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Changing the Status of an Offer Application

- Locate property in EPP.
 - Property status – acquired
 - Address

The screenshot shows the 'Cook County Land Bank Authority Property Management System' interface. The top navigation bar includes 'Property', 'Applications', 'Services', 'Program', 'Parties', 'Financials', 'Administration', 'Search', and 'Analytics'. The user is logged in as 'Welcome Elisha Sanders'. The main content area is titled 'Properties' and shows a 'List View' of a 'Property Portfolio'. The table has columns for 'Parcel Number', 'Address1', 'Property Class', 'Property Status', 'Property Status Date', 'Inventory Type', 'Zoned As', and 'County'. The 'Property Status' column is highlighted in yellow, and the 'Address1' column for the third row is also highlighted. A 'Search Filter' panel is visible on the left, with 'Property Status' set to 'Acquired' and 'Address 1' set to '100 w'. A 'View Property Details' icon (a sheet of paper) is circled in yellow on the row for '20-28-206-021-0000'.

Parcel Number	Address1	Property Class	Property Status	Property Status Date	Inventory Type	Zoned As	County
25-21-405-062-0000	100 W 116TH ST	Residential Land	Acquired	11/24/2020	Vacant Land		Cook
20-08-215-043-0000	1100 W 51ST ST	Mixed-Use	Acquired	10/06/2021	Commercial Property		Cook
20-28-206-021-0000	100 W 72ND ST	Residential Structure	Acquired	02/01/2022	Residential Home		Cook
25-20-200-078-0000	1100 W 111TH PL	Residential Structure	Acquired	08/29/2022	Residential Home		Cook
16-15-406-026-0000	4100 W FIFTH AVE	Residential Land	Acquired	08/30/2023	Vacant Land		Cook

- Click on view property details icon (looks like a sheet of paper).

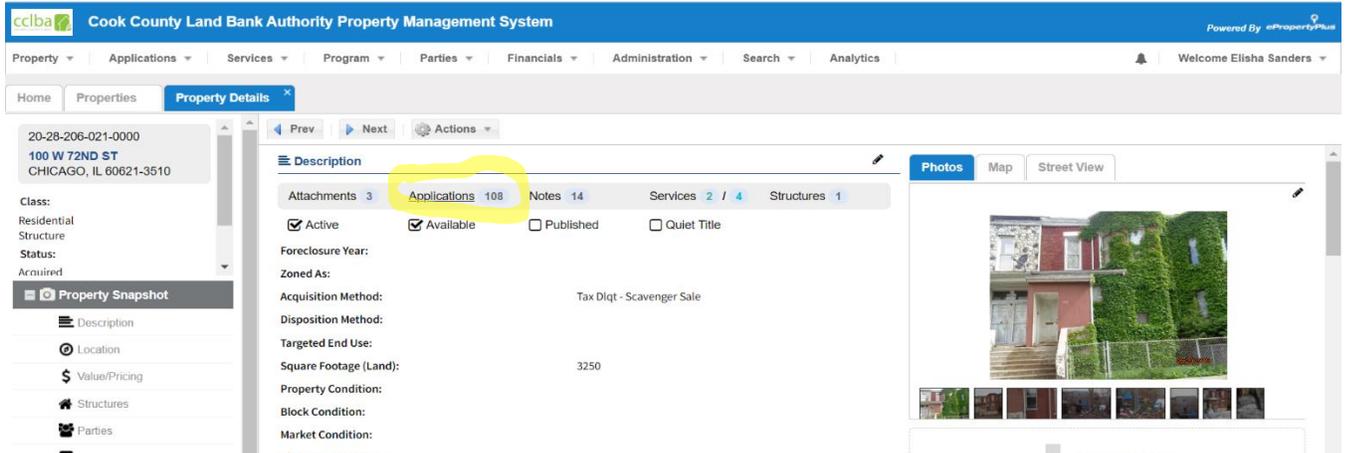
This is a close-up of the 'View Property Details' icon, which is a small sheet of paper with a blue border, circled in yellow. It is located in the 'Actions' column of the table row for '20-28-206-021-0000'.

	20-28-206-021-0000	100 W 72ND ST	Residential Structure	Acquired	02/01/2022	Residential Home	Cook
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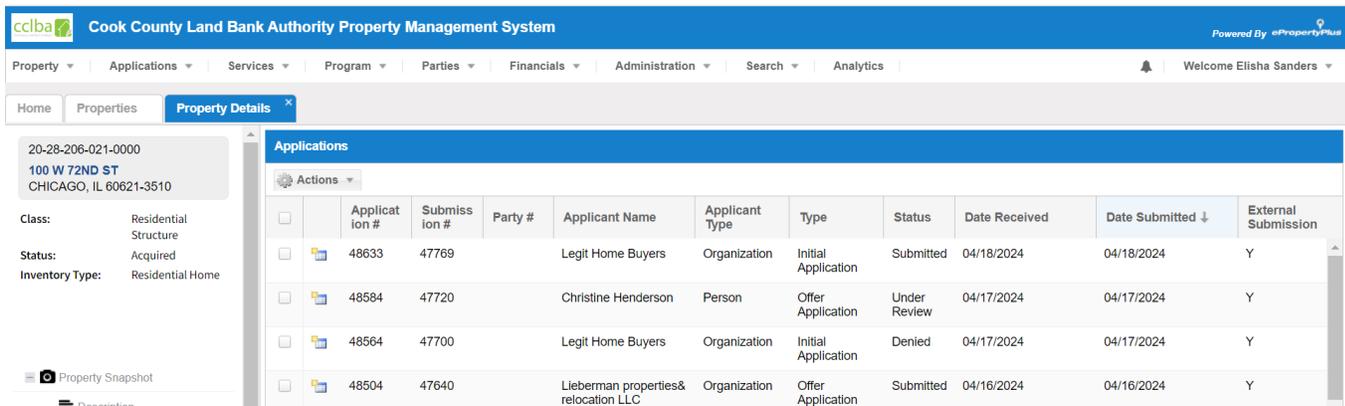
[Type here]



- Click on Applications



- You have the option to bulk edit if there is more than one application or individually.
 - You'll see all the applications submitted, you only need to change the status on the "Offer Application".



