PARAGON REVERSE PROSPECTING



Reverse Prospecting allows a Listing Agent to see who their properties are a match to in a search if the Buyer's Agent has opted into this feature.

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BUYER'S AGENT: OPTING INTO REVERSE PROSPECTING

- 1. Under Contacts, select "Add Contact" to enter a new or "View / Manage Contacts" to update an existing
- 2. Click the "Use Reverse Prospecting" box
- **3.** Enter an Alias for your client this will show in the Listing Agent's search results; it will protect your clients name and help you know who the Agent is referring to
- 4. Click Save

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LISTING AGENT: REVERSE PROSPECTING SEARCH

- Under Contacts, Contact Resources, select Reverse Prospecting
- 2. Enter the MLS # or click on the property address from the list
- **3.** Enter how many Days Back you'd like to search
- **4**. Click Search



The Reverse Prospecting list will be generated