



LANDATA INFORMATION SERVICES, INC.



User's Manual

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PropertyInfo.com™
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SECTION 1: INTRODUCTION

Thank you for licensing Landata Information Services, Inc. PropertyInfo.com™. A single Internet site containing a variety of information sources providing local, regional and national products and services to consumers, real estate professionals, businesses and government.

PropertyInfo gives the ability to research any individual's or company's real estate assets, value and whereabouts. This site allows users to customize queries and access data from over 30 property attributes. Search results can then be printed or downloaded in a variety of file formats.

GETTING STARTED

- **Accessing the Website:** In the address window of your internet browser, type the following URL to access the Website:



- **Login:** This will bring the site up and at that time you will need to login. **You must login in lowercase:**

A screenshot of the "Account Login" form. It has a black header with "Account Login" in yellow. Below the header are two input fields: "User ID" and "Password". Below the fields is the text "20 minutes of inactivity will result in timeout." and a "Login" button. At the bottom is a link that says "→ Register Now!".

- **Logout:** It is important to remember that you must logout from the system before closing your browser, otherwise you will have to wait 20 minutes to be reset automatically (or call Customer Service to have this done manually).

NOTE: You can locate the logout button at the upper right-hand corner of the screen.



- **Administration:** Under the Login/Logout button on the PropertyInfo tool bar, there is an Administration Button. The Administration button allows you to change some User Information and some User Preferences.
 - **User Information:** This section allows you to change your e-mail address, your User ID and your Password for accessing PropertyInfo.com. If any of the other information is incorrect, please contact Customer Service at (713) 625-8325.
 - **User Preferences:** This section allows you to modify the reports that get printed with Property Profile Master Report. As an example, if you never want to see Sketch Vectors with the Master Reports that you print, simply un-select the box next to Sketch Vectors.

SECTION 1: INTRODUCTION (continued)

- **Selecting State/County:** Once you have logged in, you will need to select the state and the county that you wish to search.
 - From the drop down menu under **State**, select the appropriate state;
 - From the drop down menu under **County**, select the appropriate county;
 - Select "**SUBMIT**" or hit return.

Select a State and a County

[Contact Us](#) for information on additional Counties.

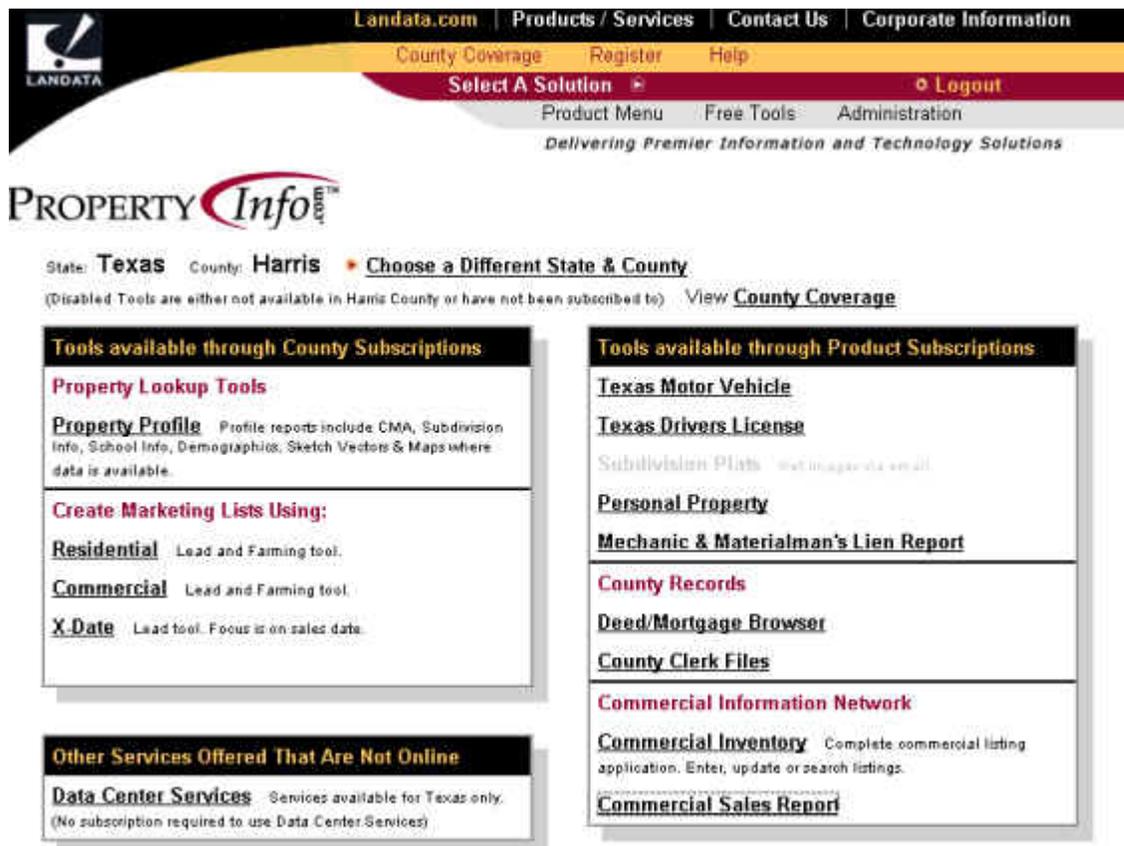


- Once you have chosen a county - it can easily be changed. The State and County which you are attempting to search are indicated at the top of the Product Menu. By clicking on the hypertext "Choose a Different State & County", you are taken back to the above screen.

State: **Texas** County: **Harris** ▶ [Choose a Different State & County](#)

- **Product Menu:** Once you have chosen your state and county, the product menu will appear. We will touch on each product in the following chapters.

NOTE: This menu is county specific - not all products are available in all counties.



Landata.com | Products / Services | Contact Us | Corporate Information

County Coverage | Register | Help

Select A Solution | Logout

Product Menu | Free Tools | Administration

Delivering Premier Information and Technology Solutions

PROPERTY **Info**.com™

State: **Texas** County: **Harris** ▶ [Choose a Different State & County](#)

(Disabled Tools are either not available in Harris County or have not been subscribed to) View [County Coverage](#)

Tools available through County Subscriptions

Property Lookup Tools

Property Profile Profile reports include CMA, Subdivision Info, School Info, Demographics, Sketch Vectors & Maps where data is available.

Create Marketing Lists Using:

Residential Lead and Farming tool.

Commercial Lead and Farming tool.

X-Date Lead tool. Focus is on sales data.

Other Services Offered That Are Not Online

Data Center Services Services available for Texas only. (No subscription required to use Data Center Services)

Tools available through Product Subscriptions

Texas Motor Vehicle

Texas Drivers License

Subdivision Plats [View Images on All](#)

Personal Property

Mechanic & Materialman's Lien Report

County Records

Deed/Mortgage Browser

County Clerk Files

Commercial Information Network

Commercial Inventory Complete commercial listing application. Enter, update or search listings.

Commercial Sales Report

- To begin, simply select the appropriate tool by clicking on the text that is underlined.

NOTE: In general, when text is underlined on the Internet, this indicates that there is a link connected to that text. Or otherwise referred to as **HYPertext**.

SECTION 2: PROPERTY PROFILES

There are two means of searching for properties: a basic search and the advanced search. Each one is described below.

Select Search Type

Harris County

Basic Search

Advanced Search

A. BASIC SEARCH: The basic search allows you to search on the following fields:

- **Address** - if you know the exact address, enter the address and street.
- **Address Range** - if you would like to see all properties within a specific range on a street, enter the beginning and ending street numbers and the street name.
- **Street Name** - if you would like to see all properties on a specific street, enter the street name only.
***NOTE:** when typing in street names, do not use a pre direction (north, south, east, west) or a post direction (street, circle, lane, etc.).*
- **PIN** (Property Identification Number) - if you know the exact PIN number, you may enter it here.
***NOTE:** if you are searching in a specific subdivision, some counties group PINs by subdivision, therefore properties within a subdivision will have the first 6-8 characters in common of the PIN.*
- **Owner Name** - if you would like to determine the assets of an individual in the entire county, enter the owner name.
***NOTE:** enter the last name first and then the first initial - NO COMMA.*
- **Subdivision** - to retrieve properties within an entire subdivision, enter the subdivision name. You will first be prompted to select from the list of subdivisions that resemble the name that you entered. Then the search results will appear.
***NOTE:** if you are not sure of a spelling, just type in the first few letters of the subdivision. All possible matches will be returned for you to refine your search from.*

Property Profile Criteria

Harris County

Street# From <input type="text"/>	Street# To <input type="text"/>	Street Name <input type="text"/>
Pin <input type="text"/>	Owner Name <input type="text"/>	Subdivision <input type="text"/>

Search

Reset

***NOTE:** All searches from propertyinfo.com will produce a search results list that can be downloaded. See [DOWNLOADING FILES](#).*

SECTION 2: PROPERTY PROFILES (continued)

B. ADVANCED SEARCH: This tool allows you to search for properties from the following characteristics:

- Location

Property Profile Criteria

Harris County

Location

Street# From	Street# To	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	Map Grid	
<input type="text"/>	<input type="text"/>	

- General Property Characteristics

General

Pin	Owner Name		
<input type="text"/>	<input type="text"/>		
Enter Land Use codes	Select One		
School	Exemption	Owner Occ	
<input type="text"/>	<input type="text"/>	Select One	
YearBuilt From	Living SqFt From	Assessed Value From	Improve Value From
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
YearBuilt To	Living SqFt To	Assessed Value To	Improve Value To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Sales Information

Sales

Sale Date From	January	<input type="text"/>	Price From	To Price
To:	December	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Land Information

Land

LandVal From	LandVal To	Land SF	Acres From	Acres To
<input type="text"/>				

SECTION 2: PROPERTY PROFILES (continued)

- Legal Information

Legal

Lot Block Subdivision

- Miscellaneous Characteristics

Characteristics

Foundation BedRoom BathRoom ExtWall

Select One Select One

- **NOTE:** All searches from propertyinfo.com will produce search results that can be downloaded. See [DOWNLOADING FILES](#).

C. SEARCH RESULTS

- Once the search criteria have been selected, click on . This will produce the search results list.

Property Profile Results

Harris County

Total records found: 6

Address	Owner Name	Land Use	Total Value	Key Map	Impr Sqft	Year Built
100 MAIN	TRAVIS LOTT L F	Comm vacant Ind	304040	492M	0	
100 MAIN	PICKENS H A SR	Office(1-4fl)	101580	495W	14432	1944
100 MAIN	LOWE REGGIE D	RetMultiOccup	22500	541B	3729	1908
100 MAIN	MILDROW BLANCHE	RetailOneOccup	46660	541B	8884	1940
100 MAIN	LAPORTE FIRST CORP	RetailOneOccup	86640	540X	6188	1940
100 MAIN	SANDERS ROBERT D	Restaurant	184380	207L	4188	1900

Page 1 of 1

- You may select a specific property, or choose one of the download options (see [DOWNLOADING FILES](#)). To select a property, simply click on the hypertext (or the underlined words).

D. PROPERTY DETAIL AND AVAILABLE REPORTS

- Once a property has been selected, you will be taken to the property profile summary.

