Creating a Custom Search for Foreclosures

1. Select **Search**
2. Select the property type (Single Family, Townhouse/Condo, etc.)
3. Enter your MLS Area(s)
4. Select **Active** Status
5. Scroll down to the bottom of the screen and under *Disclosure*, select **Foreclosure** and **Corporate Listing** (use the control key to select both). Leave the option below on "or"
6. Select the **Save As Custom** button

7. In the next window, name your search (Example: Foreclosures area 2)
8. Select the first option: **Save As Custom Search Only**
9. Select the **Save** button and **OK**

Refer to the Client Gateway and Email Auto Notification Instructions Next for auto-notification

- You can select the Search button at this point if you like after #9

Finding your Custom Search to run it or delete it

1. Select **Search and Custom Search / Reports**
2. Select the property type
3. Select the saved search on the left to open it

   - Select the **Search** button to run the custom search
   - Select the **Delete** button to delete the custom search

Desiree Savory, Your Personal Computer Coach
713.557.1531
www.DesireeSavory.com | www.BigMamaRealEstate.com
Desiree@DesireeSavory.com