

2. How can I find a property when I don't know what its name is?

You can search by address if you don't know the name. If you know the exact street address, select Address in Step 1, Equals in Step 2, and then start typing in the address in Step 3.

But complexes sometimes have more than one address; the address you have found from a title company listing may not be the address the complex uses for mail or as its front office.

Another way to search to is select Address in Step 1, Includes in Step 2, and then type in the name of the street in Step 3. (Example: Wilshire). You'll get all complexes located on that street and then can look through the Property Profiles to locate the one you want. To print only that Property from the group, check Current Property Only when you start to run the Profile report.

Search

Select Criteria

Step 1...

ADDRESS
CITY
COUNTY
FOR SALE
OWNER NAME
PROPERTY NAME
UNITS
YEAR BUILT
Acres

Step 2...

Equals
 Is Greater or Equal
 Is Less or Equal
 Does Not Equal
 Includes
 Is Blank

Step 3...

9128

9110 Broadway Street
9110 East Florida
9125 Copper Avenue Ne
9128 Burke Street
913 Lilly Road Northeast
913 Madrone Road
9130 Kiefer Road

Step 4...

Add Criteria

Step 5...

Run Search
Cancel

Criteria

PROPERTY NAME Equals COURTYARD APARTMENTS.

Delete Selected
Clear All

Load Search Save Search Use Default Criteria Add Search Results to Currently Selected Properties

Search

Select Criteria

Step 1...

ADDRESS
CITY
COUNTY
FOR SALE
OWNER NAME
PROPERTY NAME
UNITS
YEAR BUILT
Acres

Step 2...

Equals
 Is Greater or Equal
 Is Less or Equal
 Does Not Equal
 Includes
 Is Blank

Step 3...

Wilshire

1 Ambroise
1 Lakeville Circle
1 Maple Street, Suite 1000
1 Marina Lakes Drive
1 Mustang Drive
1 Park Newport
1 Pine Street

Step 4...

Add Criteria

Step 5...

Run Search
Return

Criteria

ADDRESS Includes Wilshire.

Delete Selected
Clear All

Load Search Save Search Use Default Criteria Add Search Results to Currently Selected Properties

Reports

Reports:

Name
Property Profile
Sales Trend (Graph)

Custom (4)
Label (2)
List (15)
Profile (23)
Sale (6)
Trend (17)

Preferences

Title: LEGACY AT WESTWOOD

Sub-Title: Los Angeles and Ventura County

Prepared For: Sally Smith

Prepared By: John Doe

Current Property Only:

Options Print Preview