

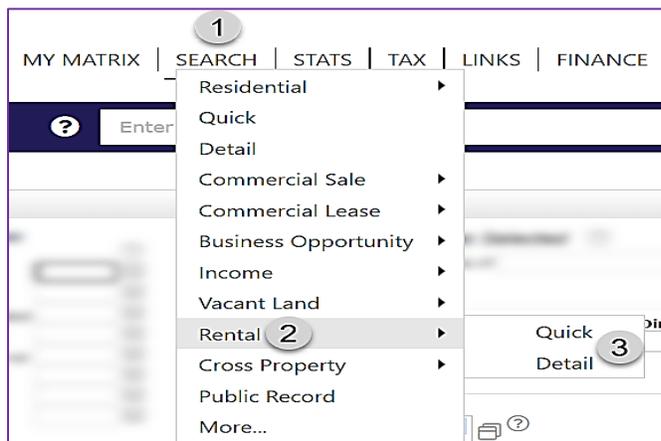
For Rent! Searching for Rental Properties in Matrix

Owning a home may be a longtime goal for many people but that doesn't mean it's for everyone. Renting does have its advantages. Unlike homeowners, renters have no maintenance costs or repair bills, and they don't have to pay property taxes. Renting offers flexibility, predictable monthly expenses, and someone to handle repairs.

Rental Search in Matrix

To search for rental properties in Matrix:

1. Log in to Matrix
2. Hover your pointer over the search tab
3. Select Rental (if Rental option is not show in the menu select More)
4. And select the search form you would like to use to search for rental properties (quick or detail). The Detail version has additional fields shown by default such as pets allowed, # of pets, pet size, pet restrictions, interior features, exterior features, community features, realtor info, garage/parking features, water frontage, water name, water access, water view, water extras, disaster mitigation, green energy features, and indoor air quality.



Left column:

Under the status field, Active is checked as a default. If you select any status that is not Active, the default date range is 0-180 (this pulls listings placed in that status in the past 180 days). This can be changed.

For example, 0-365 pulls listings placed in that status a full year back while 0-30 is for one month back. As an alternative, you can also enter a specific range of dates such as 9/1/2022-9/30/2022.

Status - Date or Range	
Select All	Select None
<input checked="" type="checkbox"/> Active	9/1/2022
<input checked="" type="checkbox"/> Pending	0-180
<input checked="" type="checkbox"/> Temporarily Off-Market	0-30
<input type="checkbox"/> Canceled (WDN-U)	
<input type="checkbox"/> Withdrawn Conditional	
<input type="checkbox"/> Sold	
<input type="checkbox"/> Expired	
<input type="checkbox"/> Leased	

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Select the **property style** (½ duplex, apartment, condo-hotel, condominium, Dock-Rackominium, Farm, Garage Condo, Manufacture Home, Mobile home, single family residence, townhome and/or villa), **Property description** (corner unit, studio/efficiency, elevated, end unit, garage apartment, high rise, In M/H community, midrise, modular, out of M/H community, penthouse, stilt house, walk-up), **Lease Terms** (12 months, 24 months, month to month, short term lease, weekly), and **Rent Includes** (cable tv, electricity, gas, grounds care, insurance, internet, laundry, management, none, other, pest control, pool maintenance, recreational, repairs, security, sewer, taxes, telephone, trash collection, water).

The image shows four search filter picklist boxes arranged horizontally. Each box has a title, a list of options, and radio buttons for logical operators. 1. **Property Style**: Options include 1/2 Duplex, Apartment, Condo - Hotel, Condominium, Dock-Rackominium, and Farm. Radio buttons: Or Not. 2. **Property Description**: Options include Corner Unit, Studio/Efficiency, Elevated, End Unit, and Garage Apartment. Radio buttons: And Or Not. 3. **Lease Terms**: Options include 12 Months, 24 Months, Month To Month, Short Term Lease, and Weekly. Radio buttons: Or Not. 4. **Rent Includes**: Options include Cable TV, Electricity, Gas, Grounds Care, and Insurance. Radio buttons: And Or Not.

