

Adding a New Property

Adding a new property into your Broker Brain system is accomplished from the Properties Tab as indicated below:

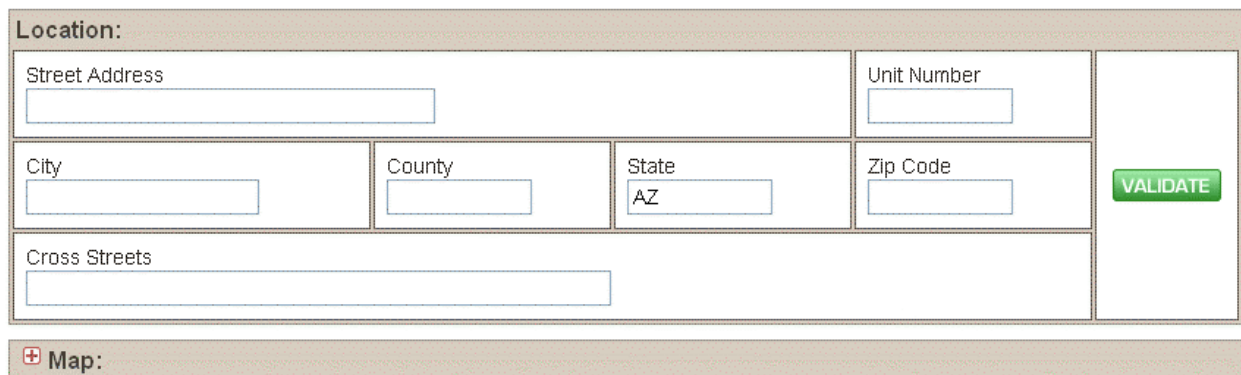


Properties Tasks Maps Web Sites Reports My Account Admin **Select Market**

You must select a market before continuing.

Select Market

1. The first thing that you must do is select the Market in which the property is located. If you haven't selected a Market prior to clicking on the Properties tab, the above screen will appear. You can select the Market from either drop down. **(To add new Markets, see the Getting Started Guide, Markets section)**
2. Once you have selected a market, click on New to the left, and the following screen will appear:



Location:

Street Address		Unit Number		VALIDATE
City	County	State AZ	Zip Code	
Cross Streets				

+ Map:

3. Fill in as much of the address information as is known, including St, Ave, Cir, etc., and click on Validate. Broker Brain uses Google Maps to validate its addresses. This feature helps to keep the data integrity for each of your properties at the highest level. When validating you will receive 1 of 3 results:
 - 1) All of the address information you entered will remain unchanged and a map of the location will be provided
 - 2) Google will change some of the address information you provided if it determines that it is more accurate. A map will also appear in this case. (If street numbers are removed, or changes are made that you know are incorrect, you can retype in the information again. At this point, do not Validate again.)
 - 3) If the address cannot be validated, you will receive a pop up indicating this and no map of your property will be available either here or on the Maps tab on the home page
4. After you have validated the address, you can now populate the details of the property in the fields that appear below the map. You may not have all of the information requested. If not, you can enter that information into the property as it



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becomes available in the Properties > Main tab. Note the following about completing the property details:

- In the Owner section, the Owner field is **required** before the system will let you add the property. ***(For information on adding owners into the system, see the Getting Started Guide, Owners section)***. You cannot add a rep to the property when adding a new property. This can be done while editing the property. If you have a default rep assigned for this owner, that rep will automatically be assigned when the property is created.
 - In the Initial Status section, you **must** select a property status before the system will let you add the property. In addition, if you do not want any Auto Tasks to be generated for this initial property status, place a ✓ next to the Disable Auto Tasks box. ***(For information on Auto Tasks see the Getting Started Guide, Auto Tasks section)***
 - In the Escrow section, the Lookup tool is a time saving option that will auto-populate the fields for you. If you enter the name of the escrow company **exactly** as it appears in another property, clicking the Lookup button will auto-populate the remaining fields with the most recent information you have entered for that escrow company in other properties.
 - In the Misc section, you have the opportunity to place a ✓ in the box next to Remove from public website. If you check this box (This can be changed later, from that specific property's Main page), the property that you are adding will not be searchable on your public Broker Brain website, even if the property is in a status that you have set as public. ***(For information on Property Status, see the Getting Started Guide, Property Status section)***. In addition, if you are a Property Assign Agents Power User, you have the ability to assign an agent to the property from the Assigned Agent drop down menu.
5. Once you have completed entering your property details, you can click Add. If you have left any required information out, the system will let you know. Otherwise, the property will be added to the system

Note: If you are attempting to add a new property and you are at the limit of allowable properties based on your price plan, the Add button will not be available. You will instead receive a message indicating that you are at your limit. ***(For information on how to increase your price plan, see the Getting Started Guide, Maintenance section)***

Note: If you are importing multiple properties at once, this is accomplished from the Admin > Imports tab. ***(For information on importing multiple properties, see the Getting Started Guide, Import section)***