Selected Property	
Owner:	SMITH PAUL D & KIMBERLY A
Address:	3119 SCENIC ELM ST 77059-3730
PIN:	1173680020005 001
Total Value:	250260
Land Use:	ResSingleFamily
Year Built:	1993

Available Reports
Profile Report
Subdivision
Schools
Deed History
Neighbors
Demographics
Taxes
Map
Sketch
Master Report
Other Links
List of vehicles at address
Comparable Marketing Analysis

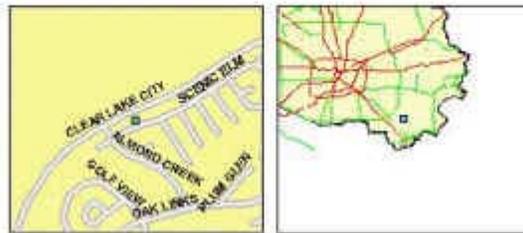
- You will notice the available links on the right. You may click on each hypertext to see an individual report, or you may select the **MASTER REPORT** to see all available information in one report. We will now review each report.
- Profile Report** gives you a variety of information regarding the property. Included in this information is:
 - General Property Description
 - Land Characteristics
 - County Appraisal District Property Values
 - Residential Property Characteristics
 - Previous MLS Sales Information (if available and if within last two years)
 - Previous Deed Information (if available)
 - Taxpayer Information
 - Owner Information
- Subdivision Report** consists of:
 - Parcel Statistics (number of dwellings)
 - Parcel Characteristics regarding Land Size
 - Improved Characteristics regarding the dwellings
 - Sales Characteristics including:
 - # of Sales
 - Sale Date Range
 - Average Sale Price
 - Lowest Sale Price
 - Highest Sale Price

SECTION 2: PROPERTY PROFILES (continued)

- **School Report** provides a list of schools in the general vicinity (includes address and phone number of school).
- **Deed History** (where available) provides the ownership changes for the parcel.
- **Neighbors Report** provides a list of the owners of nearby properties.
- **Demographics Report** provides demographics for the subject parcel. Included in the demographics are population, median household income, age, occupation, etc.
- **Tax Report** provides a list of the taxing authorities of the parcel, the tax rate and the tax amount (all based on the property before any exemptions are applied).
- **Map** (where available) provides the general location of the property within the county as well as a more detailed map with street names and intersections.

Property Map

Harris County



- **Sketch** is the sketch vector (or footprint) of the dwelling. The difference in the line colors indicates a second story, a garage or a porch.
- **Master Report** is a printable report of all of the above reports - combined into one report.
- **Vehicle Report** is a list of all vehicles registered to the subject property address. This report is only available in Texas.

SECTION 2: PROPERTY PROFILES (continued)

- **Comparable Market Analysis** is a tool used to determine a feasible price range when listing a property. Once the target property has been determined, simply select this report. The program will return a number of properties based on a wide range of characteristics (location, date sold, square footage, bedrooms, bathrooms, etc. Each property that is returned as part of the comparable list will have a score and a match rate to the right. The user may select up to 3 properties to compare to the subject property.

Analysis Candidates
Accept up to 3 comps

Select	Address	Sale Price	\$/Sqft	Sale Date	Sqft	Bed	Bath	Comp. Score	Comp. Match
Subject	2118 SCENIC ELM	\$370,000	\$89	08/08/2000	2,050	4	3	100	9
<input checked="" type="checkbox"/>	3818 CANYON BLUFF	\$382,500	\$111	12/18/2000	3,256	4	3.0	100	7
<input checked="" type="checkbox"/>	3914 DIAMOND SDRIVE	\$240,000	\$68	01/19/2001	3,546	4	3.0	85	7
<input type="checkbox"/>	2118 SCENIC ELM	\$293,150	\$82	09/29/2000	3,557	5	3.0	85	6
<input type="checkbox"/>	3818 EMERALD FALLS	\$340,000	\$86	12/22/2000	3,953	4	2.0	85	6
<input type="checkbox"/>	3927 DIAMOND SDRIVE	\$280,000	\$77	10/17/2000	3,606	4	3.0	85	6
<input type="checkbox"/>	3902 EMERALD FALLS	\$420,000	\$86	09/21/2000	4,897	5	3.0	82	4
<input checked="" type="checkbox"/>	3815 EMERALD FALLS	\$420,000	\$110	11/20/2000	3,807	4	3.0	80	7
<input type="checkbox"/>	3903 EMERALD FALLS	\$437,500	\$103	08/11/2000	4,225	5	3.0	80	6
<input type="checkbox"/>	3815 CANYON BLUFF	\$380,000	\$97	05/30/2000	3,912	5	3.0	77	5

- Once the three comparables have been selected, the user simply clicks on the Request CMA button. This will produce a presentation quality report that the user may include in presentations, etc.

SECTION 3: MARKETING LISTS

A. RESIDENTIAL MARKETING LISTS - As with other tools, you must first select a county. By combining search criteria, the user may target a very specific area.

- Search criteria can be based on property type:

Select One or More Property Types

Single Family Multi Family Rural Vacant Land

All Property Types

- Geographical information:

Subdivision

Enter One or More Zip codes

Enter A Map Page Range

From: To:

Enter One or More Map Grids

- Homestead information:

Homestead Exemption Status

Owner Occupied Non-Owner Occupied All Exemption Types

Over 65 Only

- Sales Information:

Sales

Homes Sold In The Last: Month Three Months All Months

Use Deed Date Range Criteria?

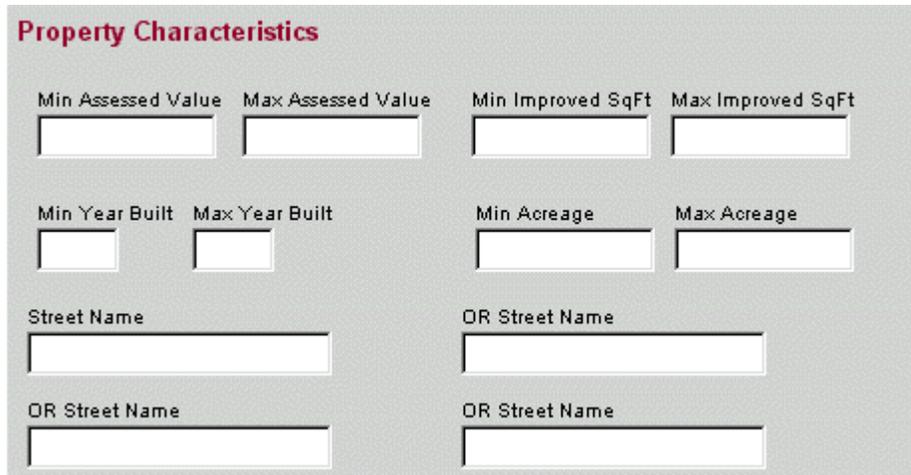
Enter A Deed Date Range

From:

To:

SECTION 3: MARKETING LISTS (continued)

- and by Property Characteristics:



Property Characteristics

Min Assessed Value Max Assessed Value Min Improved SqFt Max Improved SqFt

Min Year Built Max Year Built Min Acreage Max Acreage

Street Name OR Street Name

OR Street Name OR Street Name

- The search results may be sorted - however DON'T SORT will retrieve the results more rapidly:



Sort List By

Don't Sort (Fastest) Owner Name Subdivision

Zip Code Map Page Address

NOTE: Search results are limited to 1,000 records.

- If a subdivision search is requested, the user will be asked to pick from a list of possible matches.



Subdivision Name
RIVER OAKS SEC 9

Select One or More Property Types

Residential Ranch/Timber/Orchard Vacant

Multi Family Farm Industrial

Oil/Gas/Mining All Property Types

- Once the search results have been produced, the user is given the chance to download the information or to search again.



(same state & county) (new state & county)

- Once the **DOWNLOAD LIST** has been selected, the user is given the opportunity to select the items to be included in the downloaded information (i.e. Property Address, Taxpayer Information, Improved Value, etc.).

SECTION 3: MARKETING LISTS (continued)

- The user must then specify what format to download in the information:

Select One: Excel Word Text PDF

- For more detailed instructions on downloads, please see **SECTION 11** (downloading files).

B. COMMERCIAL MARKETING LISTS - Similar to the Residential Leads Tool, the Commercial Leads Tool has the same functionality.

- Search criteria can be based on property type:

Select One or More Property Types

<input type="checkbox"/> Apartment	<input type="checkbox"/> Industrial	<input type="checkbox"/> Vacant Land
<input type="checkbox"/> Office Buildings	<input type="checkbox"/> Retail/Shopping	<input type="checkbox"/> Hotel/Motel
<input checked="" type="checkbox"/> All Property Types		

- Geographical information:

Enter One or More Zip codes <input type="text"/> <input type="text"/>	Enter One or More Land Use codes <input type="text" value="Select One"/>
Enter A Map Page Range From: <input type="text"/> To: <input type="text"/>	<input type="text" value="Select One"/>
Enter One or More Map Grids <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="Select One"/>

- and by Property Characteristics:

Property Characteristics

Total Value From <input type="text"/>	Total Value To <input type="text"/>	Improved Value <input type="text"/>	Land Value <input type="text"/>
Min Improved SqFt <input type="text"/>	Max Improved SqFt <input type="text"/>	Min Acreage <input type="text"/>	Max Acreage <input type="text"/>
Year Built From <input type="text"/>	Year Built To <input type="text"/>		
Street Name <input type="text"/>	OR Street Name <input type="text"/>		
OR Street Name <input type="text"/>	OR Street Name <input type="text"/>		

SECTION 3: MARKETING LISTS (continued)

- The search results may be sorted - however "DON'T SORT" will retrieve the results more rapidly:

Sort List By

Don't Sort (Fastest) Owner Name Subdivision

Zip Code Map Page Address

NOTE: Search results are limited to 1,000 records.

- Once the search results have been produced, the user is given the chance to download the information or to search again.

(same state & county) (new state & county)

- Once the **DOWNLOAD LIST** has been selected, the user is given the opportunity to select the items to be included in the downloaded information (i.e. Property Address, Taxpayer Information, Improved Value, etc.).
- The user must then specify what format to download in the information:

Select One: Excel Word Text PDF

- For more detailed instructions on creating labels, please see [SECTION 11](#) (Downloading Files).

C. X-DATE LEADS - The X-Date lead tool (or Expiration Date) allows the user to determine those homes that insurance will expire in the near future.

- Select the number of months that homeowner insurance will expire within:

Home Insurance Policies That Expire In:

- The user may refine their search by including Geographical information:

Map Grids Map Page Range

 From To

Zip Codes

Street Name OR Street Name

OR Street Name OR Street Name

SECTION 3: MARKETING LISTS (continued)

- Searches may be sorted, however **DON'T SORT** will retrieve results more rapidly.

Sort List By

<input checked="" type="radio"/> Don't Sort (Fastest)	<input type="radio"/> Taxpayer Name	<input type="radio"/> Subdivision
<input type="radio"/> Zip Code	<input type="radio"/> Map Page	<input type="radio"/> Address

NOTE: Search results are limited to 1,000 records.

- Once the search results have been produced, the user is given the chance to download the information or to search again.

(same state & county) (new state & county)

- Once the **DOWNLOAD LIST** has been selected, the user is given the opportunity to select the items to be included in the downloaded information (i.e. Property Address, Taxpayer Information, Improved Value, etc.).
- The user must then specify what format to download in the information:

Select One: Excel Word Text PDF

- For more detailed instructions on creating labels, please see **SECTION 11** (downloading files).

SECTION 4: TEXAS MOTOR VEHICLES

To Search the Texas Motor Vehicle Records, simply click on the hyperlink text.

