

Changing the Status of an Offer Application

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

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Home Properties ×												
Search Filter 3	List	View	Maj	o View								
Q ¢ 🖬	1	Actions	v	Property Port	olio						F	Prev Next
A Filter				Parcel Number	Address1	Property Class	Property Status	Property Status Date	Inventory Type	Zoned As	County	G
My Filters 2017 Residential		•	5	25-21-405- 062-0000	100 W 116TH ST	Residential Land	Acquired	11/24/2020	Vacant Land		Cook	
2017 SS May Release CCLBA Acquisitions - FY 2016		•	2	20-08-215- 043-0000	1100 W 51ST ST	Mixed-Use	Acquired	10/06/2021	Commercial Property		Cook	
+ Show More Manage Team Filters		*	2	20-28-206- 021-0000	100 W 72ND ST	Residential Structure	Acquired	02/01/2022	Residential Home		Cook	
2021 Tax Cert Acq Dec Deadline - September 2024 CCLBA Acquisitions FY 2024		•	2	25-20-200- 078-0000	1100 W 111TH PL	Residential Structure	Acquired	08/29/2022	Residential Home		Cook	
Quick Filter		•	1	16-15-406- 026-0000	4100 W FIFTH AVE	Residential Land	Acquired	08/30/2023	Vacant Land		Cook	
Project: Select *												
Parcel Number:												
Property Status: Acquired												
Address 1: 100 w												
Project: v												

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

	20-28-206-	100 W 72ND ST	Residential Structure	Acquired	02/01/2022	Residential Home	Cook



• 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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20-28-206-021-0	0000		Appl	licatior	ıs										
100 W 72ND ST CHICAGO, IL 60	- 0621-3510	I	ې پې	Actions											
Class:	Residential	l			Applicat ion #	Submiss ion #	Party #	Applicant Name	Applicant Type	Туре	Status	Date Received	Date Submitted ↓	External Submission	
Status: Inventory Type:	Acquired Residential Home	l		•	48633	47769		Legit Home Buyers	Organization	Initial Application	Submitted	04/18/2024	04/18/2024	Y *	
		l		•	48584	47720		Christine Henderson	Person	Offer Application	Under Review	04/17/2024	04/17/2024	Y	
			•	48564	47700		Legit Home Buyers	Organization	Initial Application	Denied	04/17/2024	04/17/2024	Y		
- O Property Sr	tion			•	48504	47640		Lieberman properties& relocation LLC	Organization	Offer Application	Submitted	04/16/2024	04/16/2024	Y	



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

Home Properties Proper	rty Detail	ls ×											
20-28-206-021-0000	A	Appl	ication	IS									
100 W 72ND ST CHICAGO, IL 60621-3510		্টে A	ctions	Ŧ									
Class:				Applicat ion #	Submiss ion #	Party #	Applicant Name	Applicant Type	Туре	Status	Date Received	Date Submitted ↓	External Submission
Structure Status:			-	48633	47769		Legit Home Buyers	Organization	Initial Application	Submitted	04/18/2024	04/18/2024	Y
Acquired	•		7	48584	47720		Christine Henderson	Person	Offer Application	Submitted	04/17/2024	04/17/2024	Y
E Description			•	48564	47700		Legit Home Buyers	Organization	Initial Application	Denied	04/17/2024	04/17/2024	Y
OccationValue/Pricing	- [-	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.

Property v Applications v	Servi	ices 🔻	Pr	ogram 🔻	Par	ties 💌 Financials 💌	Admin	istration 💌 Search	 Analytic 			A Welcom	e Elisha Sanders	w.
Home Properties Pro	perty Deta	uils ×				Bulk Edit Applications				8				
20-28-206-021-0000		Арр				Save								
100 W 72ND ST CHICAGO, IL 60621-3510		0	Actions							*				
Class:				Applicat ion #	Sul	Select the field you want selected field/values will	to edit a be updat	nd enter/select new value ed on the 2 applications	es. The selected	tus	Date Received	Date Submitted ↓	External Submission	
Residential Structure			•	48633	477	Status:		Select	Ŧ	mitted	04/18/2024	04/18/2024	Υ	
Status:	-					Board Approval Needed:		Select	Ŧ					
E O Property Snapshot					477	Board Action:		Select	Ŧ	mittea			Ŷ	
E Description			•	48564	477	Board Action Date:			111	lied	04/17/2024	04/17/2024	Υ	
O Location					470	Offer Type:		Select	Ŧ					
\$ Value/Pricing					470	Offer Amount:				mitted			т	
A Structures			-	48431	475	response email?:	Select		Ŧ	lied	04/12/2024	04/12/2024	Y	
Parties					470	Holiday Property -	Select		Ŧ		0.4/40/0004	04400004	~	
Custom Fields					475	Was the \$215 Application	Soloct		-	loved	04/12/2024	04/12/2024	T	
Property Planning			•	48415	475	Fee Paid?:	Select		÷	roved	04/12/2024	04/12/2024	Υ	
C Services				40007	479	Holiday Property - Tract Search Received:	Select		Ŧ	-	04/05/2024	04/05/2024	V	
Applications					473	Holiday Property -	Coloct			Implet	04/05/2024	04/05/2024	T	
\$ Financials			•	48161	472	Applicant Vetted By	Select		Application	- mplet	04/02/2024	04/02/2024	Y	
P Notes					170				Application					
					4/2				Initial			04/01/2024	Ý	



