

Shortcut to ProspectFinder

1. Go to www.dataquick.com.
2. In the **Product Log In** list, click **ProspectFinder**.
3. Type your user ID and password in the corresponding fields.
4. Click **Log In**.

Foreclosures Terms

Notice of Default (NOD): Recorded when the borrower has failed to repay his/her loan according to the agreed upon terms. The NOD is generally filed after the borrower has been delinquent for a period time. Once the document has been sent to the borrower and recorded, the borrower has a certain number of days to pay current on the loan before NOT is filed.

Notice of Trustee's Sale (NOT): Filed to announce that the property will go to a public auction, and where and when the auction will be held. The borrower has a set amount of time once NOD has been received to pay current on loan or the property will be sold at auction. Trustee sale (auction) is generally scheduled a set amount of time after NOT if filed.

Note: NODs are not recorded in all counties. Laws governing foreclosure periods for NODs and NOTs vary between counties and jurisdictions. To learn more about foreclosures in specific jurisdictions, go to: www.foreclosurelaw.org.

Welcome to ProspectFinder

ProspectFinder now empowers you to find properties in active foreclosure. To start your Foreclosure list, following the steps below:

- A. Log On to ProspectFinder (page 1).
- B. Select Foreclosures (page 2).
- C. Select Foreclosure Stage and Optional Parameters (page 2).
- D. Select Foreclosed Owner Type Search Criteria (page 3).
- E. Specify Search Geography (page 4).
- F. Select Use Codes and Optional Property Characteristics (page 5).
- G. Confirm Search Results (page 6).
- H. Select Output Options (page 7).
- I. Download List (page 8).

A. Log On to ProspectFinder

1. Go to www.dataquick.com
2. Point to **Products and Services**.
3. Point to **Marketing Products** and click **ProspectFinder**.
4. Click **Log In Now!**
5. From the Welcome window, type your user ID and password in the corresponding fields.



Welcome window

6. Click **Log In**.

Need Additional Help?

ProspectFinder includes an easy-to-use online help system

1. Click **Help** in the upper right corner of ProspectFinder.
2. Click **Show** to view a table of contents.
3. Click the topic of choice.
4. Click **File** and **Close** to close the window.

View Data Coverage

On the Foreclosure Search Criteria page, click **View the latest foreclosure data coverage/currency**.

Optional Search Parameters

Recorded Date: Enter a date or range of dates to search by the date the NOD, NOT, or Foreclosure was recorded.

Auction Date: For properties going to auction, enter a range of auction dates.

Delinquent Amount: Search by the amount the homeowner is past due on their payment.

Minimum Bid Amount
Minimum bid of the property at auction as recorded on the NOT.

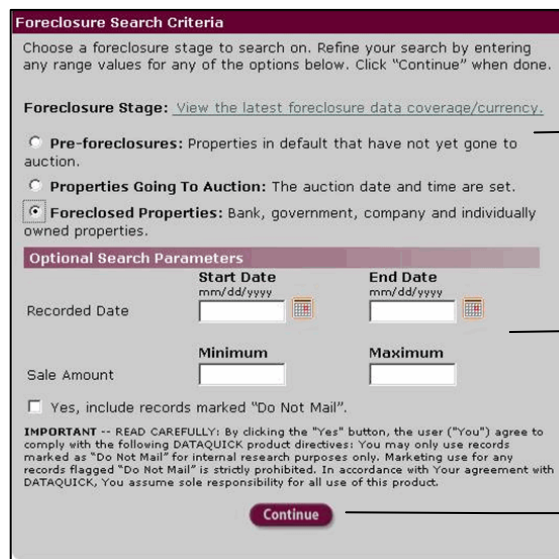
Sale Amount
The amount the foreclosed property was purchased at as shown on the Trustee's Deed Upon Sale (or Grant Deed in certain cases). This option is only available if you selected Foreclosures.

