

How to add a listing with Listing Assistant

1. Search for your property.

Enter the complete address for the listing. Possible matches will appear. Continue to enter your address until you see your property to select.

2. Select the tax record and up to 3 previous listings.

To experience the full benefit of Listing Assistant, select the Tax Record as well as additional listings to compare the recent listing details for the property.

Add	Type	Tax Year/List Date	Address	Tax ID/ML#	Office Code
<input checked="" type="checkbox"/>	Tax Record	2021	3049 LUTHERAN RD GILBERTSVILLE PA 19525	47-00-04880-005	-
<input checked="" type="checkbox"/>	Residential Listing	07/29/2019	3049 LUTHERAN RD GILBERTSVILLE PA 19525	PAMC617426	RM440-P
<input checked="" type="checkbox"/>	Residential Listing	06/06/2016	3049 LUTHERAN RD GILBERTSVILLE PA 19525	1008039460	RM440-P
<input type="checkbox"/>	Residential Listing	01/26/2013	3049 LUTHERAN RD GILBERTSVILLE PA 19525	1003313718	RM440-FE
<input type="checkbox"/>	Residential Listing	04/17/2012	3049 LUTHERAN RD GILBERTSVILLE PA 19525	1007158328	CBHS-YD
<input type="checkbox"/>	Residential Listing	10/01/2011	3049 LUTHERAN RD GILBERTSVILLE PA 19525	1007065738	CBHS-YD
<input type="checkbox"/>	Residential Listing	07/13/2005	3049 LUTHERAN RD GILBERTSVILLE PA 19525	PAMC100826	RM440-FE

3. Add or remove fields based on the information available.

On the compare screen, you can add or remove listing and tax details to your listing. Copy all data, clear all data, or move details over one at a time. If one of the listings selected was your listing previously, you can utilize your previous remarks, photos, and documents.

The screenshot shows the 'New Listing' interface with a progress bar at 57%. The address is 3049 LUTHERAN RD, GILBERTSVILLE, PA 19525. The interface includes tabs for 'MY NEW LISTING', '2021 TAX RECORDS', '2019 LISTING', and '2016 LISTING'. A 'CONFLICTS' section is expanded, showing a table of differences between the listings.

	2021 TAX RECORDS	2019 LISTING	2016 LISTING
Year Assessed	← 2021	← 2020	
School Tax	← 4,751.00	← 4,607.00	
County Tax	← 604.00	← 575.00	
Tax Year	← 2020	← 2020	← 2016
Tax Annual Amount	← 5,619.00	← 5,445.00	← 4,887.00
Style	← COLONIAL	← COLONIAL	← COLONIAL *1
Construction Materials	← STONE	← STONE *2	← STUCCO *2
Flooring Type		← FULLY CARPETED *2	← WOOD *2
Sewer Septic	← ON SITE SEPTIC	← PUBLIC SEWER	← PUBLIC SEWER
Basement Type	← FULL	← FULL *1	← FULL *2

Quick Tips:

- Always search using the complete address of the listing (including city, state, and ZIP code).
- Select at least one previous listing to see the benefit of quickly adding rooms or other listing-only details.
- If you had a listing previously for that property, you'll see a star next to the listing.
- Conflicting information will be at the top of the compare screen for you to quickly add or remove.
- Watch the progress bar at the top of your screen to see how many required fields are complete.

For more information, visit:
BrightMLS.com/ListingAssistant