User Guide

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Index

Accessing IMAPP 3

Log in to IMAPP 4

The IMAPP Tax Record 4

The Zoom Feature 7

Additional Map Tools 8

E-Mail a Page 12

Tax Data on the Tax Record 12

Find Comparables 13
- **Property Values** 16
- **Market Value** 16

View a Large Parcel Map 16

Start a New Search 17

Tax Search 17
- **Owner Name Search** 18
- **Street Address Search** 19
- **Subdivision Search** 19
- **Searches by Sale Date** 20
- **Map Based Searches** 20

Search Results 22
- **View Search Results on the Map** 24
- **Downloading Search Results** 24
- **Creating Mailing Labels from the Search Results** 26
- **Refine This Search** 29
- **Save This Search** 29
- **Print This Page** 30

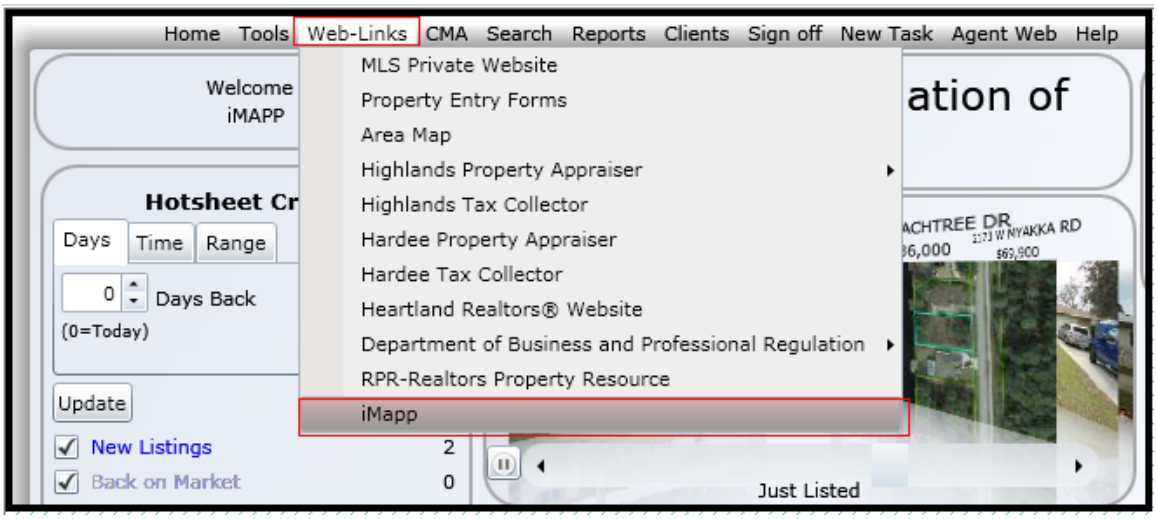
MLS Search 30

Contact Information 31

Accessing IMAPP

IMAPP can be accessed in two different ways.

On the MLS Home Page, you will see an option for **IMAPP** in the **Web Links** menu. Left click on the link, and the IMAPP Tax Search page will display.



The second method of accessing IMAPP is from the MLS listing page.

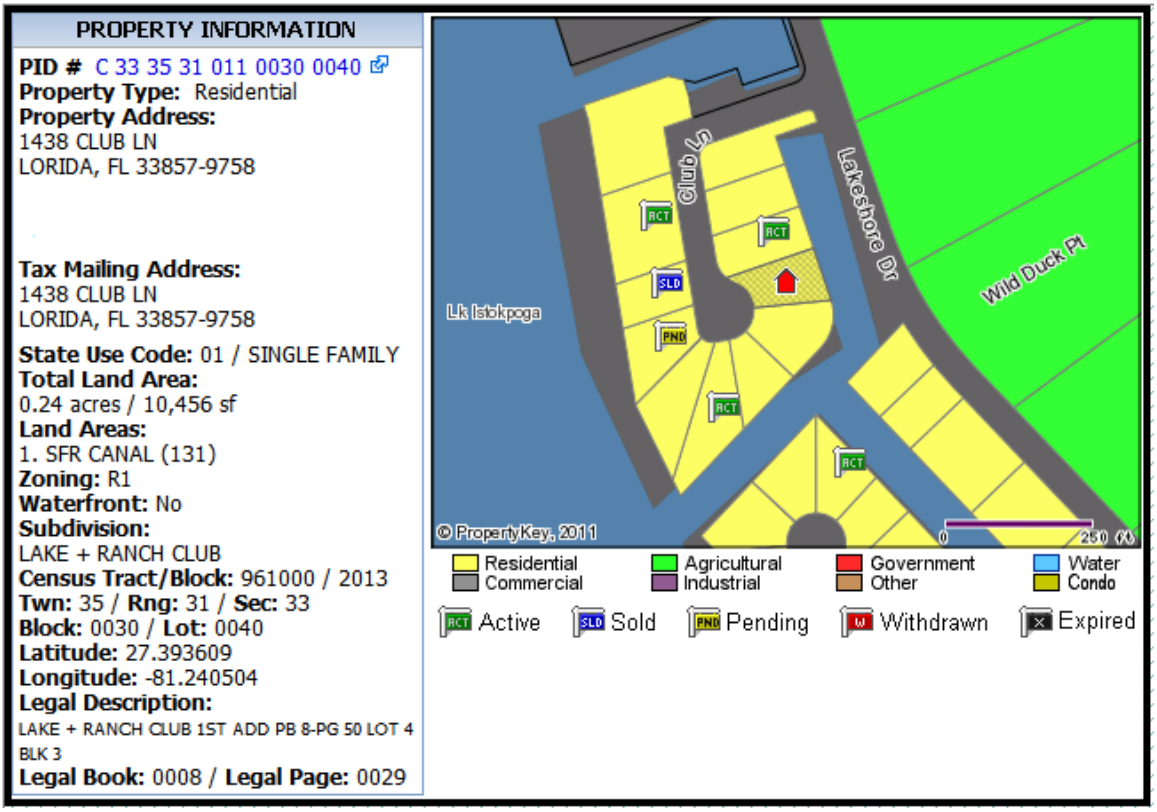
On the MLS listing page, you will see the **IMAPP** tax link to the left. Select the IMAPP link, and the corresponding tax record for the listing will display.

Log in to IMAPP

To log in to the IMAPP system, enter your MLS User Name and Password when prompted. Please make sure that any firewalls or security software programs on your computer are set to allow the IMAPP site to access the internet.

The IMAPP Tax Record

Once you have linked out from the MLS listing to IMAPP, the opening screen will be a tax record with an interactive parcel map. The tax record displayed will correspond to the subject property from your MLS search.



The icons on the map represent either the subject property, or the surrounding MLS activity in that neighborhood. Each icon will have a specific color associated with it.

= The Subject property from your search (Red House)

= Active Listing (Green Flag)

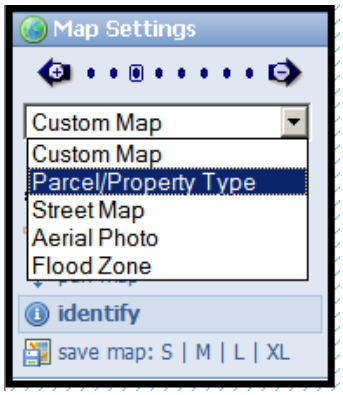
= Sold Listing (Blue Flag)

= Cancelled Listing (Red Flag)

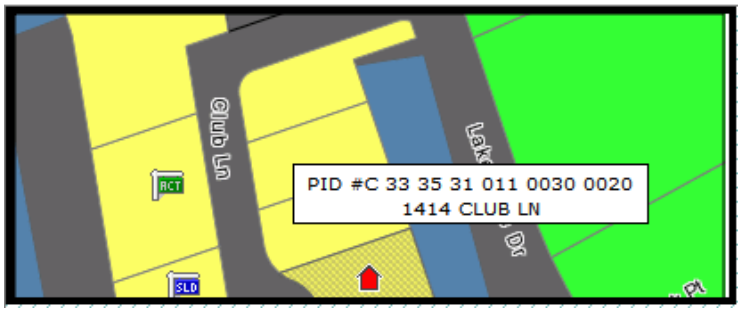
= Expired Listing (Black Flag)

= Pending Listing (Yellow Flag)

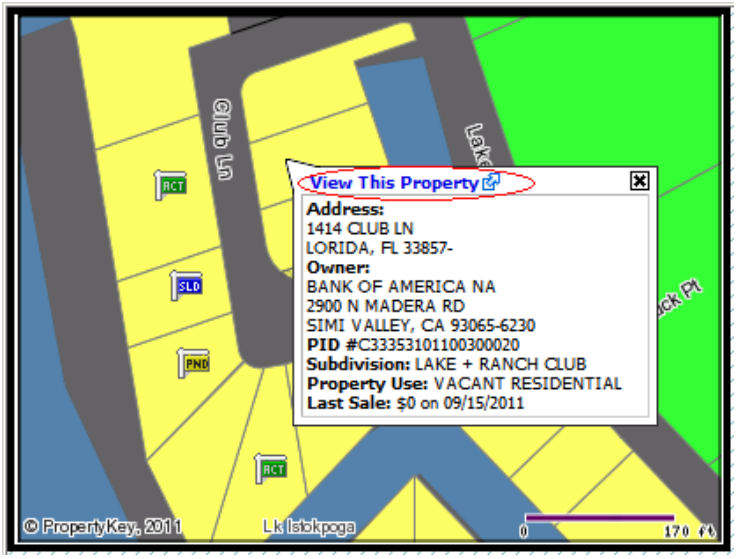
If you don't see the Red House icon on the map denoting the location of the subject property, go to the menu to the right of the tax report. Locate the section titled **Map Settings**, and change the **Custom Map** view to the **Parcel/Property Type** view.



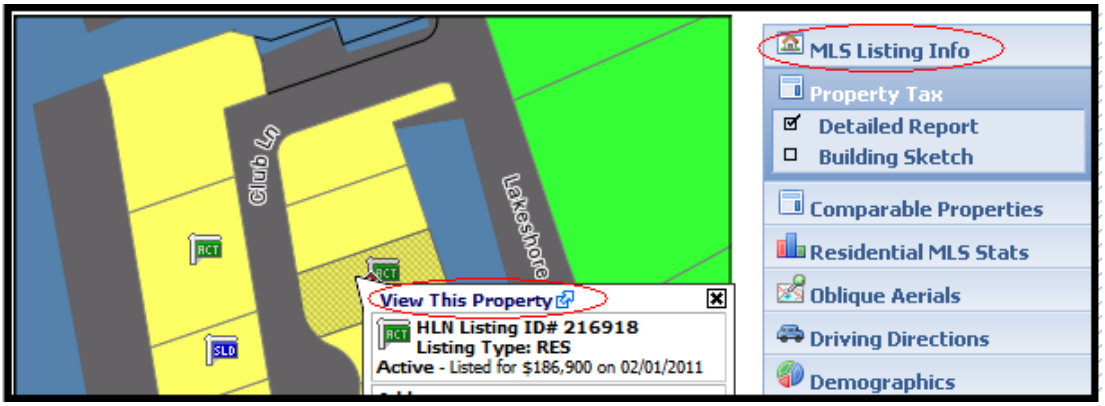
The map is interactive. If you wish to do research on any of the surrounding lots around the subject property, simply hover your mouse cursor over the parcel on the map. The parcel identification number for that lot will appear in a hover balloon.



