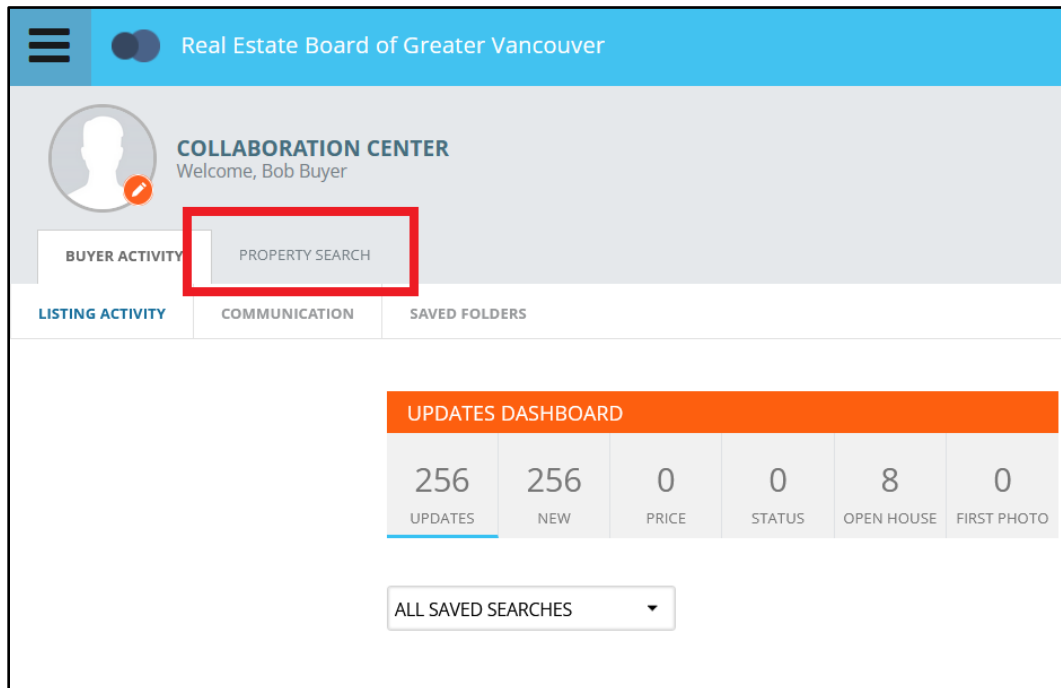


## Collab Centre – Client Created Searches (Guide for Buyers)

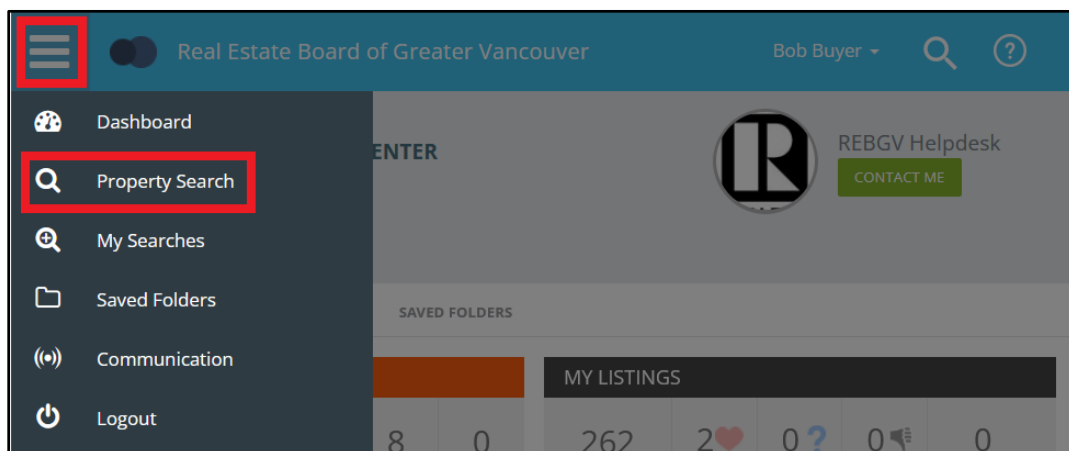
As a user of the Collab Centre, your REALTOR® has enabled the Property Search option on your Collab Centre website. This allows you to create and save your own searches within the Collab Centre.

