

The Address Validation Tool provides for the validation of specific property data within a SoftPro Select Order (APN, Address, Buyer, Seller, etc.) by allowing users to search for specific order data in the ValueCheck Property Search database, and if located, returned data can be imported into the SoftPro Select Order.

Follow the steps in the applicable section to validate the property address and pull data into your order.

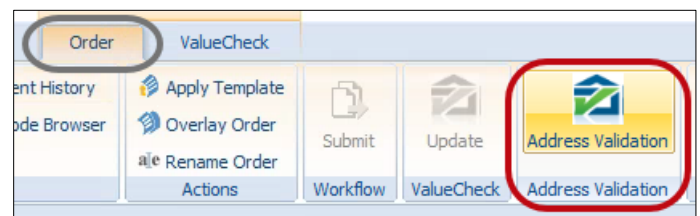
- › [Single Property Search](#)
- › [Multiple Property Searches](#)
- › [Importing Owner Rules](#)

### Single Property Search

**NOTE:** It is not necessary to enter data (Buyer, Seller or property) prior to validating an address nor is it necessary to save the order before running the Address Validation Tool.

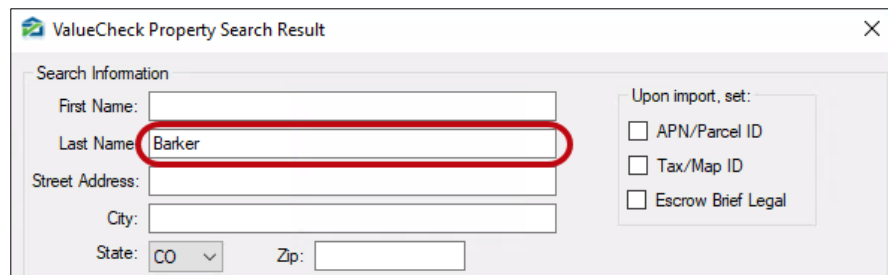
Once your order is created in SoftPro Select, from the **Order** ribbon,

1. Click the **Address Validation** button



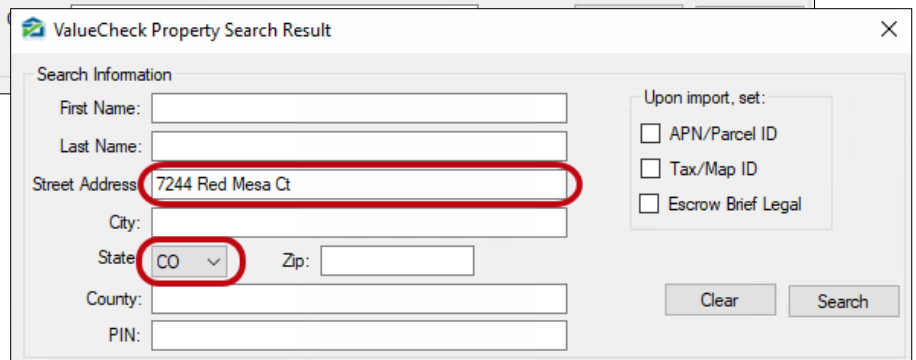
2. From the **ValueCheck Property Search Result** window, enter information to perform the search,

- › **Last Name**



- › **Street Address and State**

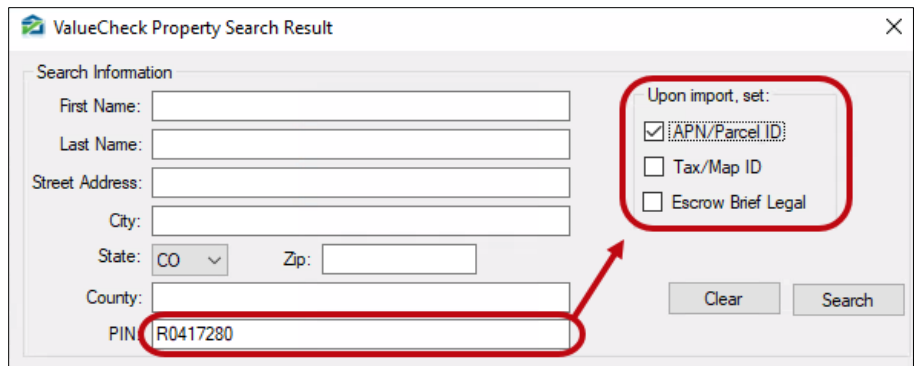
- i. must include the house number
- ii. must not include directional information (i.e., N, S, E, W, etc.)