B. Select Foreclosures

1. Under Specialty Leads, click **Foreclosures**.
2. Click **Continue**.

C. Select Foreclosures Stage and Optional Parameters

1. On the Foreclosure Search Criteria page, click one of the following:
 - **Pre-Foreclosures:** Search for properties in default that have not yet gone to auction.
 - **Properties Going to Auction:** Search for properties that have an auction date and time.
 - **Foreclosed Properties:** Search for bank, government, company, and individually owned properties.



Foreclosure Search Criteria

Choose a foreclosure stage to search on. Refine your search by entering any range values for any of the options below. Click "Continue" when done.

Foreclosure Stage: [View the latest foreclosure data coverage/currency.](#)

Pre-foreclosures: Properties in default that have not yet gone to auction.
 Properties Going To Auction: The auction date and time are set.
 Foreclosed Properties: Bank, government, company and individually owned properties.

Optional Search Parameters

	Start Date mm/dd/yyyy	End Date mm/dd/yyyy
Recorded Date	<input type="text"/>	<input type="text"/>
Sale Amount	<input type="text"/>	<input type="text"/>

Yes, include records marked "Do Not Mail".

IMPORTANT -- READ CAREFULLY: By clicking the "Yes" button, the user ("You") agree to comply with the following DATAQUICK product directives: You may only use records marked as "Do Not Mail" for internal research purposes only. Marketing use for any records flagged "Do Not Mail" is strictly prohibited. In accordance with Your agreement with DATAQUICK, You assume sole responsibility for all use of this product.

Continue

Select foreclosure stage

Select optional search parameters

Click Continue

2. Enter dates for optional search parameters (see description at left) or click the calendar next to the date fields to select date. Some optional search parameters are not available for all foreclosure searches.
3. ProspectFinder excludes records on the Do Not Mail List by default. The **Yes, include records marked "Do Not Mail"** check box includes these records. If you are conducting a direct mailing campaign, **leave this check box blank**. If you are **not** planning on sending mailers to owners of these properties, you may select this check box. **It is prohibited to send marketing materials to owners of these properties.**
4. Click **Continue**.

Foreclosed Definition

ProspectFinder determines a property is foreclosed when the property has gone through a Trustee's Sale and is currently owned by one of the following:

Bank: Real Estate Owned (REO). A bank is typically the owner if the property did not sell at auction and was returned to the lender.

Government: Tax sales, HUD, VA, FHA, etc. The government can become the owner if the property did not sell at auction and was returned to the government entity.

Other: Owned by a company, trust, or individual who was the original lender or someone who purchased the property at auction.

Note: Nationwide foreclosure law is handled differently in each county and jurisdiction. To learn more about foreclosures in specific jurisdictions, go to www.foreclosurelaw.org.

Multiple Selections

You can select multiple names in the **Available** fields. Hold down the **CTRL** key and click each selection in the **Available** field.

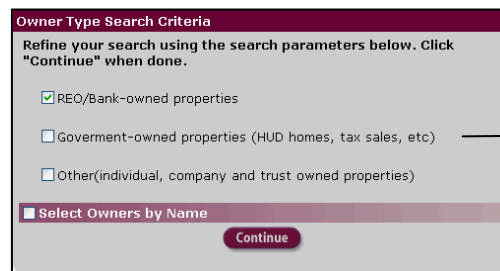
Note: Foreclosed properties are updated daily. As properties are added and removed from the database, the owner names may change. Therefore, when rerunning a Saved Search, previously saved names may not be available when you rerun a list. The original list of names will still be saved in Saved Search but you will only be able to search on names currently in the database.

D. Select Foreclosed Owner Type Search Criteria

Refine your foreclosure search to specific types of foreclosed properties. This option is only available when **Foreclosed Properties** is selected. Skip this step for Pre-Foreclosures and Properties going to auction.