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

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Property * Applications * Service	ces 🔻	Pn	ogram 👻	Par	ties 👻 🛛 Financials 👻 🛛 Adm	inistration 👻 🕴 Search 🤋	Analytics			🥼 🛛 Welcom	e Elisha Sanders 🔻
Home Properties Property Deta	ils ×				Bulk Edit Applications		G				
20-28-206-021-0000	Арр				J Save						
CHICAGO, IL 60621-3510	0	Actions									
Class:			Applicat lon #	Sui Ion	Select the field you want to edit selected field/values will be upd	and enter/select new values ated on the 2 applications se	. The elected	tus	Date Received	Date Submitted 4	External Submission
Structure		•	48633	477	Status:	Select Closed	~	mitted	04/18/2024	04/18/2024	Y ^
Acquired			48584	477	Board Action:	Denied Holiday Property - Under		mitted	04/17/2024	04/17/2024	Y
E Description		•	48564	477	Board Action Date: Offer Type:	Review Holiday Winner	1.1	hied	04/17/2024	04/17/2024	Y
Location			48504	476	Offer Amount:	Incomplete Not Awarded		mitted	04/16/2024	04/16/2024	Υ
A Structures		•	48431	475	Was the Applicant sent a response email?: Select	. Resubmission Requested		hied	04/12/2024	04/12/2024	Y
Parties		-	48426	475	Holiday Property - Application Status:	Sale in Process		roved	04/12/2024	04/12/2024	Y
Property Planning		-	48415	475	Was the \$215 Application Select Select	Under Review		roved	04/12/2024	04/12/2024	Y
¢ Services		-	48237	473	Holiday Property - Tract Search Received:	Withdrawn	Y	mplet	04/05/2024	04/05/2024	Y
Applications S Financials		-	48161	472	Applicant Vetted By Select	L	Ŧ	mplet	04/02/2024	04/02/2024	Y
P Notes		911	48121	472	57 Jaime Canty	Person	Application e Initial Ir	complet	04/01/2024	04/01/2024	Y Ŧ

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

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20-28-206-021-0000	App	licatio	าร									
100 W 72ND ST CHICAGO, IL 60621-3510	- (j) - (j)	Actions										
Class:			Applicat ion #	Submiss ion #	Party #	Applicant Name	Applicant Type	Туре	Status	Date Received	Date Submitted ↓	External Submission
Structure Status:		•	48633	47769		Legit Home Buyers	Organization	Initial Application	Submitted	04/18/2024	04/18/2024	Y ^
Acquired		•	48584	47720		Christine Henderson	Person	Offer Application	Submitted	04/17/2024	04/17/2024	Y
Description		-	View Applica 40004	tion Details		Legit Home Buyers	Organization	Initial Application	Denied	04/17/2024	04/17/2024	Y
Location S Value/Pricing			48504	47640		Lieberman properties& relocation LLC	Organization	Offer Application	Submitted	04/16/2024	04/16/2024	Y

Acquisition/UpdatingOfferApplication/April2024



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

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Property v Applications v Services v	Program • Parties • Financials • Administration • S	arch 👻 Analytics 🌲 Welcome Elisha Sanders 👻									
Home Properties Property Details	Application Details ×										
Application #: 48504	Save 💠 Reset										
Party #:	Application Processing Information										
Applicant Name: Lieberman properties& relocation LLC Application Type: Offer Application	Date Submitted: 04/16/2024										
Status: Submitted	Date Received: 04/16/2024										
Application Snapshot Details	Submission #: 47640 Workflow Type:										
Applicants Submission	Status: Submitted Avarded Closed										
Checklist	Offer Amount: Denied										
Notifications	Offer Type: Holiday Property - Under Review Board Approval Needed: Holiday Winner Incomplete										
Attachments	Board Action: Not Awarded										
History Application Submission History	Board Action Date: Resubmission Requested Resubmitted Sale in Process Application Processing Custi										
	Was the Applicant sent a Under Review Holiday Property - Applic; Withdrawn	v v									

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