### > PIN

Check the **APN/Parcel ID** and/or **Tax/Map ID** check box(es) if you wish this information to be imported to the corresponding field(s)

3. Click the **Search** button



ValueCheck Property Search Result

Search Information

First Name:

Last Name:

Street Address:

City:

State:  Zip:

County:

PIN:

Upon import, set:

☒ APN/Parcel ID

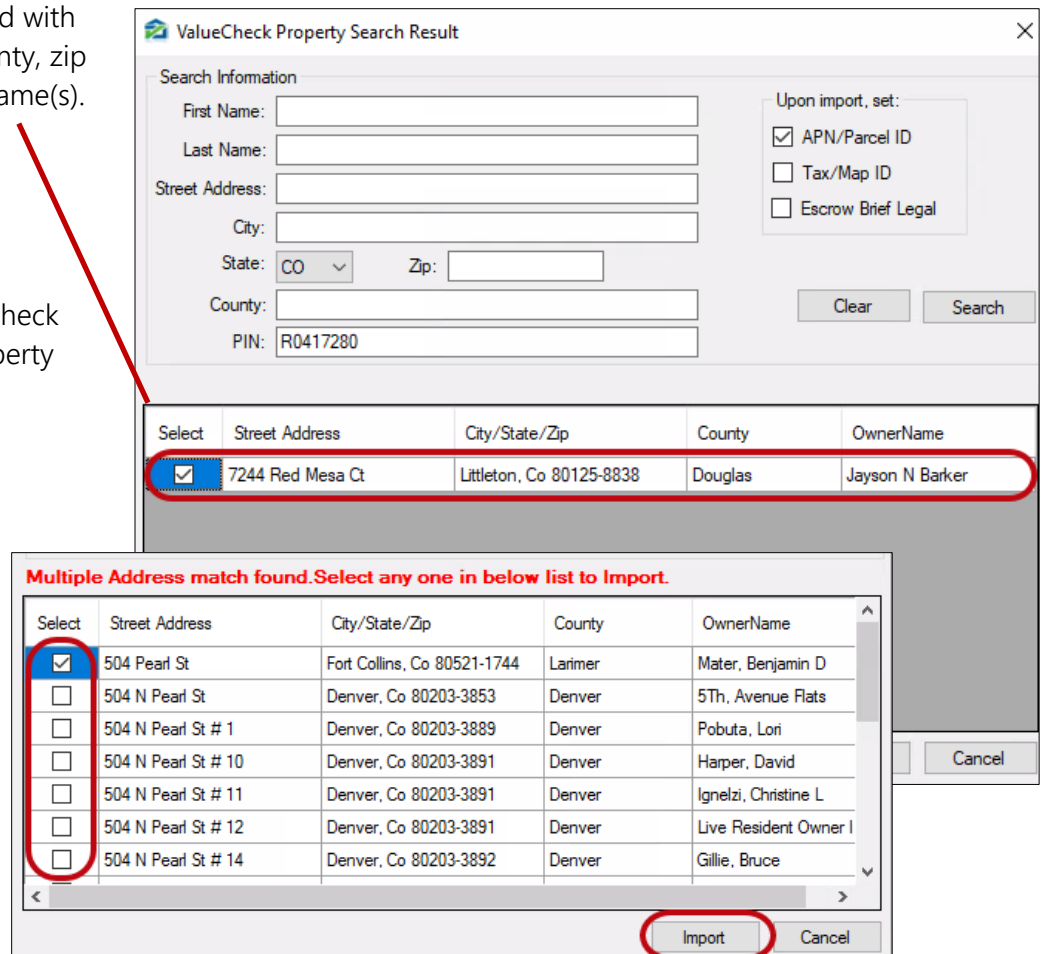
☐ Tax/Map ID

☐ Escrow Brief Legal

Clear Search

Your search results show in the grid with full property information (city, county, zip code) and corresponding owner name(s).

4. Check the corresponding check box for the applicable property
5. Click the **Import** button to continue



ValueCheck Property Search Result

Search Information

First Name:

Last Name:

Street Address:

City:

State:  Zip:

County:

PIN:

Upon import, set:

☒ APN/Parcel ID

☐ Tax/Map ID

☐ Escrow Brief Legal

Clear Search

Select	Street Address	City/State/Zip	County	OwnerName
<input checked="" type="checkbox"/>	7244 Red Mesa Ct	Littleton, Co 80125-8838	Douglas	Jayson N Barker

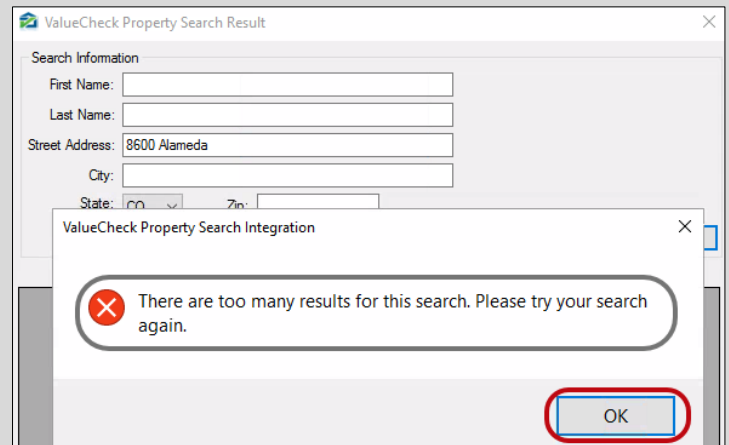
Multiple Address match found. Select any one in below list to Import.