For any picklist field (Property Style, Property Description, lease terms, etc.), to select more than one option, select your first option and then hold the control key down when you select the second option (command key for Mac).

The image shows a 'Property Style' picklist box with a list of options: Garage Condo, Manufactured Home, Mobile Home, Single Family Residence, Townhouse, and Villa. The 'Single Family Residence' and 'Townhouse' options are highlighted in blue, indicating they are selected. Below the list are radio buttons: Or Not.

Use the “And”, “Or”, or “Not” radio buttons to indicate if you want all of the options to be true [And], any of the options to be true [Or], or none of them to be true [Not].

Geographic Fields – middle column

In the center of the search forms, you can search by a variety of geographic fields, including address, state (Florida & Puerto Rico), county, zip code, city, or subdivision.

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State: Florida is selected as a default, but you can also search for rental properties in Puerto Rico. Click on the square on the right side of the field, select Puerto Rico from the list and Add it to the list.

State
Florida
 Or Not

Find the value
Search for :
Available Options (53 / 53)
Florida
Puerto Rico 1
Alabama
Alaska
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia
Georgia
Hawaii
Idaho
Illinois
Current Selection
Florida
Puerto Rico
Add-> 2
<-Remove
Cancel OK 3

County: Select the county where you are searching for listings from the picklist or type its name into the field. To select more than one county from the list, hold down the control key (or command key in a Mac) or you can separate multiple typed entries with commas. Additionally, you may click the search icon  to search for and add counties by name. If you select **Puerto Rico** in the state field, then you will be able to select counties from Puerto Rico.

County
Alachua
Baker
Bay
Bradford
Brevard
 Or Not

County
Adjuntas
Aguada
Aguadilla
Aguas Buenas
Aibonito
 Or Not

MLS Zip: Either type in the zip code(s) or click the search icon  to search for zip codes by city. To enter more than one zip code, put commas in between them. You may also add a range of zip codes using a dash between the lowest and highest number. If you would like to exclude a zip code from your search, select the Not button underneath the zip code field. If you select **Puerto Rico** in the state field, then you will be able to select zip codes from Puerto Rico.

MLS Zip
32616 - Alachua
32615 - Alachua
32420 - Alford
32716 - Altamonte Springs
32715 - Altamonte Springs
 Or Not

MLS Zip
00601 - Adjuntas
00602 - Aguada
00603 - Aguadilla
00604 - Aguadilla
00605 - Aguadilla
 Or Not

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City: Enter the city or cities where you are searching for properties, and each will be displayed in the list. To remove a city, from the list, click the X to the right of its name.

To exclude a city from your search, select the Not button. If you select **Puerto Rico** in the state field, then you will be able to search for cities in Puerto Rico.

Searching for Multiple Cities:

City

SARASOTA ✕📄 ?

BRADENTON ✕📄 ?

Or Not

Excluding a City:

City

PALM HARBOR ✕📄 ?

Or Not

City

GUAYNABO ✕📄 ?

Or Not

Subdivision:

You can drill your searches down to a particular subdivision but make sure you know the proper name of the subdivision. Sometimes less is more. Suffixes such as “Ph 2” might narrow your search down too much. You may want to consider putting an

asterisk on both sides of the subdivision name: This is a wildcard search and will pull any listings meeting your other criteria that contain that subdivision name. For example, if you enter *Palmer Ranch*, that will pull listings in Arielle at Palmer Ranch, Mira Lago at Palmer Ranch, etc.

Legal Subdivision Name

Palmer Ranch ?

Asterisk (*): a wildcard that can be used anywhere in the text

Public Remarks ? *pool* search field for anything **containing** the word, “pool” (what’s before or after is irrelevant).

Public Remarks ? reduced* search field for anything **starting with**, “reduced” (what’s after is irrelevant).

Public Remarks ? *deal. search field for anything **ending with**, “deal.” (what’s before is irrelevant).

Public Remarks ? reduced*deal. search field for anything **starting with**, “reduced” and **ending with**, “deal.” (what’s between is irrelevant).

