Searching Listings

About TorontoMLS Searches

Use Search to find listings of any status, in any class, that match the search criteria you choose. Find listings by class, availability, sale or lease. You may also search archived listings.

There are several ways to search listings:

Quick Search: A template search. Choose among commonly-searched fields for each listing class. Enter (or select) search text for any search field displayed.

Flex Search: For users familiar with the names of search fields. Unlimited access to *every* field in the MLS database from a single, alphabetical drop-down list. TMLS displays search criteria as you build it.

Pre-Defined Searches: A short-cut method for searching.

Map Search: A dynamic way to find listings on a map. Identify a location and zoom in for a close-up Road, Aerial, or Birds-eye view. TMLS automatically locates listings, showing more as you zoom or pan to a more precise location.

The Search Process

All TorontoMLS listing searches have three basic components: search criteria, search results, and search reports. (Map searches are unique. See Map Searches for more information.)

- **Search Criteria:** Using one of four listing search types, enter your search criteria. The number of search fields you specify influences the quantity of listings resulting from the search. (See Entering Search Criteria.)

  NOTE: At all Search Criteria pages (including Flex Search) you must select a Location: **Area**, **Municipality**, and optionally a **Community**. Choices for Municipality are dependent on Area.choices for Community are dependent on Municipality. If you select no more than two Municipalities, the Communities for both are merged.
- **Search Results:** TorontoMLS displays all listings that match your search criteria, in table format. You can sort, print, view a street map, view statistics and counts, and more. (See About the Listings Search Results List.)
- **Search Reports:** In your choice of formats, you can view listings displayed in search results; with options to print, e-mail, obtain driving directions and a street map, and more. (See Viewing Listings, E-mailing Listings, and Printing Listings.)

General Notes on TorontoMLS Searches

At the discretion of the MLS, the system limits the number of listings displayed in Search Results in order to avoid Internet performance problems. Be specific in your search criteria to insure that search results do not exceed the maximum.

Use the Count button, before submitting the search, to display the number of listings the search will find.

Use the browser Stop button if you want to stop lengthy searches. The search continues on the server, but no longer displays in the browser window.

NOTE: Due to privacy, policy, and regulatory requirements you cannot search by salesperson. Use "My Personal Listings" at Info Centre to search for listings for which you are a listing or selling salesperson.

Using Search

Selecting a Class

Most searches require that you select a single class of listing: Residential Freehold, Residential Condo & Other, or Commercial. Flex Search, however, allows you to search listings across more than one class.

Selecting Availability

Specify whether your search is for available and/or unavailable listings.

Available: Listings available, for sale or lease.

Unavailable: Listings no longer available, for sale or lease.

Selecting Sale/Lease

Specify whether your search is for properties that are for sale or for lease. You can select any or all options.

Sale: Listings that are for sale.

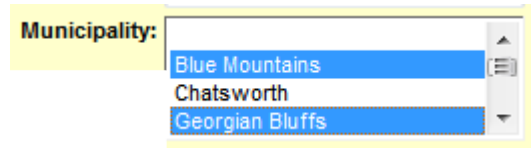Lease: Listings that are for lease.

Sub-Lease: Listings that are for sub-lease (Commercial only).

Selecting Archived Listings

In a limited number of search combinations, you can specify whether your search is to include Archived Listings. Listings that are sold or expired and older than three years are archived.

Entering Search Criteria

Choosing Items in a List Box

List boxes allow multiple selections. Peruse the list with the scroll bar on the right side of the box.

- Click to choose the item you want.
- To choose multiple items, press and hold down the CTRL key, then click on each item desired (CTRL+Click).
- To view all current selections, right click in the list box.
- To de-select all options, click the blank option at the top of the list.
- To de-select the last-selected option, CTRL+Click.

Choosing Items in a Drop-Down List
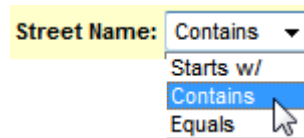
Drop-down lists contain a list of items from which you must choose *only one* option. Peruse the list by clicking the down arrow (or both up and down arrows) on the right side of the box. Click to select the item you want.

Entering Values in a Text Box
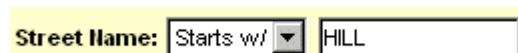
Choose "Starts With", "Contains", or "Equals" before entering text values. If you are having trouble obtaining a match while searching a text field like *Street Name* with "Equals", choose "Starts w/" from the drop-down list, then enter the first few characters of the street name in the text box. For example, if you entered a street name "Equals HILLSPRING" with no results, try using "Starts w/ HILL".

