

Searching for and Editing Existing Properties

To search for an existing property within Broker Brain, simply click on the Properties Tab. The following options will appear on the left side of your screen:

Search	-- This option allows you to search for any of your existing properties
New	-- This option allows you to enter a new property
Initial	-- This option will show you all of the properties in Initial status
Eviction	-- This option will show you all of the properties in Eviction status
Personal Property Hold	-- This option will show you all of the properties in Personal Property Hold status
Not Listed	-- This option will show you all of the properties in Not Listed status
Listed	-- This option will show you all of the properties in Listed status
Under Contract	-- This option will show you all of the properties in Under Contract status
Closed	-- This option will show you all of the properties in Closed status

Important:

- Before you can search for any property in the system, you have to select a Market to search in. These options will only look for properties in the Market you have selected.

Using the Search Feature

1. Click on Search, and the following screen will appear:

Property Search:					
Loan Number <input type="text"/>	REO Number <input type="text"/>				
Street Address <input type="text"/>				Unit Number <input type="text"/>	
Contains <input type="button" value="v"/>					
City <input type="text"/>	County <input type="text"/>	Zip Code <input type="text"/>	Owner Any <input type="button" value="v"/>	Status Any <input type="button" value="v"/>	
Bedrooms <input type="text"/>	Bathrooms <input type="text"/>	Square Footage <input type="text"/>	Pool <input checked="" type="radio"/> No Selection <input type="radio"/> No Pool <input type="radio"/> Has Pool	Spa <input checked="" type="radio"/> No Selection <input type="radio"/> No Spa <input type="radio"/> Has Spa	HOA <input checked="" type="radio"/> No Selection <input type="radio"/> Has HOA
<input type="button" value="SEARCH"/>					

Searching for and Editing Existing Properties

2. Enter the search criteria you wish to use, and click Search. If your search criterion matches an existing property or properties in that market, they will display as in the screen on the next page.

Property Search:

Loan Number <input type="text"/>	REO Number <input type="text"/>				
Street Address Gary Contains <input type="button" value="v"/>				Unit Number <input type="text"/>	
City <input type="text"/>	County <input type="text"/>	Zip Code <input type="text"/>	Owner Any <input type="button" value="v"/>	Status Any <input type="button" value="v"/>	
Bedrooms <input type="text"/>	Bathrooms <input type="text"/>	Square Footage <input type="text"/> Greater or Equal <input type="button" value="v"/>	Pool <input checked="" type="radio"/> No Selection <input type="radio"/> No Pool <input type="radio"/> Has Pool	Spa <input checked="" type="radio"/> No Selection <input type="radio"/> No Spa <input type="radio"/> Has Spa	HOA <input checked="" type="radio"/> No Selection <input type="radio"/> Has HOA
<input type="button" value="SEARCH"/>					

Search Results (1)

	Address	Current Status	Owner	Loan Number	REO Number	Current Price
<input type="button" value="VIEW"/>	131 W Gary Way Phoenix AZ 85041	Under Contract	Wells Fargo			\$200,000.00

The search above simply searched on the word Gary in the address.