Exclamation (!): used for exclusion

Public Remarks ? !*pool* search field for anything **not containing** the word, “pool” (any other words are acceptable).

Public Remarks ? !reduced* search field for anything **not starting with**, “reduced” (starting with any other words is acceptable).

Public Remarks ? !*deal. search field for anything **not ending with**, “deal.” (ending with any other words is acceptable).

Question Mark (?): character substitute

Public Remarks ? *gre?t* search field for anything **containing** a word with the letters, “gre?t” (where, “?” can be any letter).

Comma (,): used to combine

Public Remarks ? *pool*, !*pool ta search terms search field for anything **containing** the word, “pool” but **not containing** the word, “pool table”.

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Furnishings: Select if the property is leased furnished, unfurnished, or partially furnished.

Furnishings

Furnished
Optional
Partial
Turnkey
Unfurnished

Or Not

Private Pool: Search for a privately owned pool that is included in the lease for the exclusive use of the tenant.

Private Pool ▼ ?

Long Term Y/N: Search for rental that are available long-term.

Note: A short-term vacation rental is defined as a property that is rented more than three times a year for less than 30 days at a time.

Long Term Y/N ▼ ?

Weeks Available: Search for the weeks that a short-term rental property is available.

Weeks Available

2017, Dec 31 until Jan 6
2018, Dec 31 until Jan 6
2018, Jan 7 until Jan 13
2018, Jan 14 until Jan 20
2018, Jan 21 until Jan 27

And Or Not

Months Available: Search for the months that the rental property is available for lease.

Note: Generally used for short term or Seasonal Rentals.

Months Available

2018, June
2018, July
2018, August
2018, September
2018, October

And Or Not

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If you select the detail search form to search for rental properties, then you will find more fields in which you can select additional criteria to your search. However, if you select the quick search form you can add additional field to your search at the bottom of the search form.

Right column:

Price: Enter a specific amount, a range or use the +, -, to indicate greater than or less than values.

Do not include commas in your criteria.

Exact Number: For a property that is exactly \$300,000, enter 300.

Price
 (000s)

Minimum: For properties that are \$300,000 or more, enter 300+.

Price
 (000s)

Maximum: For properties that are \$300,000 or less, enter \$300-.

Price
 (000s)

Range: For properties between \$300,000 and \$350,000, enter 300-350.

Price
 (000s)

Lease Fee Frequency: Select the frequency in which the Lease Amount is paid such as annual, daily, monthly, seasonal or weekly. (Ex. Vacation homes)

Lease Fee Frequency ?

Annually
 Daily
 Monthly
 Seasonal
 Weekly

Or Not

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Date Available and End Date of Lease:

Under Date available select the date the property will be available for occupancy.

Under End Date of Lease search for the date in which the executed lease agreement terminates.



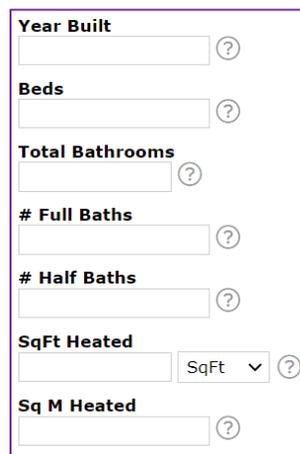
The image shows two search fields. The first is labeled "Date Available" and has a calendar icon and a question mark icon to its right. The second is labeled "End Date of Lease" and also has a calendar icon and a question mark icon to its right.

Bedrooms and Bathrooms

Other numeric fields such as Bedrooms, Bathrooms, Square Ft Heated, Square Meter Heated, and Year Built work the same way as the price field. You can enter an exact number, minimum, maximum, or range.

For example, for exactly 3 bedrooms, enter 3. For 3 or more bedrooms, enter 3+. For 3 or less bedrooms, enter 3-. For 3 to 4 bedrooms, enter 3-4.