Street Name	Starts w/	HILL

This search finds properties matching "123 HILLSPRING" as well as "123 HILL SPRING".

OR Searches
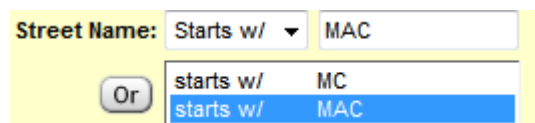
Once you enter search text in a text box you can make another selection, if the OR button is available. Click on the OR button to enter additional criteria in the larger text box, below. TMLS interprets each entry you add using the OR button as another way to search the listings. In the above example, the search finds streets starting with "MC" *or* "MAC".

To delete or edit a value, select it in the OR box; TMLS displays the value in the main text box, on top. Backspace through the value to edit, or erase, the value.

Entering Date Fields

	From	To
Expiry Date:	1/15/06	1/30/06

TMLS accepts dates in the form of mm/dd/yy, m/d/yy, and mm/dd/ccyy. The following examples are acceptable for January 2, 2006:

01/02/06
1/2/06
1/2/2006

Entering Min/Max Ranges

	Min	Max
List Price:	250000	300000

Search fields using "Min" and "Max" boxes allow you to search a range of values. Enter the smallest acceptable value in the "Min" box and the largest acceptable value in the "Max" box.

The example above finds properties with a List Price greater or equal to $250,000 and less than or equal to $300,000. If you specify a value only in the "Min" field, the system finds listings with a list price equal to or greater than the value entered.

Saved Criteria

TorontoMLS allows you to save your search criteria in most listing searches (not Map Search, see note, below). Use the saved criteria (in its original form or modified) for subsequent searches.

Criteria saved for a particular listing search is available for similar listing searches. Due to the unique nature of the different searches, however, search fields for one search type may not be available for another search type.

Saving, and Using Saved Search Criteria

Cross-Class Saved Criteria

Criteria saved in one class can be used to search a different class (e.g., criteria saved in the Residential Freehold class of a Quick Search can be used in the Residential Condo & Other class of a Flex Search). Carefully review the new search before submitting it, to confirm that vital search fields not common to the two classes are properly specified.

If a field is present in the saved search and not in the new search (because either the class or search type is different), that search text is not available in the new search. If the new search has required fields that aren't available in the saved search, you must enter these.

Be sure the search fields and text make sense in the new class before submitting your search.

NOTE for Flex Searches: TMLS displays the saved search fields and corresponding text at the bottom half of the page, in the Search Criteria box. Carefully examine this information in light of the new search. If a field in the saved search is not available in the new search, TMLS deletes it from the criteria. If the new search has required fields that aren't available in the saved search, you must select and enter these.

To Save Search Criteria

1. After entering your search criteria, go to the **Save Criteria As** text box.
2. Enter a name for your search.
3. Click **Save**.
4. At the confirmation prompt, click **OK**.

To Use Saved Criteria

1. At **Use Saved Criteria**, select the name of the saved search criteria from the drop-down list.
2. Click **Use**.
3. The text appears in preview format at the new search page. Verify the accuracy of the criteria for the new search. Use the criteria as presented or modify it.
4. Click **Submit**.

Notes on Modified Saved Criteria

If you modify saved criteria, you can save the modified criteria as a new and unique search, keeping the original search intact. Alternatively, you can replace the original saved search with the modified one.

- To save the modified criteria as a unique search, choose a new name and enter it at the Save Criteria As text box. Then click Save. At the confirmation prompt, click OK.
- To replace the original search with the modified version use the same name as the original search. Then click Save. When prompted to overwrite the original search, click OK. Then click OK at the confirmation prompt.

To Delete Saved Criteria

1. At any search page, at **Use Saved Criteria**, select the name of the saved search criteria from the drop-down list.
2. Click **Delete**.
3. At the confirmation prompt, click **OK** to delete the saved criteria, or **Cancel** to maintain the saved criteria.
4. At the final confirmation prompt, click **OK**.

General Search Tips

Tips on Entering Search Criteria

- *Every search requires selection of an Area and Municipality. You may add one or more Communities if available.*

- *It is not necessary to enter text in each search field. If your search finds too many (or too few) listings, revise the search criteria. To reduce the number of listings, add additional search criteria. For more listings, broaden your search by eliminating some of the search criteria.*

- If at any time during the data input process you wish to delete all entries and begin again, click Clear (or click Delete All in Flex Search).

- You can change your search text in a field before submitting your search.

- Use the Count button, before submitting the search, to display the number of listings the search will find.

Tips on Map Searches

- Set a default location when using map search for the first time. It will save steps in future map searches.

- If at any time you wish to delete markers and begin again, click *Clear*.