1. Select any of the following (you can select more than one):

- **REO/Bank - owned properties**
- **Government - owned properties (HUD homes, tax sales, etc)**
- **Other (individual, company and trust owned properties)**



Select Owner Type

2. Click **Select Owners by Name** to narrow your search to specific banks, government agencies, or other owners (optional). Selecting this option expands the page to allow you to search for names and add the names to a list.

3. Enter one or more letters in the field next to **Find**.

4. Click **Find**.

Note: A maximum of 1,000 names display in the **Available** field at one time.

5. Select one of the following:

- **Include:** Set the search filter to include only selections you made. Use this feature if you only require a smaller list of names.
- **Exclude:** Set the search filter to exclude your selections. Use this feature if you have a large list of names and you exclude only a few names from this list.

6. Click the desired name (or undesired name depending on your settings above) in the **Available** field. Click **Add** for each selection. Your selections display in the **Selected** field. To remove selections, click the selection in the **Selected** field and click **Remove**.

Note: Do not clear the Select Owners by Name check box or selections under Search By Owner Type unless you want to remove these parameters from your search. See the conditions below:

- If you clear the Select Owners by Name check box after you make selections, your selections are cleared from the **Available** field and **Selected** field and will not be used in your search.
- If you clear any of your selections under Search By Owner Type, your selections are removed from the **Available** field and the **Selected** field and will not be used in your search.

7. Click **Continue** when complete.

Search Geography Tips

Search by County

You can specify up to 25 counties. The counties do not need to be in the same state.

Search by City

You can specify up to 10 cities.

Search by ZIP Code

You can specify up to 25 ZIP Codes. They do not need to be in the same state.

Statewide Search

You can specify up to five states. Select your states in the **Available** list.

Nationwide Search

Choose this option if you want to include all available states. A search this broad may take additional time to process.

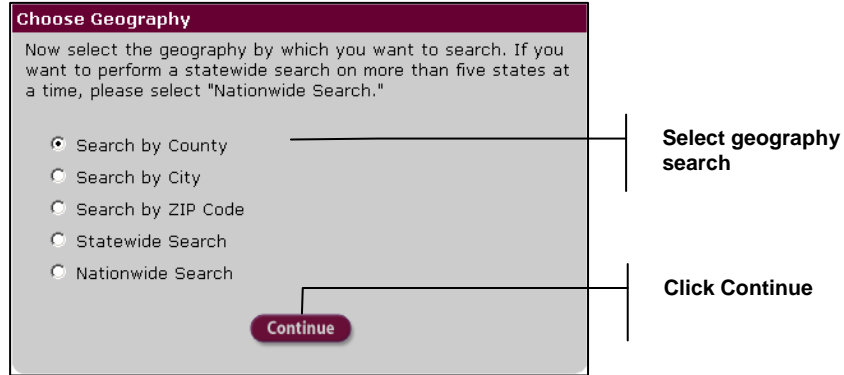
Multiple Selections

You can select multiple Use Codes, states, and ZIP Codes all at once in the **Available** fields

