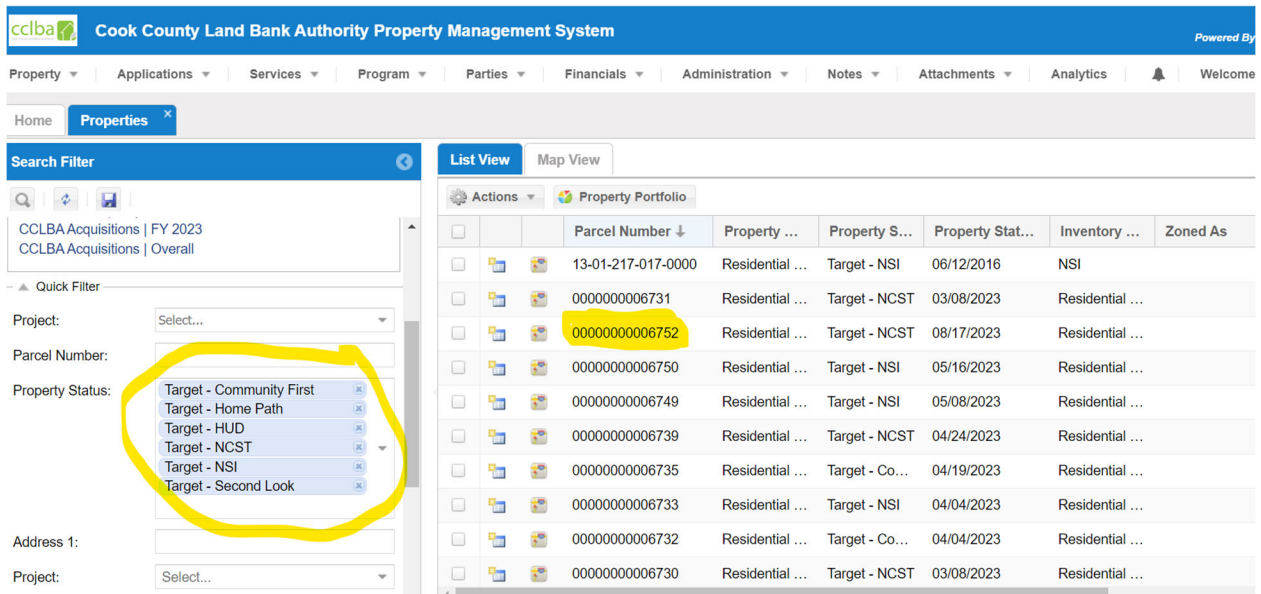


INPUTTING A PROPERTY IN EPP

Below are the step-by-step instructions for creating a property in EPP. The process is used when the Acquisition Specialist has identified a property of interest to acquire non-tax certificate properties into the Cook County Land Bank Authority inventory.

The property is initially entered as “Target” while under inspection by the Acquisition Specialist.

- Choose “Property Status”.
 - Target-Community First
 - Target-Home Path
 - Target-HUD
 - Target-NCST
 - Target-NSI
 - Target-Second Look
 - Target
- Once results of search are shown, sort “Parcel Number” in descending order.
- Use the next parcel number (highlighted) to create the property. (i.e. 6753)



Cook County Land Bank Authority Property Management System

Powered By

Property ▾ Applications ▾ Services ▾ Program ▾ Parties ▾ Financials ▾ Administration ▾ Notes ▾ Attachments ▾ Analytics ▾ Welcome

Home Properties ✕

Search Filter

CCLBA Acquisitions | FY 2023
CCLBA Acquisitions | Overall

Quick Filter

Project: Select...

Parcel Number:

Property Status: Target - Community First, Target - Home Path, Target - HUD, Target - NCST, Target - NSI, Target - Second Look

Address 1:

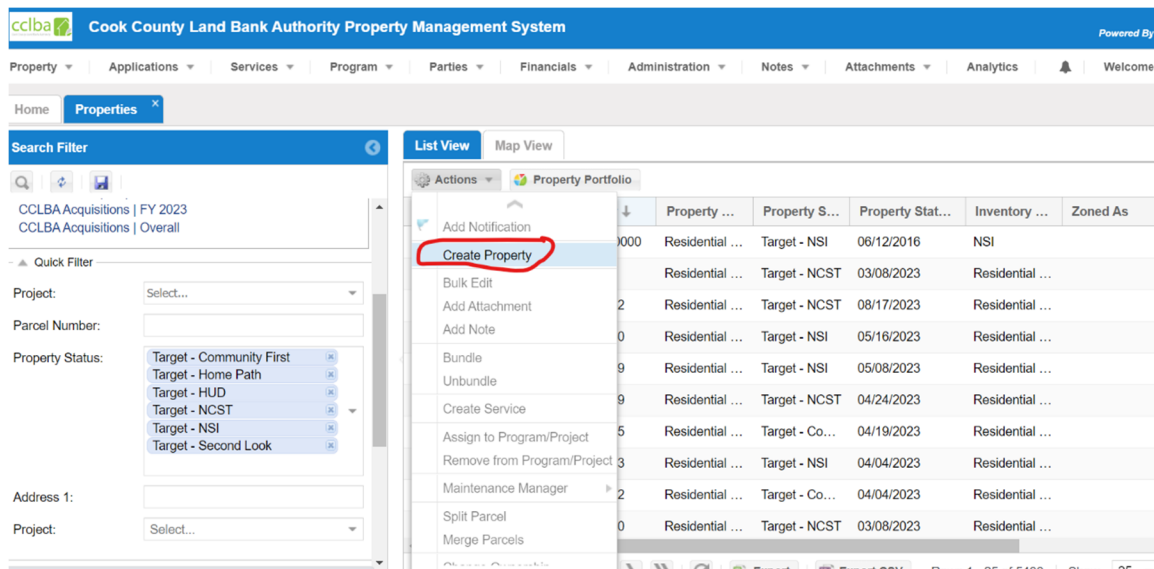
Project: Select...