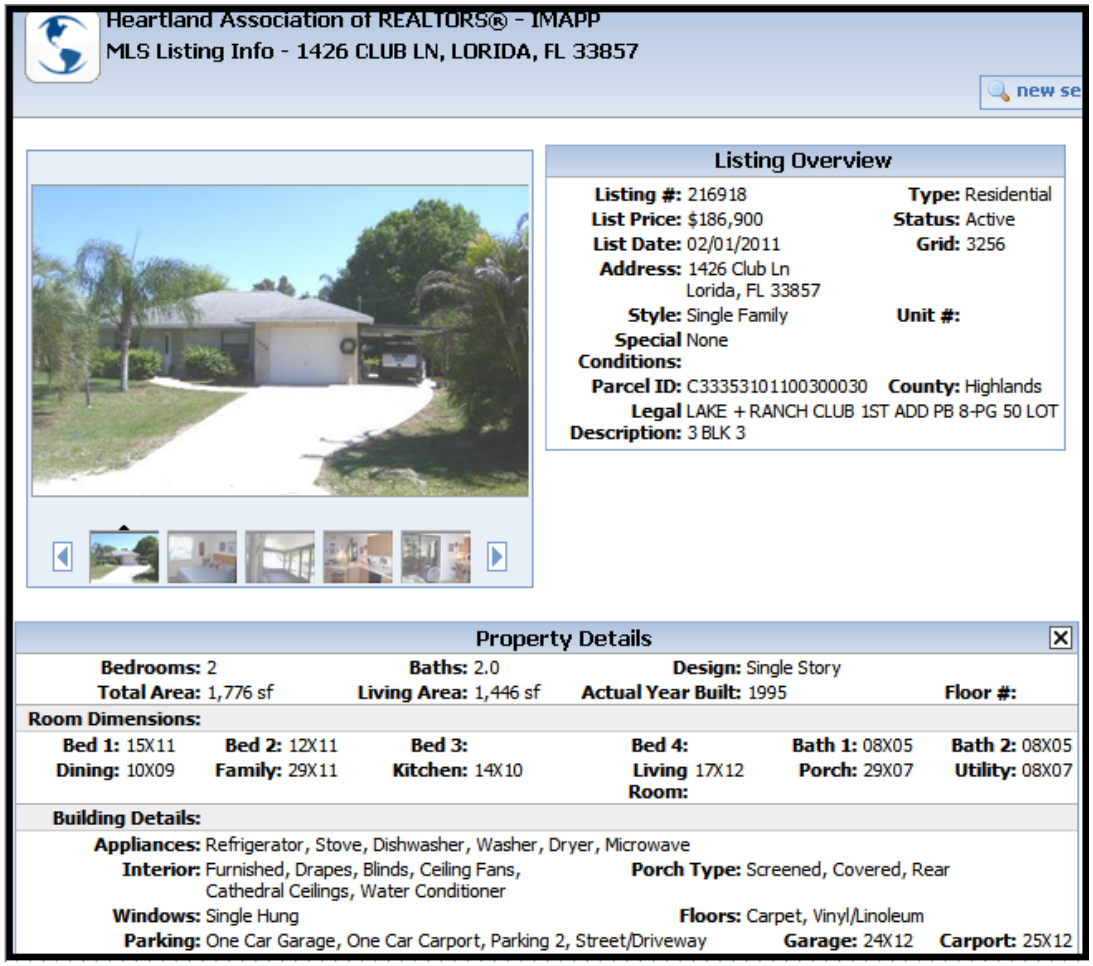
Left click on the parcel, and a balloon will appear with summarized details about the property. To view a complete report, locate the blue View This Property link that will allow you to navigate to the tax record for that parcel.



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



The system will take you to the MLS listing page in IMAPP. If there is a photo included, the MLS photo will also display.



Heartland Association of REALTORS® - IMAPP
MLS Listing Info - 1426 CLUB LN, LORIDA, FL 33857

new se

Listing Overview

Listing #: 216918 **Type:** Residential
List Price: $186,900 **Status:** Active
List Date: 02/01/2011 **Grid:** 3256
Address: 1426 Club Ln Lorida, FL 33857
Style: Single Family **Unit #:**
Special Conditions: None
Parcel ID: C33353101100300030 **County:** Highlands
Legal Description: LAKE + RANCH CLUB 1ST ADD PB 8-PG 50 LOT 3 BLK 3

Property Details

Bedrooms: 2 **Baths:** 2.0 **Design:** Single Story
Total Area: 1,776 sf **Living Area:** 1,446 sf **Actual Year Built:** 1995 **Floor #:**

Room Dimensions:

Bed 1: 15X11 **Bed 2:** 12X11 **Bed 3:** **Bed 4:** **Bath 1:** 08X05 **Bath 2:** 08X05
Dining: 10X09 **Family:** 29X11 **Kitchen:** 14X10 **Living Room:** 17X12 **Porch:** 29X07 **Utility:** 08X07

Building Details:

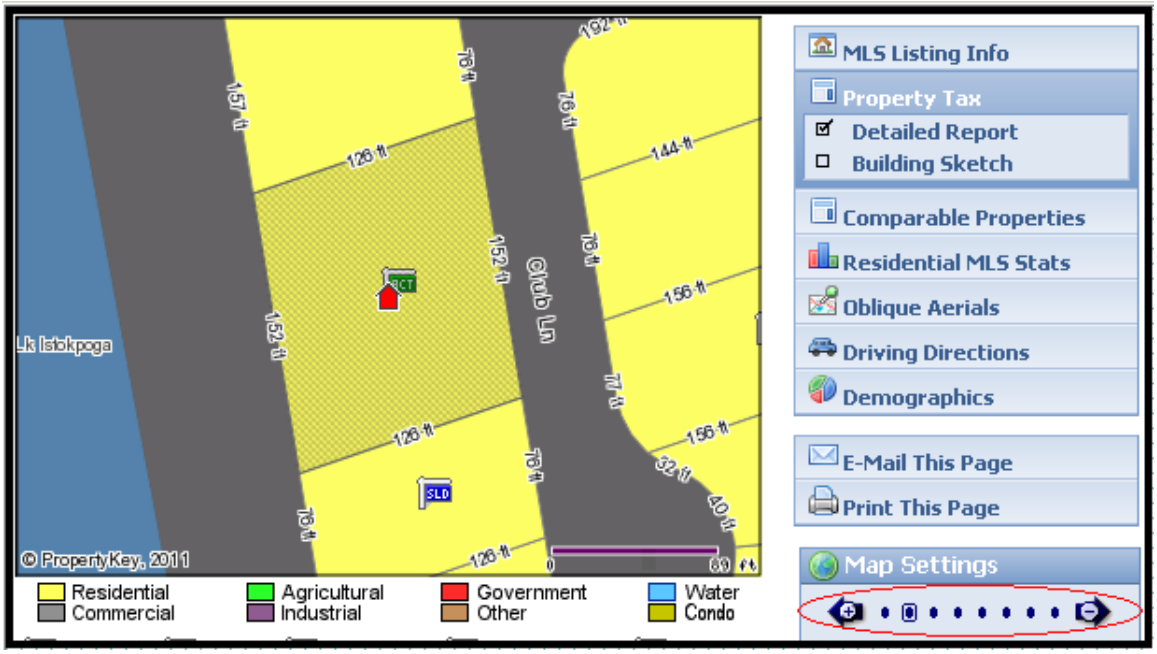
Appliances: Refrigerator, Stove, Dishwasher, Washer, Dryer, Microwave
Interior: Furnished, Drapes, Blinds, Ceiling Fans, Cathedral Ceilings, Water Conditioner
Porch Type: Screened, Covered, Rear
Windows: Single Hung
Floors: Carpet, Vinyl/Linoleum
Parking: One Car Garage, One Car Carport, Parking 2, Street/Driveway **Garage:** 24X12 **Carport:** 25X12

The **Combined MLS/Tax Info** report will display a page that combines MLS information, a parcel map, a street map, and summarized tax record details.

If at any time you wish to return to a previous screen or search result, use the BACK button on your internet browser tool bar.

The Zoom Feature

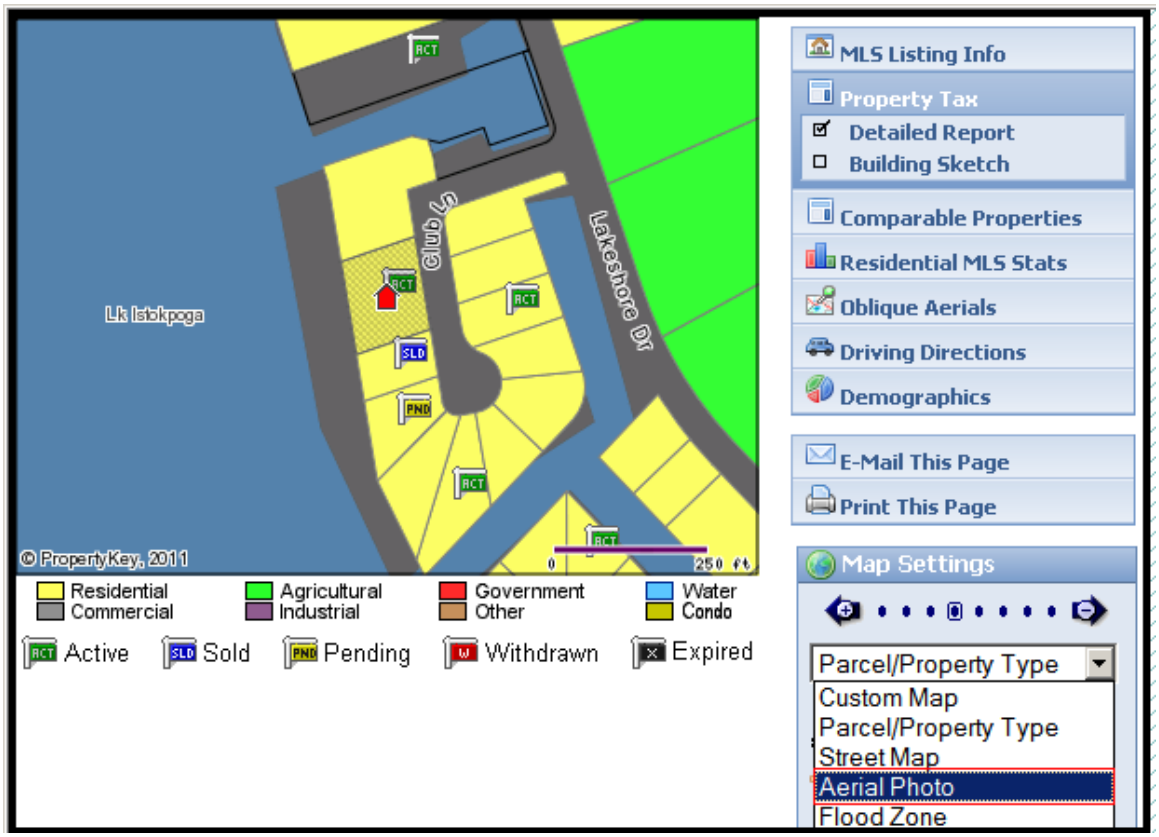
The **Map Zoom** feature is located to the right of the parcel map in the **Map Settings** section. By selecting one of the arrows, or buttons, on the **Map Zoom** feature, you can adjust the scale of the map. Selecting either of the first two zoom level buttons on the left will display the subject property, the surrounding parcels along with their lot lines and approximate lot dimensions (see image on the next page.)



