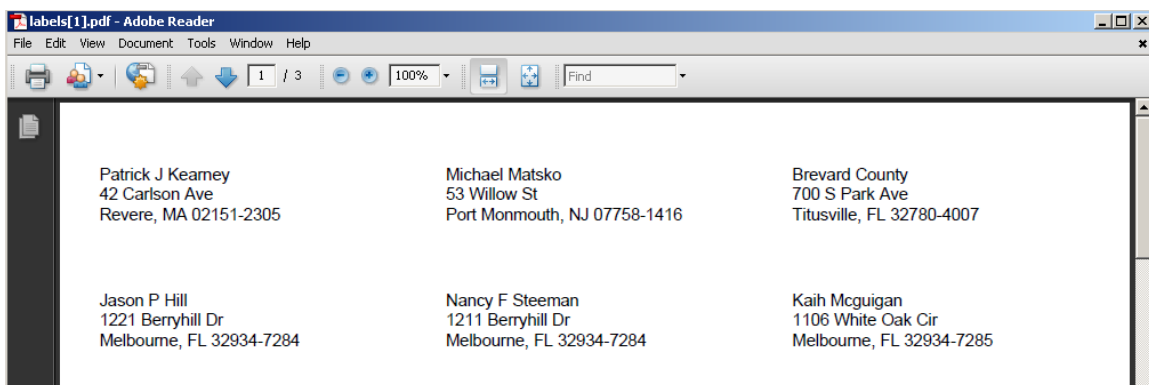
Click on the **Create Labels as PDF** button.

A File Download dialog box will appear. Select "Open" if you are ready to print your labels from the PDF file. See figure 37.
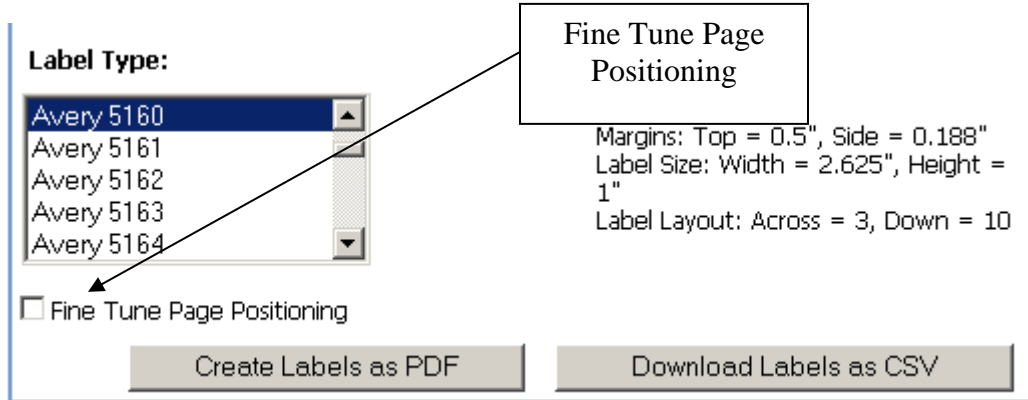
Figure 37
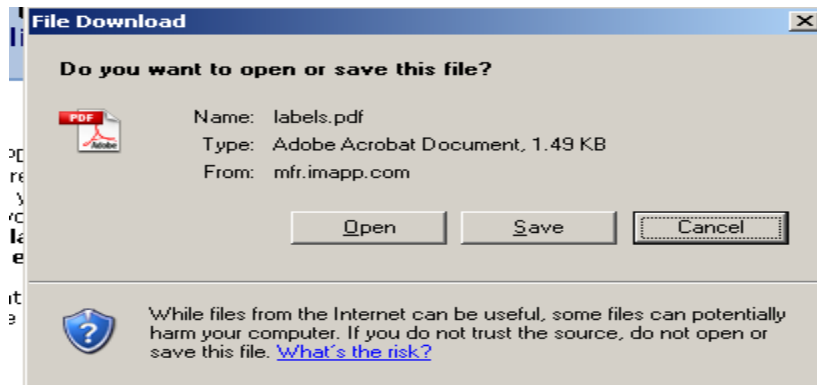
The mailing labels will automatically format in Adobe Acrobat and are ready for printing (figure 38).

Figure 38

If you need to make adjustments to the placement of the type on your mailing labels, locate the "Fine Tune Page Positioning" feature at the bottom of the mailing label page (figure 39).