List View **Map View**

Actions Property Portfolio

	Parcel Number ↓	Property ...	Property S...	Property Stat...	Inventory ...	Zoned As
☐	13-01-217-017-0000	Residential ...	Target - NSI	06/12/2016	NSI	
☐	0000000006731	Residential ...	Target - NCST	03/08/2023	Residential ...	
☐	0000000006752	Residential ...	Target - NCST	08/17/2023	Residential ...	
☐	0000000006750	Residential ...	Target - NSI	05/16/2023	Residential ...	
☐	0000000006749	Residential ...	Target - NSI	05/08/2023	Residential ...	
☐	0000000006739	Residential ...	Target - NCST	04/24/2023	Residential ...	
☐	0000000006735	Residential ...	Target - Co...	04/19/2023	Residential ...	
☐	0000000006733	Residential ...	Target - NSI	04/04/2023	Residential ...	
☐	0000000006732	Residential ...	Target - Co...	04/04/2023	Residential ...	
☐	0000000006730	Residential ...	Target - NCST	03/08/2023	Residential ...	

- Click on Actions drop down box and select Create Property.



- The box below will appear, at this time you will need to have the applicable website (i.e. REO Match, HUD, Home Path) open to capture the information.

The 'Create Property' dialog box contains the following fields:

- Parcel Number:*
- Property Status:*
- Property Class:*
- Property Manager:*
- Property Owner:*
- Address 1:*
- Address 2:
- County:*
- City:*
- State:*
- Postal Code:*
- GeoCode Property: ☐

- Parcel Number – Insert 10 zeros and the next numerical number from original target search. In this example 00000000006753.
- Property Status – Target and the seller offering the property.
- Property Class – Type of property
- Property Manager – Acquisitions Specialist
- Property Owner – Seller
- Address 1 – Property address
- Address 2 – Optional, additional information (i.e. townhome).
- County – Cook

- City, State and Postal Code
 - Geocode Property – Always select box, this will populate mapping/GIS in EPP.
- Once the property has been created, you will see the familiar property screen. Click on **“Description”** to the left, all the highlighted fields will need to be completed.
 - Inventory Type – Type of property
 - Property Status – Target and seller program
 - Property Class – Property description
 - Acquisition Method – Purchase and buyer program
 - Acquisition Date – Date accepted from seller website

00000000006752
1349 N RIDGEWAY AVE
CHICAGO, IL 60651

Class:
Residential
Structure

Status:
Target - NCST

Property Snapshot

Description

Location

Value/Pricing

Structures

Parties

Custom Fields

Property Planning

Services

Save Reset Actions

Parcel Number: 00000000006752

Available: ☐

Quiet Title: ☐

Featured Property: ☐

Inventory Type: Residential Home

Property Status: Target - NCST

Property Class: Residential Structure

Zoned As: Select...

Property Condition: Select...

Block Condition: Select...

Market Condition: Select...

Acquisition Method: Purchase-NCST

Acquisition Date: 08/17/2023

Actual Disposition: Select...

Sold Date:

Targeted End Use:

- Click on **“Location”** to the left, all the highlighted fields will need to be completed. This information can be gathered from the Map Layer Visualization in EPP or you can search via the sites below.
 - Neighborhood - <https://chicagomap.zolk.com/>
 - Cook County District
 - All three can be found at <https://maps.cookcountyil.gov/findmydistrict/>
 - Ward - https://www.chicago.gov/city/en/depts/mayor/iframe/lookup_ward_and_alderman.html

The screenshot shows the 'Property Details' form. On the left, there's a sidebar with tabs: 'Property Snapshot', 'Description', 'Location' (selected), 'Value/Pricing', and 'Structures'. The main area has several dropdown menus: 'Neighborhood' (Humboldt Park), 'Census Tract' (Select...), 'School District' (Select...), 'Municipality' (Select...), 'Cook Co District' (8), 'Ward' (26), and 'Township' (Select...). On the right, there's a 'Description' tab with a 'Property Snapshot' section and a 'Property Details' section. The 'Property Details' section has a table with columns: 'Attachments', 'Applications', 'Notes', 'Status', and 'Structures'. The 'Status' column has a dropdown menu with options: 'Active', 'Inactive', 'Published', and 'Draft'. The 'Structures' column has a dropdown menu with options: 'City of Chicago - Building Conversions', 'City of Chicago - Buildings', 'City of Chicago - City Council Property', 'City of Chicago - I-555 State Road', 'City of Chicago - Neighborhoods', 'City of Chicago - Police Districts', 'City of Chicago - Water (2012)', 'City of Chicago - Zoning', 'Cook County', 'Cook County - Commissioner Districts', 'Cook County - Wards', 'Cook County - Police', and 'Cook County - Public-Private Partnership'.