You will be asked to enter your search criteria. Keep in mind that you must enter at least one of the criteria with the asterisk.

- The first section includes Owner Information:

Owner Information

Search Name With Key Word*
 [Help Using Keyword Search](#)

Last Name* First Name MI

Street No. Street Name City Zip

- Search examples might include determining the vehicles owned by a prospective client.
- The second section allows the user to search on vehicle information:

Vehicle Information

VIN* Plate* County

Make* Model Year

Class Body

- Search examples might include targeting individuals that drive a particular type of car.

Remember: the result of any search is limited to a maximum of 1,000 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.
- You will notice from the search results screen that there are a number of different hypertext words.

VIN & County	Owner Information	Plate & Year	Make & Model	Class & Body	Liens
JH4DA9358NS035101 Harris COUNTY	ENRIETA C AZAD 3231 ALLEN PKY APT 5207 - HOUSTON, TX 77019	TBS58F 1992	ACUR ILS	PASS 2D	0
19UYA1252VL020627 Harris COUNTY	ANDY E KIRK 3231 ALLEN PARKWAY 4205 - HOUSTON, TX 77019	YMS45W 1997	ACUR 22C	PASS CP	1

SECTION 4: TEXAS MOTOR VEHICLES (continued)

The VIN hypertext will lead the user to Vehicle Record Detail. This screen gives specific information on the vehicle including:

- Vehicle detail including Year, Make, Model;
- Registration Information;
- Flag Indicators
- Owner Information
- Lien Information



The  icon indicates that the address where the vehicle has been registered has been linked to the real property records. By clicking on the house, the property profile for that address will appear on the screen.

The address hypertext allows the user to determine all vehicles registered to that same address. By clicking on the address, a results screen will return with all vehicles registered to this address.

- You may scroll through the results by clicking on the page numbers at the bottom of the page.

Page 1 of 6

[First Page](#) [2](#) [3](#) [4](#) [5](#) [Last Page](#)

- The user is now given the opportunity to download the results (or to perform a new search to refine the criteria):

[Excel Download](#)

[New Search](#)

- For more information on downloading - please see **SECTION 11**.

SECTION 5: TEXAS DRIVERS LICENSE DATABASE

To begin using the Texas Drivers License Database, simply click on the hypertext.

- You can search for information in various ways:

Texas Drivers License Search

Driver's License No.	<input type="text"/>	Eight digits including leading zeros.
Date Of Birth	Select Month <input type="button" value="v"/>	Year <input type="text"/>
First & Middle Name	<input type="text"/>	Examples: * JOHN H JR * J * JAMES ALLEN
Last Name	<input type="text"/>	* SMITH * HARRISON
Street Number	<input type="text"/>	Street Name <input type="text"/>
City	<input type="text"/>	Zip <input type="text"/>

The result of any search is limited to a maximum of 1000 records

Search

Reset

➤ *Sample searches might include:*

- *Identifying individuals born in a certain year in a certain zip code;*
- *Identifying individuals that live in an apartment complex.*

- Once you have selected your search criteria, simply select (you are also given the opportunity to reset the search criteria).

Remember - the search results of any search are limited to a maximum of 1,000 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.
- The user is now given the opportunity to download the results (or to perform a new search to refine the criteria):

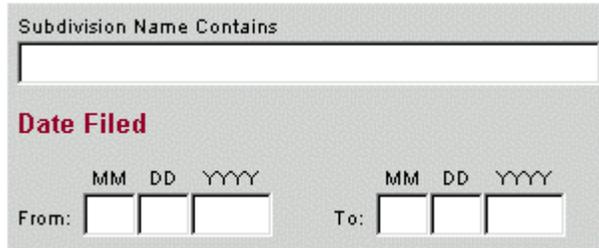
Select One: Excel Word Text PDF

- For more information on downloading - please see **SECTION 11**.

SECTION 6: SUBDIVISION PLAT MAPS

The Subdivision Plat Maps tool allows the user to order images of the recorded subdivision plat maps. To begin using the subdivision plat maps, simply click on the hypertext.

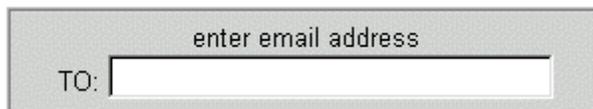
- To search for a particular plat map, simply type in a partial subdivision name or a file data range:



The search form consists of a text input field labeled "Subdivision Name Contains". Below it is a section titled "Date Filed" with two date ranges. The first range is labeled "From:" and the second is labeled "To:". Each range has three input boxes for MM, DD, and YYYY.

- Click on or reset) to continue.
- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.
- The user may now select the specific subdivision from the list by clicking in the box to the left of the desired subdivision. The user may order multiple subdivision plat maps by clicking on the box next to each desired subdivision.
- To order the images, click on . The user is also given an opportunity to search again.
- The user must enter in an e-mail address for the destination of the images. *Be careful to type the email address correctly as this is the location where the images will be sent.*

Email These Plats?



The email form has a label "enter email address" above a text input field. The input field is preceded by "TO:".

- The system also confirms the images ordered by listing them below the email box.

Fort Bend County

Subdivision	# of Images	Send Email?
FIRST COLONY-RIVERBEND NORTH	1	<input checked="" type="checkbox"/>

- NOTE:** All images are in "tif" format. You must have tif compatible imaging software installed on your computer to view these images. If your computer is running Windows 98 or Windows NT 4.0 operating systems (or later), you may already have the software installed. When you attempt to view the image, if the image does not automatically open for viewing, you do not have the necessary software installed, but you can download it for free (see website).

SECTION 6: SUBDIVISION PLAT MAPS (continued)

- **ALSO NOTE:** *You will be receiving one email for each image. You will also be billed \$7 per subdivision that you download. If you are ordering a large number of images, it may take awhile to process. **Please be patient after clicking on the "Email plats" button.** A confirmation page will appear when all images have been sent.*
- A confirmation page will appear after the images have been ordered:

Your Plat Request has been sent.

Transaction Number:

[New Plat Search](#)

- You will receive the image (or images) shortly via email.

SECTION 7: PERSONAL PROPERTY

This tool allows the user to find companies by:

- Standard Industry Code (SIC)
 - Location
 - Asset Size
- *Sample searches might be to determine all companies within a certain office building. Another sample search might be to determine all companies with a certain asset value in a certain area. Or to locate all companies in a certain area with a certain SIC code.*

General Info

Business Name Property Type SIC Code

Location

Start # Ending # Street Name Unit #

Key Map1 Key Map2 Key Map3

Size

From Value To Value

From SQFT To SQFT

- Simply fill in your search criteria and enter (or click on RESET to clear the search criteria).

Search results are limited to a maximum of 1,000 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.
- You will notice that the account numbers of the results are underlined. Remember that underlined text generally specifies hypertext.

ACCT #	Name	Location	PPT	SIC	SQFT	Current Value	TEL #
<u>0047614</u>	MANNESMANN PIPE & STEEL CO	1990 POST OAK BLVD	A	8940	14485	\$675,560	(713) 960-1900
<u>0058216</u>	VALLOUREC & MANNESMANN	1990 POST OAK BLVD	A	8940	14652	\$321,310	(713) 621-1040

- Clicking on the hypertext of the company will result in the Personal Property Detail Report for that company. The Detail Report includes the following information:
 - Owner Name and Address
 - Business Information (account number, value year, values, etc.)
 - Jurisdiction Information
 - and Specific Information that breaks down the values by type.
 - from the detail report screen, the user may return to the results screen or search again.

SECTION 7: PERSONAL PROPERTY (continued)

- Back on the results screen - the user may scan the results across the pages by clicking on the page numbers.

Page 1 of 2

First Page Last Page

- Back on the results screen - the user is now given the opportunity to download the results (or to perform a new search to refine the criteria):

Excel Download

Search Again

(same state & county)

New Search

(new state & county)

- For more information on downloading - please see **SECTION 11**.

SECTION 8: MECHANIC & MATERIALMENS LIEN REPORT

This report provides the subscriber with a list of all liens placed on properties for a given month. The subscriber may search the historical file (from 1/1/99 to present) using the following searchable criteria:

- Plaintiff Name
- Defendant Name
- Month/Year Filed

The search form includes the following fields and controls:

- File Date:** A dropdown menu with "Select Month" selected.
- Year:** An empty text input field.
- Plaintiff Name:** An empty text input field.
- Defendant Name:** An empty text input field.
- Buttons:** "Search" and "Reset" buttons.

The result of any search is limited to a maximum of 1000 records

Search Reset

- Customers use this report to monitor if clients or potential clients have any liens on properties.
- The M&M report is maintained for the following counties:
 - Ft. Bend
 - Harris
 - Montgomery
- Simply fill in your search criteria and enter  (or click on RESET to clear the search criteria).

Search results are limited to a maximum of 1000 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.

Harris County

Total records found: 796

Sort List By Plaintiff Defendant

View Report

Search Again

(same state & county)

New Search

(new state & county)

- You may now View Report or search again. Notice that you may sort the results by plaintiff or defendant.

NOTE: Before printing this report, make sure your printer is set to Landscape orientation.



SECTION 9: COUNTY CLERK FILES

- A. **DEED/MORTGAGE BROWSER** - This tool allows the user to search for loans or conveyances for a specific person (grantor or grantee) **or** in a specific subdivision.

The screenshot shows a search interface with the following elements:

- Search By:** Radio buttons for Individual (selected), Business, and Both.
- Return Information for:** Radio buttons for Grantor (selected) and Grantee.
- Enter Name OR Legal Description:** A section with two input fields: "First Name *" and "Last Name/Company Name". A note below states "* For search by individual only".
- OR:** A large "OR" separator.
- Legal Description:** A single input field.
- Enter Date Range:** A section with four dropdown menus: "From Month:" (October), "Year:" (2000), "To Month:" (December), and "Year:" (2000).
- Enter Instrument Type:** A dropdown menu with "No Preference" selected.
- Instructions:** "Specify the subdivision by typing in at least the two beginning characters for the subdivision name."

The result of any search is limited to a maximum of 150 records

- The user can narrow the search by date range or by instrument type:
 - no preference
 - conveyance
 - loan
 - other
- Simply fill in your search criteria and enter (or click on RESET to clear the search criteria).

Search results are limited to a maximum of 150 records.
- **YOU MUST ENTER EITHER A NAME OR A LEGAL DESCRIPTION AS PART OF YOUR SEARCH - OTHERWISE, YOU WILL GET AN ERROR MESSAGE.**

SECTION 9: COUNTY CLERK FILES (continued)

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.

Total records found: 7

Req Doc	CCF #	Instr Type	File Date	Execution Date	Stated Consideration	Grantor
<input checked="" type="checkbox"/>	U663529	DT	10/05/2000	09/28/2000	522000	JOHN N BELLINGER
<input type="checkbox"/>	U677315	WD	10/13/2000	10/10/2000		JAMES P BELL
<input type="checkbox"/>	U722231	DT	11/07/2000	11/01/2000	337125	JACOB L JR BELL
<input type="checkbox"/>	U761115	DT	12/04/2000	11/28/2000	89051	JACQUELINE M BELL
<input type="checkbox"/>	U772319	CD	12/08/2000	09/15/2000		JESSIE MAE BELL
<input type="checkbox"/>	U796541	DT	12/22/2000	12/15/2000	117000	JOHN T BELL
<input type="checkbox"/>	U796646	DT	12/22/2000	12/19/2000	52750	JOANN BELLEW

[Request Documents](#)

[Search Again](#) [New Search](#)
(same state & county) (new state & county)

- You may print the search results by using your print function on your browser.
- You may request a document image by clicking on the box next to the document.