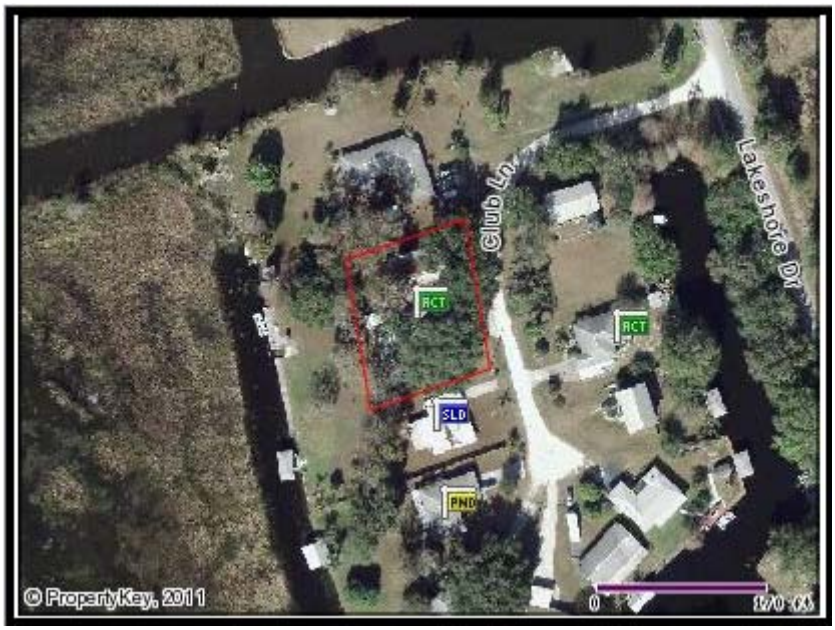
Selecting a higher zoom level will continue to show the subject property, as well as more of the surrounding parcels in that neighborhood. The highest zoom level will display a street map view only.

Additional Map Tools

Below the Map Zoom feature is a drop down box that will allow for additional layers to be displayed other than the parcel map. For example, to display an aerial photo on the map, select the aerial photo layer from the drop down box.

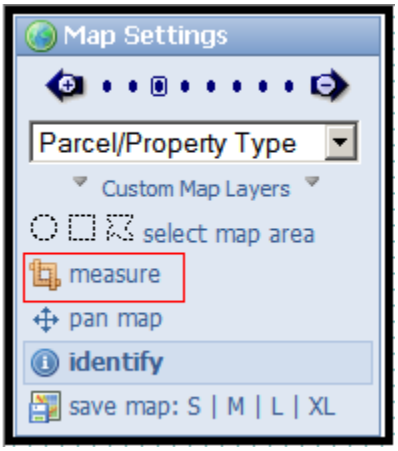


The aerial photo view will then display.



Street maps and flood data are other layers that can be selected to view on the map.

The **Measuring Tool** can be used to obtained approximate measurements from the map. First, click on the **measure** feature to the right of the map.

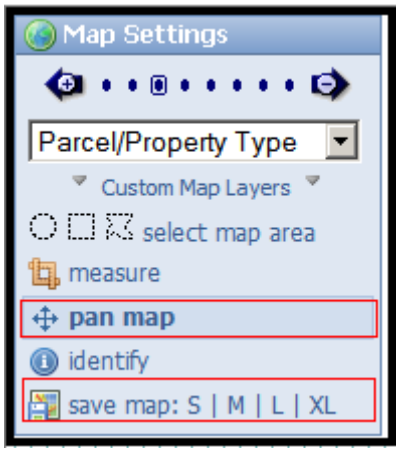


Then, with your mouse cursor, select a point on the map that you will be your starting position. Left click and draw a line to your next point. Then, left click again, and continue to draw lines from point to point until you completely close in the area you wish to measure. Once you close in on your point of origin, left click one more time and the square footage (or acreage, depending on how much of an area is measured) will display.

The dimensions displayed are approximate, and are not intended to replace a lot survey.

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. Move your mouse cursor over the parcel map. Left click and hold on a starting point, and then pan the

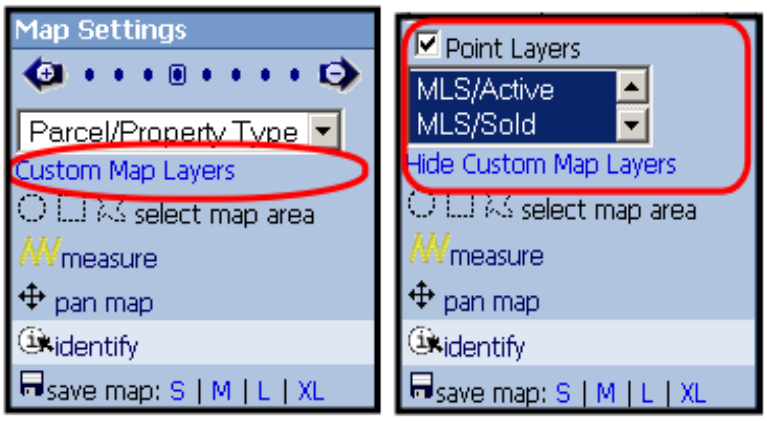
map. After you let go of the left click of the mouse, the map will refresh and the area you have selected to view will display.



NOTE – After you have selected the **Measure** or the **Pan Map** feature and have completed the task, click on the **Identify** button (below Pan Map) to <u>deactivate</u> the measuring or panning option.

The **Save Maps** feature will allow you to save a map view offline as a separate file on to your computer.

Custom Map Layers contains a feature that will allow you to control the MLS activity displayed on the parcel maps. Select **Custom Map Layers** in the **Map Settings** menu. The menu will expand, and a **Point Layers** option will display.



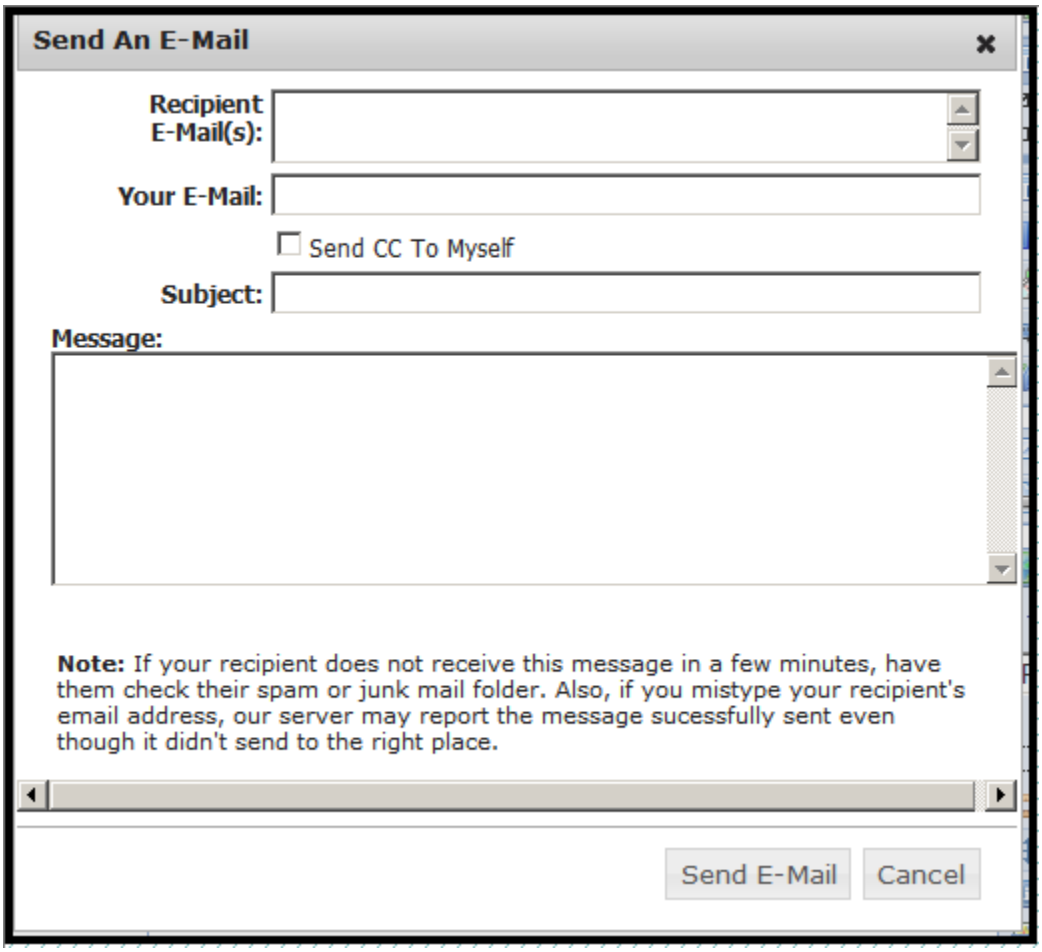
In order to turn off the display of the MLS icons in the map view, simply 'uncheck' the box next to **Point Layers**. To redisplay, 'check' the box next to **Point Layers**.

You can choose to view one layer by left clicking and highlighting it. In order to select multiple, or all, of the layers, hold down the **Control** button on your keyboard and left click on each layer you wish to view on the map.

E-Mail a Page

Any of the report pages (Tax Record, MLS Listing, MLS Tax / Combined) can be e-mailed.

To e-mail a page, go to the right of the report and locate the **E-Mail This Page** button. Select the button, and an **E-Mail This Page** dialog box will appear.



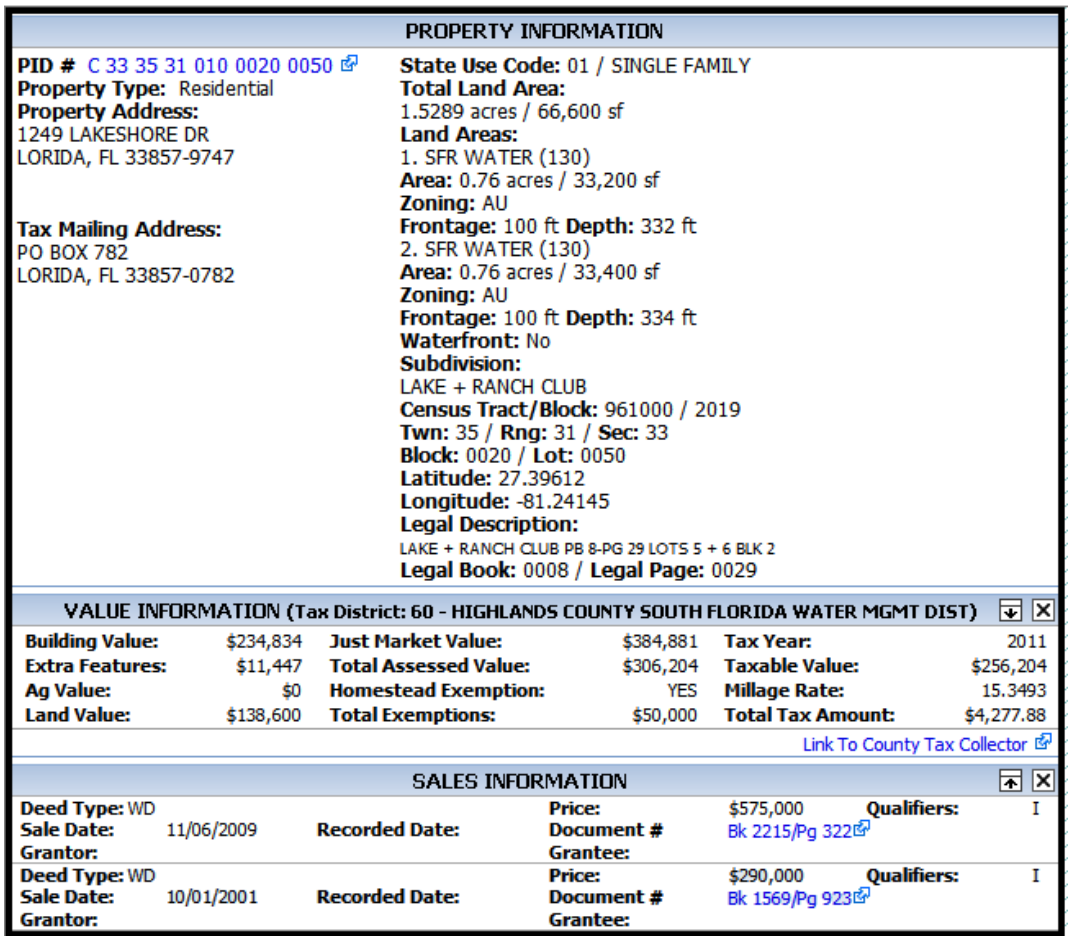
After entering in the recipient's email address, a subject line and a message, click on the **Send E-Mail** button. The recipient will receive a link to view the page sent. The link is a static view, meaning the recipient will not be able to search or access information in the IMAPP database from the viewed page.