Select	Street Address	City/State/Zip	County	OwnerName
<input checked="" type="checkbox"/>	504 Pearl St	Fort Collins, Co 80521-1744	Larimer	Mater, Benjamin D
<input type="checkbox"/>	504 N Pearl St	Denver, Co 80203-3853	Denver	5Th. Avenue Flats
<input type="checkbox"/>	504 N Pearl St # 1	Denver, Co 80203-3889	Denver	Pobuta, Lori
<input type="checkbox"/>	504 N Pearl St # 10	Denver, Co 80203-3891	Denver	Harper, David
<input type="checkbox"/>	504 N Pearl St # 11	Denver, Co 80203-3891	Denver	Ignelzi, Christine L
<input type="checkbox"/>	504 N Pearl St # 12	Denver, Co 80203-3891	Denver	Live Resident Owner I
<input type="checkbox"/>	504 N Pearl St # 14	Denver, Co 80203-3892	Denver	Gillie, Bruce

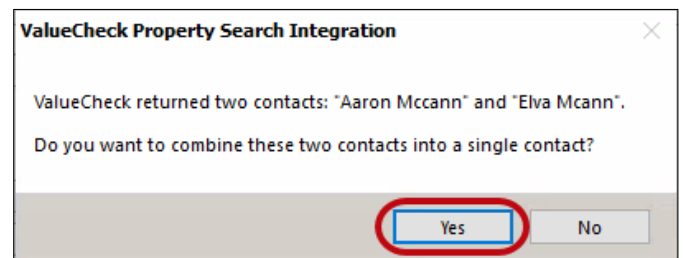
Import Cancel

**NOTE:** If your search is too broad, an error message displays: **There are too many results for this search. Please try your search again.**

1. Click **OK** to close the message window
2. Enter additional information to narrow your search results (i.e., Last name if you entered a street address or street address if you entered only the last name.)
3. Click the **Search** button to re-initiate the search



6. If multiple owners are returned, you are prompted to combine into a single contact
  - › Click the **Yes** button to populate the **B-** or **S-** Contact depending upon the order type (refinance or sale)
  - › Click the **No** button to populate individual contacts (i.e., **B-**, **B1-**, **S**, **S1-**Contacts)



### IMPORTANT:

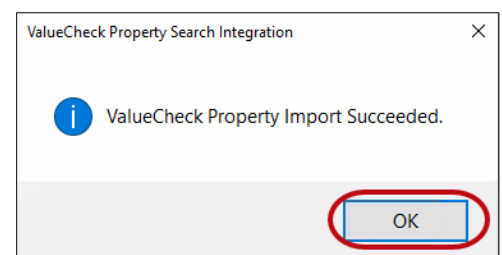
When the owner name(s) is/are populated,

- › the system does **not** assume John Doe and Jane Doe are husband and wife
- › organizations or trusts are populated as an **Organization** Contact but the organization **Type** does **not** update.

If the **Name** field on the Contacts screen is,

- › empty, the returned contact information populates the Contacts screen
- › not empty, the field is **not** overwritten with the returned contact information. The information is written to the **Order Notes** screen instead.

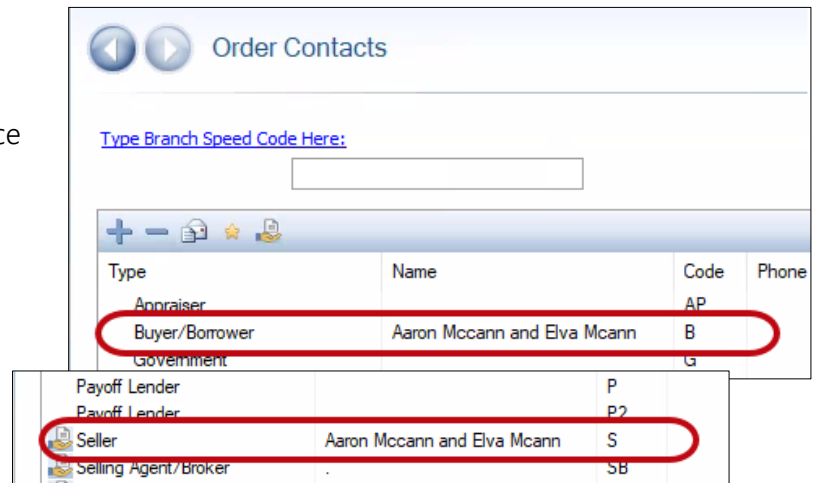
7. Click **OK** when prompted



Importing data to your order populates the,

- › Owner name(s) to the,
  - » **Buyer/Borrower** Contact if a refinance
  - » **Seller** Contact if a sale

**NOTE:** The returned data is only written to the above Order Contacts when the **Name** field is blank for that Contact; otherwise the returned information is written to the **Order Notes**.

