

# REALM<sup>™</sup> Getting Started Guide

Version January 2025





REALM<sup>™</sup> is the ultimate multiple listing platform for real estate sales representatives. This mobile-first, state-of-the-art platform is your one-stop resource as you can manage your listings, conduct market research, gain property intelligence, and communicate with your clients and colleagues. This guide will walk you through how to maximize your account to save you time and streamline your business.



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### **Accessing REALM<sup>™</sup> on your Desktop**

On your desktop, you can access REALM<sup>™</sup> through your single sign-on provided by your Real Estate Board's MLS<sup>®</sup> platform or by using the direct website link as outlined below.





## **Accessing REALM<sup>™</sup> on your Mobile Device**

REALM has a mobile app and you can access all of the same features through this app as on your desktop. Here are the steps to download the REALMmlp app:





**Tip:** In REALM you can enable fingerprint login or face id on devices that support Biometrics.

To enable biometric authentication, simply turn on the toggle on the log in screen of the app. In order for this toggle to appear, you must ensure that your mobile device has Face/Fingerprint ID enabled for the Realm App.

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	REALM
	PropTx
ENTER YOUR U	SER ID
	1
PIN	8
Submit	New User Set-Up Forgot PIN?
By clicking on the " PropTx Innovations User ID, PIN and On an Authorized User. using someone else	Submit" button you are confirming that Inc. has authorized your use of the -Time Code entered and that you are Fraudulently accessing the system 's User ID, PIN, and One-Time Code are



### Desktop Menu

REALM offers a robust set of actions you can leverage in your workflows to conduct market research, gain property intelligence and connect with your clients and colleagues. Here is a glossary for you to reference:

REA	777 NTK	Search	Q	Search	Contacts	Documents	D	۵	奋		?	
Search	Q	Universal Sear	<b>ch:</b> Choose from 4 q	uick search options	s to find ar	n active listing	g, unav	ailab	le list	ing, o	r land	reg
	Search	Search: Search	by filters or the map	o to find listings or	solds.							
	Contacts	Contacts: Add a	a contact or manage	your database. Ac	cess save	d searches, li	ists and	d hist	tory.			
	Documents	Documents: Up	bload a document to	share.								
	Q	Chat: Send an in	n-application messa;	ge to another REAL	-M™ user.							
		Notifications:	Review recent activit	у.								
		Resources Mer	u: Select to access o	direct links to other	resource	S.						
	?	Help: Visit the R	EALM Help Centre w	vhere you will find	video tuto	orials, help ar	ticles,	and	FAQs	•		
	0	Profile Avatar:	Access help, setting	s, or logout.								



### **Mobile Menu**

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	My Market Areas Recen	t Listings New:
Universal Search	My Market Areas	Today 🗸 🛞
Notifications	Aurora	
	All	12
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Resources Menu	Price Changed	1
	Sold	1
Profile Avatar	Terminated	1
	Peterborough	
	All	38
	New	19
	Price Changed	5
	Sold	7
	Sold Conditional	3
	Sold Cond. Esc.	
	Terminated	3



**Tip:** Help is available in your profile avatar. Select **Help** to visit the REALM Help Centre where you will find video tutorials, help articles, and FAQs.





### Dashboard 🙆

#### Easy to access links to help you manage your business!

#### Alerts

- To extend searches
- For undeliverable emails
- When a client unsubscribes to receive emails

#### **My Market Areas**

- Track activity by status for 6 targeted areas
- ② Click to add or update •

#### **Recently Viewed Listings and Land Registry Parcels**

- Click to return to a record
- Select See All to go to your Contact History tab

#### **Recent Searches**

• Click to access a search.

#### **Saved Lists**

- Click to return to a list
- Select See All to go to your Contact Lists folder

#### Your Real Estate Board News

Access news and announcements





address again.



### **Navigation Tools**

#### Using Desktop & Mobile

- Action button click this to find actions
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						×





### Resources Menu

Select to access direct links to other resources.





### **Profile Settings on Desktop**

Easily customize your settings with your preferences in you profile avatar.

Select 🙆 and then Edit Profile .

Setting options that you may update:

- My Profile: Add your photo
- **Personalization:** Edit your email templates
- Account: Set up your defaults in REALM
- Market Areas: Define market areas to view new and updated listings on your dashboard and notices pages
- Notifications: Choose notification options and frequency on an account level
- Land Registry: View your report counter and purchases
- Stratus Lists: Import your favourite listings and listing carts from Stratus into REALM
- Stratus Searches: Import your saved searches and prospect searches from Stratus into REALM





### **Contacts Mobile**

Steps to add a prospect/client to your database



#### ]

#### Select **Save** to add to your database

Select **Save & Invite** to invite the contact to use REALM<sup>™</sup>

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Phone	Mobile	e `	+	
Email				
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Home		~	+	
Related Contact			-	
Related Name	Rel	ated Type	~	
Source			+	
Stage	Туре			
	~		~	
Additional ~				
Cancel	Save	Save	& Invite	
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### What your client will receive when you invite them to REALM™



NOTE: You can customize the default invitation.





