

Adding Multiple Properties and Legal Descriptions

Follow these steps to add multiple properties and their corresponding legal descriptions to your order.

Once your order is created,

1. Navigate to the **Property** screen
2. Enter the property
 - a) In the **Property address** field, enter the street address of the first property
 - b) Enter the **Zip Code**; press the **Tab** key to auto-populate the **City**, **State**, **County** and **County GLC** fields

Property Address	City/State/Zip	Lot(s)	Subdivision	Brief
1 1234 Property One	Raleigh, NC 27603	Prop 1 Lot 1	Subdivision Name	

Property address: 1234 Property One

City: Raleigh State: NC Zip Code: 27603- Foreign

In the: County of Wake County GLC: 183

In the: Raleigh City GLC: 3750

NOTE: If the **Zip Code** is not known, use the **City** link to search for and select the applicable **City**; this populates the **City**, **State**, **Zip Code**, **County** and **County GLC** fields.

3. In the **Escrow Legal** field, enter the legal description for the first property

NOTE: When copying/pasting a legal description from an external source, remove all special formatting within the text **prior** to pasting in SoftPro.

1. Paste legal into Notepad
2. Copy from Notepad into **Escrow Legal** field in SoftPro

Escrow Brief Legal


Lookup code:

Escrow Legal

Lookup code: Copy from Title Legal

Enter property one legal description here.

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4. Enter additional properties
 - a) From the **Properties** grid, click the **Add Properties**  icon
 - b) With the empty line highlighted in the grid, repeat **Steps 2-3**
 - c) Repeat until all properties have been entered

5. Navigate to the **Express Order Entry** screen
6. From the **Property** drop-down, select 1
7. Click the **Copy from Escrow Legal** button; this pulls in the legal description entered on the **Property** screen
8. Repeat **Steps 6-7** for each property, selecting the corresponding property from the **Property** drop-down

NOTE: The legal description prints as an attachment by default. Leave the **Print as attachment** check box checked if it is a lengthy description.

IMPORTANT! If changes are made to the **Escrow Legal** description on the **Property** screen, you **must** use the **Copy from Escrow Legal** button to update the corresponding property on the **Express Order Entry** screen.

1. From the **Property** drop-down, select the property number for the corresponding changed property
2. Click the **Copy from Escrow Legal** button
3. When prompted, click **Yes** to overwrite