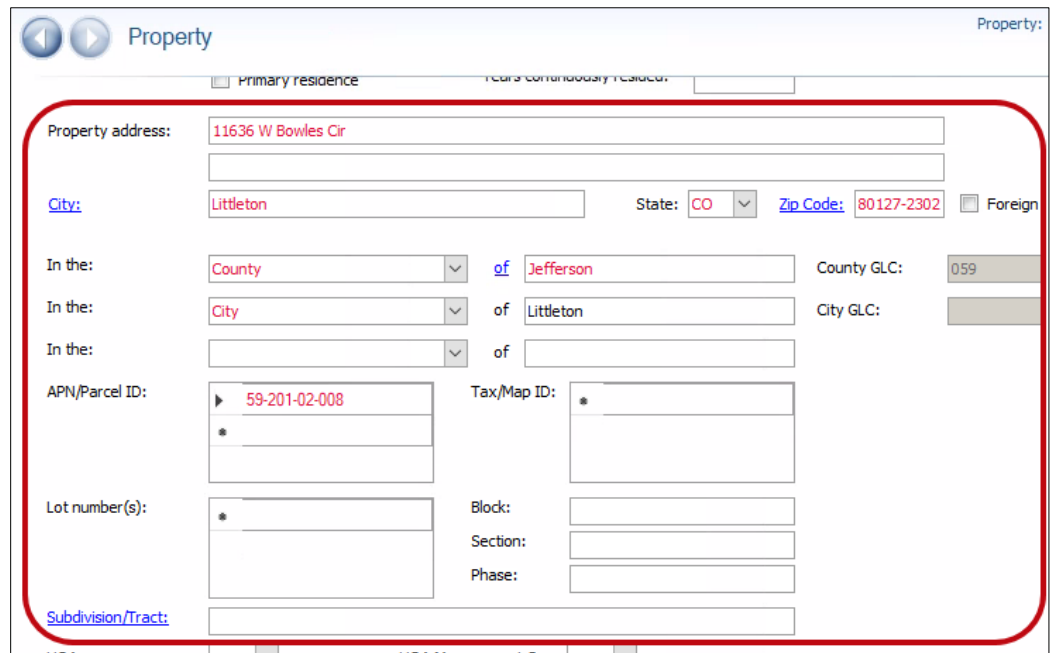


Type	Name	Code	Phone
Appraiser		AP	
Buyer/Borrower	Aaron Mccann and Elva Mcann	B	
Government		G	
Payoff Lender		P	
Payoff Lender		P2	
Seller	Aaron Mccann and Elva Mcann	S	
Selling Agent/Broker		SB	

- › Property information (as available)

- » **Property address**
- » **City/State/Zip Code**
- » **County/County GLC**

**IMPORTANT:** Verify the **County GLC** is populated in your Select order. If the **County GLC** field is yellow (required information needed), use the **Zip Code** link to pull from the **Lookup Table**.



Property address: 11636 W Bowles Cir

City: Littleton State: CO Zip Code: 80127-2302 Foreign: ☐

In the: County of Jefferson County GLC: 059

In the: City of Littleton City GLC:

In the: of

APN/Parcel ID: 59-201-02-008 Tax/Map ID: \*

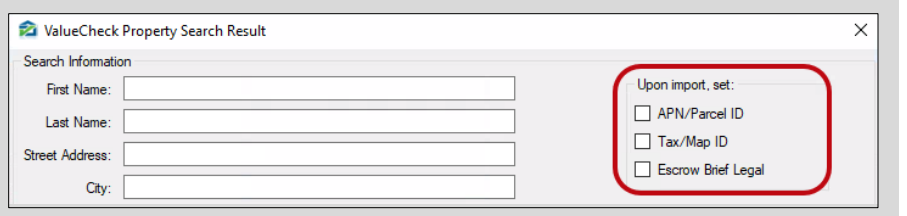
Lot number(s): \*

Block: Section: Phase:

Subdivision/Tract:

- » **Escrow Brief Legal**
- » **APN/Parcel ID**
- » **Tax Map ID**

**NOTE:** The **APN/Parcel ID**, **Tax Map ID**, and **Escrow Brief Legal** fields are only populated when the **Upon import, set** check boxes are checked prior to submitting the search.



ValueCheck Property Search Result

Search Information

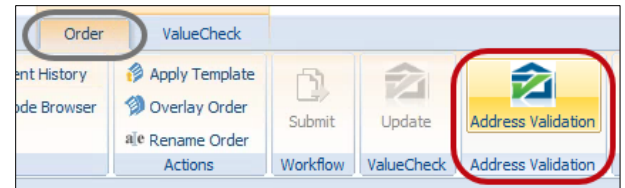
First Name: Last Name: Street Address: City:

Upon import, set:

☒ APN/Parcel ID ☒ Tax/Map ID ☒ Escrow Brief Legal

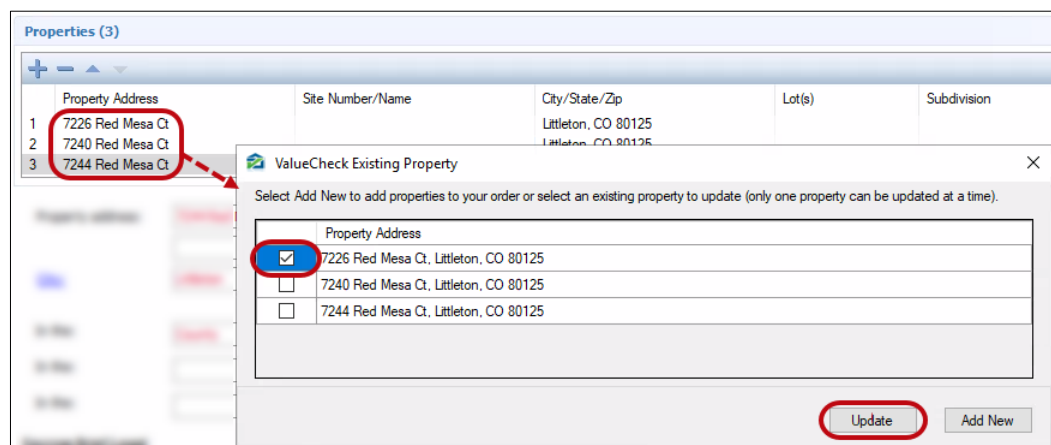
### Performing Multiple Property Searches

1. Click the **Address Validation** button

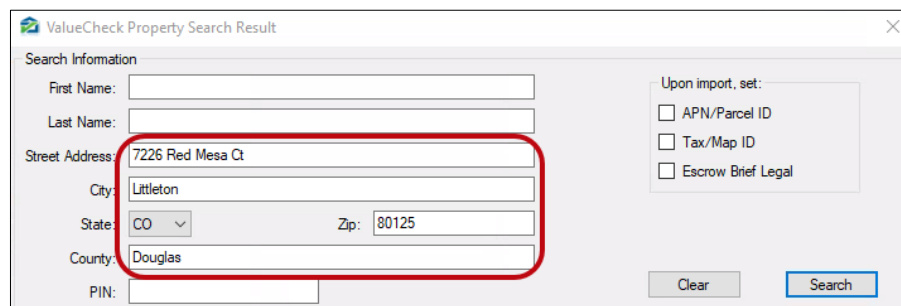


Refer to the steps in the applicable section depending upon whether,

- › [Properties are entered in the order before validation](#)
- › [Properties are entered through Address Validation](#)
- › **Properties Entered in the Order Before Validation** - If the properties have been entered in the Select order, the **ValueCheck Existing Property** window opens providing a list of the properties to select from. You can search existing properties or search/add a new property to the order.
  - » Search existing properties entered in the order
    - a) Select a property to search; only one can be searched at a time
    - b) Click the **Update** button to continue to the **ValueCheck Property Search Result** window

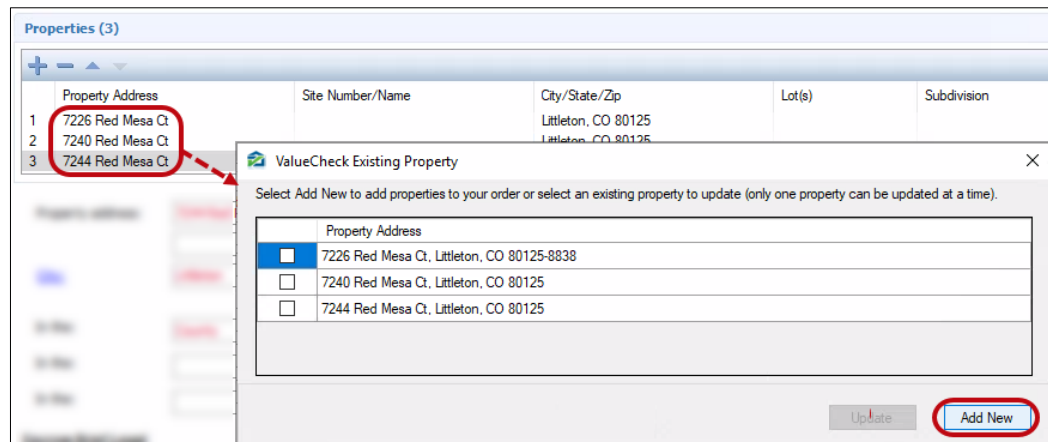


The selected property information is pulled into the **ValueCheck Property Search Result** window.