They will be logged into REALM on their browser and presented an option to download the REALMmlp App





## Managing Your Records

Easily find contacts, select filters to narrow results and bulk update your records







## Managing Your Records

In a contact record you will find saved searches, lists, CMA, documents, history and notes







**Tip:** When viewing a contact record click on × in the bottom right to go back to all Contact records.



### Teams

A Team is used to share clients, their saved searches & lists with colleagues in your brokerage

#### **Using Desktop & Mobile**



REALM

Contacts

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### **Universal Search**

The Universal Search Bar is visible at the top of the screen. There are four search options to choose from:



Enter an Address, a PIN, or MLS Number to find listings OR enter natural language to find Listings using an Al-powered search.



Choose **Search Land Registry** to search for ownership and other title details.



3

Choose **Search using Filters** to start a search in the Search module.



#### Q Search

Enter an Address, a PIN or MLS Numbers to Search for Listings or search by natural language using our Al-powered search ×



"Find homes for sale in Peel with at least 5 bedrooms and 3 bathrooms."

"Apartments within a 30 minute drive to the CN Tower."

#### Search for Similar Listings by Photo

Let our AI technology work its magic by finding visually similar properties

Search by Photo >

#### Search Land Registry

Search the Land Registry by Owner Name, PIN, or Address

Search Land Registry

Advanced Search

#### Q

Can't find what you're looking for?



**Tip:** Scroll down to see all options on mobile.



### **Universal Search: Address**

Enter an address in the search bar to find active listings, unavailable listings and Land Registry.







### **Universal Search: REALM AI Search Inspiration**

New AI-powered search capabilities make property searches faster and easier than ever.

Enter natural language to find Listings using an AI-powered search that will generate results in a map polygon to match your request, supporting distances up to one hour.

#### With REALM<sup>™</sup> AI, you can type queries like:

- "Condos for sale in Toronto with at least 3 bedrooms and 2 bathrooms."
- "Detached homes within a 20-minute drive of Western University."
- "Properties in Brampton with at least 5 bedrooms and 3 bathrooms."

SEARCH

Q

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LOCATIONS

- "Homes sold in the last three weeks in Ottawa."
- "Land for sale in Bracebridge."



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2+2 Beds 3 Baths 1100 soft Deta \$749,999 NEW 15 DOM



O Beds 1 Bath Detached Bun \$886K SC 138 DOM



4+1 Reds 5 Raths \$2.278M EXT 82 DOM



## **Universal Search: Search for Similar Listings by Photo**

New AI-powered search capabilities make property searches faster and easier than ever.



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Condo & Otner	Commercial	
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			Property is available.
Choose Search Land Registry > to search by Owner Control of the search by Control of the search	ers Name, Addre	ess or PIN.	K         Uverview - Land Registry - Plane & Surveys - Site & Structure - Property History - Residenti         Land Registry         Market Registry         Land Registry         Address         PIN*         Legal Description         Property Type         Registry Status         Last Sale
Crey (16) Haliburton (19) Hamilton Wentworth (62) Hastings (21) Huron (22)	Cottawa-Carleton (04	A III (A) Stry Search	Ownership Type Owner Name Perimeter Lot Area Active Montgage Reports Available for Purchase Parcel Register Official parcel record with minute data on: Ut of registered Parcel Register Official parcel record with minute data on: Ut of registered Parcel Register Official parcel record with minute data on: Ut of registered Parcel Registered Disperse Parcel Registered Parcel Registered Pa
	Street Address or Pir	n #	Plans, Surveys & Easements
<b>Tip:</b> When searching by Owner's name, please first choose the Land Registry Office first.	Address Q Q 4	Postal Unit Code # Pii	Vieworks Report       PIB Buyer's Report         Pib Buyer's Report       Pib Buseriant
			Buryers Report

#### vith the same information as the GeoWarehouse







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View Details

Neighbou

SAVE \$10. Discount Applied Automatically in Cart.

View Details

REALM

SAVE \$10. Discount Applied Automatically in Cart.

