

## flexmls Tip!

### *Less is More When Using the Address Search*

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When it comes to searching for property by address, less is truly more. Here are some ways to increase the accuracy of your search results:

#### 1. Always enter the house number into the House # Field.

Always enter the house number into the **House #** field in both the **From** and **To** fields. Only use different numbers in the **From** and **To** fields (i.e. 2000-3000) if you need to search a range of addresses on a specific street.

#### 2. Use Begins With, Contains, or Ends With.

If there's a possibility that a street could have multiple spellings, use *Begins with*, *Contains*, or *Ends with* along with a portion of the street name.

#### 3. Do not include the Street Direction or Suffix in your search criteria.

Although the listing agent is required to enter the Street Direction and Suffix for every listing that has one as part of the address; do not include the Street Direction or Suffix in your search criteria in case these were omitted by the listing agent.

The screenshot shows the 'Address Search' form. On the left, there is a 'Find Listings' section with instructions: 'Search for an exact address or range of house numbers.' and a tip: 'Tip: Select "Show More" to add specific statuses, property types, and more to the search.' The main form has several fields: 'House #' with 'From' and 'To' sub-fields (both highlighted with red boxes), 'Street Direction' (a 'Select' dropdown), 'Street Name' with a 'Begins with' dropdown (highlighted with a red box) and an 'Ex. Main' text field, 'Suffix' (a 'Select' dropdown), 'Unit #' (a text field), 'Post Direction' (a 'Select' dropdown), 'County' (a 'Select' dropdown), 'City' (a 'Select' dropdown), 'State' (a 'Select' dropdown), and 'Postal Code' (a text field with 'Ex. 59901'). At the bottom right is a blue 'SEARCH' button (highlighted with a red box) and a 'SHOW MORE' link with a dropdown arrow.

No other criteria is necessary or recommended unless you are searching for a property on a main street or a lakeshore that may span several counties. In the case of a very common street name, use the County field to reduce the number of listings in your search results.