- For easiest map control use the mouse : To zoom in and out, turn the mouse wheel forward and backward. To move the map in any direction, hold down the left mouse button and drag.

- Change your centre point by entering an address in the left panel, then click *Find*.

Tips on Saved Search Criteria

- In Quick, Flex, and Pre-Defined Searches you can save your search criteria to use in subsequent searches. (See Saved Criteria for instructions on saving criteria, using saved criteria, and deleting saved criteria.)

- When using saved search criteria, TorontoMLS displays the criteria using the preview format. You can add, edit, or delete any text (see Quick Searches, Flex Searches, or Pre-Defined Searches). To save modified criteria see "Notes on Modified Saved Criteria" at Saved Criteria.

Tips on Search Results Formats

- You can display the Search Results in your choice of formats. Create a new custom report; use an existing custom report; or use the default report. (See Creating Custom Search Results Reports.)

Tips on Printing Reports

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)

Searching Archived Listings

The system archives listings that are sold or expired and older than three years. You can include archived listings in certain searches for unavailable listings, and in Address Search (Pre-Defined Search).

The following searches may include archived listings:

Quick Search	Residential Freehold - Unavailable
	Residential Condo & Other - Unavailable
	Commercial - Unavailable
Pre-Defined Search	Address Search
	Residential Freehold Sold
	Residential Condo & Other Sold
	Commercial Sold

When you choose one of these searches, a check box displays at the Search page, with the option to include archived listings. At any other search, the check box to include archived listings does not display.

In archive searches, you must select an Area and Municipality.

Quick Searches

Quick Search allows you to search for listings with commonly-used search criteria. Use Quick Search to search for one class at a time. Tailor your search to include available listings, unavailable listings, or select both. When you search unavailables, you can include Archived Listings. Search for properties that are for sale or for lease.

Click Preview to display the complete search criteria. Carefully review each search field and text. Modify any faulty criteria.

See General Search Tips for tips about entering search criteria, saved search criteria, and formatting the display of search results.

Using Quick Searches

To Perform a Quick Search

1. Select the **Search** tab at the top of any TMLS page.
2. At **Select a Search Type**, click **Quick Search**.
3. Click to select a **Class**.
4. At **Select Availability**, click **Available**, **Unavailable**, or both check boxes.

    If you select the **Unavailable** check box, the **Include Archived Listings** check box displays. Click if you want to include archived listings. For archive searches select an Area, one Municipality, and if desired one or more Communities.

5. At **Select Sale/Lease**, click to select one or more check boxes. (Note: **For Sub-Lease** displays for Commercial listings only).
6. Click **Continue**.
7. At the Quick Search page, enter (or select) search text for one or more fields. (See Entering Search Criteria; to use saved criteria, see Saved Criteria.)

    You must choose an **Area**, at least one **Municipality**, and optionally one or more **Communities** before you submit the search. NOTE: The system combines Communities for up to two Municipalities.

8. Click **Preview** to display the complete search criteria. Carefully review each search field and text. Click any field to modify faulty criteria (see below) or click **Back** to return to the search.
9. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See Creating Custom Search Results Reports).
10. Click **Submit** to submit the search.
11. View the search results.

To Change Criteria from Preview

1. At the **Preview** page, click on any search field link (or click **Back**). TMLS displays the Quick Search page.
2. Edit or delete the existing text or add text in any field you wish.

3. Click **Preview** to confirm your choices before submitting the search.

To View a Count of Listings the System will Return

1. When search criteria is complete, at the Quick Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search.

Flex Searches

Flex Search provides full flexibility in a streamlined format for advanced users familiar with listing field names. Flex Search offers quick, unlimited access to several hundred search fields. In Flex Search you can search for listings across more than one class at a time. Tailor your search to include available listings, unavailable listings, or select both. Search for properties that are for sale or for lease.

See General Search Tips for tips about entering search criteria, saved search criteria, and formatting the display of search results.

Building the Search Criteria

In Flex Search you select search fields, one at a time, from a drop-down list. You then enter (or select) search text for the field, as required. TorontoMLS displays your search criteria as you build it. If at any time during the data input process you wish to delete a search field, select the field in the Search Criteria box and click Delete. To clear the entire search criteria and start over, click Delete All.

Searching Across Multiple Classes

Flex Search allows you to search across more than one class. Note, however, that a particular field in one class may differ from the same field in another class in terms of the choices available. TMLS combines the search fields in a cross-class search into a single list (e.g., Style). *Either don't choose any, or specify one or more options for **each** class.*

Searching By Room Dimensions

When specifying room dimension search fields, the units of measurement are metres, regardless of your choice of units for *displaying* room dimensions at Customize My TMLS.