SEE ORDERING DOCUMENT IMAGES

- You may also view the detail of the document by clicking on the hypertext of the CCF#.

Deed/Mortgage Browser Detail**General Information**

Document No:	U761115	Instrument Type:	DT
File Date:	12/04/2000	Execution Date:	11/28/2000
Stated Consideration:	\$89,051	Amount Sale:	
Sale Source:			

Grantor/Grantee Information

Grantor:	JACQUELINE M BELL LONNIE BELL
Grantee:	HOME TRUST CO

Legal Description

Abstract/Subdivision:	NORTHWEST PARK 5	Reserve:	
Lot:	5 - 5	Block:	48
Remarks:	FHA	Partial:	

Request Document

Search Again

(same state & county)

New Search

(new state & county)

- From the detail page - you may request the document or perform another search.

SECTION 9: COUNTY CLERK FILES (continued)

- B. COUNTY CLERK INDEX** - This tool allows the user to browse the county clerk files for particular documents. Searches can be done on:
- Name - grantor or grantee
 - Land Description
 - Document Number
 - or Advanced Search which allows for a combination of all three.

County Clerk File Search Options

Harris County

Data Current Through Wednesday, May 23, 2001

(Disabled Options are not available in Harris County)

<u>Name</u> Search by Grantor or Grantee Name
<u>Address</u> Search by Street Name, City, State, or Zip
<u>Land Description</u> Search by Land Description
<u>Instrument Type</u> Search by Instrument Type
<u>Book & Page</u> Search by a document's Book and Page numbers
<u>Document</u> Search by Document Number
<u>Advanced Search</u> Search by a combination of any of the above available Search Types

SECTION 9: COUNTY CLERK FILES (continued)

1. NAME SEARCH

- Users may search on a specific name of a grantor or grantee (or both). To narrow the search, choose a date range.

County Clerk File Search Criteria

Harris County

Data Current Through Wednesday, May 23, 2001

Start Date End Date
January 2000 December 2000

Name

Name 1 (Last Name First, No Commas) Grantee Grantor

OR (Either name condition is true, returns MORE records.)

AND (Exact match for both names, returns FEWER records.)

Name 2 (Last Name First, No Commas) Grantee Grantor

The result of any search is limited to a maximum of 250 records

Search Reset

- Simply fill in your search criteria and enter (or click on RESET to clear the search criteria).

Search results are limited to a maximum of 250 records.

SECTION 9: COUNTY CLERK FILES (continued)

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen. The date that the data is current through is also displayed.

Data Current Through Wednesday, May 23, 2001

Total records found: 22

Total records displayed: 22

Req	File No. File Date	Type	Grantor	Grantee	Legal	Lot Block Section
<input type="checkbox"/>	U817218 01-08-2001	T/L	COLLINS DWIGHT ETAL	INTERNAL REVENUE SERV	SEE INSTR	
<input type="checkbox"/>	U817502 01-08-2001	REL	MIDFIRST BANK	COLLINS DAVID L	NO 063261N	
<input type="checkbox"/>	U834109 01-18-2001	REL	CITIFINANCIAL	COLLINS DWIGHT T ETAL	SEE INSTR	
<input type="checkbox"/>	U837796 01-22-2001	REL	STATE OF TX	COLLINS DONNIE S	SEE INSTR	
<input type="checkbox"/>	U846360 01-26-2001	AFFT	COLLINS DOUGLAS	WILSON WILLIE CALVIN SR EST	SEE INSTR	
<input type="checkbox"/>	U861843 02-05-2001	AFFT	COLLINS DOUGLAS	WILSON FLORINZA JEFFERSON	SCENIC WOODS	L0007 B0009

- To view or order a document, simply click on the next to the File Number. This will allow you to see all grantors and grantees and the film code in addition to the file date, file number, type, legal, lot, block and section (where applicable).

CCF No.	Grantor/ Grantee Name	Film Code	File Date	Instr. Type	Surv/Subdiv Name	Section	Lot	Block
U875807	BRECKENRIDGE JOHN ETAL							
	BARRETT MICHAEL C TRE		20010213					
	SUNTRUST MTG INC	537370831	20010213	D/T	SEE INSTR			
	COLLINS DEBRA ETAL							
	BARRETT MICHAEL C TRE		20010213					
	SUNTRUST MTG INC	537370831	20010213	D/T	SEE INSTR			

(same state & county) (new state & county)

- You may now search again or click on your browser's back button to return to the search results.
- For information on ordering documents, see [Section 9: Ordering Documents](#).

2. LAND DESCRIPTION SEARCH

- You may also search the county clerk files by Land Description. Simply put in the subdivision, block and lot (if known) and a date range. *Keep in mind that the maximum search result is 250 records.*

Harris County
Data Current Through Wednesday, May 23, 2001

Start Date	End Date
January 2000	December 2000

Land Description

Subdivision (up to 5 characters)	Block	Lot

**The result of any search is limited
to a maximum of 250 records**

- Simply fill in your search criteria and select (or click on RESET to clear the search criteria).

Search results are limited to a maximum of 250 records.

SECTION 9: COUNTY CLERK FILES

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen. The date that the data is current through is also displayed.

Data Current Through Wednesday, May 23, 2001
 Total records found: 1984
 Total records displayed: 250

Req	File No. File Date	Type	Grantor	Grantee	Legal	Lot Block Section
<input type="checkbox"/>	U153635 01-03-2000	REL	BANK OF AMER FSB ETAL	HARDWICK PAMELA J ETAL	MEMORIAL PKWY	L0021 B0001 15
<input type="checkbox"/>	U153635 01-03-2000	REL	BANK OF AMER FSB ETAL	HARDWICK TODD M ETAL	MEMORIAL PKWY	L0021 B0001 15
<input type="checkbox"/>	U153635 01-03-2000	REL	BANK OF AMER NA ETAL	HARDWICK PAMELA J ETAL	MEMORIAL PKWY	L0021 B0001 15
<input type="checkbox"/>	U153635 01-03-2000	REL	BANK OF AMER NA ETAL	HARDWICK TODD M ETAL	MEMORIAL PKWY	L0021 B0001 15
<input type="checkbox"/>	U154273 01-03-2000	P/A	PHILLIPS JOHN W ETAL	CENDANT MOBILITY SC ETAL	MEMORIAL HOLLOW	L0003 B0001 01
<input type="checkbox"/>	U154273 01-03-2000	P/A	PHILLIPS JOHN W ETAL	TEXAS AMER TC TRE ETAL	MEMORIAL HOLLOW	L0003 B0001 01

- At the bottom of the search results, you are given the opportunity to:

(same state & county) (new state & county)

- For information on ordering documents, see [Section 9: Ordering Documents](#).

3. DOCUMENT SEARCH

- If you know the file number of the document you need, you can simply use the document search tool and enter the number. This is the fastest search.

Harris County
Data Current Through Wednesday, May 23, 2001

Start Date	End Date
January 2000	December 2000

Document Number

Document Number
 (document number is case sensitive)

**The result of any search is limited
to a maximum of 250 records**

- Simply fill in your search criteria and select (or click on RESET to clear the search criteria).

Search results are limited to a maximum of 250 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen. The date that the data is current through is also displayed.
- For information on ordering documents, see [Section 9: Ordering Documents](#).

SECTION 9: COUNTY CLERK FILES (continued)

4. ADVANCED SEARCH

- The advanced search allows you to search across a combination of all searchable fields.

Harris County
Data Current Through Wednesday, May 23, 2001

Start Date	End Date
January <input type="text" value="2000"/>	December <input type="text" value="2000"/>

Name

Name 1 (Last Name First, No Commas) Grantee Grantor

OR (Either name condition is true, returns MORE records.)

AND (Exact match for both names, returns FEWER records.)

Name 2 (Last Name First, No Commas) Grantee Grantor

Land Description

Subdivision (up to 5 characters) <input type="text"/>	Block <input type="text"/>	Lot <input type="text"/>
---	----------------------------	--------------------------

Document Number

Document Number (document number is case sensitive)

**The result of any search is limited
to a maximum of 250 records**

- Simply fill in your search criteria and select (or click on RESET to clear the search criteria).

Search results are limited to a maximum of 250 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen. The date that the data is current through is also displayed.
- For information on ordering documents, see [Section 9: Ordering Documents](#).

SECTION 9: COUNTY CLERK FILES (continued)

C. ORDERING DOCUMENTS

- If you would like to order a specific document on the [Deed/Mortgage Browser](#) or on the [County Clerk File](#), simply click on the next to the File Number and then click on the  button.
- The next screen will ask for certain information as to the customer account, a workorder if required and the e-mail address as to where to deliver the document or documents.

Number of Documents Requested: 1

Document Number(s) Requested: U875807

Customer Information

Account Number

(If you do not have a customer account number, please contact the LIS Sales Department at 713-965-1380)

Work Order Number

Email Document(s)

(Please enter your email address below. You will receive your images via email.)

Email

Documents ordered will be charged to your account in addition to your monthly subscription fee.

Thanks for your order.



- **NOTE: In order to request documents, you must establish an Account Number with Landata. Call (713) 965-0011 and ask for accounts receivable so that you may obtain your account number for billing purposes.**

A. COMMERCIAL INVENTORY: this tool allows the user to:

- [Add Listing to Inventory](#)
- [Modify Listing in Inventory](#)
- [Delete Listing in Inventory](#)
- [Search Inventory and Create Reports](#)
- also see [Add Photo](#)

Commercial Inventory Selection Menu

[Add Listing To Inventory](#)

[Modify Listing In Inventory](#)

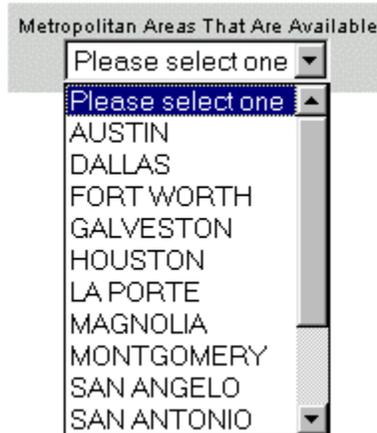
[Delete Listing In Inventory](#)

[Search Inventory And Generate Reports](#)

- Simply choose a specific tool by clicking on the hypertext.

1. ADD LISTING TO INVENTORY

- After selecting the hypertext for Add Listing, you are prompted to select a Metropolitan area:



SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

- Next, you are asked to get the tax assessor information. This search may be skipped, however if used, it will auto-populate some information for the tax assessor rolls.

Get Tax Assessor Information

If your property cannot be found **OR** your county is not listed, you can [skip this search](#)

County

Street# From Street# To Street Name

Pin Owner Name

The result of any search is limited to a maximum of 1000 records

- Select a county and then search for the property that you would like to add to the inventory. Or select "skip this search" hypertext to fill in all information manually.
- If you perform a search, you search results will return with the total number of records found.