### Searching on Collaboration Centre

There are two ways to access the Property Search in your Collab Centre. On larger resolution devices (such as Desktops or Tablets) select the "Property Search" tab on the Dashboard:



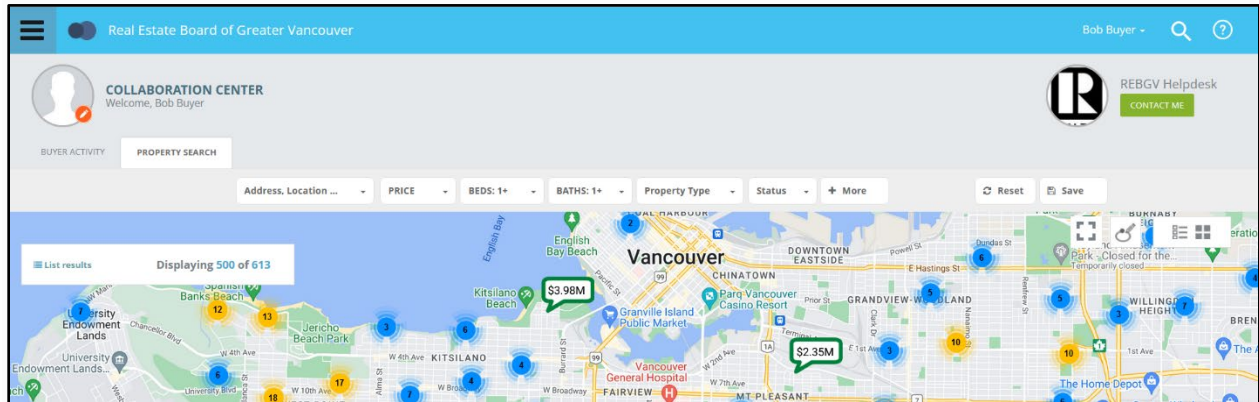
For smaller resolution devices (such as Smart Phones), tap the hamburger menu (3 horizontal lines) on the top left, then tap "Property Search" in the menu:



(NOTE: If you do not see the Property Search on your Collab Center, please contact your Realtor.)

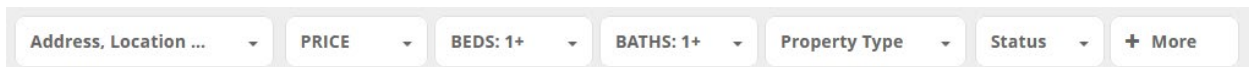
## Map Search

After accessing the Property Search, the map will appear by default. The search is map driven, and the map is an important part of your criteria. NOTE: The search has a maximum of 500 listing matches.



## Criteria Search

Above the map are the criteria fields available for the search. You can use these fields to further specify your search:



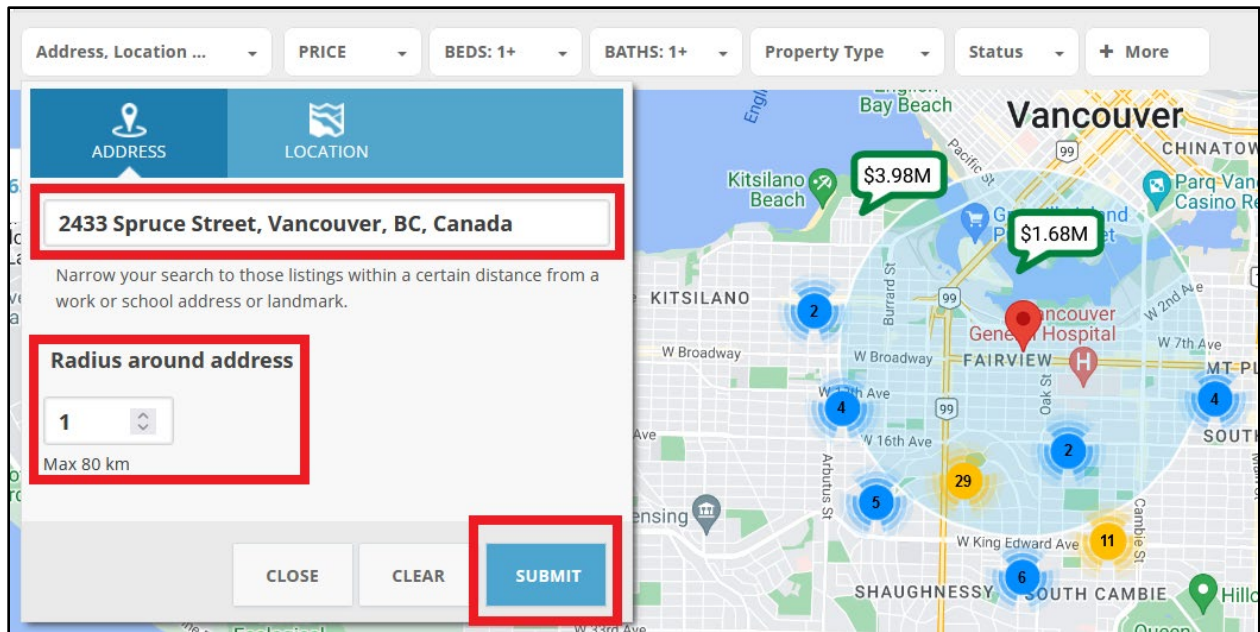
- Address, Location...
- Price
- Beds
- Baths
- Property Type
- Status (only Active is available)
- More

### Address, Location...

Selecting this criteria field will allow you to search by Address or Location.

#### Address:

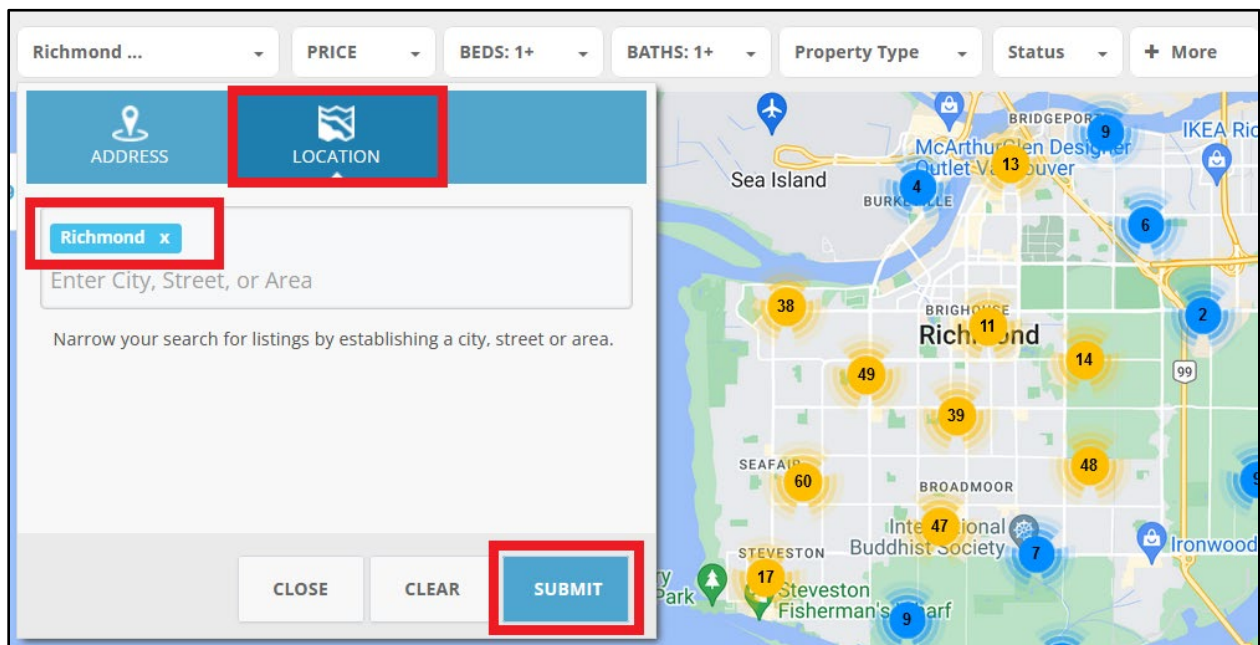
Allows you to input an address and specify a radius around the address to search. Alternatively, you can use a "landmark" (such as a transit station) instead of an address. Selecting submit will draw a radius around your address/landmark and display any listing matches on the map.