- c) Click the **Search** button

- d) When results are returned, select the applicable property
  - e) Click the **Import** button
  - f) Click the **Address Validation Tool** button and repeat **steps a-e** for each property to be searched
- » Search and add an additional property not already entered in your Select order. Once the Address Validation Tool is initiated,
- a) Without selecting an existing property, click the **Add New** button to open the **ValueCheck Property Search Result** window



Properties (3)

	Property Address	Site Number/Name	City/State/Zip	Lot(s)	Subdivision
1	7226 Red Mesa Ct		Littleton, CO 80125		
2	7240 Red Mesa Ct		Littleton, CO 80125		
3	7244 Red Mesa Ct		Littleton, CO 80125		

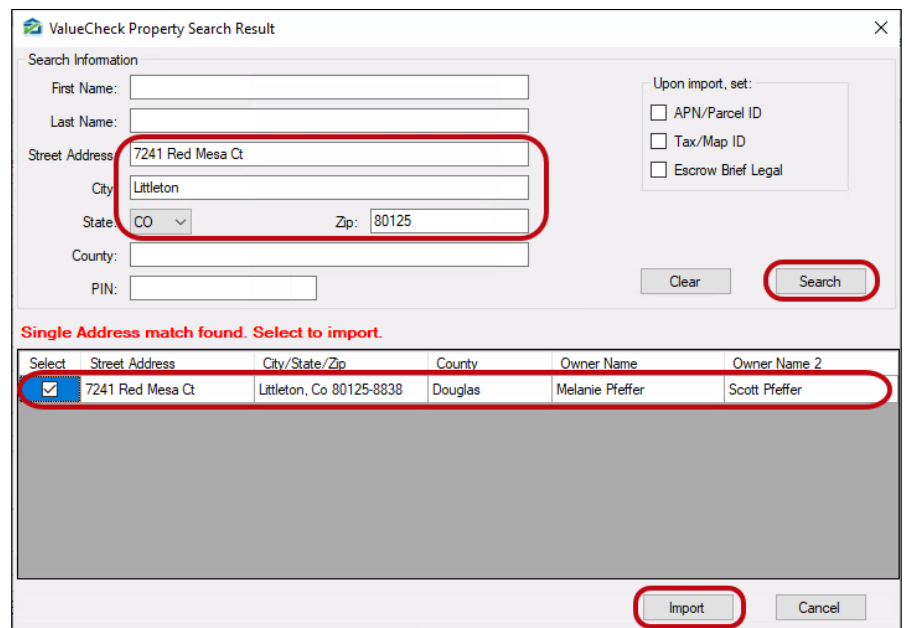
ValueCheck Existing Property

Select Add New to add properties to your order or select an existing property to update (only one property can be updated at a time).

	Property Address
<input checked="" type="checkbox"/>	7226 Red Mesa Ct, Littleton, CO 80125-8838
<input type="checkbox"/>	7240 Red Mesa Ct, Littleton, CO 80125
<input type="checkbox"/>	7244 Red Mesa Ct, Littleton, CO 80125

Update Add New

- b) Enter the information for the additional property to be searched and added to your order
- c) When results are returned, click the **Import** button



ValueCheck Property Search Result

Search Information

First Name:

Last Name:

Street Address:

City:

State:  Zip:

County:

PIN:

Upon import, set:

☐ APN/Parcel ID

☐ Tax/Map ID

☐ Escrow Brief Legal

Clear Search

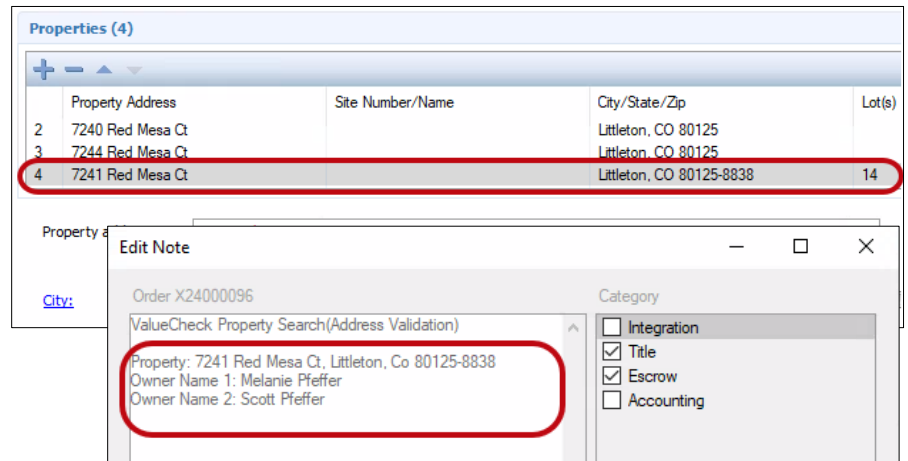
Single Address match found. Select to import.

Select	Street Address	City/State/Zip	County	Owner Name	Owner Name 2
<input checked="" type="checkbox"/>	7241 Red Mesa Ct	Littleton, Co 80125-8838	Douglas	Melanie Pfeffer	Scott Pfeffer

Import Cancel

The additional property is added after the existing properties on the **Property** screen.

An **Order Note** is also added identifying the property and property owner(s).