Total records found: 3

Address	Owner Name	Land Use	Total Value	Key Map	Impr SqFt	Year Built
9110 IH 10	SAN ANTONIO BOARD OF REALTOR	COMMERCIAL W/IMPROV NOT INDUST	2300000	549C7		1975
9110 IH 10	SAN ANTONIO BOARD OF REALTOR	COMMERCIAL W/IMPROV NOT INDUST	2300000	549C7		1995
9110 IH 10	SAN ANTONIO BOARD OF REALTOR	COMMERCIAL W/IMPROV NOT INDUST	2300000	549C7		1995

Page 1 of 1

- You may select a property from the results or you may perform a New Search.
- Select the property which you would like to add by clicking on the address hypertext. This takes you to a 5-step process that adds the property to the commercial inventory.

NOTE: Items marked with an asterisk (*) denote searchable fields. Searchable fields that are left blank will limit the exposure to your property!

SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

STEP 1. MEMBER INFORMATION

Step 1. Member Information

If you do not have your own ID enter 000.

* Member ID

(Select One Or All)

Selling Agent Leasing Agent Management Agent

- The Member ID is automatically filled in with the ID associated with your login to PropertyInfo.com. *If you are using someone else's login, you will need to put 000 here so that the contact information is not auto-populated with someone else's information.*
- Select one or all that apply with regard to Selling, Leasing or Management Agent.

STEP 2. PROPERTY INFORMATION

- First, select the Property Status

* Property Status

<input type="radio"/> For Sale	<input type="radio"/> Sub-Lease	<input type="radio"/> 100% Own Occupied
<input type="radio"/> For Lease	<input type="radio"/> Sold	<input type="radio"/> Unknown
<input type="radio"/> For Sale or Lease	<input type="radio"/> 100% Occupied	<input type="radio"/> Want / Need

- Then select the Property Type and the Property Use within that Type.

* Property Type	* Property Use
<input type="radio"/> Office	<input checked="" type="radio"/> Medical <input checked="" type="radio"/> Garden Complex <input type="radio"/> Other <input checked="" type="radio"/> Tech <input checked="" type="radio"/> High Rise
<input type="radio"/> Industrial	<input checked="" type="radio"/> Office Service/Flex <input checked="" type="radio"/> High Tech/R&D <input checked="" type="radio"/> Quasi <input type="radio"/> Other <input checked="" type="radio"/> Bulk Distribution/Storage <input checked="" type="radio"/> Manufacturing

- **NOTE:** *For Land, the acres and land square feet have been auto-populated from the tax information. If you did not select your property by using the tax information, you may enter the acres and land square feet here.*
- Select the Property Class and Zoning.

* Property Class Zoning

<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> Other	<input type="text" value="Select One"/>
-------------------------	-------------------------	-------------------------	-----------------------------	---

SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

STEP 3. LOCATION

- If you selected a property from the tax information, some of the information will be auto-populated. Otherwise, fill in all necessary information for location.

Step 3. Location

Building/Center Name			County	
<input type="text"/>			Bexar	
Street #	Street Dir	Street Name	Cross Street	
<input type="text" value="9110"/>	<input type="text"/>	<input type="text" value="IH 10"/>	<input type="text"/>	
City			State	Zip
<input type="text" value="SAN ANTONIO"/>			Texas	<input type="text" value="78230"/>
Quadrant	Map Grid	*Map Area	View Map Areas	
Pick Area	549C7	<input type="text"/>		

STEP 4. SELLING TERMS

- Fill in all necessary information for Selling Terms (if applicable):

Step 4. Selling Terms

List Price	Gross Annual Income	Net Oper. Inc.	Occupancy %	Total Vacant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Docks	Loading Facilities	# of Buildings		
<input type="text"/>	Select One	<input type="text"/>		
Min SF Avail	Max SF Avail	Owner Financing	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="text"/>	<input type="text"/>			
Min Contiguous	Max Contiguous	1031 Exchange	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="text"/>	<input type="text"/>			
Min Clearance Height	Max Clearance Height	Rail	<input checked="" type="radio"/> No <input type="radio"/> Yes	
<input type="text"/>	<input type="text"/>			

STEP 5. LEASE TERMS

- Fill in all necessary information for Lease Terms (if applicable):

Step 5. Lease Terms

Lease Type Select Option ▼	CAM/NNN/MDGROSS Charge <input type="text"/>	Add On Factor <input type="text"/>
Min Lease Term <input type="text"/>	Min Lease Rate <input type="text"/>	Max Lease Rate <input type="text"/>
Current Expense <input type="text"/>	Expense Stop <input type="text"/>	Finish Out Allowance <input type="text"/>
Parking Ratio <input type="text"/>		

Remarks (Do not use any hard returns and you can enter up to 500 characters in the remarks box)

500 characters left

REVIEW

- To proceed, click on . At this point you are given an opportunity to revise any of your information as well as proceed with additional steps that would add information.

STEP 6. BUILDING/LAND DETAILS**STEP 7. PARKING DETAILS****STEP 8. LAST SALE INFORMATION****STEP 9. SELLING AGENT INFORMATION**

- If you are using your correct CIN ID, this information will come directly from user setup. If this information is not correct, please contact customer service via [e-mail](#), fax (713.629.2303) or phone (713.625.8333) so that they can change any of the necessary fields.

STEP 10. LEASING AGENT INFORMATION

- If you are using your correct CIN ID, this information will come directly from user setup. If this information is not correct, please contact customer service via [e-mail](#), fax (713.629.2303) or phone (713.625.8333) so that they can change any of the necessary fields.

STEP 11. OWNER INFORMATION

Once you are finished with your review, you must click on .

2. ADD PHOTO

- At this point, you should see the following:

Property Added Successfully!

Do you want to add a photo to the listing?

Yes No

- To add a photo to the listing, simply click on YES.

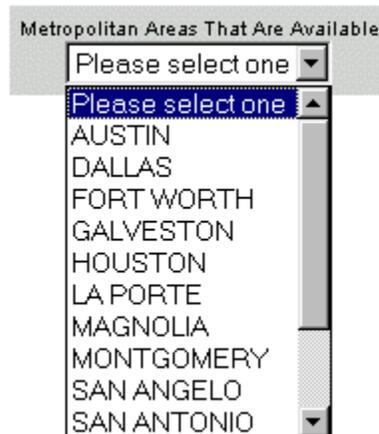
Upload

NOTE: *The requirements of the photo file above!*

- You may browse your hard drive to find the desired photo. Simply double click on the image. You will be brought back to the screen above with your photo name in the location box.
- Choose  to attach a photo to your listing.
- Your listing has now been added to Commercial Inventory.

3. MODIFY LISTINGS

- To modify one of your current listings, click on the hypertext for "Modify Listing in Inventory".
- You must first select the area where the listing is located.



SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

- You may search for the property in many ways. An easy way to search all your properties is to put your CIN ID in the CIN# field.

Search For Listing To Modify

CIN# <input type="text"/>	Metropolitan Area SANANTONIO		
Owner Name <input type="text"/>	Building Name <input type="text"/>		
Sale Agent <input type="text"/>	Sale Company Name <input type="text"/>		
Leasing Agent <input type="text"/>	Leasing Company Name <input type="text"/>		
Management Agent <input type="text"/>	Management Office <input type="text"/>		
Address			
St No. <input type="text"/>	Street <input type="text"/>	City <input type="text"/>	Zip <input type="text"/>

The result of any search is limited to a maximum of 500 records

Search

Reset

- After entering your criteria, select (or click on RESET to clear the search criteria).

NOTE: The results are limited to 500 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.

SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

- You will notice that the CIN numbers of the results are underlined. Remember that underlined text generally specifies hypertext. Select a listing to be modified by clicking on the hypertext.

Total records found: 3

CIN	Address	City	Building Name	SQFT	Zone
<u>11-0003</u>	9110 IH 10 78230	SAN ANTONIO	GARDEN COMPLEX		B-1
<u>11-0003</u>	9110 IH 10 78230	SAN ANTONIO	GARDEN COMPLEX		B-1
<u>11-0004</u>	9110 IH 10 78230	SAN ANTONIO	GARDEN COMPLEX		B-2

Page 1 of 1

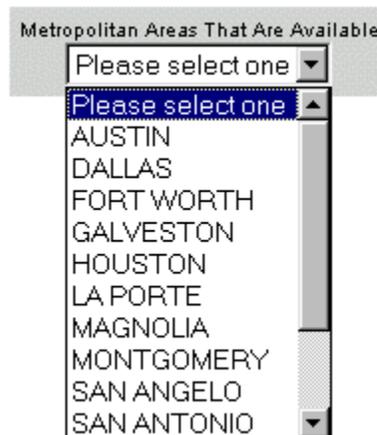
New Search

Return to Menu

- You are first asked to verify your User ID and to check which boxes apply (Selling Agent, Leasing Agent, Management Agent). Click **Review** to continue modifying the property.
- You may now modify any of the information. Once finished, click **Modify Property** to continue.
- You are given the opportunity to add a photo to this listing. See ADD PHOTO for more information.

4. DELETE LISTINGS

- To delete one of your current listings, click on the hypertext for "Delete Listing in Inventory".
- Just as when modifying listings, you must first select the area where the listing is located.



SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

- You must now locate the property that you wish to delete. You may search for the property in many ways. *An easy way to search all your properties is to put your CIN ID in the CIN# field.*

NOTE: *The search screen is the same screen used for modifying listings!*

Search For Listing To Modify

CIN#	Metropolitan Area SANANTONIO		
<input type="text"/>			
Owner Name	Building Name		
<input type="text"/>	<input type="text"/>		
Sale Agent	Sale Company Name		
<input type="text"/>	<input type="text"/>		
Leasing Agent	Leasing Company Name		
<input type="text"/>	<input type="text"/>		
Management Agent	Management Office		
<input type="text"/>	<input type="text"/>		
Address			
St No.	Street	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The result of any search is limited to a maximum of 500 records

Search

Reset

- After entering your criteria, select (or click on RESET to clear the search criteria).

NOTE: *The results are limited to 500 records.*

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.

SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

- You will notice that the CIN numbers of the results are underlined. Remember that underlined text generally specifies hypertext. Select a listing to be deleted by clicking on the hypertext.

Total records found: 3

CIN	Address	City	Building Name	SQFT	Zone
<u>11-0003</u>	9110 IH 10 78230	SAN ANTONIO	GARDEN COMPLEX		B-1
<u>11-0003</u>	9110 IH 10 78230	SAN ANTONIO	GARDEN COMPLEX		B-1
<u>11-0004</u>	9110 IH 10 78230	SAN ANTONIO	GARDEN COMPLEX		B-2

Page 1 of 1

New Search

Return to Menu

- You may review the property information if you wish.

- You may now delete the listing by clicking on

Delete Property

- You will now receive the following message:

Property Deleted Successfully!

[Return to Commercial Inventory Menu](#)

- Click the hypertext "Return to Commercial Inventory Menu" to continue working with the Commercial Inventory System.

5. SEARCH LISTINGS

- To search the Commercial Inventory, you must first select the area where the listing is located.

Metropolitan Areas That Are Available

Please select one

Please select one

AUSTIN
DALLAS
FORT WORTH
GALVESTON
HOUSTON
LA PORTE
MAGNOLIA
MONTGOMERY
SAN ANGELO
SAN ANTONIO

- You may search for the property in many ways.

NOTE: Fields marked with * may contain empty information in the database. Any searches performed strictly against these fields may return limited, if any results.