1. Hold down the **CTRL** key and click each selection in the **Available** field.
2. Click **Add**.

E. Specify Search Geography

1. Click a search geography type.

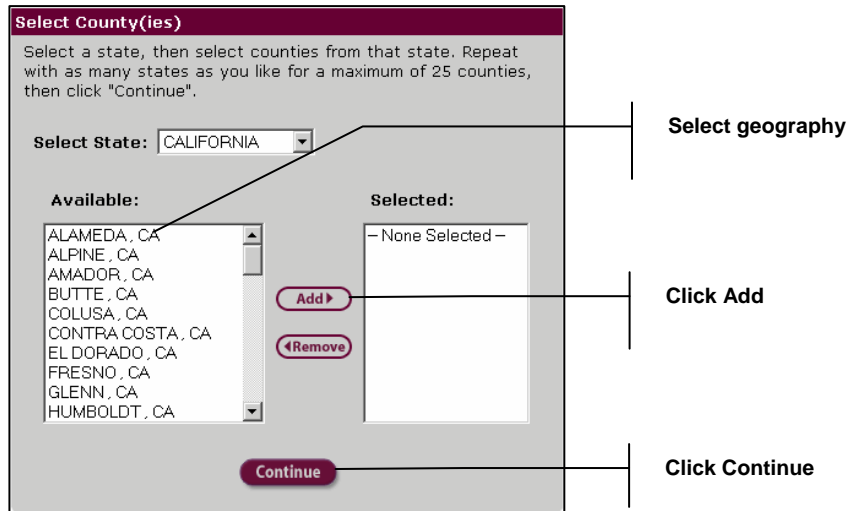


2. Click **Continue**.
3. Select a state in the **Select State** list (if applicable).
4. Click your search criteria in the **Available** list. Use the scroll bar to browse through the available search criteria.

Note: The available search criteria varies (State, ZIP Code, etc.) depending on the search geography you selected.

5. Click **Add** for each selection.

Tip: To remove selections, click the selection in the **Selected** field and click **Remove**.



6. Click **Continue**.

Use Code Selections

Add All Residential
Add all residential use codes to your search.

Add All Commercial/Industrial
Add all commercial use codes to your search.

Add
Add individual use codes to your search. Click a use code in the **Available Use Codes** field and click **Add**.

Remove
Remove individual use codes from your search. Click the use code in the **Selected Use Codes** field and click **Remove**.

Remove All
Clear the **Selected Use Codes** field from all use codes.

Property Characteristics

Bedrooms
Enter a range of bedrooms (1-99).

Bathrooms
Enter a range of bathrooms (1-99)

Square Footage
Enter a range in square feet.

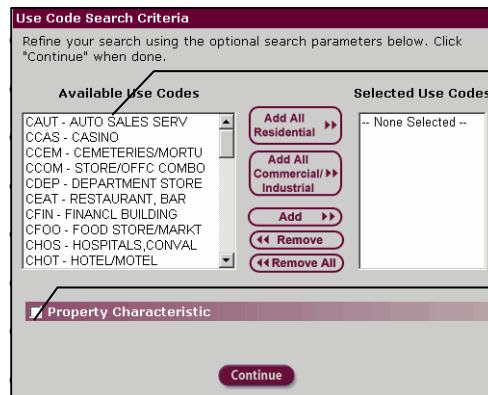
Lot Size
Enter the lot size. Select square feet or acres.

Year Built
Enter a range in years for the year the target properties were built (YYYY format, e.g. 2005).

of Units
Enter a range for the number of units (apartments, condos, etc.) on the property (1-99).

F. Select Use Codes and Optional Property Characteristics

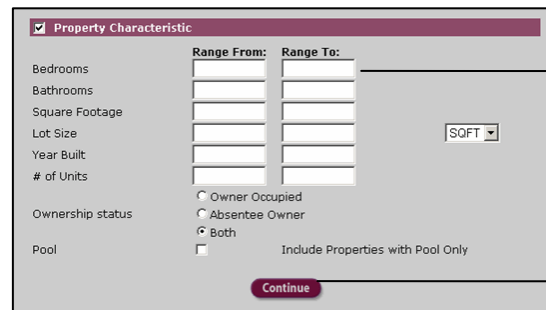
- Click one of the following (see additional descriptions in the left panel):
 - Add All Residential:** Search by all residential use codes.
 - Add All Commercial/Industrial:** Search by all commercial/industrial use codes.
 - Tip:** You can add individual use codes by clicking the desired use code in the **Available Use Codes** field and clicking **Add**.



Select Use Codes

Select Property Characteristics to filter search

- Select **Property Characteristics** if you want to filter your search to specific property characteristics (optional).
- Enter values for the property characteristics in the corresponding fields (see descriptions at left).
- Select one of the following:
 - Owner Occupied:** Owner lives at the target property.
 - Absentee Owner:** Owner has a different mailing address than the site address.
 - Both:** Owner Occupied and Absentee Owner.
- Select **Pool** include only properties with a pool.
- Click **Continue**.