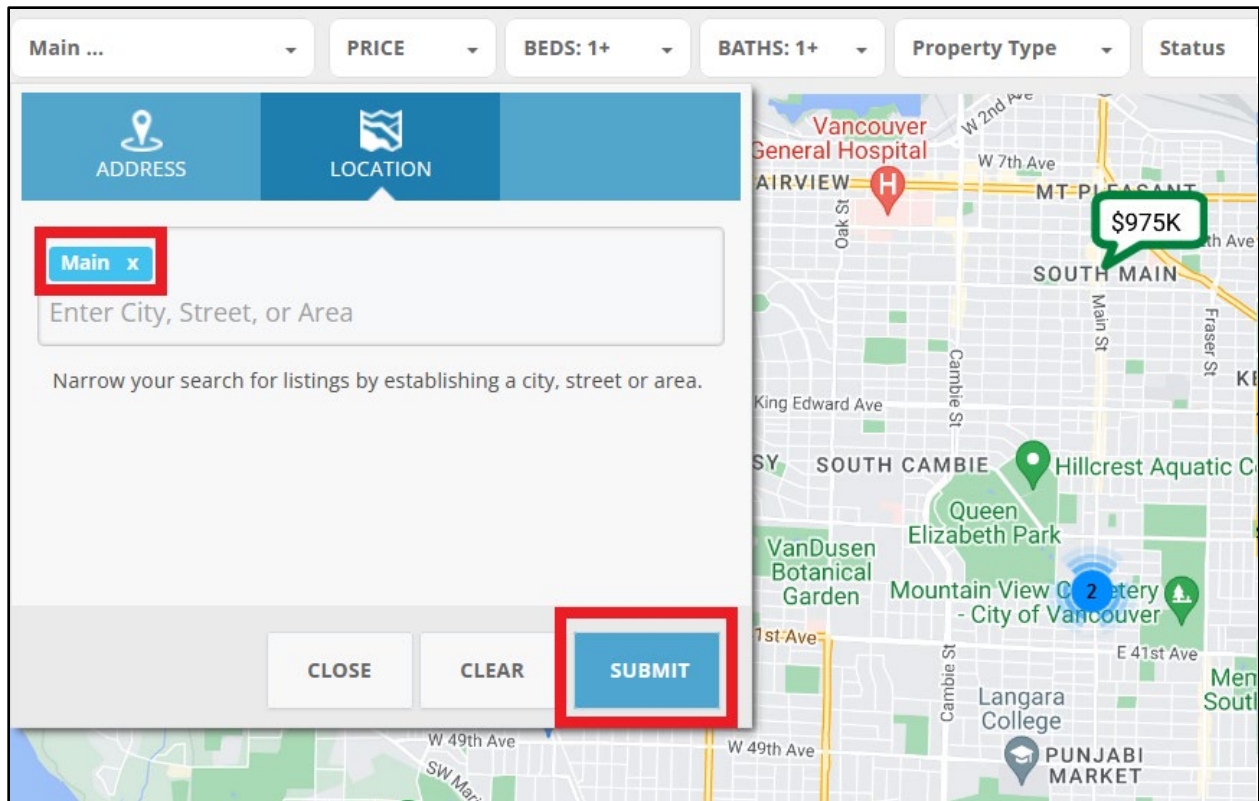
### Location:

Allows you to input a location (Area OR Street), based on options from your Realtor's MLS® system (Paragon). For example:

- Inputting and selecting "Richmond (Area)" will look for listing matches in Richmond city. Area information is available here. Please contact your Realtor for more information on the areas within our MLS® system.



- Inputting and selecting "Main (Street)" will display matches on Main Street.



