

## MaryAnn's Computer Corner MLXchange Property History

Members have 2 ways to search the history of listings in MLXchange. From the Home Page, **Find a Listing** section and from the **Property History Search**. These searches will produce history results for on market listings as well as sold, withdrawn and expired listings for almost 5 years.

The first way to search for the history of a listing is to enter in the property **Address** (St# and Street Name) and **uncheck** the **Show On Market listings only** box in the **Find a Listing** section on the Home Page of MLXchange.

At the Results screen, you have 2 options to view history:

1. From the **Columns** filter, choose the **XPROP Date Grid**. Find out how many times a property has been listed, which property types, status and previous status, status dates, current price, original price, sold price, and days on market. And remember, you can customize this grid to fit your needs.
2. From the **Information menu** (the i-bubble), click on the clock with the yellow arrow to view the **Property Archive Information** report.

The second way is to use the **Property History Search** which is located on the search drop down menu or the search screen in the **Search Type** menu box. The Property History search pulls and displays data from the **Tax Code** that is entered in Listing Maintenance. History is displayed in the **Property History Grid** on the Results screen or click on Details to view the **Property Archive Information** report.

**TIP:** This history search may not always display correct results as some members are filling in the Tax Code with a zero, dashes, or other characters and words like N/A, na, NEW, etc. instead of the actual parcel number. This causes the Property History search to group ALL listings with the same incorrectly entered Tax Code together. For example, if you are searching for a listing and a zero was entered in the Tax Code field in Listing Maintenance, the results will display **ALL** (currently over 1800) of those listings with a zero instead of just the **one** property desired.