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- For bulk edit, check the boxes to the left of the application number.

Application #	Submission #	Party #	Applicant Name	Applicant Type	Type	Status	Date Received	Date Submitted	External Submission
48633	47769		Legit Home Buyers	Organization	Initial Application	Submitted	04/18/2024	04/18/2024	Y
<input checked="" type="checkbox"/>	48584	47720	Christine Henderson	Person	Offer Application	Submitted	04/17/2024	04/17/2024	Y
<input type="checkbox"/>	48564	47700	Legit Home Buyers	Organization	Initial Application	Denied	04/17/2024	04/17/2024	Y
<input checked="" type="checkbox"/>	48504	47640	Lieberman properties & relocation LLC	Organization	Offer Application	Submitted	04/16/2024	04/16/2024	Y

- Click on Actions>Bulk Edit and the screen below will appear.

Bulk Edit Applications

Save

Select the field you want to edit and enter/select new values. The selected field/values will be updated on the 2 applications selected

Status:

Board Approval Needed:

Board Action:

Board Action Date:

Offer Type:

Offer Amount:

Was the Applicant sent a response email?:

Holiday Property - Application Status:

Was the \$215 Application Fee Paid?:

Holiday Property - Tract Search Received:

Holiday Property - Applicant Vetted By:

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- Click on Status>choose Under Review from the drop-down menu and save.

Bulk Edit Applications

Select the field you want to edit and enter/select new values. The selected field/values will be updated on the 2 applications selected

Status:

Board Approval Needed:

Board Action:

Board Action Date:

Offer Type:

Offer Amount:

Was the Applicant sent a response email?:

Holiday Property - Application Status:

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Holiday Property - Tract Search Received:

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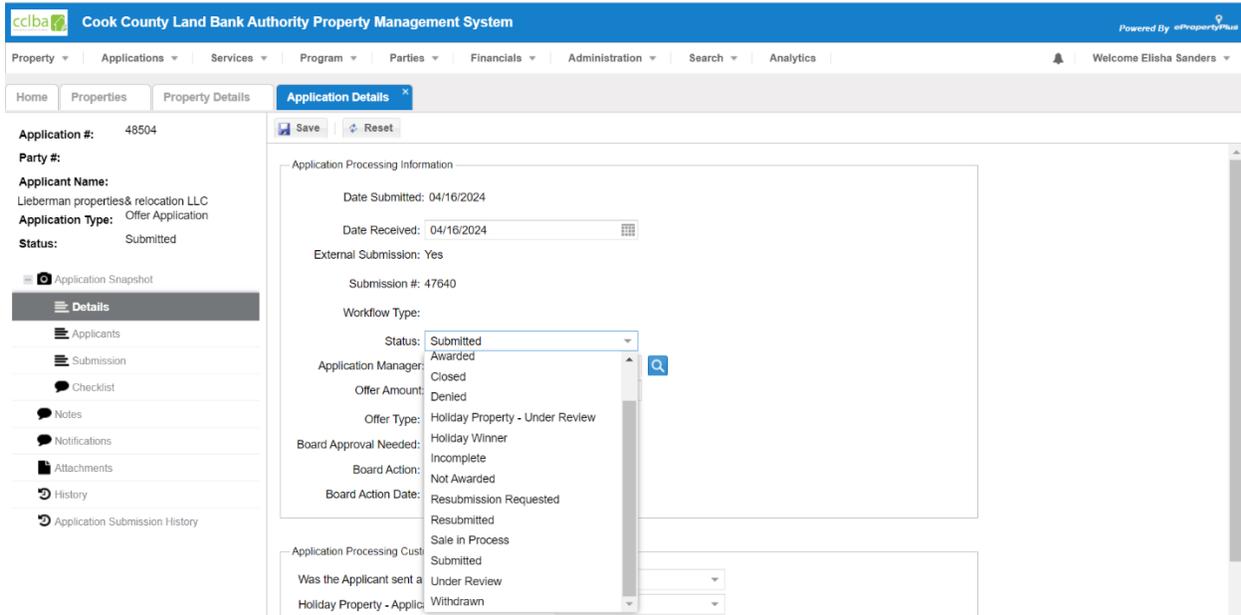
- To edit individually click on the icon to the left of the application number.

Applicat ion #	Submiss ion #	Party #	Applicant Name	Applicant Type	Type	Status	Date Received	Date Submitted ↓	External Submission
48633	47769		Legit Home Buyers	Organization	Initial Application	Submitted	04/18/2024	04/18/2024	Y
48584	47720		Christine Henderson	Person	Offer Application	Submitted	04/17/2024	04/17/2024	Y
48504	47640		Lieberman properties& relocation LLC	Organization	Offer Application	Submitted	04/16/2024	04/16/2024	Y

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- To the far left click on Details>in the Application Processing Information box you'll go to Status and choose "Under Review" and save.



- You have successfully changed the status of an Offer Application!