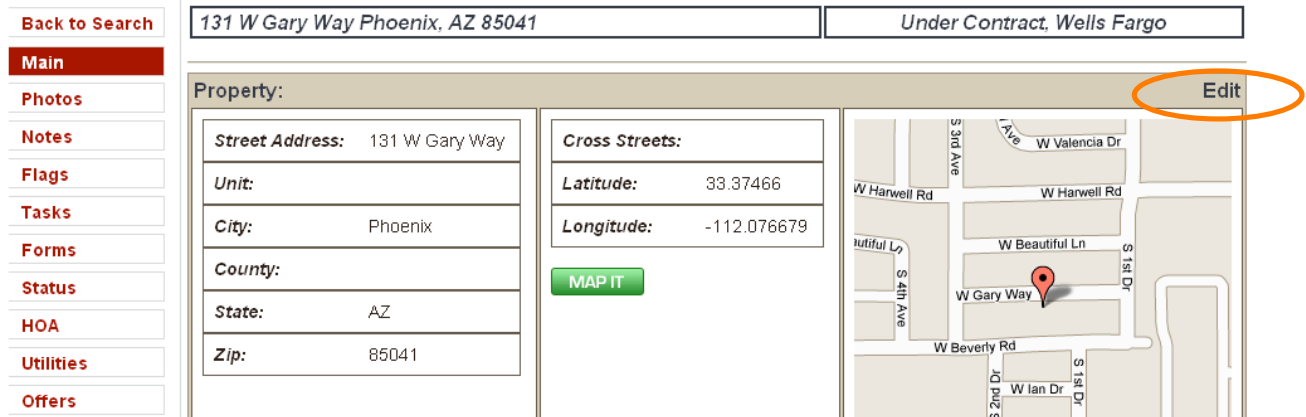
Important:

- In the address section, you can have the system search for properties that contain, start with, end with, or match exactly the address information that you have placed in the field.
- In the Square Footage section, you can search either Greater or Equal, or Lesser or Equal than what you have entered.
- Most of the fields will allow you to type only a portion of the information, if that is all you have. The zip code field requires the **entire** zip code.
- If you click the view button next to a property, you can return to the search results by clicking the "Back to Search" button at the top of the property menu. (screen shot on next page).

Searching for and Editing Existing Properties

Editing basic property information on an Existing Property

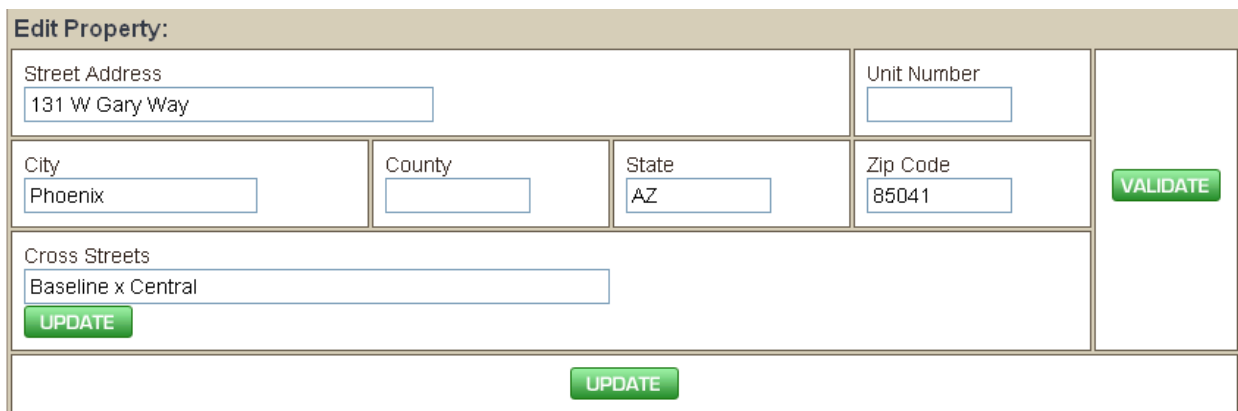
- Once you have found the address that you need to edit, simply click View next to the property. The Main page for that property will appear. A portion of the screen that appears is below:



The screenshot shows a property listing interface. At the top, there is a search bar containing "131 W Gary Way Phoenix, AZ 85041" and a mortgage status "Under Contract, Wells Fargo". On the left is a navigation menu with options like "Main", "Photos", "Notes", etc. The main content area is titled "Property:" and contains a table of address details, a "MAP IT" button, and a map showing the location. The "Edit" button in the top right corner of the property section is circled in orange.