Tax Data on the Tax Record

Tax data displayed on the tax record includes:

- Detailed Property Information
- Valuation Information from the Assessment Files
- Recent Sales Information with MLS Sold Properties clearly displayed
- Detailed Building Information

- Flood Data



PROPERTY INFORMATION

PID # C 33 35 31 010 0020 0050
Property Type: Residential
Property Address:
1249 LAKESHORE DR
LORIDA, FL 33857-9747

Tax Mailing Address:
PO BOX 782
LORIDA, FL 33857-0782

State Use Code: 01 / SINGLE FAMILY
Total Land Area:
1.5289 acres / 66,600 sf
Land Areas:
1. SFR WATER (130)
Area: 0.76 acres / 33,200 sf
Zoning: AU
Frontage: 100 ft **Depth:** 332 ft
2. SFR WATER (130)
Area: 0.76 acres / 33,400 sf
Zoning: AU
Frontage: 100 ft **Depth:** 334 ft
Waterfront: No
Subdivision:
LAKE + RANCH CLUB
Census Tract/Block: 961000 / 2019
Twn: 35 / **Rng:** 31 / **Sec:** 33
Block: 0020 / **Lot:** 0050
Latitude: 27.39612
Longitude: -81.24145
Legal Description:
LAKE + RANCH CLUB PB 8-PG 29 LOTS 5 + 6 BLK 2
Legal Book: 0008 / **Legal Page:** 0029

VALUE INFORMATION (Tax District: 60 - HIGHLANDS COUNTY SOUTH FLORIDA WATER MGMT DIST)

Building Value:	$234,834	**Just Market Value:**	$384,881	**Tax Year:**	2011
Extra Features:	$11,447	**Total Assessed Value:**	$306,204	**Taxable Value:**	$256,204
Ag Value:	$0	**Homestead Exemption:**	YES	**Millage Rate:**	15.3493
Land Value:	$138,600	**Total Exemptions:**	$50,000	**Total Tax Amount:**	$4,277.88

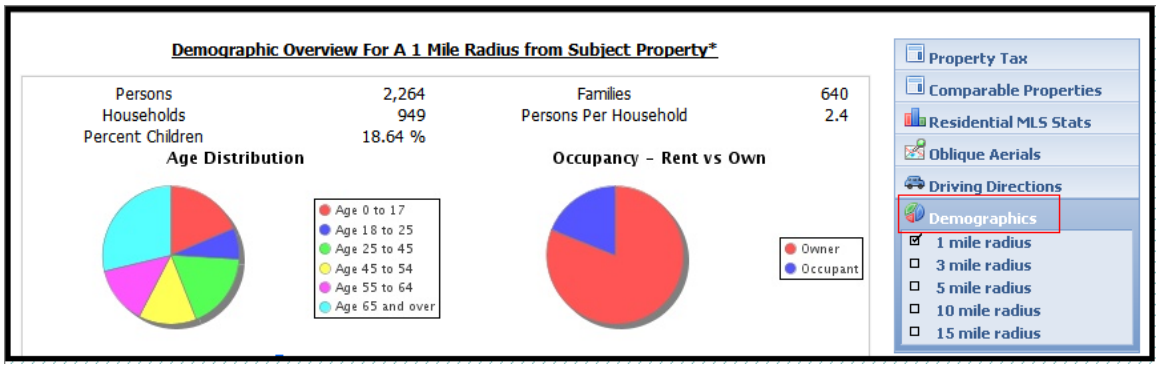
Link To County Tax Collector

SALES INFORMATION

Deed Type: WD			**Price:**	$575,000	**Qualifiers:**	I
Sale Date:	11/06/2009	**Recorded Date:**	**Document #**	Bk 2215/Pg 322		
Grantor:			**Grantee:**			
Deed Type: WD			**Price:**	$290,000	**Qualifiers:**	I
Sale Date:	10/01/2001	**Recorded Date:**	**Document #**	Bk 1569/Pg 923		
Grantor:			**Grantee:**			

Demographics

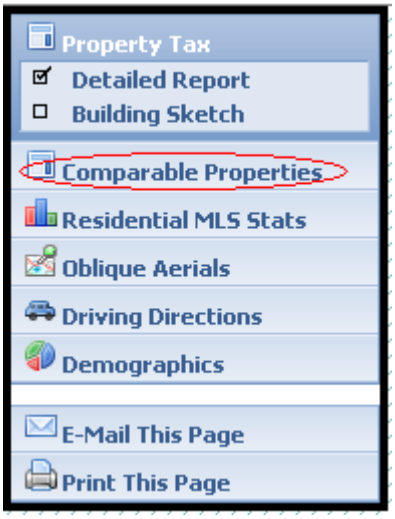
Selecting the **Demographics** button from a tax record will display the census data for the subject property based on a 1, 3, 5 or 10 mile radius.



Find Comparables

The **Find Comparables** feature will analyze the database for comparable tax record and MLS sales. The subject property's land use type will determine which comparable sales will be automatically selected. For example, if the subject property is a Residential property, the system will only search for tax record or MLS sales for other Residential properties.

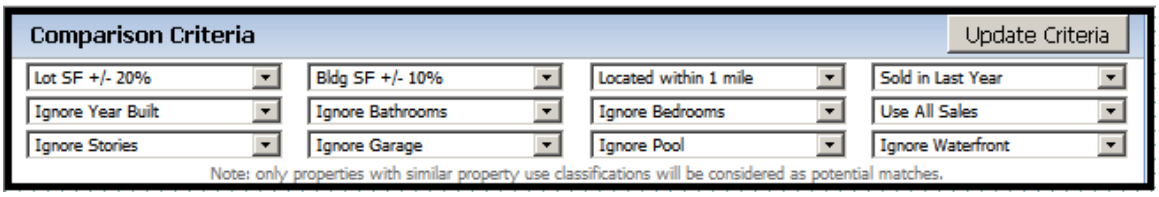
To start the **Find Comparables** feature, select the button in the menu to the right of the tax record.



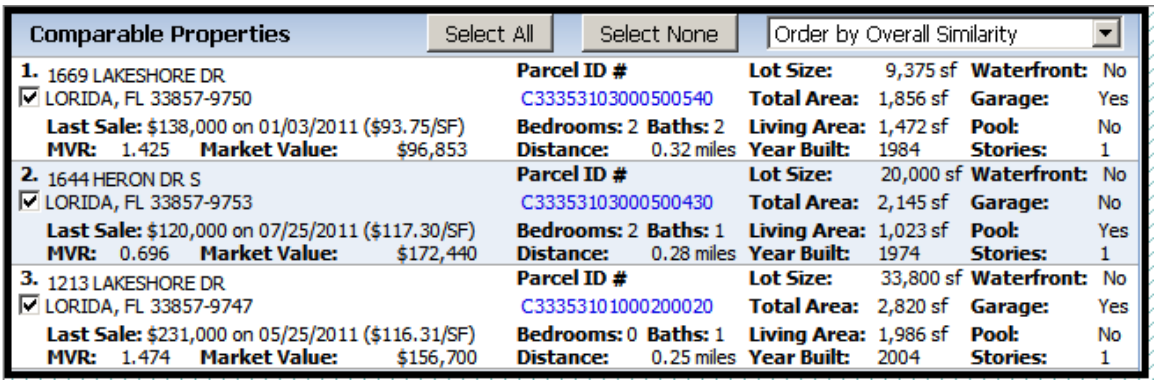
Once the system has completed a search for comparable sales, the selected comparable properties will display on a street map. Each comparable sale will be assigned a number on the map.

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** displayed have other options available from drop down lists. You may select another option from the corresponding list, but not that you must then select

the **Update Criteria** button in the Comparison Criteria section to update the comparables analysis.

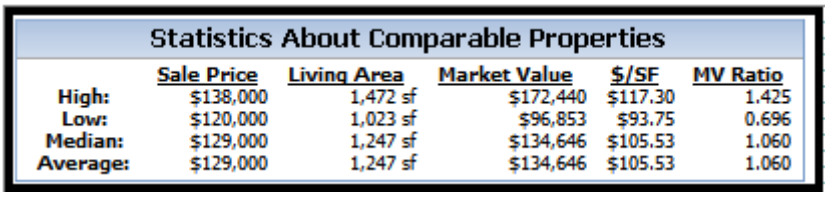


The details for each comparable sale will display below the map in a spreadsheet titled **Comparable Properties**.



You have the option to deselect any of the comparables listed in the **Comparable Properties** spreadsheet. Simply 'uncheck' the box to the left of the property address of any of the sales displayed.

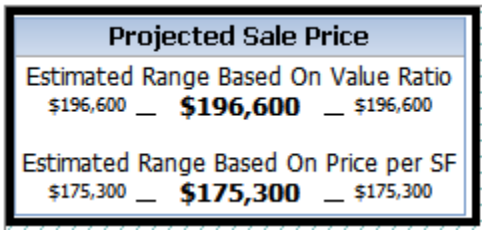
Once your selections have been made, data from the comparable sales will be calculated and then displayed in the **Statistics About Comparable Properties** section.



Statistics About Comparable Properties

	Sale Price	Living Area	Market Value	$/SF	MV Ratio
High:	$138,000	1,472 sf	$172,440	$117.30	1.425
Low:	$120,000	1,023 sf	$96,853	$93.75	0.696
Median:	$129,000	1,247 sf	$134,646	$105.53	1.060
Average:	$129,000	1,247 sf	$134,646	$105.53	1.060

The statistics displayed will then be used to auto-calculate a projected sales price by both price per square foot, as well as by value ratio (the section titled **Projected Sale Price**).



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

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 property that has been split into two new parcels, or has had a significant improvement made to it.

A note about the way properties are ranked by number on the map and in the Comparables Spreadsheet section. 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 represent sales that fall out of the expected defaulted comparison criteria range, but otherwise would match. They are displayed in case you might wish to use them.

Property Values

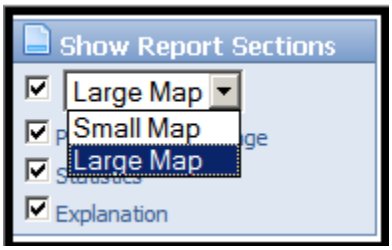
The property values that are utilized by the IMAPP system are obtained from the local tax assessment offices. A County Property Appraiser's office, or a Tax Assessor's office would represent examples of the type of sources for this data.