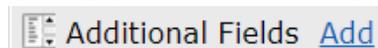
For bathrooms, there is a field for Total Bathrooms but also separate fields for Full and Half Bathrooms. For the Total Bathrooms field, enter the whole number of combined Full and Half Bathrooms desired. For example, 3 could mean either 2 full bathrooms and 1 half bathroom (3 total) or 3 full bathrooms and 0 half bathrooms (3 total).



The image shows a vertical list of search fields. Each field has a question mark icon to its right. The fields are: "Year Built", "Beds", "Total Bathrooms", "# Full Baths", "# Half Baths", "SqFt Heated" (with a dropdown menu set to "SqFt"), and "Sq M Heated".

Adding Additional Fields

On the bottom of each search form, there is an option to add additional fields.

 Additional Fields [Add](#)

If you click "Add", you are given a list of all available fields in Matrix and can select which fields you want added to your search form. You can select fields directly from the list or use the search bar to search for a field by name. If you are unable to find the criteria that you are looking for, you can access the [Rental Listing Data Entry Form](#) and use the CTRL+F key to search the form for the criteria that you are searching for. This will help you to identify what category the criteria you are looking for can be found

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under. Once selected, click the "add" button and then click "back" to return to the search form and enter your criteria.

For example:

You can search for:

Application Fee, Additional Application Fee, Minimum Security Deposit, Terms of Lease, Garage, Carport, Garage/Parking Features, Laundry features, Pet deposit, Additional Rooms and more.

The screenshot shows a search interface with two columns: "Available Fields" and "Selected Fields". In the "Available Fields" column, "Application Fee" is highlighted with a blue bar and a purple circle containing the number "2". Below it is "Association Application Fee". In the "Selected Fields" column, "Application Fee" is also highlighted with a blue bar. Between the columns are two buttons: "Add ->" with a purple circle containing the number "3" and "Remove <-" with a purple circle containing the number "3". To the right of the "Selected Fields" column are two buttons: "Move Up" and "Move Down". At the bottom left, there is a search input field with the text "application" and a purple circle containing the number "1".

Note: If you are looking for listings with Rent to Own opportunities, add the field Realtor Remarks and use the wild card to search for *Rent to Own* properties.

Realtor Only Remarks ?

Realtor Remarks: Rent-to-own or traditional lease available.

Add the public remarks field to search for a specific remark about the property in the public remarks. For example: Stainless steel appliances, remodeled home, lawn service etc.

Public Remarks ?

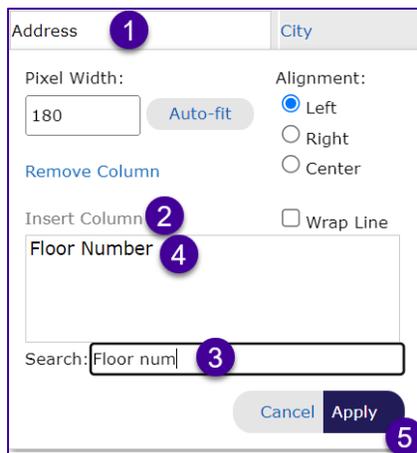
Customizing Results Grids/Refine Searches

Now let's kick this up a notch. You have a buyer looking to rent a condo but wants to either be on the ground floor or on an upper floor in a building with an elevator. How would you search for this? As this involves contingencies (I want the first floor unless there is an elevator), this cannot be set up in a single search. Perhaps as an alternative, we want to run the broader search for all condos in the customer geographic area,

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price, and size range. We can then add columns to the search results to filter out the units that do not match our criteria.

Run the search, then 1. click on a header in the search results where you would like to insert a new column. 2. click “Insert Column”, you will see a list of all available fields in Matrix. 3. On the search bar type the name of the field. 4. Select the field 5. Click Apply



ML #	Status ↓	County	Rent Price ↓	Address	Floor Number
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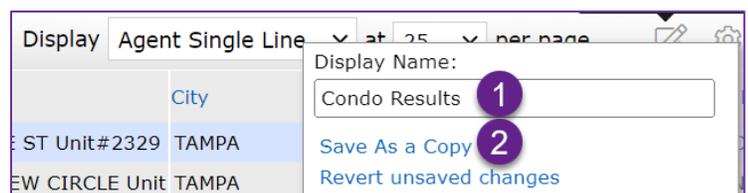
Go through the results and check off the listings that do not meet these criteria. Then go to the refine menu to show how to narrow the search down to only these properties selected.