	Property Address	Site Number/Name	City/State/Zip	Lot(s)
2	7240 Red Mesa Ct		Littleton, CO 80125	
3	7244 Red Mesa Ct		Littleton, CO 80125	
4	7241 Red Mesa Ct		Littleton, CO 80125-8838	14

Order X24000096

ValueCheck Property Search(Address Validation)

Property: 7241 Red Mesa Ct, Littleton, Co 80125-8838  
Owner Name 1: Melanie Pfeffer  
Owner Name 2: Scott Pfeffer

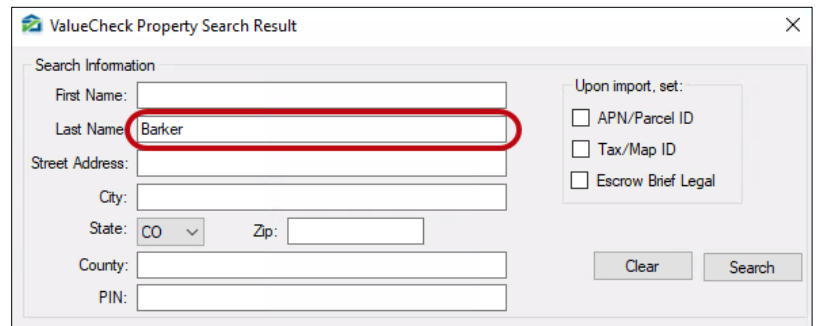
Category

- ☐ Integration
- ☒ Title
- ☒ Escrow
- ☐ Accounting

› **Properties Entered through Address Validation** - If the properties have **not** already been entered in the Select order, the **ValueCheck Property Search Result** window opens providing the ability to enter the applicable search information

a) From the **ValueCheck Property Search Result** window, enter information to perform the search as needed

› **Last Name**



ValueCheck Property Search Result

Search Information

First Name:

Last Name:

Street Address:

City:

State:  Zip:

County:

PIN:

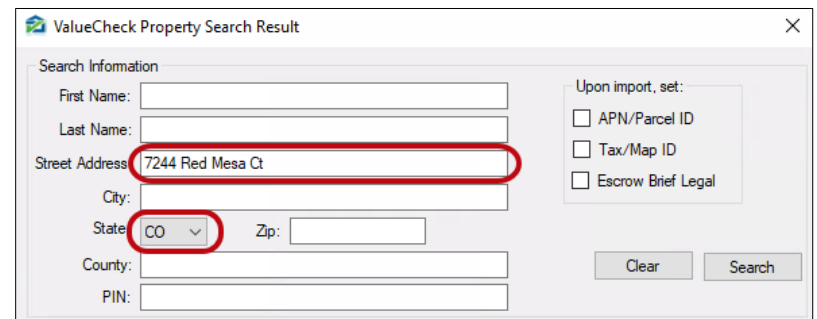
Upon import, set:

- ☐ APN/Parcel ID
- ☐ Tax/Map ID
- ☐ Escrow Brief Legal

Clear Search

› **Street Address and State**

- must include the house number
- must not include directional information (i.e., N, S, E, W, etc.)



ValueCheck Property Search Result

Search Information

First Name:

Last Name:

Street Address:

City:

State:  Zip:

County:

PIN:

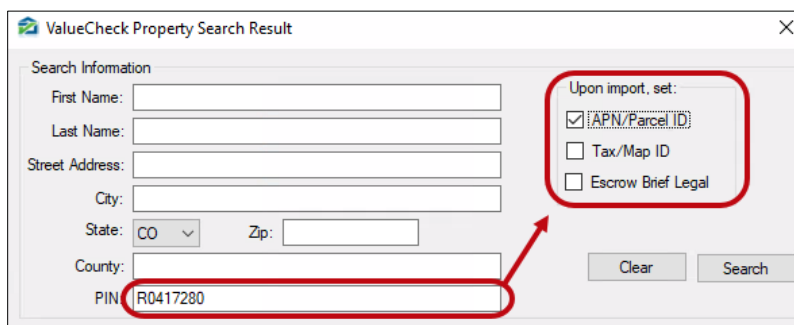
Upon import, set:

- ☐ APN/Parcel ID
- ☐ Tax/Map ID
- ☐ Escrow Brief Legal

Clear Search

### > PIN

Check the **APN/Parcel ID** and/or **Tax/Map ID** check box(es) if you wish this information to be imported to the corresponding field(s)



The dialog box shows search information fields: First Name, Last Name, Street Address, City, State (CO), Zip, County, and PIN (R0417280). On the right, under 'Upon import, set:', the 'APN/Parcel ID' checkbox is checked and highlighted with a red box. A red arrow points from this checkbox to the PIN field.