Market 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

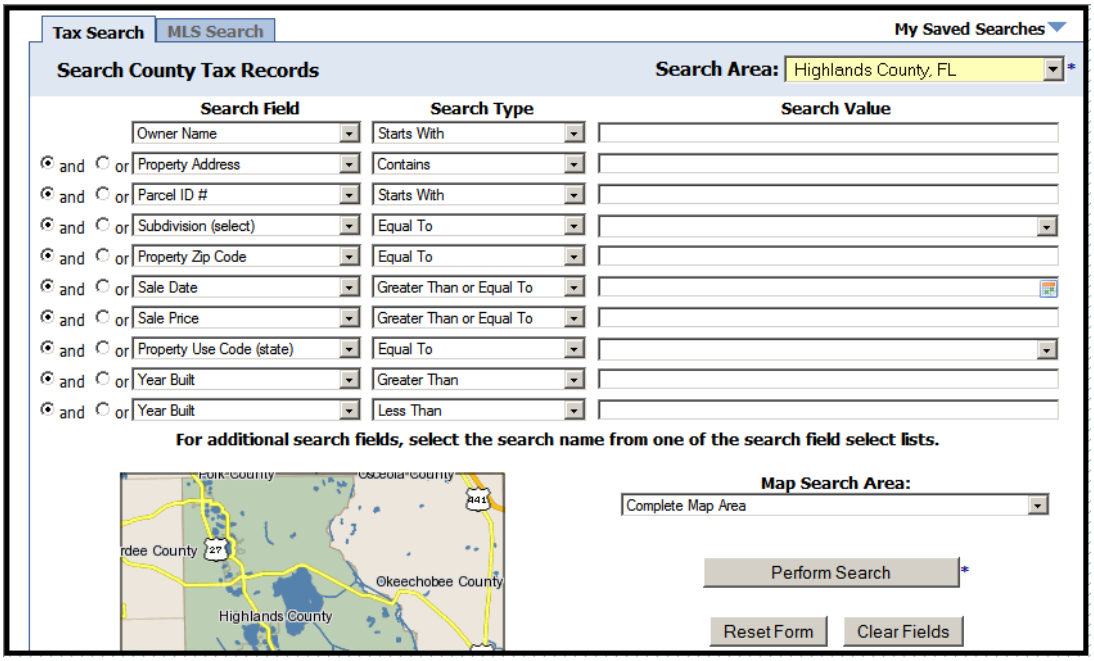
If you wish to view a larger size map than the one on the tax record, select the **Large Map** option from the drop down list in the **Show Report Sections**.



Start a New Search

Any time you wish to start another search, look for the **New Search** option in the header of any page:

Select **New Search** and the Tax Search page will display.

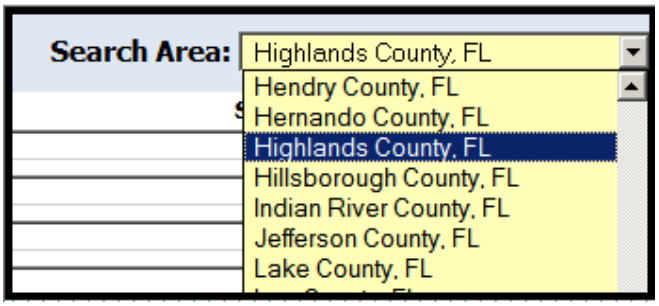


You will notice there are separate tabs to perform searches in different databases (Tax, MLS, etc.). Left click on the tab for the database you wish to search.

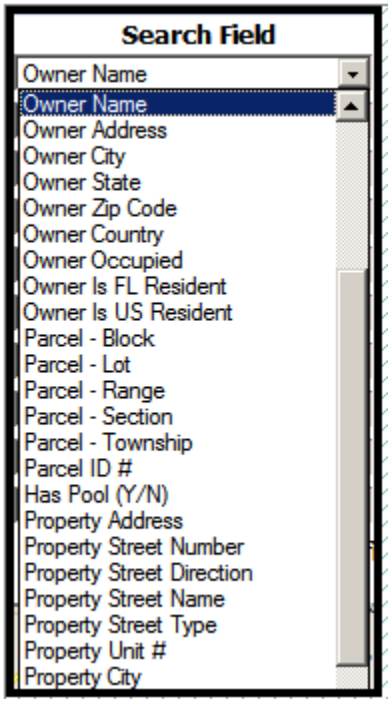
Tax Search

The **Tax Search** tab will allow you to search the tax record database.

Start by selecting a county from the **Search Area** drop down list in the upper right hand section of the page (Note – image below is only a partial list).



The **Search Field** column contains ten defaulted search fields that can be used to search for tax records. The default view contains the most commonly used search fields, but keep in mind that by left clicking on the drop down arrow to the right of any search field, you can view and select other county data fields to customize your search with.



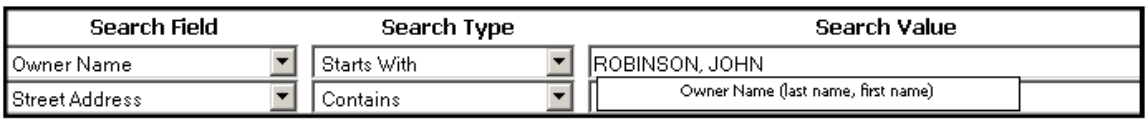
The **Search Type** column also contains drop downs to customize the type of search you wish to create per the corresponding search field.

The **Search Value** column is where you can either manually type in your search criteria, or pick it from a drop down list with pre-set values.

Owner Name Search

To search the database by an owner's name, follow these steps:

- Select **Owner Name** as the **Search Field**.
- Select a **Search Type**. For Owner Name, the Search Type **Starts With** will look for any owner last name that starts with the characters entered in the Search Value field.
- Enter the name in the **Search Value** field in the format *'Last Name, First Name'*.
- Left click on the **Perform Search** button in the lower right hand section of the page.



Street Address Search

To perform a search by using the property street address, follow these steps:

- Select **Street Address** as the **Search Field**.
- Select a **Search Type**. For Street Address, the Search Type **Contains** is the default. It will allow you to enter a partial address in the Search Value field.
- Enter in the address information in the **Search Value** field.
- Left click on the **Perform Search** button in the lower right hand section of the page.

Subdivision Search

The subdivision search option will search for both single family residences and condominiums or townhomes within the community.

To format a search for subdivision information, follow these steps:

- Select **Subdivision (select)** as the **Search Field**.
- The **Search Type** will automatically default to **Equal To**.
- In the **Search Value** field, you will see a drop down arrow to the far right. Left click on it, and a series of alphabetical entries will appear. Select the alpha range for the subdivision name you wish to search for. A list of subdivisions in that alpha range will appear. Using the scroll bar, view the list of names and left click on the subdivision you are searching for. The subdivision name will populate into the Search Value field.
- Left click on the **Perform Search** button in the lower right hand section of the page.

There is an alternative subdivision search called **Subdivision (input)**. To perform this search, follow these steps:

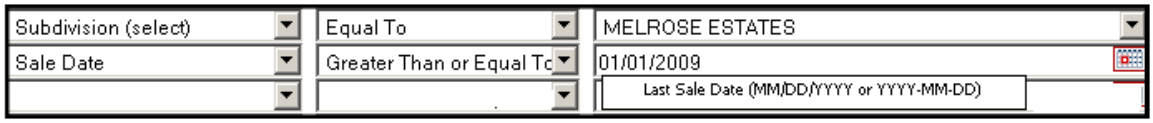
- Next to the **Search Field** titled **Subdivision (select)**, locate and left click on the drop down arrow. In the county fields that display, left click on the option for **Subdivision (input)**.
- Select a **Search Type**. For Subdivision, the Search Type **Starts With** is the default. It will allow you to type in a partial subdivision name.
- Enter the subdivision name in the **Search Value** field.
- Left click on the **Perform Search** button in the lower right hand section of the page.

Searches by Sale Date

Sale dates can be searched, either as a stand alone search criteria, or in conjunction with another search field.

In the following example, a subdivision name has been selected. The goal is to search for any sales on or past a specific sale date in that subdivision:

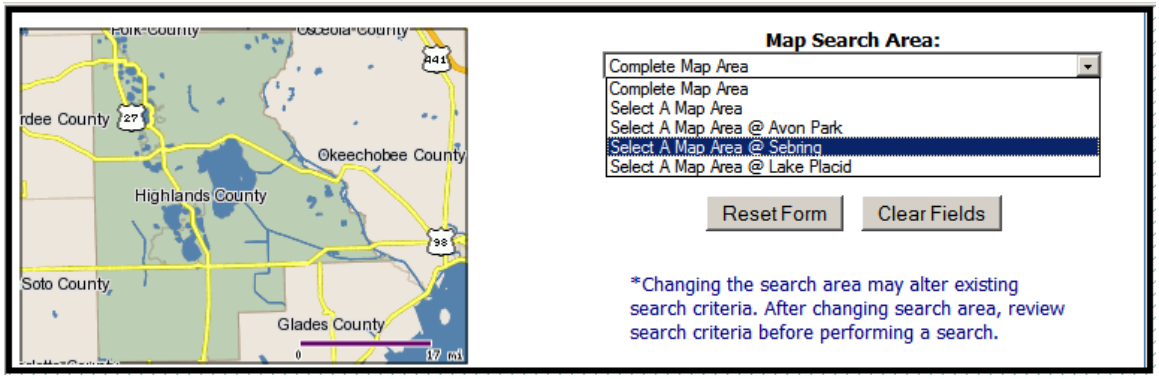
- Select **Sale Date** as an additional **Search Field** to the formatted Subdivision field.
- Select **Greater Than or Equal To** as the **Search Type** to find sales on or past a specific date.
- Enter the sale date in the **Search Value** field. Note that when you hover over the Search Value field for Sale Date, a balloon will appear informing you of how to format dates for the search. A calendar option is also provided to the right of the Search Value field for Sale Date.
- Left click on the **Perform Search** button in the lower right hand section of the page.



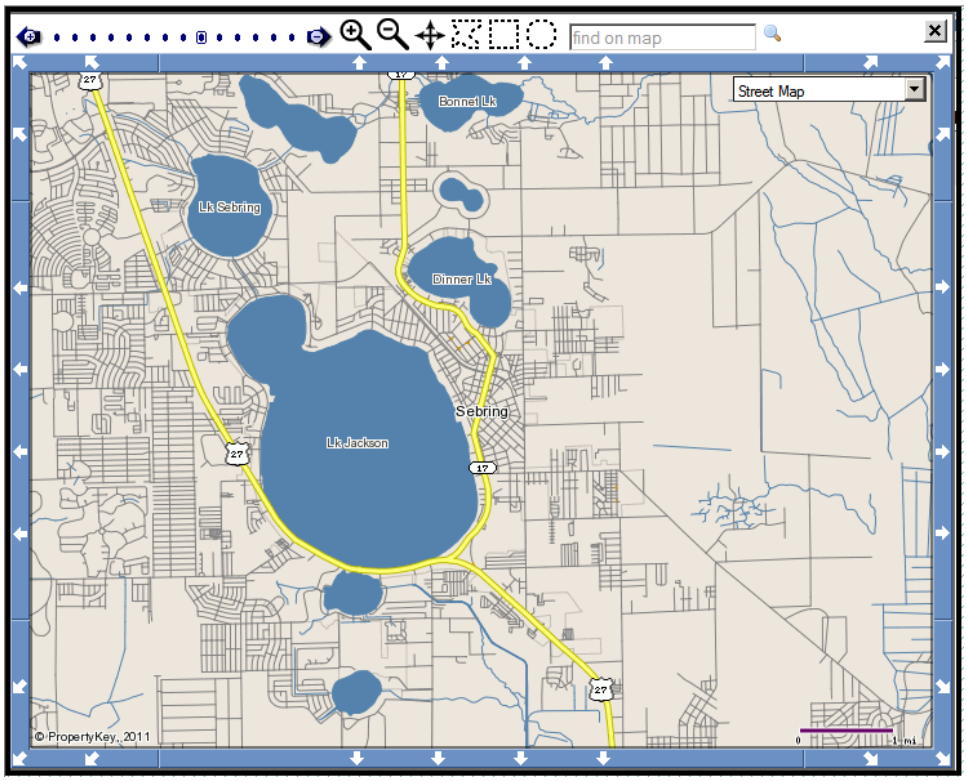
Map Based Searches

In addition to the search fields, you can use a map in order to search the database.

In the lower left hand section of the Tax Search page, you will see a map. To the right of the map is a feature titled **Map Search Area**. This feature will display a drop down list with a list of cities from which you can choose from to perform a search.



After selecting a city from the list, a search map will display of that area (see image on the next page).