View Details

City

Community

view form

### **Listing Actions - Desktop**

- Select  $\rightarrow$  and choose from:
- **Email:** Send a client version of the listing
- + Add to List: Keep track of properties
- Add/Edit: Update your listing
- **Create CMA:** Using the selected property
- $\bigcirc$  History: View, export as PDF or print the history of the listing
- Print: Print a broker or client copy of the listing (from Listing Detail form, select Broker Full–Sheet or Client Full Sheet for a printout on one page)
- C Like: Select to save the property to your likes list
- Chat: Send an in-app message to a contact, team or salesperson who uses REALM
- Suggest: Suggest a property to a contact who uses REALM (instead of email)
- **Detail view setting:** Change the listing format





**Tip:** A listing emailed to a contact in your database will be added to the contacts suggestions list when you choose the check beside "Also add the listing(s) to the Suggestions for any Client receiving this email".

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### **Mobile Listing Action**

#### **Using Desktop & Mobile**

- C Like: Select to add to your likes in Saved
- Detail view setting: Change the listing format
- Chat: Send an in-app message to a contact, team or salesperson who uses REALM
- Suggest: Suggest a property to a contactwho uses REALM (instead of email)



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			Comment
	2+1 Beds 2 Baths Detached Bi	ungalow	☐ These comments are shared with your client and team members.
	\$1.00M 2.00M		Cancel Suggest

### **Listing Actions - Share**

1 Select ┍→ ^

2

Select Share to find a list of apps on your mobile device such as:

- Text message
- Email
- WhatsApp

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$\square$	

**Tip:** When you share a listing from the mobile app it will not be added to the contacts suggestions list. Add these listings to a list to help keep track of them.









### **Listing Actions - Add to List**





Add (1) Listing to Emily Buyer's  $\times$ No Lists yet Back New List... Cancel







### **Review Listing Details**

#### Using Desktop & Mobile

#### Scroll though the listing and find:

- Links
- Complete property history
- Land registry details

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Links	
D	virections
Vie	w in Stratus
O	nline Appt
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### Search Desktop

REALM<sup>™</sup> offers several map views with search capabilities. Select your preferred view using the Layout tool.

Choose from various layouts and search using filters and the map window

#### To select a layout:



Select the down arrow to the right of Layout ~



Select the desired layout

#### Search using Filters:

Leverage the filters to narrow your search.



**Tip:** When choosing a location, you can search by community without first identifying the Area or Municipality.

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### **Classic Desktop Search View**

From any layout on desktop, you can choose a classic view to enter filters.

#### To change the view:



Click on **Searches** and choose **New Search** from the drop down.

2 A window will open with a full page to choose all the desired filters.



**Tip:** If you see a multiselect box Click it see all options to select from.



REALM

Freeholds for Sale

Market Insights Analytics

Listings Search

Location

Sale Or Lease

Freehold

24,042 results

REALM

Q

Q

Condo & Other

Sort ~

Use Saved Search

Commercial

Area

Select ...

Municipality

\$99.9K

28,692 results 🗖

\$85K

 Location
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 More Filters
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### **Search Mobile**

Select **Q** from the menu at the bottom of the app and select from: Results Map Filters  $\bigcirc$ REALM Q 🌲 .... REALM Q 🌲 ..... **Filters** Searches ~ Filters Searches ~ Freeholds for Sale \$109K \$109K \$119K 22,573 results Market Insights Analytics Sort ~ \$, \$110K \$99K 200 SUK  $\odot$ SALE NEW  ${f U}$ SK ( \$74.9K K \$99K JK \$1 \$110K ( 5.9K \$1 8 S89K 9.9K Pet \$43K 1 4 \$69.9K **≤**<sub>61</sub> \$1 \$2 0 U U 101 Brampi 2 0.0 0 \$1 \$1 \$69K (itchener \$ 109.9K \$ auga \$79.9K \$ 0 \$ \$79.9K \$1 24 \$89K \$109.9K 1/38 \$89K \$109.9K \$1 PBuffalo U 10.01 M \$50K 2+2 Beds 2 Baths Detached Bungalow  $\mathbf{O}$ \$849K NEW O DOM 86 🗸 Map Search 🕜 86 NEW SALE Results Map Filters 90 Results Map Filters Map data @2025 Google 50 km I Ē Q 俞 ()Q Ð





### **Search using Map Tools**

#### **Desktop & Mobile**

- + Zoom in
- Zoom out
- **Z** Toggle draw mode
- 🖒 Draw a polygon
- Draw a circle
- **Toggle Measurement Mode**
- **Map layers**
- Ø Places of Interest
- Show your current location
- ⊘ Jump to a location





**Tip:** With Jump to location, you can search by an address, intersection, or location (such as school, place of worship, transit station, etc.) and the city to go to the desired location on the map.