Using Flex Searches

To Perform a Flex Search

1. Select the **Search** tab at the top of any TMLS page.
2. At **Select a Search Type**, click **Flex Search**.
3. Click to select *one (or more)* **Class**.
4. At **Select Availability**, click **Available**, **Unavailable**, or both check boxes.
5. At **Select Sale/Lease**, click to select one or more check boxes. (Note: **For Sub-Lease** displays when searching for Commercial listings).
6. Click **Continue**.
7. You must choose an **Area**, at least one **Municipality**, and optionally one or more **Communities** before you submit the search. NOTE: The system combines Communities for up to two Municipalities.
8. At the Flex Search page, at Select an item from the list below, select a search field from the drop-down list.
9. Enter (or select) search text as required. (See Entering Search Criteria.)
10. Repeat steps 8 and 9 until the search criteria is completely defined.
11. Preview the information in the **Search Criteria** box. Modify any faulty criteria (see below).

12. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See Creating Custom Search Results Reports).

13. Click **Submit** to submit the search.

14. View the search results.

To Change Criteria

1. Click on any search field link in the **Search Criteria** box.

   TMLS displays the criteria in the appropriate format (drop-down list, text box, etc.) above the Search Criteria box.

2. Edit or delete the search text.

3. To add a new search field, choose a field from the drop-down list at **Select an item from the list below.**

4. Confirm your choices before submitting the search.

To View a Count of Listings the System will Return

1. When search criteria is complete, at the Flex Search page, click **Count**.

2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search.

Pre-Defined Searches

Pre-Defined searches provide the framework for the most commonly-used searches, requiring minimal data entry. In addition to offering a variety of listing searches, this feature allows you to search your own personal listing history and your brokerage's history.

If you select certain pre-defined searches, you can include Archived Listings.

Click Preview to display the complete search criteria. Carefully review each search field and text. Modify any faulty criteria.

See General Search Tips for tips about entering search criteria, saved search criteria, and formatting the display of search results.

Using Pre-Defined Searches

To Perform a Pre-Defined Search

1. Select the **Search** tab at the top of any TMLS page.
2. At **Select a Search Type**, click **Pre-Defined Search**.
3. At the **Select a Pre-Defined Search** list box, click to choose a Pre-Defined Search.

    If allowed for your choice of search, you can click to select the **Include Archived Listings** check box.
4. Click **Continue**.
5. At the Pre-Defined Search page, enter (or select) search text for any field. (See Entering Search Criteria; to use saved criteria, see Saved Criteria.) You must choose an **Area**, at least one **Municipality**, and optionally one or more **Communities** before you submit the search.
    NOTE: The system combines Communities for up to two Municipalities.
6. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See Creating Custom Search Results Reports).
7. Click **Submit** to submit the search.
8. View the search results.

To Preview & Modify Pre-Defined Search Criteria

1. At the search criteria page, click **Preview**.
2. At the **Preview** page, click on any search field link to modify criteria (or click **Back**). TMLS displays the Pre-Defined Search page.
3. Edit or delete the existing text or add new text in any field you wish.
4. Click **Preview** to confirm your choices before submitting the search.

To View a Count of Listings the System will Return

1. When search criteria is complete, at the Pre-Defined Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search.

My Personal History

Due to privacy, policy, and regulatory requirements you cannot search for listings using Listing or Selling Salesperson as search criteria. A special Pre-Defined Search, "My Personal History", allows you to search for listings in which you are noted as a Listing or Selling Salesperson.

This Pre-Defined Search uses your membership number, entered at log-in, to search for listings for which you served as Salesperson 1 or 2 or Cooperating Salesperson 1 or 2. You cannot alter the search for any other salesperson. You can, optionally, add additional search criteria (e.g. class, status, list or sold price) to narrow the search results.

This pre-defined search, unlike others, allows selection of more than one Area. If you select more than one Area, no Municipalities display. If you select one Area but more than one Municipality, no Communities display.

NOTE: You may also use My Personal Listings at Info Centre to view your listings, although you won't be able to enter search criteria.

My Brokerage's History

A special [Pre-Defined Search](#), "My Brokerage's History", allows you to search for your brokerage's listings.

This Pre-Defined Search uses your membership number, entered at log-in, to search for listings for which your associated brokerage serves as the listing or selling brokerage. You cannot alter the search for any other brokerage. You can, optionally, add additional search criteria (e.g. class, status, list or sold price) to narrow the search results.

Note: the results for a My Brokerage's History search is limited to 100 listings. If your search results exceed the maximum, consider running separate searches by Status, to view all listings.