Click the “Manage Display” icon to save this as a custom display that can be applied to future results.

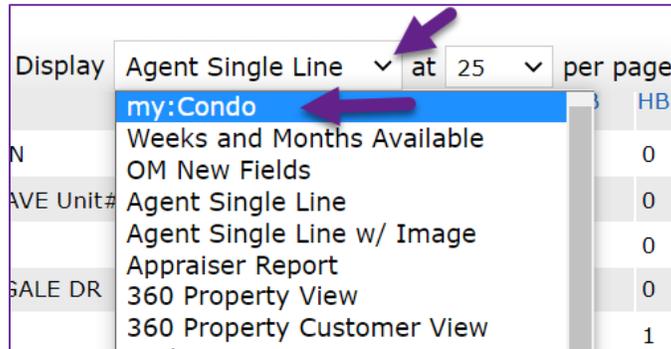


Name the search and click on Saved As a Copy



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The custom display saved can be found under Display. All the display you saved will appear as “my”.



In the result grid, the system search default is set to display the ML#, status, county, rent price, address, city, zip code, bed, FB, HB, subdivision name, SqFtH, Yr Built, Pool, Pets Allowed, Rental Rate Type, Date Available, Property Style, etc.

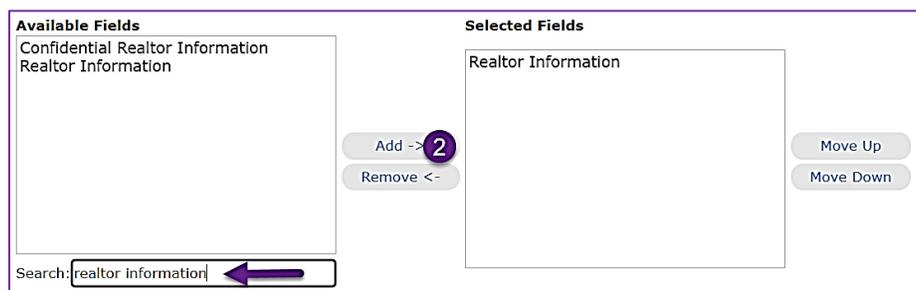
Alternative rental fields: You might want to see in the result grid other rental information such as # of pets allowed, pet deposit fee, minimum security deposit, application fee, additional application fee, etc.

ML #	Status	County	Rent Price	Address	# of Pets Allowed	Pet Deposit Fee	Minimum Security Deposit	Additional Applicant Fee	Application Fee
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Searching for Residential Property / Short Term Rental Allowed

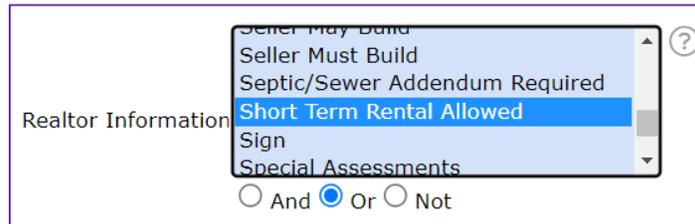
Short term rental is the rental of any residential home for a short period of time, 30 days or less.

How do you search for properties that short term rental is allowed? Start a Residential search and under additional fields add Realtor information.



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Once Realtor Information field is added to the search form, then select Short Term Rental Allowed.



Working with Search Results

Underneath the results grid, there are four menus, each with buttons to perform different actions.

Actions Menu

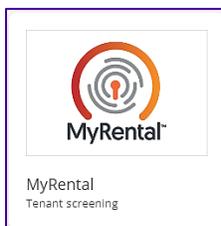


The Actions menu features functions such as emailing, printing, running driving directions, launching a CMA wizard, running statistics, exporting the data, requesting bulk showings, and creating Custom PDF Reports.