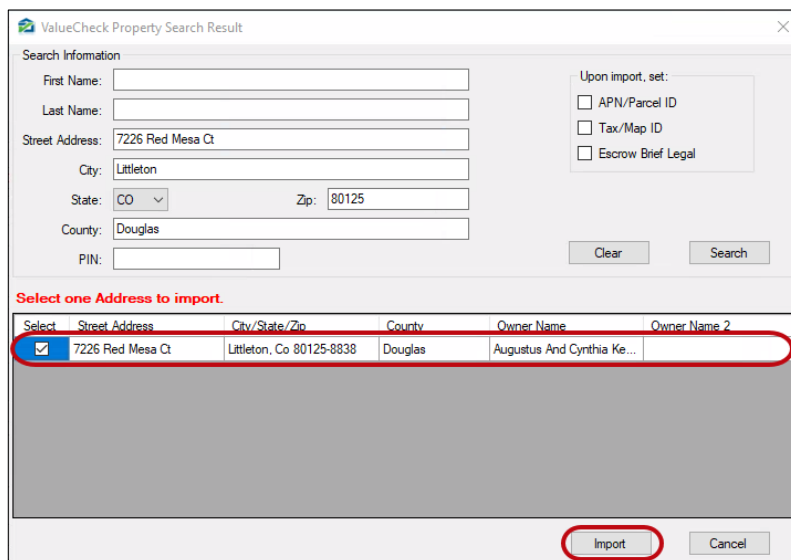
b) Click the **Search** button

Your search results show in the grid with full property information (city, county, zip code) and corresponding owner name(s).

c) Check the corresponding check box for the applicable property

d) Click the **Import** button

**IMPORTANT:** Verify the **County GLC** field is populated in your Select order. If the **County GLC** field is yellow (required information needed), use the **Zip Code** link to pull from the **Lookup Table**.



The dialog box shows the same search information fields as before. Below the fields, a table titled 'Select one Address to import.' displays search results. The first row is selected with a blue checkmark in the 'Select' column.

Select	Street Address	City/State/Zip	County	Owner Name	Owner Name 2
<input checked="" type="checkbox"/>	7226 Red Mesa Ct	Littleton, Co 80125-8838	Douglas	Augustus And Cynthia Ke...	

At the bottom right, the 'Import' button is highlighted with a red box.

e) Click **OK** when prompted

f) Click the **Address Validation Tool** button and repeat **steps a-e** for each property to be searched

## Importing Owner Rules

Contacts imported to the order are dependent on if properties and contacts exist in the order and how many. If the order contains,

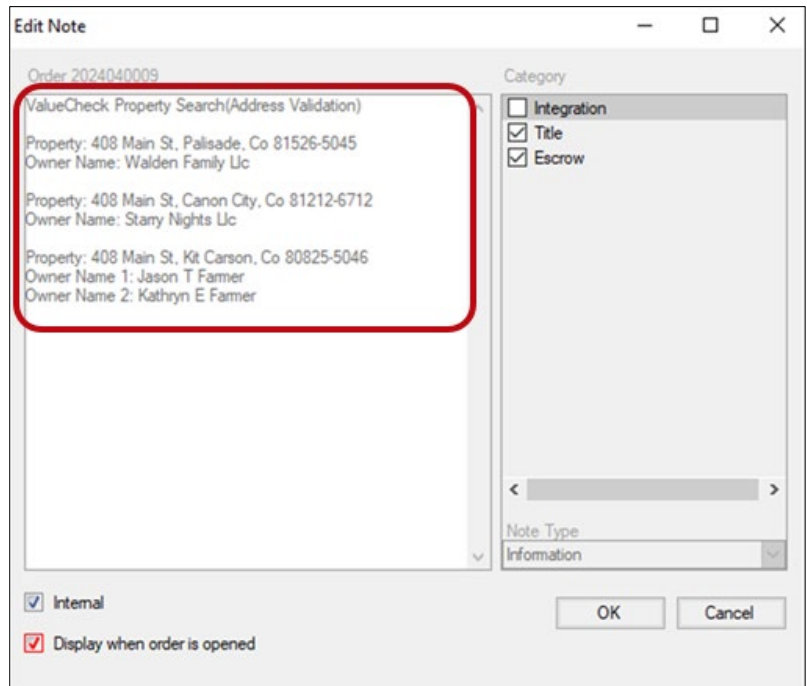
- > No existing properties and no existing contact
  - » One property: the order contact is created
  - » Multiple properties: Order contacts are created for the first property being imported; an **Order Note** is created listing all other properties and owners
- > No existing properties but contains one or more contacts



- » One property: If the **Name** field is empty for one or more existing contacts, owner(s) are imported into the empty contacts before new contacts are created
  - » Multiple properties: If the **Name** field is populated, an **Order Note** is created listing the properties and owners
- › One or more existing properties
- » An **Order Note** is created listing the properties and their respective owners. If the order contains Contacts, they are not updated.

When an **Order Note** is created,

- › The full property address and it's respective owners are listed.
- › If multiple properties are being imported, an empty line separates each property.



**Edit Note**

Order: 2024040009

ValueCheck Property Search(Address Validation)

Property: 408 Main St, Palisade, Co 81526-5045  
Owner Name: Walden Family Llc

Property: 408 Main St, Canon City, Co 81212-6712  
Owner Name: Starry Nights Llc

Property: 408 Main St, Kit Carson, Co 80825-5046  
Owner Name 1: Jason T Farmer  
Owner Name 2: Kathryn E Farmer

Category

☐ Integration

☒ Title

☒ Escrow

Note Type  
Information

☒ Internal

☒ Display when order is opened

OK Cancel