To zoom in to an area on the map, locate the **Zoom in And Recenter** tool in the margin at the top of the map. The tool is an icon in the shape of a magnifying glass with a "+" sign.

Left click on the **Zoom in And Recenter** tool and then let go. Move your mouse cursor over the map and select a starting point. Left click on the starting point, hold the left click down, and draw a box around the area you wish to magnify. The map will refresh, and display the streets and or parcels in that area.

You can continue to zoom in using the same tool until you reach the map scale of the area you desire.

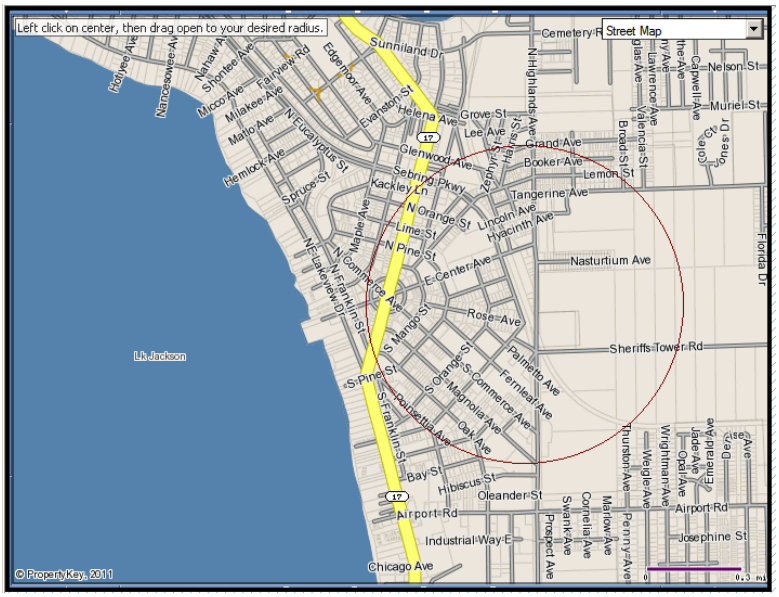
After you have reached the desired zoom level on the search map, the next step is to define the area for the search.

To accomplish this, in the margin at the top of the map, you will see three shapes displayed:

- A polygon
- A rectangle
- A circle, or radius

Left click on the shape you wish to draw on the map, and then let go.

Move your mouse cursor over the map to a starting point. Left click on the starting point, then draw or drag your shape on the map.

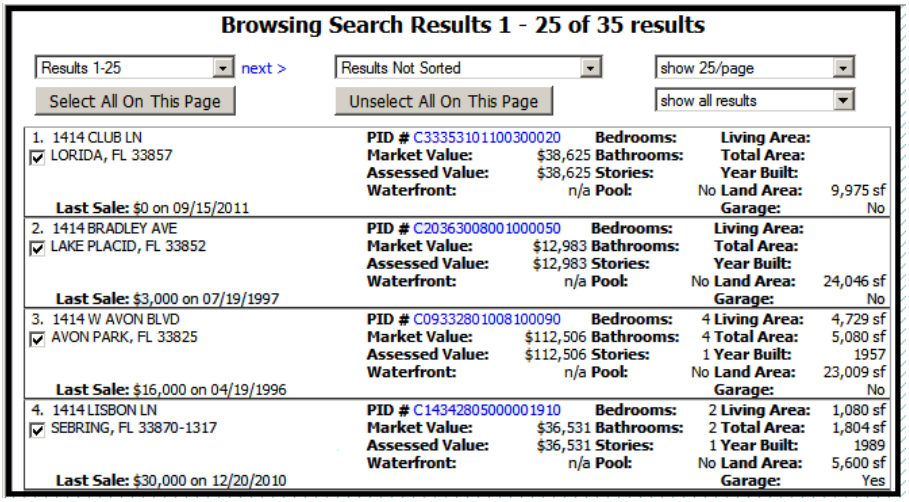


After drawing your shape, the system will redisplay the Tax Search page. At this point, you can enter in the desired search criteria, and then perform the search.

Search Results

Once a tax search has been performed, the results will appear in a spreadsheet, or **Browse Search Results** view.

From the Browse View, you can link to any of the tax records in the results. Left click on the blue APN link to navigate from the browse view to the tax record view.



Browsing Search Results 1 - 25 of 35 results

Results 1-25 next > | Results Not Sorted | show 25/page

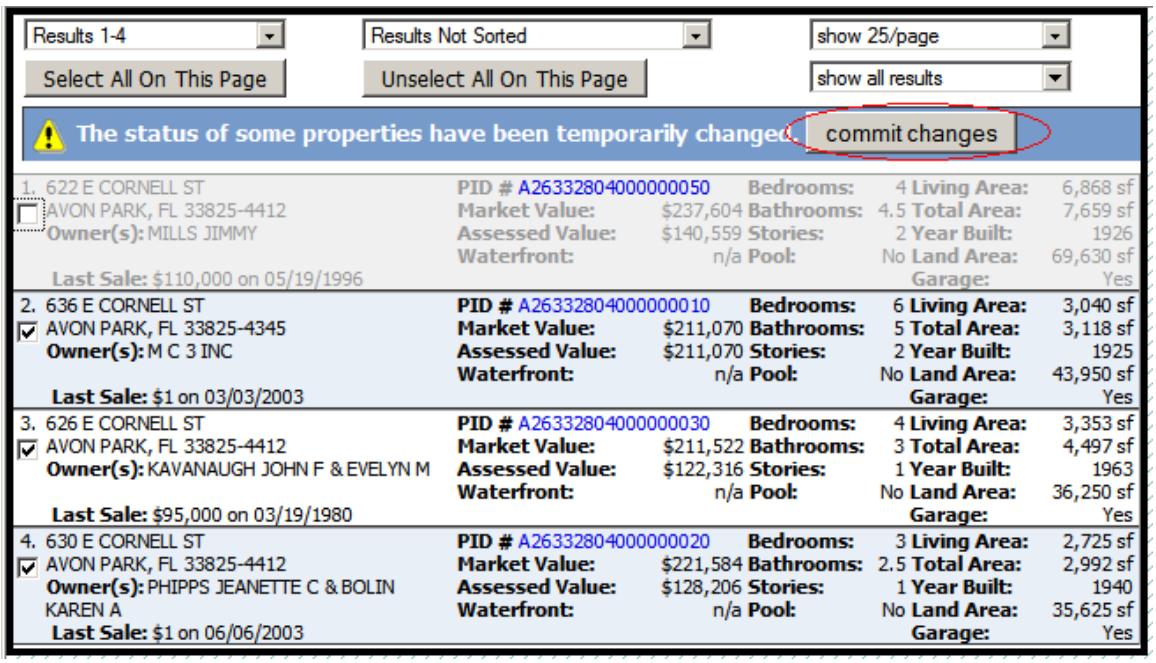
Select All On This Page | Unselect All On This Page | show all results

1. 1414 CLUB LN LORIDA, FL 33857	PID # C33353101100300020		Bedrooms:		Living Area:		
	Market Value:	$38,625	Bathrooms:		Total Area:		
	Assessed Value:	$38,625	Stories:		Year Built:		
	Waterfront:	n/a	Pool:	No	Land Area:	9,975 sf	
Last Sale: $0 on 09/15/2011					Garage:	No	
2. 1414 BRADLEY AVE LAKE PLACID, FL 33852	PID # C20363008001000050		Bedrooms:		Living Area:		
	Market Value:	$12,983	Bathrooms:		Total Area:		
	Assessed Value:	$12,983	Stories:		Year Built:		
	Waterfront:	n/a	Pool:	No	Land Area:	24,046 sf	
Last Sale: $3,000 on 07/19/1997					Garage:	No	
3. 1414 W AVON BLVD AVON PARK, FL 33825	PID # C09332801008100090		Bedrooms:	4	Living Area:	4,729 sf	
	Market Value:	$112,506	Bathrooms:	4	Total Area:	5,080 sf	
	Assessed Value:	$112,506	Stories:	1	Year Built:	1957	
	Waterfront:	n/a	Pool:	No	Land Area:	23,009 sf	
Last Sale: $16,000 on 04/19/1996					Garage:	No	
4. 1414 LISBON LN SEBRING, FL 33870-1317	PID # C14342805000001910		Bedrooms:	2	Living Area:	1,080 sf	
	Market Value:	$36,531	Bathrooms:	2	Total Area:	1,804 sf	
	Assessed Value:	$36,531	Stories:	1	Year Built:	1989	
	Waterfront:	n/a	Pool:	No	Land Area:	5,600 sf	
Last Sale: $30,000 on 12/20/2010					Garage:	Yes	

The number of results that display on one web page will be determined by the selection from the **Show/page** feature located in the upper right hand section of the page. From the drop down list, you have the option of displaying 10 / 25 / 50 / 100 results per page.

To navigate from one page of results to another, locate the blue next > feature at the top of the search results page. You can also select a range of results to view from the drop down list.

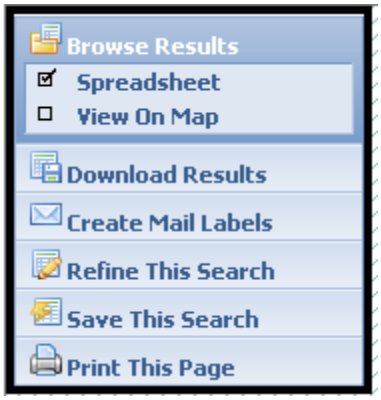
Each result will automatically be selected. If you wish to deselect a row, simply 'uncheck' that result. You will notice a box appear at the top of the page reminding you that you have changed the status of some of the results by deselecting them. The last step will be to confirm your changes to the results page by clicking the **commit changes** button.



NOTE – It is very important that you remember to deselect and commit changes one page at a time from the results. If you deselect results and then navigate to the next page before selecting the **commit changes** button, the results on the previous page will get 'reselected".

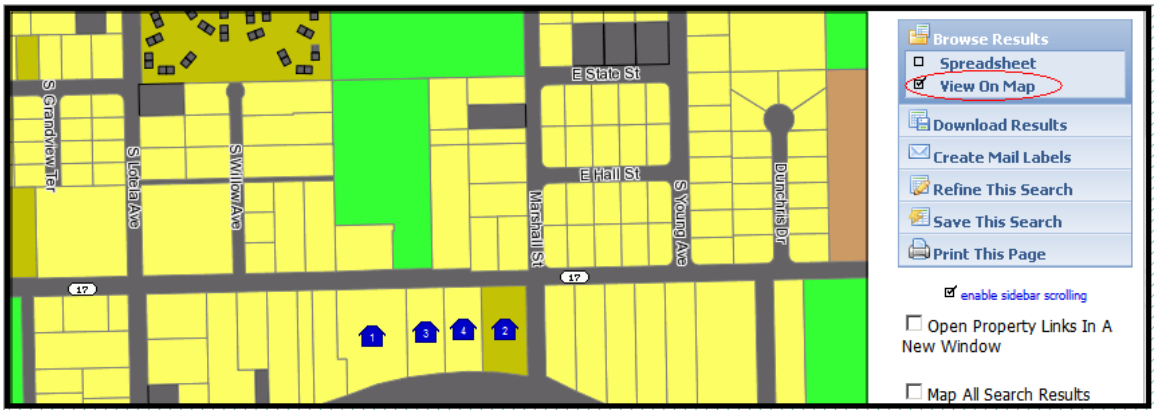
There will also be a menu to the right of the search results. In the menu you have the following options:

- Viewing the results on a 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

To see where the search results are geographically located, look for the **View On Map** feature to the right of the results in the menu. Left click on the text **View on Map** and a parcel, or street map will appear, depending on the number and scale of the results.