Street Address: 131 W Gary Way	Cross Streets:
Unit:	Latitude: 33.37466
City: Phoenix	Longitude: -112.076679
County:	MAP IT
State: AZ	
Zip: 85041	

- Click on Edit to make the desired changes to the property information. The following screen will appear:



The "Edit Property" form contains the following fields and buttons:

- Street Address:
- Unit Number:
- City:
- County:
- State:
- Zip Code:
- Cross Streets:

Buttons: [VALIDATE](#) (green), [UPDATE](#) (green) [under Cross Streets], [UPDATE](#) (green) [at the bottom of the form]

Note the following about editing property address information:

- If you are changing the street address, you will need to validate the address again by clicking the Validate button to the right. The map on the screen above will change to reflect the new address.
- The Map It button allows you to change the Map back to the current address, provided you have not clicked the Update button at the bottom of the section.
- If the only part of the address that you want to update is the Cross Streets section, simply type in the cross streets, using the exact format as shown (streetname x streetname) including spaces, and press the update button below that field. (**There is no need to validate when only updating the cross streets.**)

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As you scroll through Main Property screen, you will have the ability to edit property address information, as seen above, property specs, owner information, servicer information, MLS information, escrow information, eviction information, miscellaneous information and the financial and closing information for that property. As most of the sections simply require filling in the blanks, only a few additional sections will be discussed in any detail

Owner section

If you click on Edit in the Owners section a portion of the screen that you will see appears below:

Edit Owner:			
Owner Wells Fargo <input type="button" value="v"/> Required field. Rep <input type="button" value="v"/>	Assigned Date 11/05/2008 <input type="button" value="17"/>	REO Number <input type="text"/>	Loan <input type="text"/>
Combo Box Status: <input type="radio"/> Unknown <input type="radio"/> On <input type="radio"/> Off	Combo Box Code <input type="text"/>	Combo Box Location (Other than front door) <input type="text"/>	
Owner Rep David Jones	Rep Phone (480) 981-1988	Rep Fax (480) 198-9844	Rep E d.jon
Former Owner <input type="text"/>			
<input type="button" value="UPDATE"/>			

Note the following information about editing owner information:

- The Rep drop down box that is circled above will only appear if you have representatives assigned to the property owner (**See the Getting Started Guide, Owner section**) If you select a rep from the drop down box, that rep's information will be auto-populated in this section
- If you have set up a default rep for this owner, than the rep information will have been populated automatically when you added this property.
- The Owner Rep information in this section will only be visible to users who are in a group with Property Owner Power User privileges (**See the Getting Started Guide, Groups section**)

Searching for and Editing Existing Properties Misc Section

If you click on Edit in the Misc Section, the following screen will appear:

Misc:		Edit
Assigned Agent:	Greg Nelson	
Broker Visit Date:	N/A	
Assigned Field Inspector:	bob jones	
Hidden from public web		
Edit Misc:		
Broker Visit Date <input type="text"/>	<input checked="" type="checkbox"/> Remove from public website	
Assigned Agent Greg Nelson <input type="button" value="v"/>		
<input type="button" value="UPDATE"/>		

Note the following information about editing the Misc section:

- If you want to remove this property from view on your public website uncheck the box.
- The field inspector listed is based on the zip code of the property. If the property is in a zip code with no assigned field inspector, it will say Not Assigned. The inspector cannot be added here. ***(For information on how to add an inspector, see the Getting Started Guide, Users Section)***
- The Assigned Agent drop down will only be visible to users who are in a group with Property Assign Agents Power User privileges. ***(See the Getting Started Guide, Groups section)***. These users will have the ability to assign or reassign an agent to the property.

Other Sections:

Eviction Info – This section can be updated from either the property’s Main page or from the Eviction Info section for that property

Escrow – This section can be updated from either the property’s Main page or from the Offers section for that property

Financials and Closing – This section is only visible to those users who are in a group with Property Financials privileges

Important:

- If you do not click update after editing each section, your new information will be lost.



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IF YOUR PROPERTY IS IN AN ARCHIVAL STATUS, THE ONLY EDITABLE SECTION IS THE FINANCIALS AND CLOSING SECTION!