- ID & Area

ID & Area

CIN# Tax ID/Account No. Quadrant:* Map Area - see map

- Characteristics

Characteristics

Property Class:* Type Zoning*

Current Use* Property Status

Bldg Name 1031 Exchange Owner Financing

- Address

Address

St No. Dir Street Dir2

City Zip Map Grid

SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

- or Pricing and Square Footage

Pricing & Square Footage

List Min. <input type="text"/>	-	List Max. <input type="text"/>	Rent Min. <input type="text"/>	-	Rent Max. <input type="text"/>
Sqft Min. <input type="text"/>	-	Sqft Max. <input type="text"/>	Acres Min. <input type="text"/>	-	Acres Max. <input type="text"/>

- After entering your criteria, select (or click on RESET to clear the search criteria). You are also given an opportunity to return to the CIN menu or to select a new area for searching.

NOTE: The results are limited to 1000 records.

- Once your search has been completed, the total number of records found meeting the criteria will be displayed at the top of the results screen.

Total records found: 1

CIN	Sale Agent Agent Phone #	Leasing Agent Agent Phone #	Address	Building Name	SQFT	Zone	Status	Photo
 11-0004	<u>CATHERINE D. BELL</u> 713.625.8333	<u>CATHERINE D. BELL</u> 713.625.8333	9110 IH 10 SAN ANTONIO, 78230	GARDEN COMPLEX		B-2	SALELEASE	

Page 1 of 1

- By clicking on the  you will pull up the detail on that property.
- Notice the Sale Agent and Leasing Agent names are sometimes underlined. This hypertext indicates that you may e-mail that individual directly from here.
- You are given the opportunity to download your search results.

Select One: Excel Word Text PDF

- For more detailed instructions on downloads, please see **SECTION 11.**

SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

B. COMMERCIAL SALES REPORT – This tool monitors commercial activity in certain counties. To use the report, select Commercial Sales Report hypertext from the PropertyInfo.com Product Menu.

- First you may select the activity for a certain Land Use Code. You may use the general categories, or click on to select from a number of different land use codes.

Land Use Codes

Choose a General Land Use Code

						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Apartment	Office	Industrial	Retail	Hotels	Vacant	General

OR

- Search criteria may be narrowed by typing in a buyer's or seller's name or a street name.

Name

Buyer Name

Seller Name

Address

Street Number

Street Name

- Search criteria may be narrowed further by using a date range (RECOMMENDED), a map page range or a map grid range.

Range

Date Range	Map Page Range	Map Grids
January 2001	<input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
December 2001	<input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> - <input type="text"/>	

- Once you are finished inserting your search criteria, click on (or RESET to start over).

SECTION 10: COMMERCIAL INFORMATION NETWORK (continued)

- The search results will be displayed on your screen.

Req Doc	CCF #	Type/ Filed	Address	Map Grid	Seller	Buyer	Class	Land \$/ Impr \$	Loan \$/ Sales \$	Acres/ Impr SqFt
<input checked="" type="checkbox"/>	U807563	TD 20010102	2626 SOUTH LOOP WEST	532U	2626 SOUTH LOOP LP	2626 LOOP SOUTH LP	Office	878850 1415050	2733101/ 160000	3.3626 106526
<input checked="" type="checkbox"/>	U807784	DTH 20010102	1144 HEIGHTS	453W	BANCHIK DANIEL R	BANK AMERICA NA	Office	89100 96500	99000/ 160000	0.2273 3676
<input checked="" type="checkbox"/>	U808444	WV 20010102	14330 SYLVANFIELD	371A	SYLVANFIELD INVESTME NT CORP	CONSOLIDATED STEAMSHIP AGENCY INC	Office	47500 88400	160000/ 160000	0.4362 3719

- You may select certain transactions for viewing, or you may select them all by clicking on .

- NOTE:** Be sure to set your printer on LANDSCAPE prior to printing the report!

SECTION 11: DOWNLOAD INSTRUCTIONS

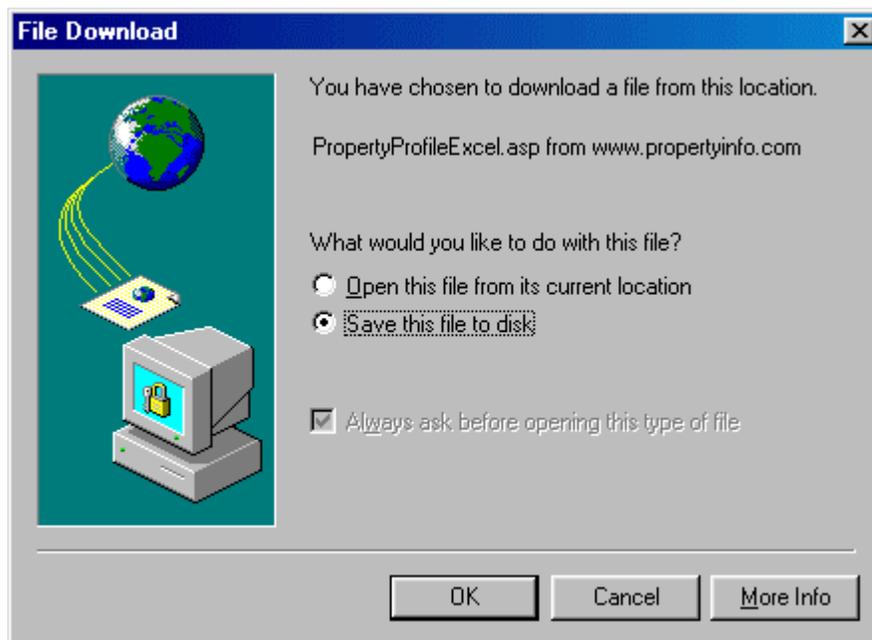
- All search result screens throughout PropertyInfo.com are downloadable. Most screens may be downloaded to:
 - [Excel](#)
 - [Word](#)
 - [Text](#)
 - and some may be downloaded directly to [Labels](#)
 - See also [Creating Labels](#)

Select One: Excel Word Text PDF

Using: Property Address Owner Address [Use MS Word to import label file](#)
(The city in property address is not 100% populated)

A. EXCEL

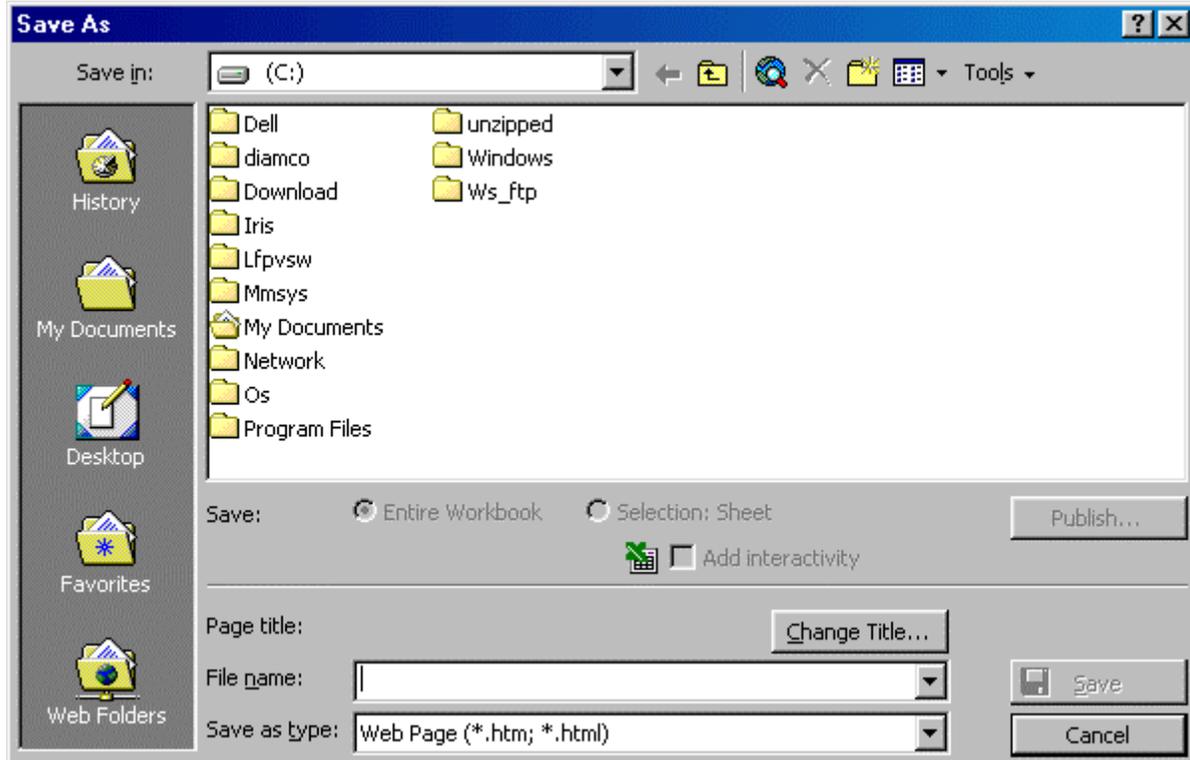
- Choose to download the file to Excel by clicking on the next to "Excel"
- Then select
- You are next given the opportunity to select the information that you wish to be included in the downloaded file. Simply click on the next to each data element that you want included on the export file. To de-select an item, simply click on the again to remove the check mark.
- Once you have selected all items needed, click on to continue the download process.
- You will then be prompted as to whether or not to open the file from the current location.



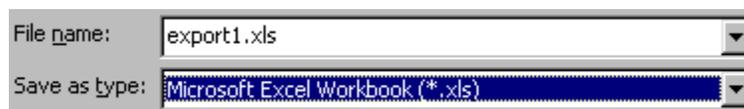
- Click on "Save this file to disk" and click on
- The Save As wizard will appear and allow you to select the desired drive and/or folder you wish to save the file within.

SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

- You must now save this file.
 - Select a directory from those shown - be sure to remember the location.

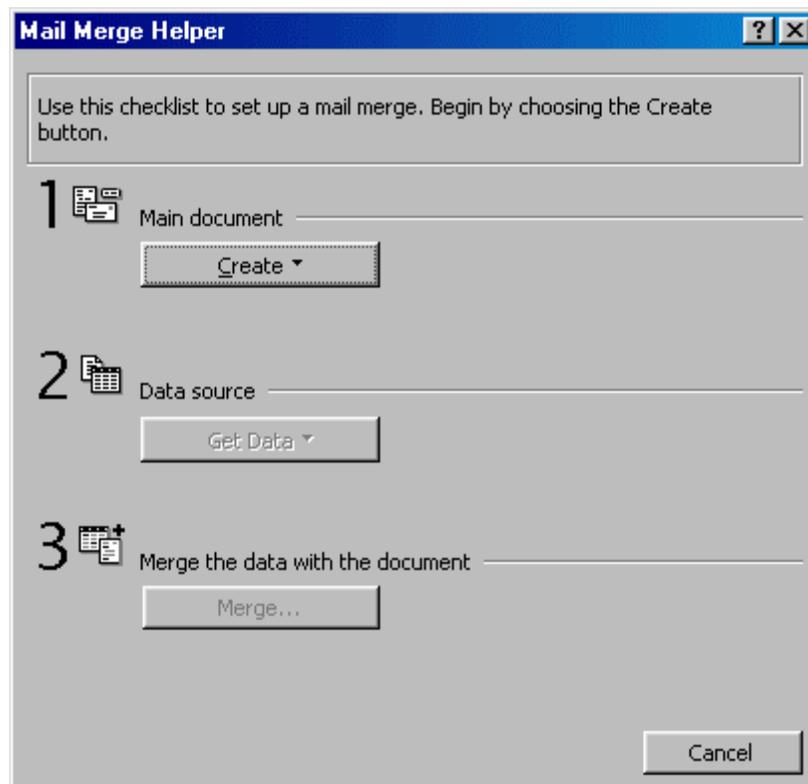


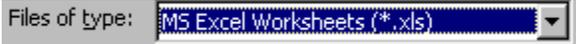
- Once you have selected the appropriate directory on your computer, you must next type a name in the **File name** box:
 - **NOTE:** You must then select **Microsoft Excel Workbook (*.xls)** in the **Save as type** box.