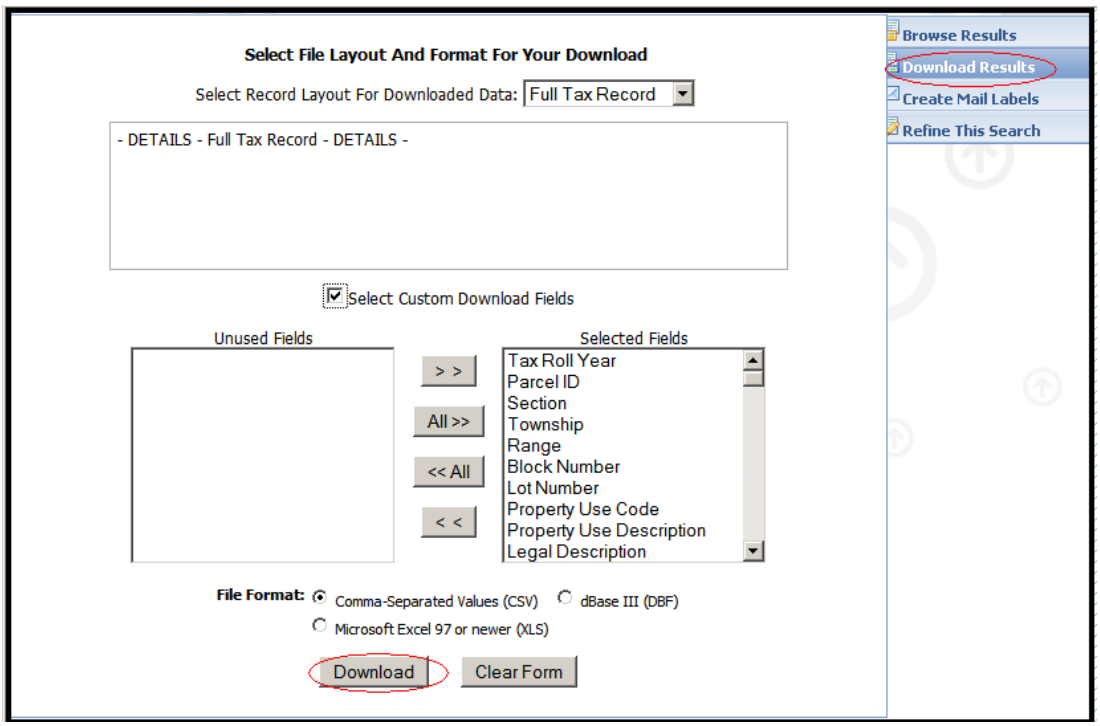


If you have more than 100 results from your search, you will have to select the **Map All Search Results** feature to the right of the map view.

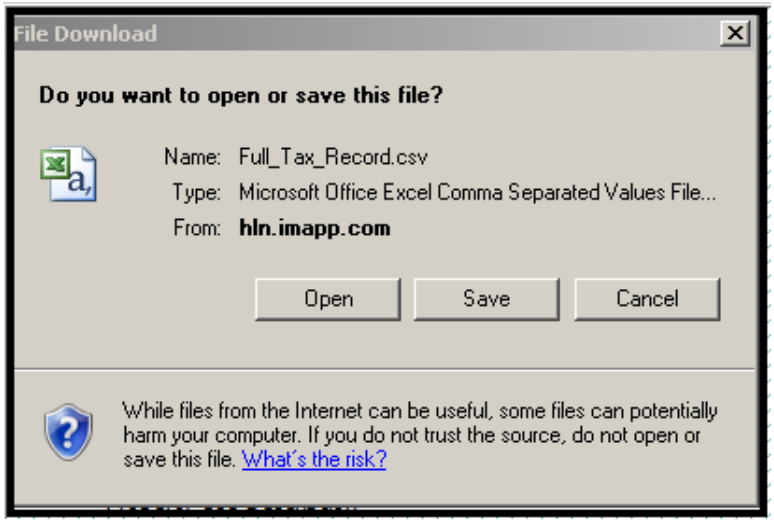
Downloading Search Results

To download the search results, look for the **Download Results** button in the menu to the right of the page.

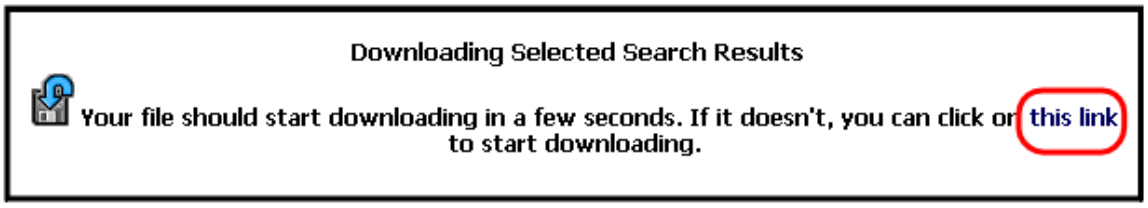
Left click on **Download Results**, and a **Select File Layout and Format** page will appear. From this page you will have options to select the type of information you wish to download, as well as an option to choose which fields appear in the export (see next page.)



Select the **Download** button after making your selections. A dialog box will appear requesting for you to either open or save the file.

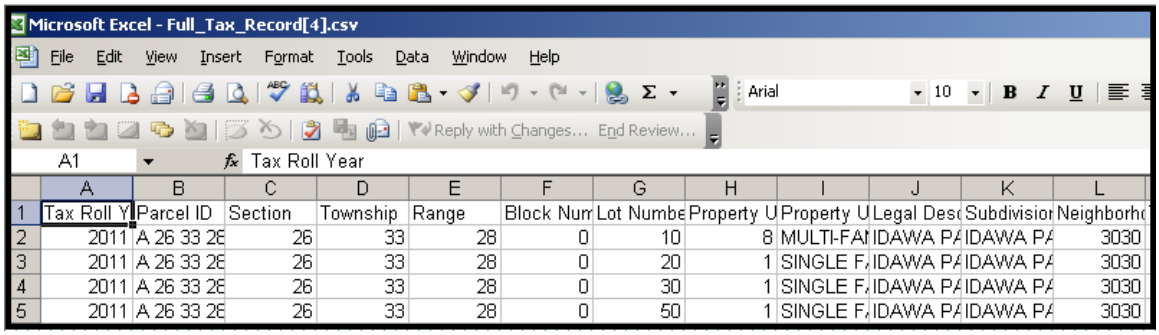


If the download dialog box does not appear, look for the following text on the **Downloading Selected Search Results** page:



Left click on the text titled **this link**, and the download dialog box will appear.

After opening the file, the program you have selected to open with will display the data.



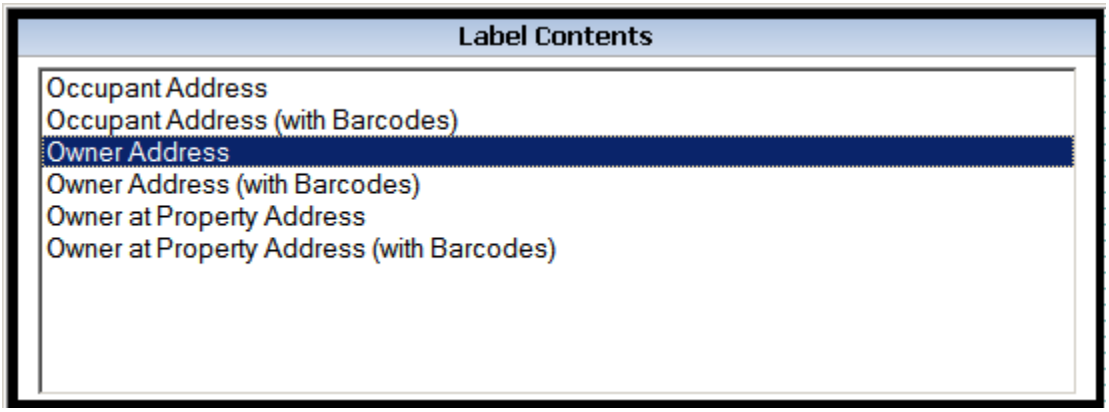
	A	B	C	D	E	F	G	H	I	J	K	L
1	Tax Roll Y	Parcel ID	Section	Township	Range	Block Num	Lot Numbe	Property U	Property U	Legal Des	Subdivisior	Neighborho
2	2011	A 26 33 28	26	33	28	0	10	8	MULTI-FAI	IDAWA PA	IDAWA PA	3030
3	2011	A 26 33 28	26	33	28	0	20	1	SINGLE F	IDAWA PA	IDAWA PA	3030
4	2011	A 26 33 28	26	33	28	0	30	1	SINGLE F	IDAWA PA	IDAWA PA	3030
5	2011	A 26 33 28	26	33	28	0	50	1	SINGLE F	IDAWA PA	IDAWA PA	3030

Creating Mailing Labels from the Search Results

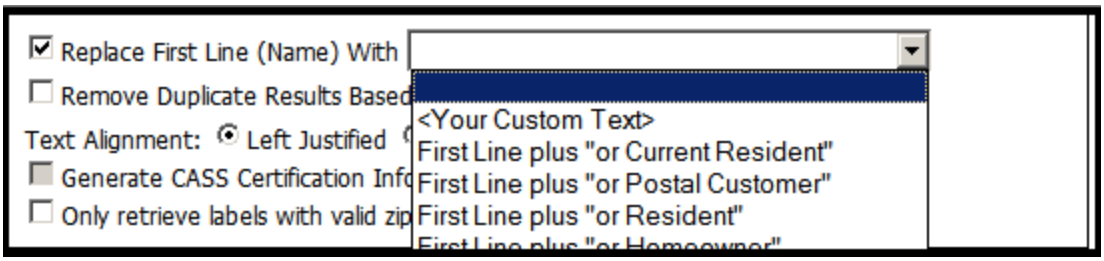
To create mailing labels, start by selecting the **Create Mail Labels** button to the right of the search results page. The **Download Search Results as Mail Labels** page will display.

Label Contents will allow you to select the format in which the name and address information displays on the mailing labels.

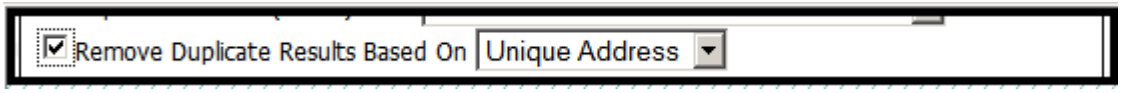
- **Occupant Address** will format the word Occupant and display the property address for each one of the results.
- **Owner Address** will format the actual Owner Name and mailing address per the tax bill for each one of the results.
- **Owner at Property Address** will format the actual Owner Name and property address for each one of the results.
- Each of the above will also have an option to display barcodes.



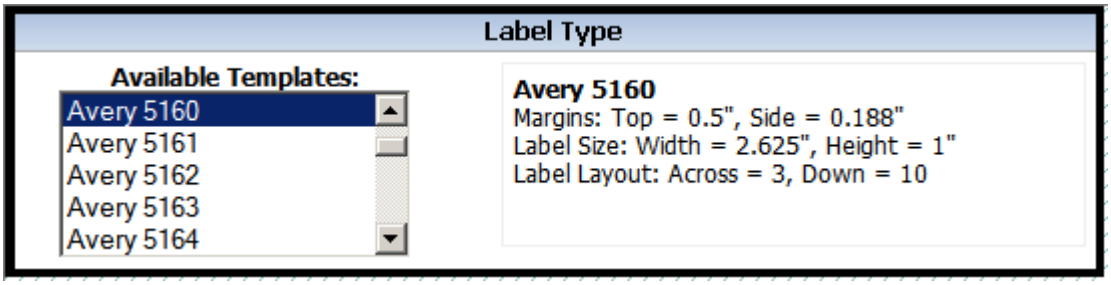
There are additional options for the label contents. In the center of the page, locate the **Replace First Line (Name) With** feature. If you place a 'check' in the box next to this feature, and then left click on the drop down arrow to the right, you will see the other options available.