Enter values

Click Continue

Foreclosure Coverage and Currency

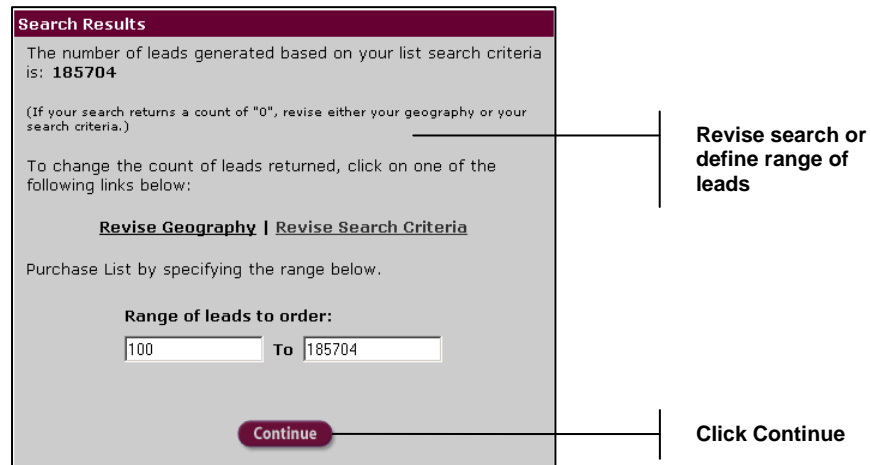
You can check the coverage and currency of foreclosure data. ProspectFinder displays a list of NOD and NOT dates for available counties in the selected state.

1. Click **data coverage** at the top of the ProspectFinder page.
2. Click **Foreclosure Data Coverage**.
3. Select a state in the **State** list.

G. Confirm Search Results

The Search Results page allows you to view the number of leads generated in your search. You can change the number of leads or revise your search.

1. If you are unsatisfied with your search results, click one of the following to modify your search:
 - **Revise Geography:** Modify your geographic search.
 - **Revise Search Criteria:** Change foreclosure stage and optional search parameters.
2. To reduce the number of leads returned, type a range of leads in the **Range of leads to order** fields.



The screenshot shows the 'Search Results' page. At the top, it states 'The number of leads generated based on your list search criteria is: 185704'. Below this, there is a note: '(If your search returns a count of "0", revise either your geography or your search criteria.)'. The page then says 'To change the count of leads returned, click on one of the following links below:' and provides two links: '[Revise Geography](#) | [Revise Search Criteria](#)'. Below the links, it says 'Purchase List by specifying the range below.' and 'Range of leads to order:'. There are two input fields: the first contains '100' and the second contains '185704', with the word 'To' between them. At the bottom of the form is a red 'Continue' button. Two vertical lines with arrows point to the right from the form: one points to the links and is labeled 'Revise search or define range of leads', and the other points to the 'Continue' button and is labeled 'Click Continue'.

Note: If you are satisfied with your search results, leave the **Range of leads to order** fields blank.

3. Click **Continue**.

Save Search Criteria

You can save up to 100 searches to generate additional lists.

1. When reviewing your search criteria, Click **Save this Search Criteria**.
2. Enter a recognizable name for your file.
3. Click **Submit**. Your search will be saved for use at a later date.

Use Saved Search Criteria

1. Click **Saved Searches** to view a list of searches.
2. Click the box next to the list you want to use.
3. Change the values in the **Range of Leads to Order** field. (Example: change the range of 1 to 10 to 10 to 20).