- **CREATING LABELS** - You may now use this Excel file to create labels or to use in a mail merge document.
 - Open a new document in Microsoft Word;
 - On the Menu - select **Tools**;
 - Select **Mail Merge** from the **Tools** drop down menu. **The Mail Merge Helper dialog box appears.**

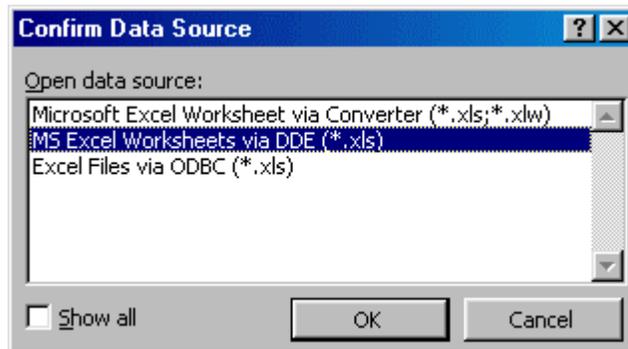
SECTION 11: DOWNLOAD INSTRUCTIONS (continued)



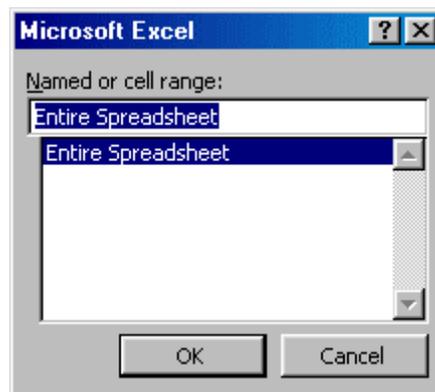
- Under 1. Main Document, click on
- Select **Mailing Labels** on the Create drop down menu;
- Select **Active Window**. The active document becomes the Mail Merge main document.
- Word returns to the Mail Merge Helper.
- Under 2. Data Source, Select
- Select **Open Data Source** on the Get Data drop down menu;
- You must now locate the file that you created from the download procedure.
 - Select the directory where the file is located;
 - Change the box next to **Files of Type** to *Microsoft Excel Worksheets (*.xls)*;

 - Click on the appropriate saved file twice to open the file.

SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

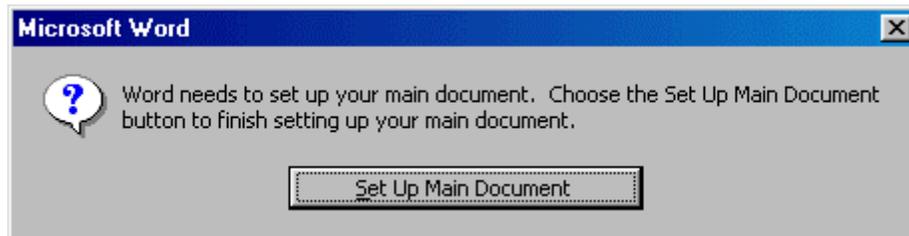
- Click on  when asked to confirm Data Source;



- Click on  when asked the Named or cell range:

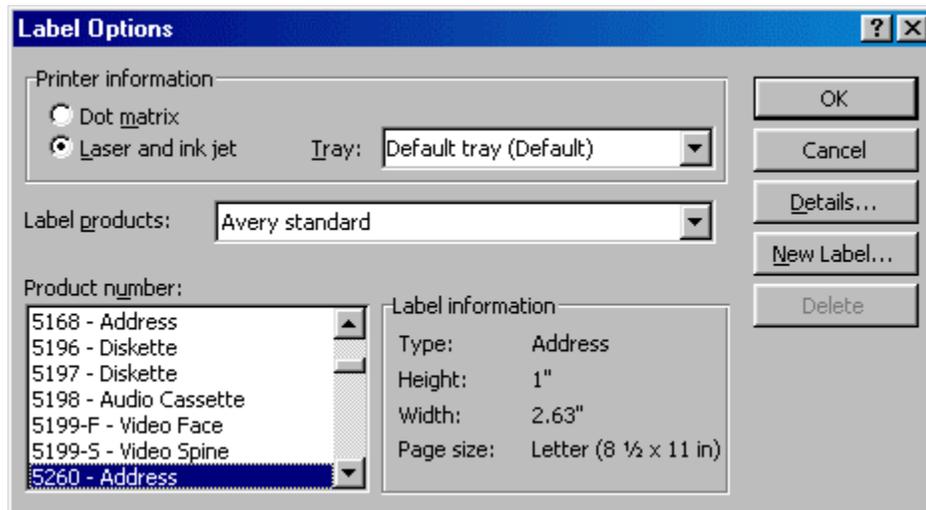


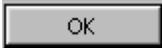
- Click on "Set Up Main Document" to continue:

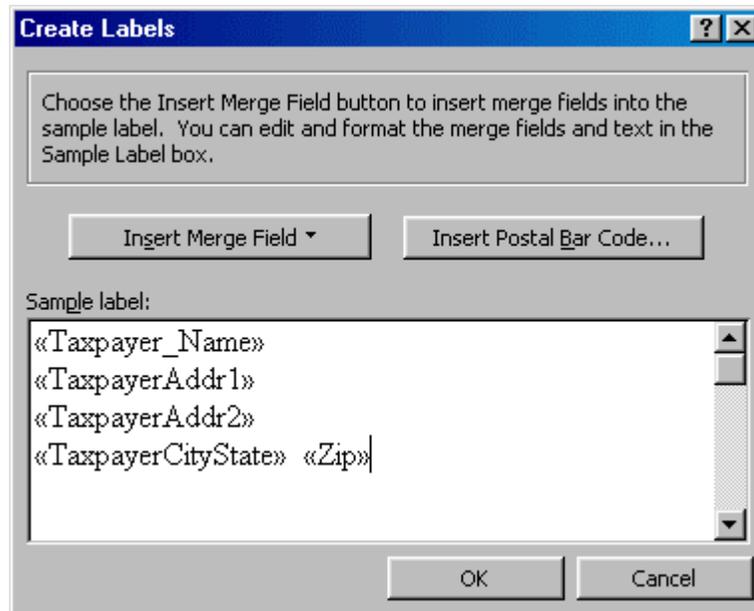


SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

- Choose the appropriate label product from the Product Number menu:



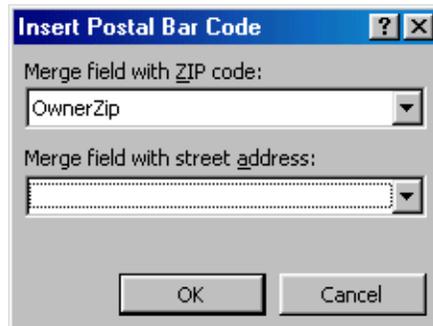
- Click on  to continue.
- You are now brought to the **Create Label** screen. You must indicate the layout of the merged data. Click on **Insert Merge Field** to select each fields and the order of each.



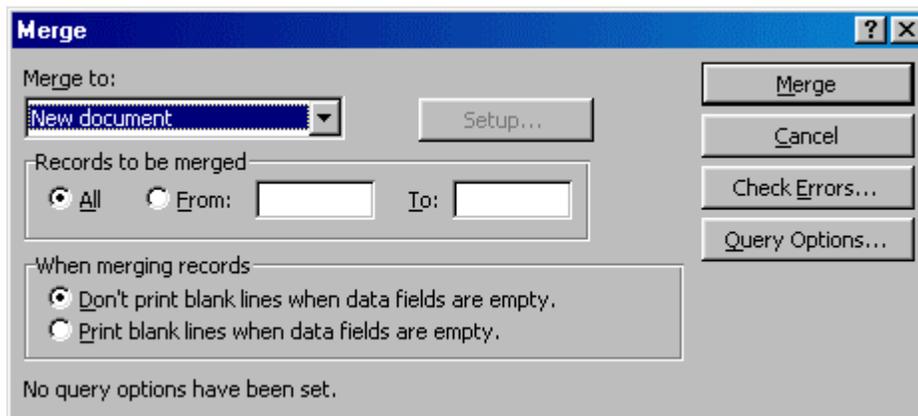
NOTE: You can also type inside the sample label box to personalize the look of the mailing label

SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

IF Using Barcodes, Click the “Insert Postal Bar Code” button and then Merge the Zip Code Field as Follows:



- Click on  to continue.
- You are now brought back to the Mail Merge Helper. Click on  (Item 3) to continue.
- You are now prompted to select a location for the merge. Accept **New Document** by clicking on .

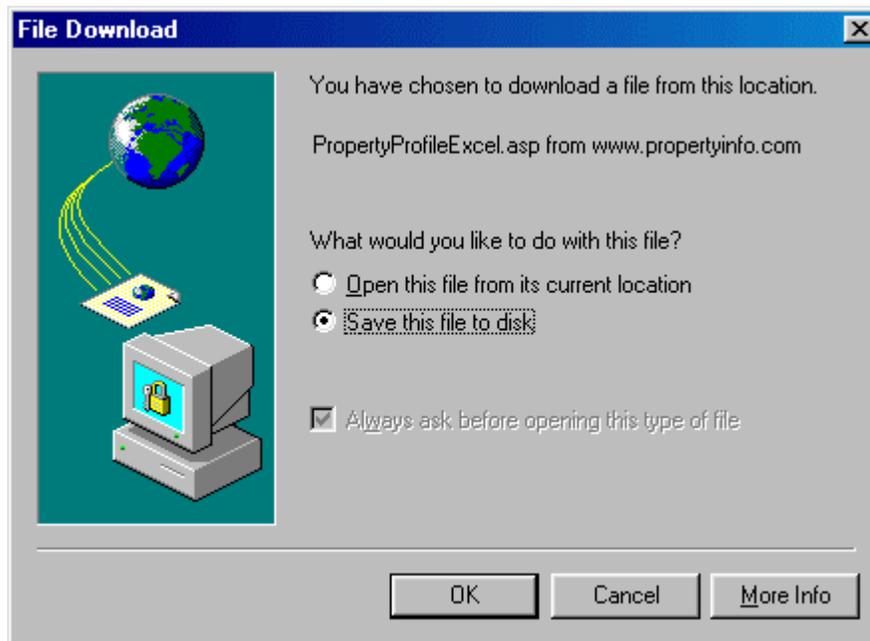


- After the merged document appears on the screen, you can save this as a separate document or you may print your labels by clicking on **Print** on the **File** drop down menu.