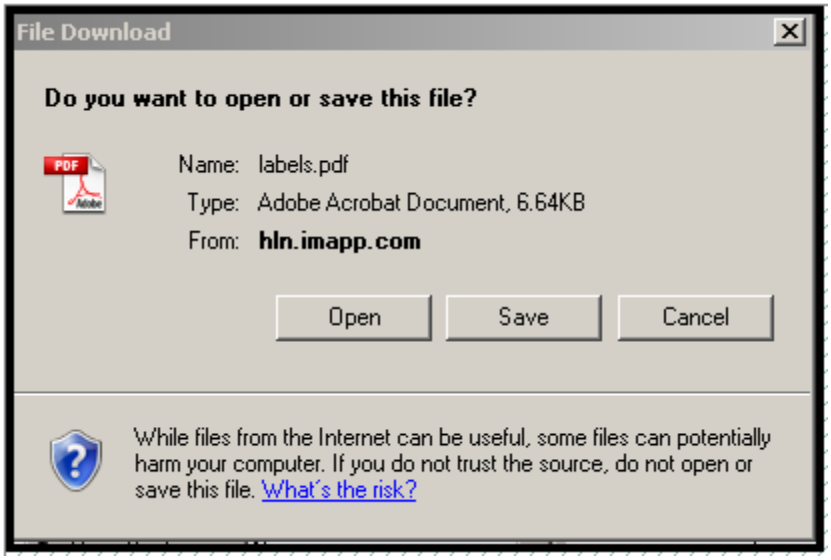
The feature below Replace First Line (Name) will remove duplicate results based on mailing addresses. To activate this feature, 'check' the box next to the text **Remove Duplicate Results Based on Unique Address**.



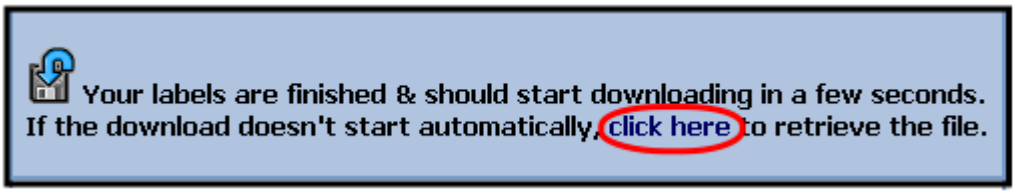
After making these selections, locate the **Label Type** section. Scroll through the list and select the appropriate label size you wish to print onto. If you scroll to the bottom of the list, you will see options for printing on envelopes, instead of labels.



When you are ready to print, look for the **Create Labels as PDF** button in the lower left hand section of the page and select. A dialog box will appear for you to open or save the file.

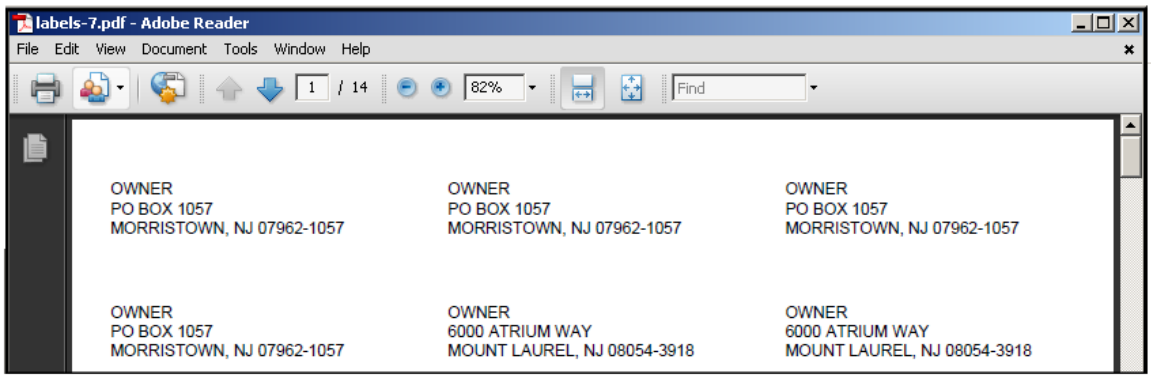


If the opening labels dialog box does not appear, look for the following text on the page:



Left click on the text titled **click here**, and the dialog box will appear.

After opening the file, the labels will display in an Adobe Reader.



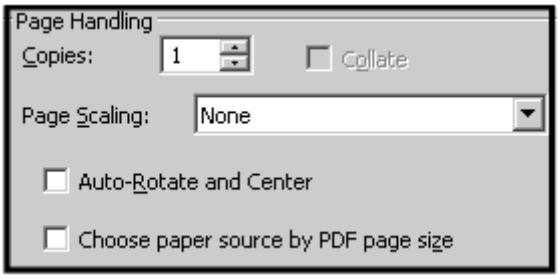
After viewing the PDF of the formatted labels, you can proceed with the print job.

Note – It is strongly recommended that you send through a test sheet the first time you print labels. If you find that the text does not line up properly in the margins of the labels, there are settings in the Adobe Reader you can select to correct this.

First, open up the Adobe Acrobat Reader. From the menu, select **File**, and then **Print**.

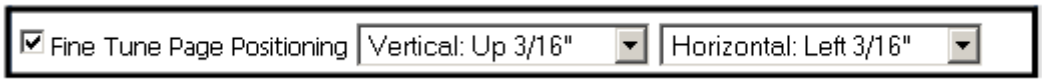
When the **Print** dialog box appears, look for the section titled **Page Handling** and perform the following:

- Change Page Scaling to **None**.
- Uncheck **Auto Rotate and Center**.
- Uncheck **Choose Paper Source by PDF Page Size**.



Also, there is a feature on the **Create Mailing Labels** page that will allow you to make adjustments.

Locate the feature titled **Fine Tune Page Positioning**. Place a 'check' in the box next to this feature. Left click to the right of the text **Fine Tune Page Positioning** and drop down boxes will appear that will allow you to adjust the vertical and horizontal pitch of the text on the labels.



If you wish to export the owner name and address information into another software program, you also have the option of downloading the labels as a CSV file.

Locate the button titled **Download Labels as CSV**. Left click on the button, and the system will generate an export that you can save to your computer.

Refine This Search

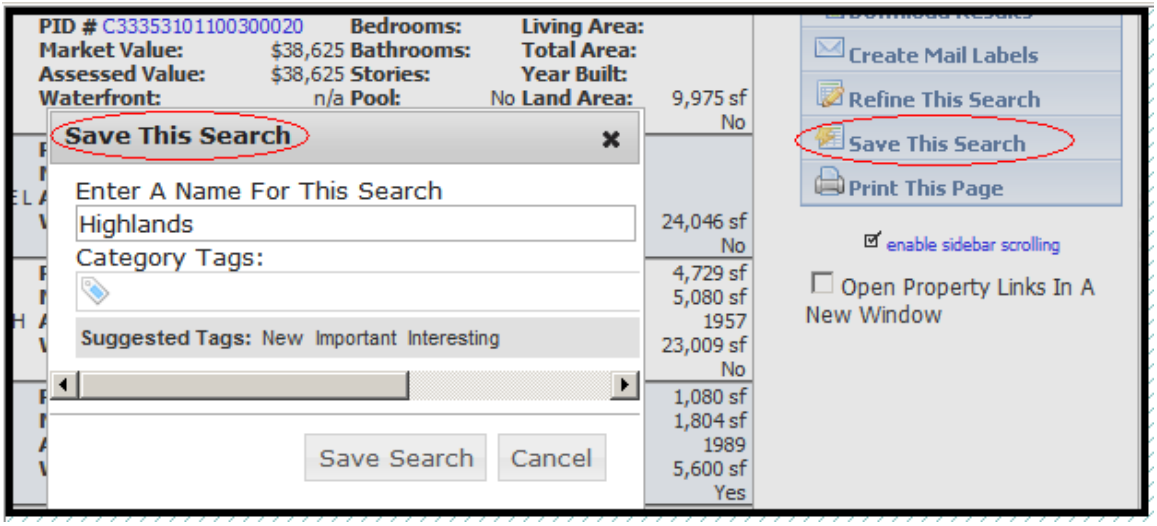
If you have performed a search, but decide you wish to include additional search criteria without having to perform a new search, there is a feature on the **Browse Search Results** page to help you.

Locate, in the menu to the right of the search results, the button titled **Refine This Search**. Left click on the button, and the system will return you to the search page. The original criteria you entered for the search will still be displayed, but now you can select additional search fields in order to refine your search.

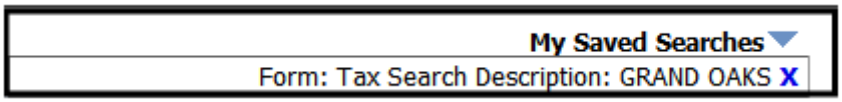
Save This Search

In order to save a search you have performed, locate the **Save This Search** button in the menu to the right of the page and select it.

A **Save This Search** dialog box will appear. Click on the text box, and enter in a name for the search. Click on **Save** (see image on the next page.)



The search will be saved to the Search page. To locate it, click on **New Search** from any page. The search page will display. Locate the **My Saved Searches** feature on the search page. Place your mouse cursor over the **My Saved Searches** feature, and your saved search will appear in a list for you to select from.



Print This Page

You can print information from the IMAPP system by locating the **Print This Page** button in the menu to the right of the page.

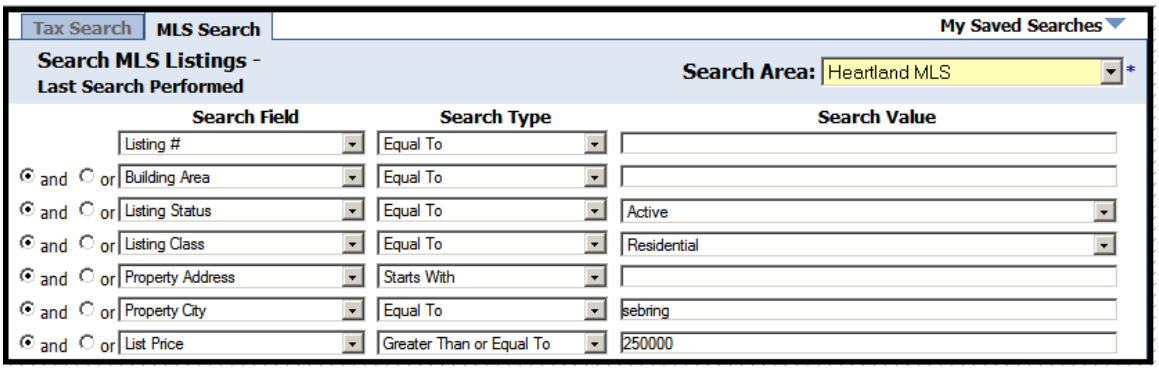
MLS Search

The **MLS Search** tab will allow you to search for MLS Listing information in the IMAPP database.

The functionality of the MLS Search tab is similar to that of the Tax Search tab. The data and fields displayed will be from MLS data, as opposed to tax record information.

The screen on the next page demonstrates an example of how to search for listing information where:

- The **Listing Status** is equal to **Active**.
- The **Listing Class** is equal to **Residential**.
- The **Property City** is equal to **Sebring**.
- The **List Price** is greater than or equal to 250000.



Results will display in a spreadsheet similar to the format from a tax search. In order to view one of the results, left click on the blue **Listing #** link from any row.

You can also view the results on a map, download the results, or create mailing labels similar to the instructions outlined for the tax search results.

Contact Information

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

Telephone: 888-462-7701 - or - **Email**: support@imapp.com