Figure 39

After selecting the feature, left click in the blank area to the right and drop downs will appear allowing you to adjust the Vertical and Horizontal position of the text on the mailing labels (figure 40)

Figure 40
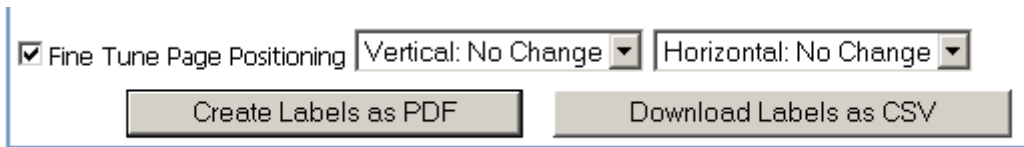

Refining a Search Result

From the Search Results, select the "Refine This Search" button to the right of the search results spreadsheet.

This will navigate you back to the Search Screen. At this point, your original search criteria will reappear, and you can build in additional search criteria in order to narrow down your search results.

Saving a Search Result

From the Search Results, select the "Save This Search" button to the right of the search results spreadsheet. Give the search result a name (figure 41 on the next page).

Figure 41
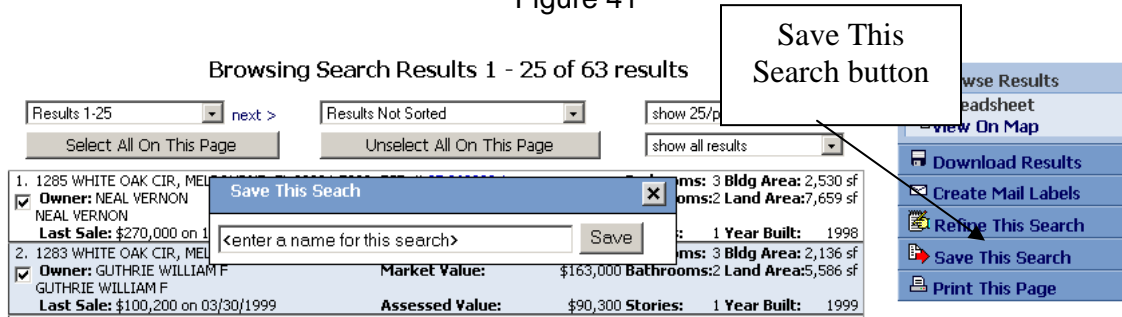
The search result will be saved in the **<My Saved Searches>** drop down list on the Search Screen (figure 42.

Figure 42

Print This Page

From the Search Results, select the "Print This Page" button to the right of the search results spreadsheet. You may now print out the search results. The print option is also available on the tax record and comparables pages as well.

Parcel Range Search

The example below is a demonstration of how to search for a range of parcels from the Search Screen (Tax Search).

- Select "new search".
- Select the "Tax Search" tab.
- Choose "Parcel ID #" from the Search Field drop down box
- Select comparator "Greater Than or Equal to" from Search Type.
- Enter in the beginning Parcel Number for the beginning range in the Search Value field.

Next:

- Select "Parcel ID #" for the next criteria from the next Search Field drop down box.
- Select "Less Than or Equal To" in the Search Type field.
- Enter in the ending Parcel ID Number for the end range in the Search Value field.

Then click on the "Perform Search" button (refer to figure 43).

Figure 43

Subdivision Search by Sale Date

The example below is a demonstration of how to search for properties in a subdivision based on a date criteria.

From the Search Screen, select Tax Search. Then:

- Select "Subdivision" (select or input) from the Search Field drop down box.
- Choose the comparator "Contains" from the Search Type field.
- Select the Subdivision name from the alphabetical listings in the Search Value drop down box for the select option, or type in the sub name for an input search.

Next:

- Select "Sale Date" for the next criteria from the next Search Field drop down box.
- Choose the comparator for the time frame you wish to search from the Search Type field. For this example, the selection is "Less Than or Equal To."
- Manually enter the date in the Search Value field. The date must be entered in one of two formats:
  1. MM/DD/YYYY
  2. YYYY-MM-DD

Then click on the "Perform Search" button to conduct the search. Refer to figure 44.

Figure 44

Property Address Search

From the Search screen, select the Tax Search tab.

- Select "Property Address" from the Search Field drop down box.
- Leave "Contains" as the Search Type
- When entering in the Search Value, do not use punctuation. For example, enter a street address as 1414 NE 175 making sure not to punctuate the street prefix or street type.
- Then click on the "Perform Search" button.

Figure 45 shows an example of how to format the above on the Search Screen.

Figure 45

Last Search Performed

To run your last search again, simply go to the "My Saved Searches" drop down feature at the top of the Search Screen. Scroll down till you find the "Last Search Performed" option. Select "Last Search Performed". The last search criteria you performed during the session will populate the appropriate search fields and the search can be run again.