- **Email:** Send a one-time email with selected listings. Customers are sent a link into their Customer Portal (discussed in next section) to view the listings. This is not an automatic email where the customer will be sent updates from the system. To set up an automatic email, go to the Save menu.
- **Print:** Print selected listings. You can choose a variety of displays to print and select whether or not to include a header and footer. Listings can be printed to paper, PDF, or emailed as a PDF attachment from this button.
- **CMA:** This button does not produce a CMA for an individual listing. Instead, if you search for comps for your subject property, you can select multiple comparable listings and then click this button to launch a CMA wizard. (Discussed in CMA Tools class.)
- **Directions:** Run driving directions between listings. Reorder the listings and add custom starting or stopping points. Print the directions or email them directly to your customer.
- **Stats:** Run summary statistics on the listings in your search.
- **Export:** Export the results grid in .csv format (comma-separated values) to open in another software program such as Microsoft Excel.

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- Quick CMA: Like the CMA button, this button requires you to search for comps for your subject property. If you select the comps and then click Quick CMA, a basic PDF report will be created showing each comp (sorted by status) and giving summary statistics by status. This is covered in our CMA Tools class.
- Cloud CMA: This is similar to the CMA button but launches a CMA wizard through the Cloud CMA product. This is covered in our CMA Tools class.
- ShowingCart: Launch multiple listings into ShowingTime to request showings.
- Custom PDF Reports: Create a custom PDF report

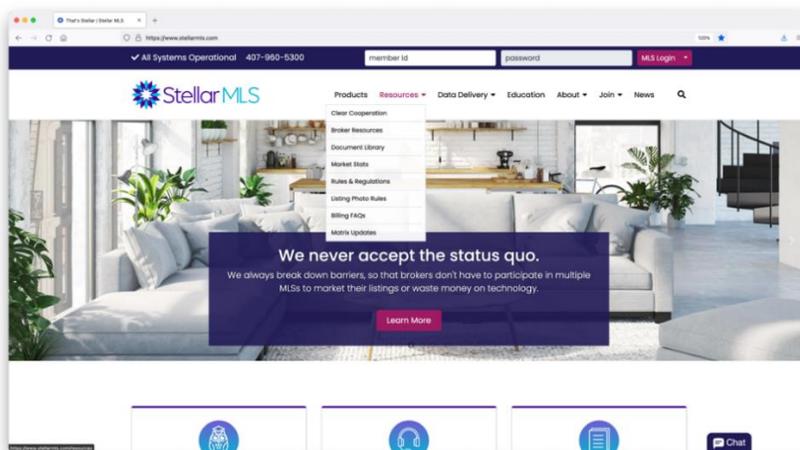


Stellar MLS offers you a discount price to My Rental. Using this product, you will be able to screen potential tenants quickly and easily. It is a self-service rental screening solution for agents and brokers with rental listings. You can run background reports and search for rent score.

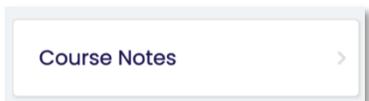
ADDITIONAL LEARNING RESOURCES

Course Notes

As a reminder, course notes for Stellar MLS classes can be found anytime at <https://www.stellarmls.com/> -> Resources tab -> Document Library -> Course Notes



Products	Resources
	Clear Cooperation
	Broker Resources
	Document Library
	Market Stats
	Rules & Regulations
	Listing Photo Rules
	Billing FAQs
	Matrix Updates



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Matrix Videos

Visit the Stellar MLS University [<https://learn.stellarmls.com/>] to review short videos about many of the topics covered in MLS Basic. A selection of videos can be found under the On-Demand Library and En Español tabs.

Sign Up for Stellar MLS Classes

1. Click the Class Sign Up icon on your workspace
2. Find the class that you would like to attend
3. Click “Enroll” and complete the registration form

All the educational classes offered by Stellar MLS are **INCLUDED** as part of your

