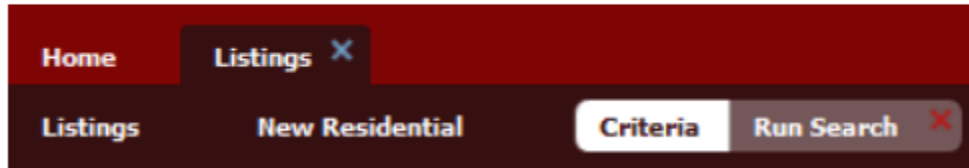


## AUTOFILL USING PARAGON TAX

The ValleyMLS Counties, which include: Limestone, Lawrence, Morgan, Marshall, DeKalb, Cherokee, DeKalb, Etowah, Madison, are available to help import basic fields of data into your listing! Here's how!

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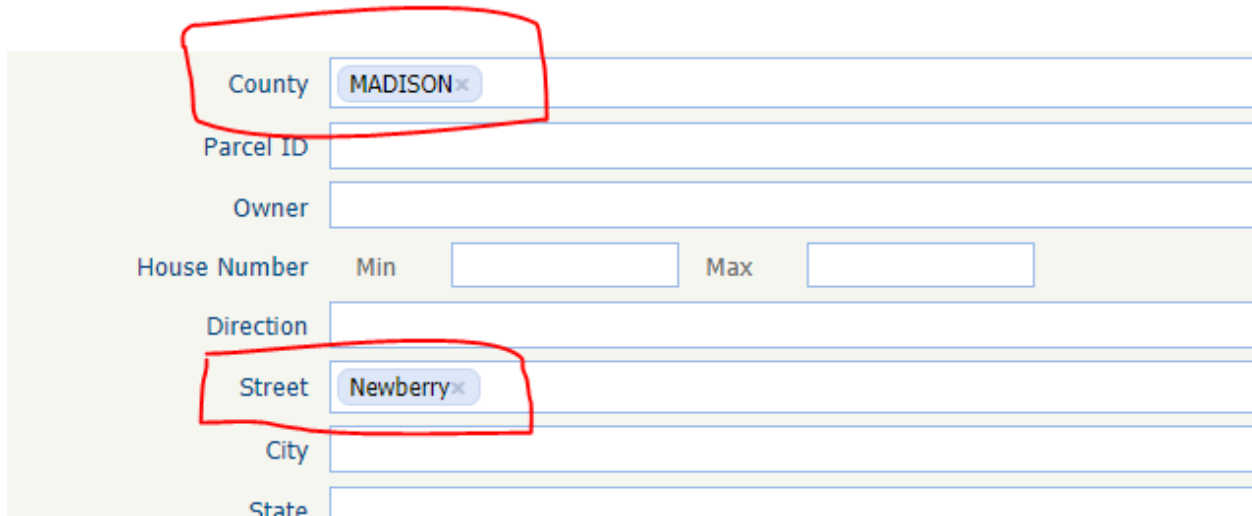
**When adding a new listing, the Tax Autofill page displays:**



This search page is Paragon Tax for the basic property data to autofill.

Enter the county and other criteria to pull the record. **NOTE: Less is best when searching tax records!** Just use the street number or just the owner's last name usually will pull the property.

*Example – just searching by street number pulls just 68 records:*

A screenshot of a search form for property data. The form has several input fields: 'County' (with 'MADISON' selected and highlighted by a red box), 'Parcel ID', 'Owner', 'House Number' (with 'Min' and 'Max' sub-fields), 'Direction', 'Street' (with 'Newberry' selected and highlighted by a red box), 'City', and 'State'.

<span>✓ Checked</span> <span>🏠 All</span> <span>✉ E-mail</span> <span>🖨 Print</span> <span>📦 Export</span> <span>🔄 Autofill</span>				
?	<input type="checkbox"/>	Parcel ID	Tax Amou	Tax Year
16	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.003</a>	687.60	2017
17	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.021</a>	1401.85	2017
18	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.017</a>	715.34	2017
19	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.005</a>	567.88	2017
20	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.013</a>	590.51	2017
21	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.017</a>	565.69	2017
22	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.002</a>	481.74	2017
23	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.009</a>	5707.26	2017
24	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.001</a>	564.23	2017
25	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.019</a>	460.57	2017
26	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.020</a>	590.51	2017
27	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.008</a>		2017
28	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.015</a>	579.56	2017
29	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.010</a>	3265.75	2017
30	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.003</a>	508.75	2017
31	<input type="checkbox"/>	<a href="#">01089-15-03-05-0-003-071.016</a>	567.15	2017
32	<input checked="" type="checkbox"/>	<a href="#">01089-15-03-05-0-001-094.012</a>	641.61	2017

1<sup>st</sup> Select Record

2nd click Autofill Button

A pop-up window will display the fields available to import into your listing:

Load Tax Data				Save	Cancel
Include	#	Description	Values		
<input checked="" type="checkbox"/>	(61)	Acres #	0.003		
<input checked="" type="checkbox"/>	(54)	Parcel ID	12093110030380010		
<input type="checkbox"/>	(128)	# Bedrooms	0		
<input checked="" type="checkbox"/>	(45)	City	SELMA		
<input checked="" type="checkbox"/>	(62)	County	DALLAS		
<input checked="" type="checkbox"/>	(43)	Address	107 S DIVISION ST		
<input type="checkbox"/>	(137)	# Fireplac	0		
<input checked="" type="checkbox"/>	(59)	Legal Desc	LOTS 18-A-3 & 18-A-4 BLK 4S/D OF LOT 18-A DB-782 PG-119		
<input checked="" type="checkbox"/>	(82)	Owner Name	SMITH JUANITA C		
<input checked="" type="checkbox"/>	(46)	State	AL		
<input type="checkbox"/>	(118)	Annual Tax	0		
<input checked="" type="checkbox"/>	(110)	Year Built	1930		
<input checked="" type="checkbox"/>	(47)	Zip	36703		

Click Save and you are on the listing input page to continue adding information to your new listing listing!