- Click on **“Structures”** to the left, add type of structure (i.e. apartment building, single family).

The screenshot shows the 'Property Details' form with the 'Structures' tab selected. The main area displays a table with columns: 'Structure Type', 'Primary', 'Active', 'Year Built', 'Exterior T...', 'Roof Type', 'Structure ...', '#Units', '#Stories', '#Rooms', and '#Bec'. The table is currently empty, showing 'No records found.' Below the table, there's a 'Custom Fields' section with a dropdown menu for 'NCST/NSI Fields'.

- Click on **“Custom Fields”**, scroll down to the **“NCST/NSI Fields”**. The information in the fields below can be captured from the seller agent information screen.

Home
Properties
Property Details

00000000006752
1349 N RIDGEWAY AVE
CHICAGO, IL 60651

Class:
Residential
Structure
Status:
Target - NCST
Property Snapshot
Description
Location
Value/Pricing
Structures
Parties
Custom Fields

Save
Reset

Taxes (Last Paid):

NCST/NSI Fields

NSI/NCST - Opportunity ID:
763940

NSI/NCST - Program:
Enhanced First Look

NSI/NCST - Deadline Date:
08/18/2023

NSI/NCST - Broker Contact:
GASPAR FLORES

NSI/NCST - Broker Phone:
7735819600

NSI/NCST - Broker Email:
GFLORES.SFR@GMAIL.COM

NSI/NCST - Offer:

NSI/NCST - Offer Accepted:

NSI/NCST - Offer Accepted Date:

NSI/NCST - Discount:

- Seller screen showing custom field information.

REO Match

****Only REO Match has "ID" numbers.**

NCST
Welcome Cook County dba Cook County Land Bank Authority
Sign Out

Refresh Your Map
Zoom
Map Types
Zillow Info
Markers
Overlays

Go to address
GO

NCST Toolbox
New (2)
6158 S AUSTIN AVE CHICAGO IL 60638
1511 W CULLOM AVE CHICAGO IL 60613
Inspecting (1)
Temporarily Unavailable (5)
Awaiting Seller Offer (1)
1349 N RIDGEWAY AVE CHICAGO IL 60651
In Closing (1)
Completed (737)
You Passed On (7493)
16559 KIMBARK AVEUE SOUTH HOLLAND IL 60473
7840 W NORTH AVE APT 4C ELMWOOD PARK IL 60
5534 W SCHOOL STREET CHICAGO IL 60641
14 DIVISION ST 14 OAK PARK IL 60302
1307 E 169TH PLACE SOUTH HOLLAND IL 60473

Your Map
All active properties
All inactive properties
By Program

Take Action On Property
Street view
Property Characteristics
Contact NCST Desk

ID
763940
Status
+Awaiting Offer
Street
1349 N RIDGEWAY AVE
City
CHICAGO
State
IL
Zip
60651
Program
Enhanced First Look
Seller
Freddie Mac
Contact
GASPAR FLORES
Phone
7735819600
Email
GFLORES.SFR@GMAIL.COM
Comments

HUD

Property Info	Amenities	Addendums	Maps	Agent Info
Listed below are the contacts for the various parties responsible for this home. The Asset Manager is the HUD contractor responsible for the sale of the property. The Listing Broker was hired by the Asset Manager to assist with the marketing of the home. The Field Service Manager is responsible for maintaining the property.				
Asset Manager Company Name: KM MINEMIER & ASSOCIATES LLC Contact Name: Marlene Minemier Address: 4975 Lacross Road Suite 314 North Charleston SC 29406 Phone Number: (877) 394-8736 Fax Number: (843) 790-9767 Email: assetmanagement@kmmrealty.com Website: Additional Comments: Listing Broker Company Name: PRS ASSOCIATES INC Contact Name: Barbara A Thouvenell Address: 10450 S Western Ave Chicago IL 60643 Phone Number: (773) 233-4700 Fax Number: Email: barb@prsrealtors.com				
Field Service Manager Company Name: DGG RE INVESTMENTS LLC Contact Name: Customer Service Address: 2300 East Lincoln Highway Suite 700 Langhorne PA 19047 Phone Number: (888) 872-9094 Fax Number: (215) 945-4652 Email: 3a@guardianassetmgt.com Website: www.guardianassetmgt.com				

- This completes the steps to create a property in EPP. Once the Acquisition Specialist has completed the inspection EPP should be updated with notes on the property condition, marketability and potential buyer (i.e. homeowner/developer). All photos should be uploaded as well.

Once the CCLBA accepts the offer and property has been awarded, the GIS Planner will update EPP to "Acquisition In Process".