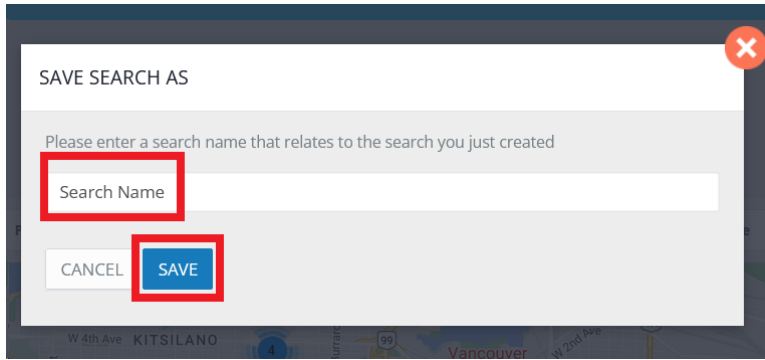
## More

This will display additional criteria available for searching. Select submit to apply additional criteria to your search.

A screenshot of a 'RESIDENTIAL DETACHED SEARCH' form. The form has a blue header with the text 'RESIDENTIAL DETACHED SEARCH'. Below the header are three buttons: 'CLEAR', 'CLOSE', and 'SUBMIT'. The form contains three sections of input fields: 'LOT SZ (SQ.FT.)' with 'MIN' and 'MAX' fields, 'LOT SZ (ACRES)' with 'MIN' and 'MAX' fields, and 'FLOOR AREA - GRAND TOTAL' with 'MIN' and 'MAX' fields. Each section has a 'TO' label between the 'MIN' and 'MAX' fields.

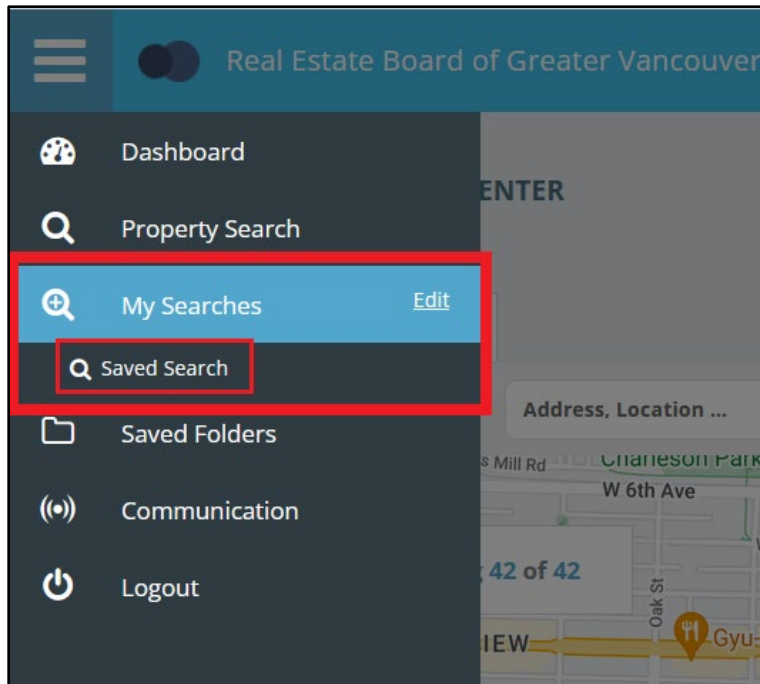
## Save

Selecting the Save button will allow you to save the search. On the popup window, input a search name then select "SAVE". Once saved, the search becomes active and any new listing matches will appear on your Collab Centre site and will send auto notifications if applicable.

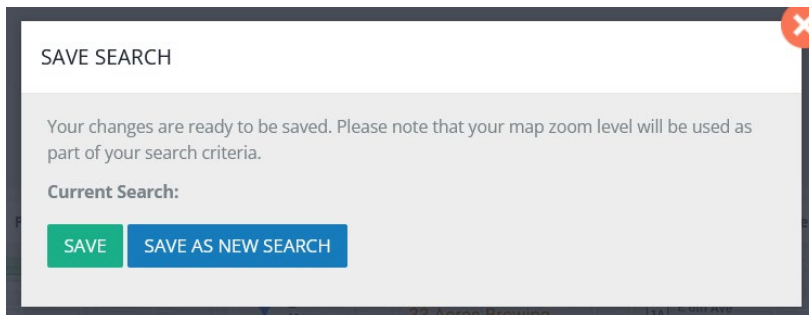


## Viewing/Changing Saved Searches

Your saved searches are available through the hamburger menu (3 horizontal lines), then under "My Searches".