Print Cover Sheet

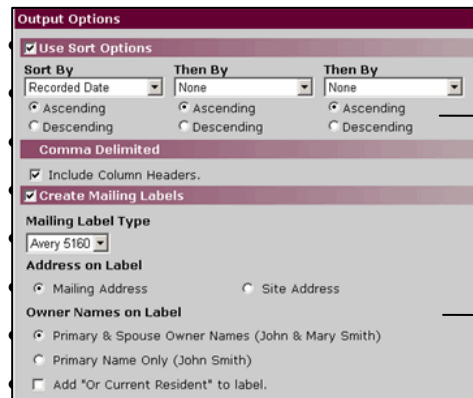
You can create a cover sheet with a summary for your search results.

1. In the Order Confirmation section, click **Printer Friendly**.
2. Click **File**.
3. Click **Print**.

H. Select Output Options

ProspectFinder provides a CSV file for use in Excel. You can sort the order of your data and select additional outputs including mailing labels and reports.

1. Select **Use Sort Options** to customize the sort order of your CSV file, labels, and reports (optional). Make your sort selections in the **Sort By** and **Then By** lists and click **Ascending** or **Descending** for each sort. You can sort up to three levels.
2. Select **Include Column Headers** to add column headers to your CSV file (optional).
3. Select **Create Mailing Labels** and select the label type in **Mailing Label Type** list (optional). Select additional **Labels** options for your labels:
 - **Mailing Address:** Displays the mailing address.
 - **Site Address:** Displays the site address.
 - **Primary & Spouse Owner Names:** Displays the primary and spouse names (e.g.: John & Mary Smith)
 - **Add "Or Current Resident":** Adds "Or Current Resident" after primary name.



Select sort options

Select mailing labels

4. Select **Reports** and select the following:
 - **Search Criteria Summary:** A cover page that displays search criteria selected in your search.
 - **Foreclosure Multi-View:** Foreclosure report that displays up to five properties per page.
 - **Foreclosures Single-View:** Foreclosure report that displays one property per page.

Tip: You can also enter up to three lines of custom text in the **Custom Text** fields to display additional information at the top of your reports.

5. Click **Submit**.

Manage Your Lists

With ProspectFinder, you can easily manage your lists with these simple options:

Order Status

Check the status of your orders at any time.

1. Log on to ProspectFinder.
2. Click **Order Status**. The Order Status window displays.

List History

View a history of all lists you generated in the last 30 days.

1. Log on to ProspectFinder.
2. Click **List History**.

Start a New List

You can start a new search at anytime.

1. Log on to ProspectFinder.
2. Enter your search criteria and complete your search.

I. Download List

When your list is complete, the **Status** field displays **Ready**.

Note: Download instructions may vary depending on your operating system.

1. From the Order Status window, click your list in the **List Type** column.





Note: If you generated multiple reports, your reports will be downloaded as one self-executing file. Simply click your list in the List Type column to receive all the reports you selected.

Refreshing...

Check the Status of Your Orders

If the status of the list you ordered indicates "Ready", you can click on the "List Type" to start downloading. If the status is "Pending", your order has not completed processing. This page automatically refreshes when Order Status has changed.

Note: Once orders have been fulfilled, you will have 14 days to download the list.

<input checked="" type="checkbox"/> Date/Time Ordered	List Type	Status	Days Remaining
6/5/2006 9:26:53 AM	RefiReady	PENDING	
	CSV		
	Current Loan Report		
	Telemarketing List		
	Avery 5160		

Click your list

2. The File Download dialogue box displays, click **Save**.
3. The Save As dialogue box displays. Click a location in the **Save In** list and click **Save**. The file is downloaded as a Zip file.

Tip: To find your list easily, save the file to your desktop.

4. Minimize your ProspectFinder window.



5. Click `470071.exe` (the downloaded zip file) on your desktop.
6. In the Zip Self-Extractor window, click **Continue** to unzip the file.
7. In the next window, click **OK**.
8. When the file is unzipped, click **OK**. Your file now displays on your desktop as a CSV file. You can open this file in Excel.