B. WORD

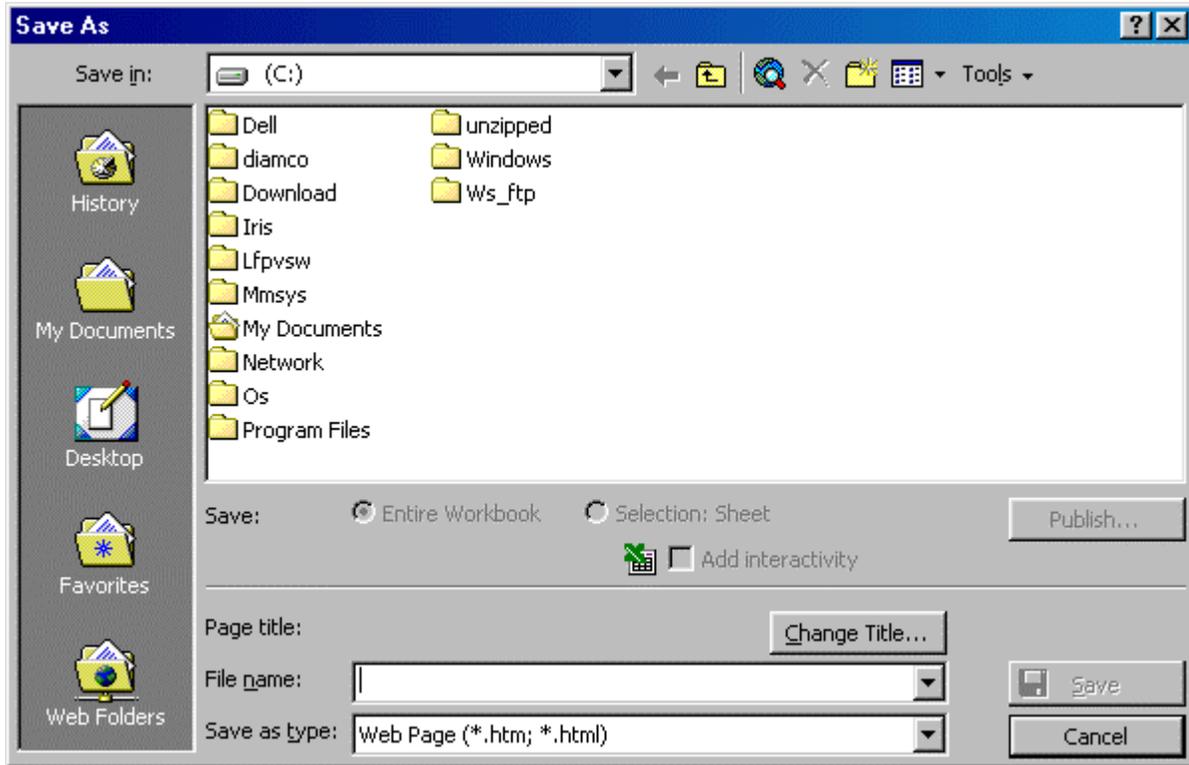
The following will detail instructions for downloading to Microsoft Word.

- Choose to download the file to Word by clicking on the  next to "Word".
- Then select 
- You are next given the opportunity to select the information that you wish to be included in the downloaded file. Simply click on the next to each data element that you want included on the export file. To de-select an item, simply click on the again to remove the check mark.
- Once you have selected all items needed, click on  to continue the download process.
- You will then be prompted as to whether or not to open the file from the current location.

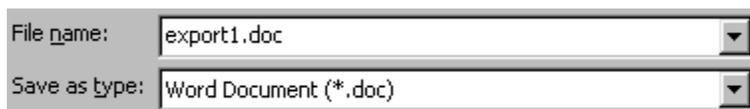


SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

- Click on "Save this file to disk" and click on 
- You must now save this file.
 - Select a directory from those shown - be sure to remember the location.



- Once you have selected the appropriate directory on your computer, you must next type a name in the **File name** box:
 - **NOTE:** You must then select **Word Document (*.doc)** in the **Save as type** box.



- **CREATING LABELS** - You may now use this Word file to create labels or to use in a mail merge document - see [Creating Labels](#).

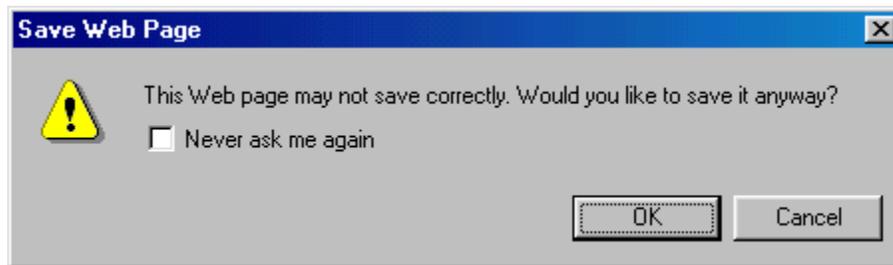
C. TEXT

The following will detail instructions for downloading to a text file. By downloading the data to text files, you may import to databases that you keep in different software such as ACT! or Microsoft Access.

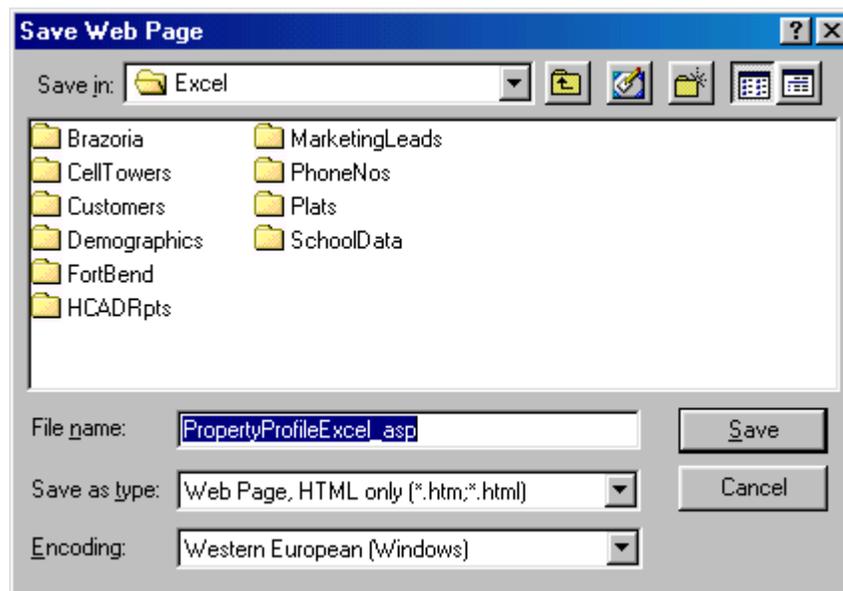
- Choose to download the file to a Text file by clicking on the  next to "Text".
- Then select 

SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

- You are next given the opportunity to select the information that you wish to be included in the downloaded file. Simply click on the next to each data element that you want included on the export file. To de-select an item, simply click on the again to remove the check mark.
- Once you have selected all items needed, click on  to continue the download process.
- Unlike other downloads, you are **NOT** prompted as to whether or not to open the file from the current location. The text file automatically opens to your screen with the requested data elements and with data headings.
- The data elements are separated by a "|" (a sidebar).
- You must now save this file.
 - Click on **FILE** at the top of your browser.
 - Click on **SAVE AS** in the drop down menu under **FILE**.
 - **NOTE:** you may be prompted with the following box:



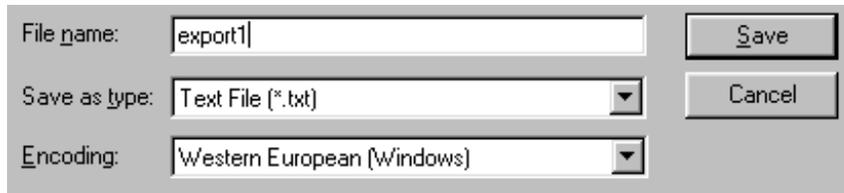
- Click on OK to continue.
- Select a directory from those shown - be sure to remember the location.



- Once you have selected the appropriate directory on your computer, you must next type a name in the **File name** box:

SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

- **NOTE:** You must then select **Text File (*.txt)** in the **Save as type** box.



- Then click on .

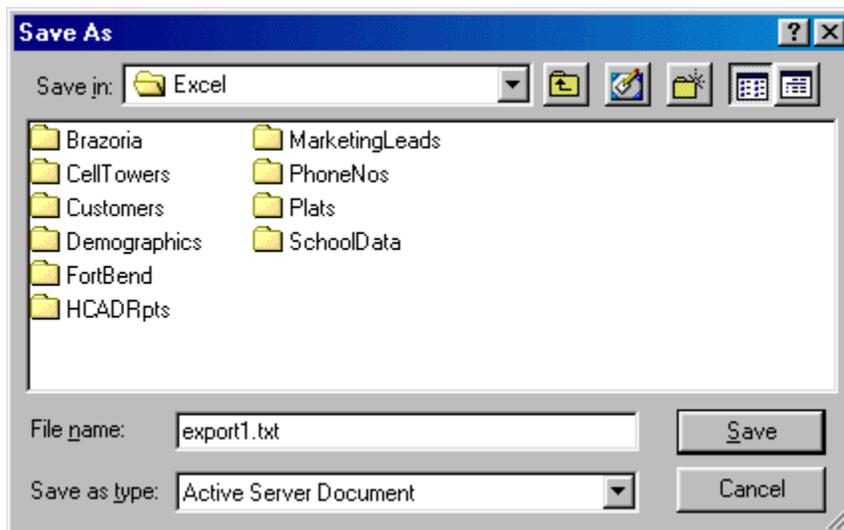
D. LABEL FILE

This option allows the user to download a text file of strictly the property address or the owner address. Then you can use the file for making labels.

- After performing your search, select either **Property Address** or **Owner Address** to be exported.
- Click on "**Download Label File**" at the bottom of the search results screen.

Using: Property Address Owner Address  [Use MS Word to import label file](#)
(The city in property address is not 100% populated)

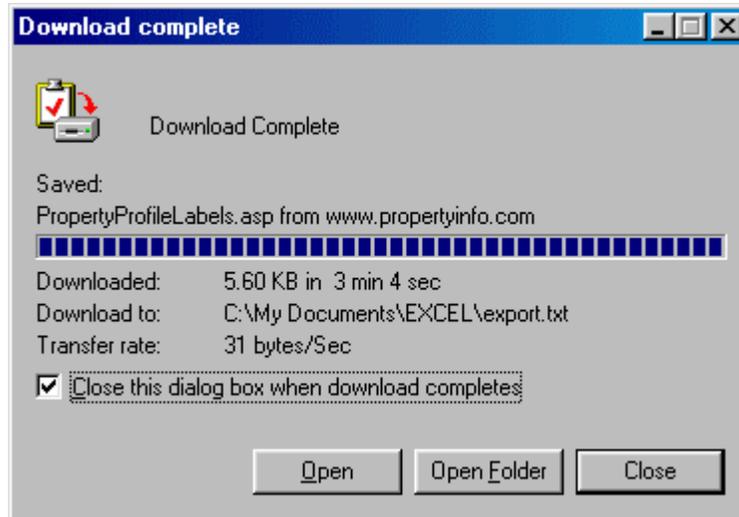
- **NOTE:** The city in Property Address is not 100% populated.
- **NOTE:** There are instructions for using MS Word to import the label file.
- When prompted, save the file to your hard drive (or to disk) and click on
- Select a location on your hard drive for the file.
- **IMPORTANT:** Name the file with an extension of **.txt**



- Remember the location of your file!

SECTION 11: DOWNLOAD INSTRUCTIONS (continued)

- You will be notified when the download is complete. Click on CLOSE.



- You now have a text file that you may use in MS Word to create labels.
- See [creating labels](#).