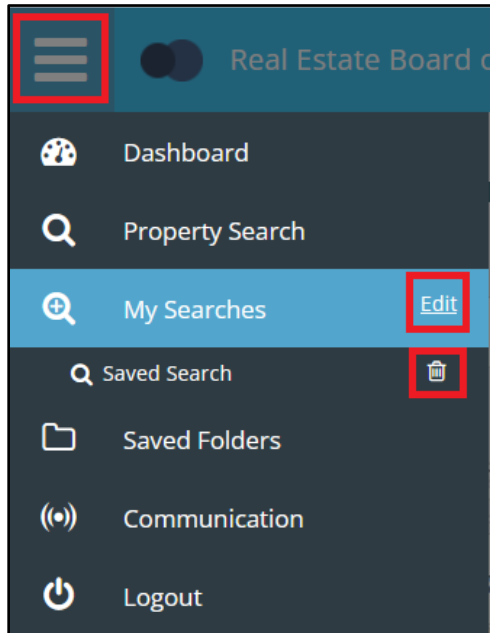
You can change your search by selecting the name of the search. This will load the search map+criteria. After making the necessary changes, select Save. Then select "SAVE" on the popup message or alternatively select "SAVE AS A NEW SEARCH" to save this search as a new search.





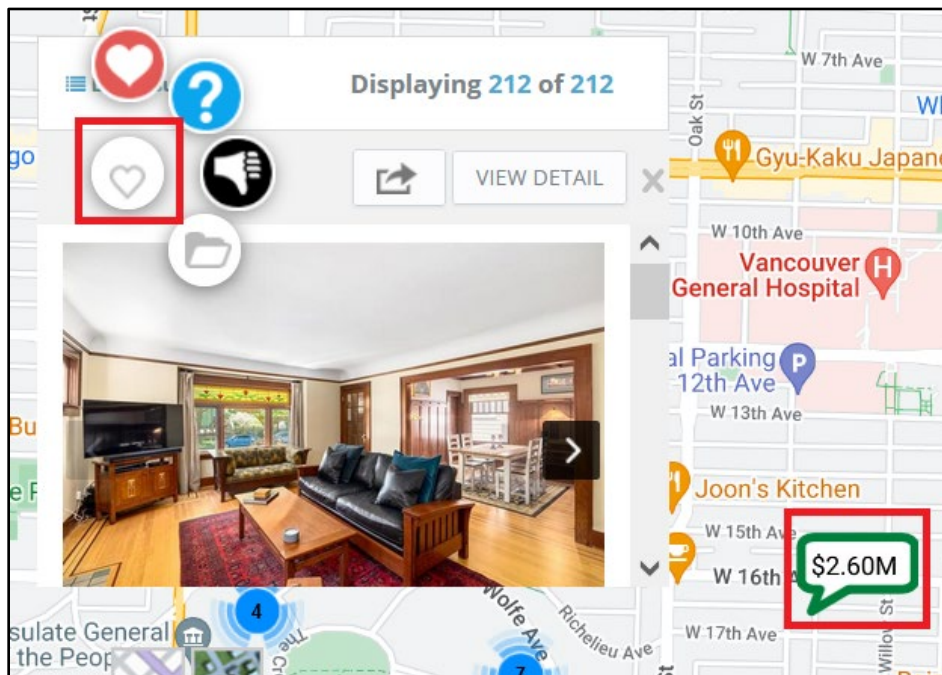
## Deleting Searches

You can delete searches by selecting the hamburger menu, then select "Edit". A trashcan icon appears next to each search, selecting this icon allows you to delete the search.



## Saving Listings without saving search

You do not need to save the search to categorize/save listings. Select any listing on the map and you can mark it as a favorite, possible, or rejected. You can even add them to your own custom folders to keep track of.



## **Limitations**

These searches come with the following limitations:

- You can have a maximum of 10 total searches (including searches created by your Realtor)
- You are able to edit the searches you create; You cannot edit the searches created by your Realtor
- You can only search with the available criteria
- The search is limited to a maximum of 500 listing matches

For further assistance for this feature, please contact your Realtor.