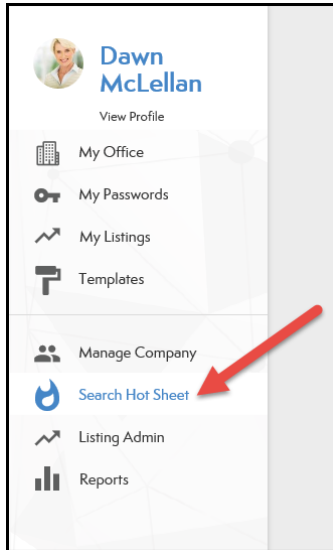


Searching the Hot Sheet

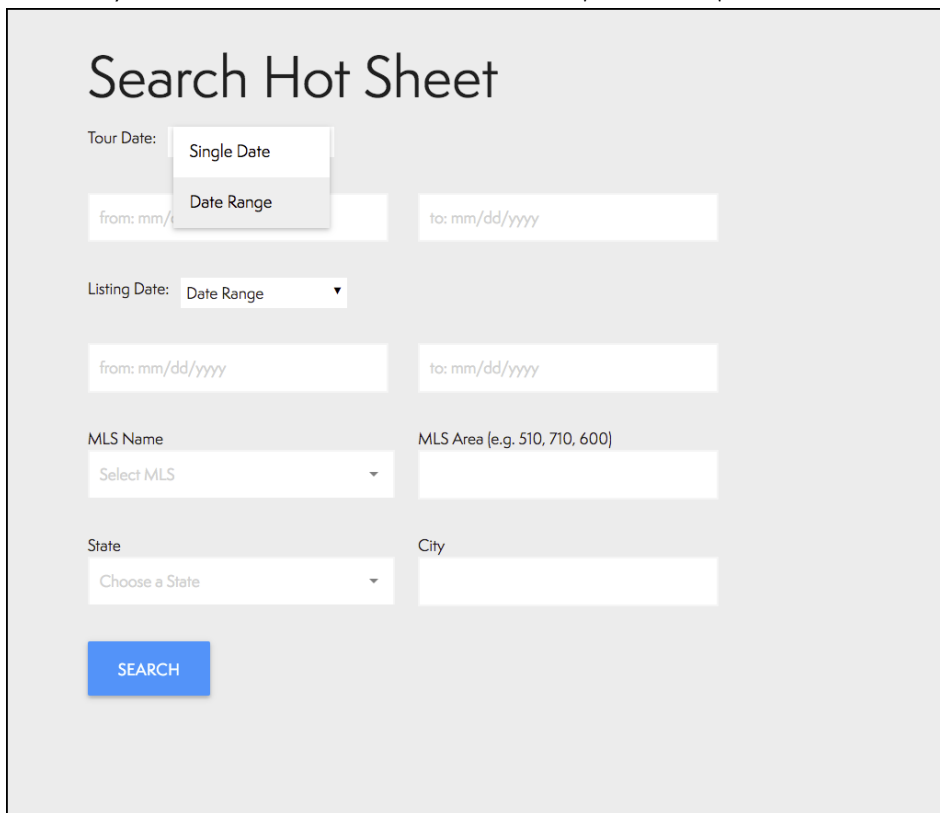
Finding the properties to add to your hot sheet is simple!

Follow these easy steps:

1. From your profile page, select **Search Hot Sheet** (see below).

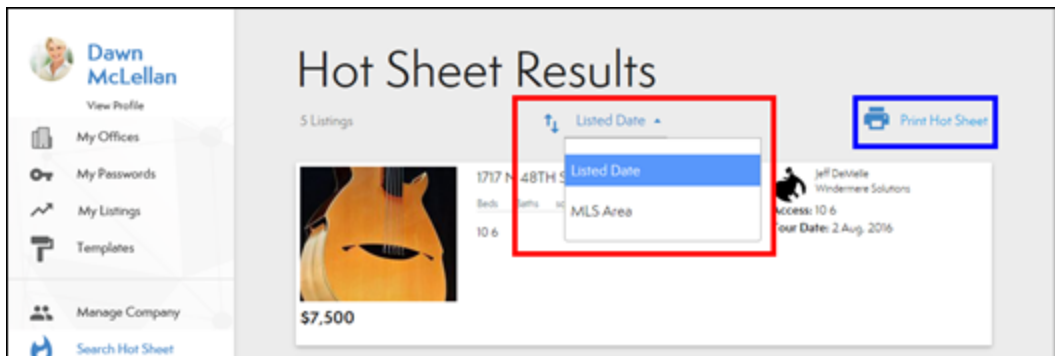


2. Choose your search criteria and click **Search** (see below).

A screenshot of the 'Search Hot Sheet' form. The form has the following fields and options:

- Tour Date: A dropdown menu with 'Single Date' and 'Date Range' options.
- from: mm/dd/yyyy and to: mm/dd/yyyy input fields.
- Listing Date: A dropdown menu with 'Date Range' selected.
- from: mm/dd/yyyy and to: mm/dd/yyyy input fields.
- MLS Name: A dropdown menu with 'Select MLS' selected.
- MLS Area (e.g., 510, 710, 600): An input field.
- State: A dropdown menu with 'Choose a State' selected.
- City: An input field.
- A blue 'SEARCH' button at the bottom.

- Choose your Sort order, either Listed Date or MLS Area (see below, circled in red).



- Select **Print Hot Sheet** to view or print the PDF of your hot sheet (see above, circled in blue).
- You can select which listings are included in your Hot Sheets print out by checking the boxes on the left side of the listing (See red arrow below).
- See a map view of the Hot Sheet listings by selecting the map button in the top right corner.
- If you would like to see more info about the listing, select the address (hyperlink) which will take to you the description page (Circled below).

