



REALM™

Quick Reference Guide for Clients



**Toronto Regional
Real Estate Board**

Professionals connecting people,
property and communities.

1 INVITATION TO REGISTER

NOTE: The invitation from your Salesperson may arrive in your spam or Promotions folder.

2 CREATE A NEW ACCOUNT

Remember your username and password; you'll need them to log in.

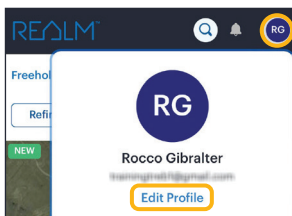
3 DOWNLOAD THE APP

TIP: You may also log in from your browser at <https://app.realmmlp.ca>

Log In From ANY Device And Conduct Your Own Searches In Real Time!

SET UP YOUR PROFILE:

Click Your Initials **RG**, Then Click Edit Profile



My Profile

- Set up your contact information
- Upload a photo

Account

- Set the Start Page
- Set the Default Search

Notifications

- Select how often you're emailed alerts

Set Up Your Searches To Find Current Listings

TO CONDUCT A SEARCH:

1. Tap **Search** at the bottom of the app.
2. Tap **Map** and zoom into the area of interest.
3. Tap **FILTERS** to add search criteria. A counter at the top left displays the number of listings. Tap **DONE**.
4. Tap a listing icon to view a pop-up of that property or tap **LIST** to see matching listings in a scrollable list view.
5. Tap **Save Search** to save the search and choose how frequently you want to be notified about updates.

NOTE: Saved searches will expire after 90 days, but can be easily renewed by resaving them.

Drawing A Search Area On The Map

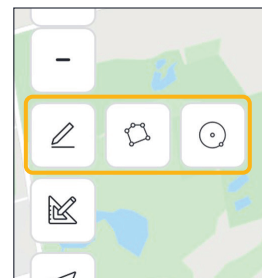
If you have a tablet device (e.g., an iPad) you can draw a search area on the map. Due to their larger size, a tablet device will be easier to work with than a phone.

Tap **Draw** to draw a free-form shape.


Tap **Polygon** to draw a multi-sided shape.

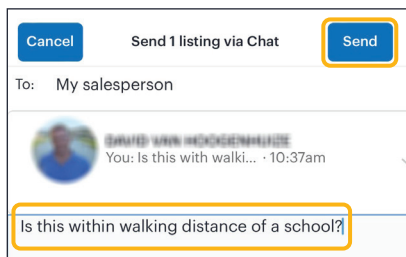
Tap **Circle** to draw a shape radiating from the starting point.


TIP: You may draw multiple shapes on the map.

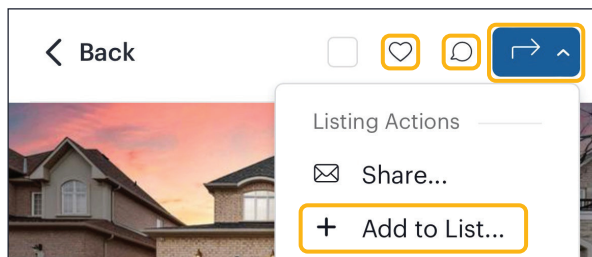


Connect With Your Sales Representative When Viewing Listings

From a listing's details, tap the **Chat** icon  to send a message to your Salesperson, or tap into the **Notes** area to leave a comment that your Salesperson will see.









If you find a listing that you like and want to revisit, tap **Share**  and **Add to List**. Saving a listing to a List is a great way to store listings and your Salesperson can view your Lists and know what you're interested in.



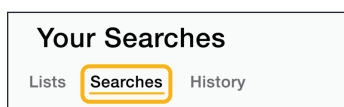
Compare Listings

It's sometimes difficult to see differences in properties. You can compare multiple listings side by side.

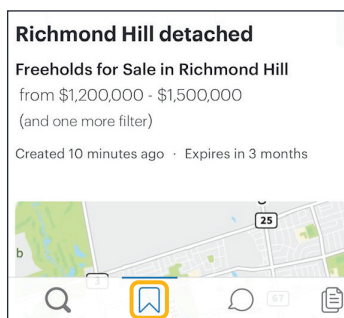
1. Check mark the listings in the search results to select them.
2. Click **Share**  and then **Compare**. Scroll to view the differences.
3. Click and drag the icon at the upper left of each photo  to rearrange the listings into a more convenient order. If the listing price has changed, that will be indicated by upward or downward pointing arrows.

				
Listing#	2027-Hamilton Ridge Dr	2027-Hamilton Ridge Dr	2027-Hamilton Ridge Dr	2027-Hamilton Ridge Dr
Address				
Beds	4	4	4	4
Baths	4	4	4	4
Type	Detached	Detached	Detached	Detached
Style	2-Storey	2-Storey	2-Storey	2-Storey
Price	\$1,499,000	\$1,650,000 ▼ \$100K	\$1,685,000 ▼ \$65K	\$1,799,900 ▲ \$300K
SqFt	-	2500-3000	2500-3000	2500-3000
Status	NEW	PC	PC	PC

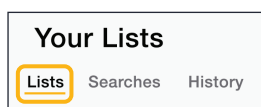
REVIEW YOUR SEARCHES



Tap **Lists** at the bottom of the screen and then choose **Searches**. Tap the name of the search to rerun it.



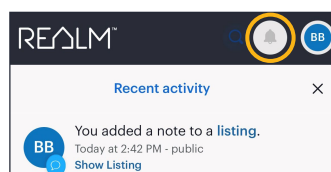
CHECK YOUR LISTS



Tap **Lists** at the bottom of the screen and then **Lists** to review listings you added to your Favourites/ Likes/Notes lists. You can also review listings that your Sales Representative has suggested. You may also sort the lists.



CHECK NOTIFICATIONS
























Tap **Notifications** frequently for a summary of recent activity in *real time*.

Notification items include:

- New and price changed listings from your saved searches
- Feedback and comments from your Sales Representative
- Suggested listings from your Sales Representative.

Icons

-  Profile Avatar
-  Help
-  Settings
-  Log Out
-  Search Listings
-  Share
-  Add to Likes
-  Share
-  Chat
-  Add to List
-  Print
-  Notifications
-  Lists
-  Zoom In
-  Zoom Out
-  Draw Freehand
-  Draw Polygon
-  Draw Circle
-  Measure
-  Show Current Location
-  Full Screen