### Find Listings in the Immediate Area

Easily search listing using your current location to quickly see all the listings that are available near you.











### Easily Find Solds in the Same Area





**Tip:** To search for a specific number of days, type "t" for today "-" the number of days.

For example, to see sold listings for the last 30 days type "t-30" in the Sold Date field.

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### Easily Find Solds in the Same Area



**Note:** the **Sold** date will be shown in the top left corner of the image of the property.



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\$800K	▼ \$25K SLD 1	6 DOM		
SOLD - 12/1	Results	Map Fi	Iters	5
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### **Search Using Filters**



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	Commercial
	Sale Lease Sub-Lease
ple	Available     Unavailable       Status
р	SC SCE
	Street # (Range)
	From – To
$\boxtimes$	Reset to Default Clear Explain Done
turn	



### **Search Using Filters**

- 4 If you don't see a desired filter, select **Add a Field** to find and select it
- 5 Select Done
- 6 Review the results and select the results and select the results and select the results to action all or place a check in the listing card to action one or multiple results

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### **Save Search for Prospects**

You can save a search to share new or updated listings via email with prospective clients who are not in your contacts.



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	Additional Email Notifications	
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### **Save Search for Contacts**

You can save a search for yourself, a client (contact), or a team to share new listings and updates via email or app notifications.





#### **Tips:**

- Listings can be viewed from the email and do not require a contact to login to REALM.
- App notifications are for REALM users who use the REALMmlp app on their mobile device and allow notifications from REALM.
- The setting 'Hide' may be used to prevent a contact who uses REALM from making changes to the saved search.

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### Notification

Be informed about important activities in real time!





### Notification

#### **Using Desktop & Mobile**

Select **(**) for recent activity:

- Click on **your contacts name** to go to their record
- Click on the **search** to be directed to this saved search
- Click **Show Listings** to view new information







### Map Layers provide Insight

Quickly view market and listing data at a glance using the various map layers.

#### Using Desktop and Mobile

From search results in the map window:

1 Select 😂

2

3

Choose a layer

Review the insight





**Tip:** When a layer is selected a box will surround it. To remove the layer, click on it to remove the box.









### **Find Land Registry details Using the Map**

#### **Using Desktop and Mobile**

Select Parcel Fabric to view 1 the ownership parcel

Zoom to the property of 2 interest and click on it to view land registry and property history details







### **Gain Insight from Heat Maps**

### Using Desktop

Select Avg Sales Price, Growth
or <b>Turnover</b> to view statistics
from residential sold data from
land registry





Growth 1YR

Turnover 1YR

401

Avg Sale Price 1YR

2 Select 🕄 to change the year to view historical data



### **Gain Insight from Heat Maps**

#### **Using Mobile**



44



Filters

Searches

\$3.59M

#### **Turnover**



### **Places of Interest**

You can find restaurants, shopping malls, places of worship and more with these steps:





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### **Schools Location & Catchment**



### **Mapping Areas**

#### Using Desktop and Mobile

**MapArt:** A map similar to the style of map art.

**MapArt Grid:** select this map layer to view the gridlines for the GTA.

**Areas:** select this layer to view the boundaries for area location on the map window.

**Municipalities:** select this layer to view the boundaries for TRREB defined areas and municipalities on the map window.

**Communities:** select this layer to view the boundaries for communities on the map window.





### **Market Insights & Analytics**

#### **Using Desktop & Mobile**

From search results:

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- Select **Market Insights** to view Market insights by Trenlii
- 2 Select **Analytics** to view charts that show stats based on the timeframe and ratio selected

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#### Market Insights By Trenlii

Use Trenlii's Market Insights to view information about the market in real-time! Create the ultimate marketing campaigns to win clients! Click "Leverage Insights to Win Clients".

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### Desktop

Select the **? icon** from navigation bar and choose from:

- Help Centre to go to the REALM Help Centre where you will find video tutorials, help articles, and FAQs.
- Show me how to access guided tours.
- **Chat with Support:** to access the REALM AI Chatbot.

### Mobile

Select **Help** in your profile avatar and visit The REALM Help Centre where you will find video tutorials, help articles, and FAQs.

For quick tips, follow us on Instagram @realm.mlp or Facebook at REALMmlp.

Contact Customer Service via email at help@realmmlp.ca or call 1-888-417-4817.

# **RE**∕LM<sup>™</sup>



To learn more, contact us at hello@realmmlp.ca



TheNewRealm.ca





@realm.mlp