Emailing a Page

If you wish to email a Tax Record or Comparables page, select the "Email This Page" button to the right of the record. A dialog box will appear requesting the email address for the sender and recipient, as well as a subject line and message line. Enter the requested info in the appropriate fields, and then select the "Send this Email" button. The recipient will receive a static link to the sent page. Figure 46 displays the "Email This Page" feature.

Figure 46

Email This Page button

Email This Page dialog box
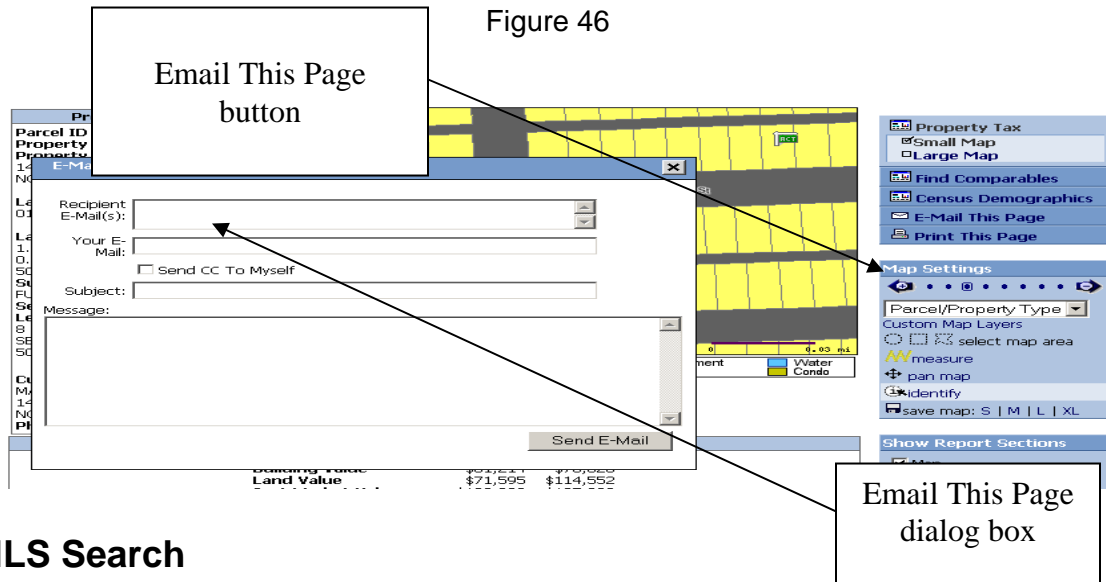
MLS Search

To search for integrated MLS information within the IMAPP system, first select the "MLS Search" tab on Search Screen. Then select the desired Search Field, Search Type and enter a Search Value (figure 47).

Figure 47

Foreclosure Search

The Foreclosure Search tab can be used to located properties on which a Lis Pendens has been filed or an auction date has been set.

On the search screen, you can search for foreclosures based on:

- Judgment Sale Date
- Zip Code
- Property Use (State Use Code)
- Case Number

Figure 48 shows an example of a formatted Foreclosure search screen:

Figure 48

The search results for the type of properties requested will display in a spreadsheet similar to the results in the Tax and MLS search tabs (Figure 49).

Figure 49

After viewing the results page, you can bring up an individual tax record by selecting the Parcel ID number in the specific result.

On the Tax Record page, the tax record details and parcel map will display, along with a section containing the foreclosure data (Figure 50).

Figure 50

When viewing a parcel map around a search result, you can determine the location of foreclosures on the map wherever the "Gavel" icon is displayed (figure 51).
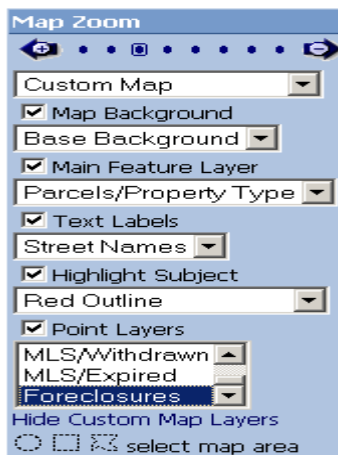
Figure 51

If you cannot view the foreclosure icons, find the "Custom Map Layer" option in the Map Settings section to the right and left click on it (figure 52).

Figure 52

Once you open the "Custom Map Layers", look for the "Point Layers" option, select and then highlight the option for "Foreclosures" (Figure 53 on the next page)

Figure 53

The Foreclosure activity will now display on the parcel map.

Reselect "Custom Map Layer" and deselect "Point Layers" to turn off the view for Foreclosure or MLS Activity on the maps.

For more information on foreclosure searches, you can go to:

www.imapp.com

Locate the User Guide section. Locate and left click on the Foreclosure Search Guide.

Contact Information

If you have questions or comments, you can contact us by phone or e-mail:

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