

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. Specify Search Geography (page 3).
- E. Select Use Codes and Optional Property Characteristics (page 4).
- F. Confirm Search Results (page 5).
- G. Select Output Options (page 6).
- H. Download List (page 7).

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

Click **View the latest NOD/NOT through dates** to view data currency in a selected state.

Optional Search Parameters

Filter your search to specific values regarding the foreclosure.

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

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

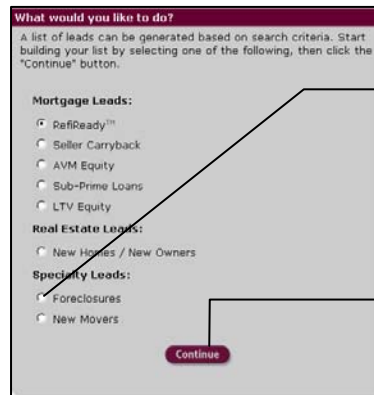
Delinquent Amount: Search by the amount the homeowner is past due on their payment.

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

Exclude records flagged for "Do Not Mail"
Click this check box to remove records on the "Do Not Mail" list. If you are not using this feature for a mailing campaign, leave this check box blank.

B. Select Foreclosures

1. Click **Foreclosures**.
2. Click **Continue**.

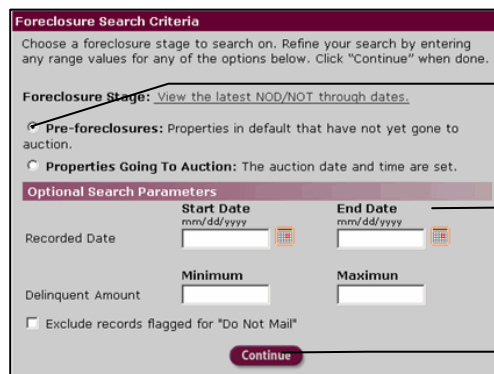


Select Foreclosures

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.



Select foreclosure stage

Select 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 dates.
3. If you are conducting a mailing campaign, select **Exclude records flagged for "Do Not Mail."** This feature removes properties on the "Do Not Mailing List". If you are not planning on sending mailers to owners of these properties, leave this check box blank.
4. Click **Continue**.

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.

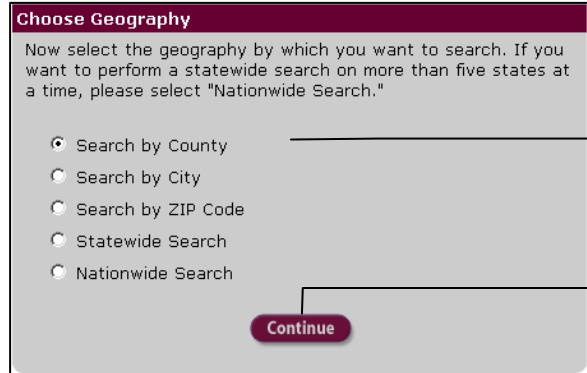
Multiple Selections

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**.

D. Specify Search Geography

1. Click a search geography type.



Choose Geography

Now select the geography by which you want to search. If you want to perform a statewide search on more than five states at a time, please select "Nationwide Search."

- Search by County
- Search by City
- Search by ZIP Code
- Statewide Search
- Nationwide Search

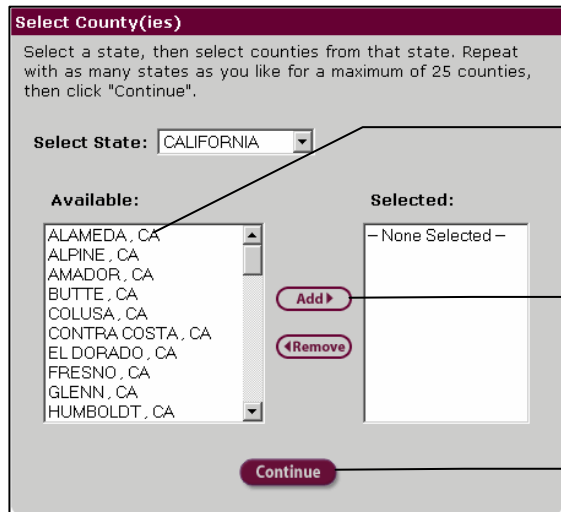
Continue

Callouts: Select geography search (points to the radio buttons), Click Continue (points to the Continue button)

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.



Select County(ies)

Select a state, then select counties from that state. Repeat with as many states as you like for a maximum of 25 counties, then click "Continue".

Select State: CALIFORNIA

Available:

- ALAMEDA, CA
- ALPINE, CA
- AMADOR, CA
- BUTTE, CA
- COLUSA, CA
- CONTRA COSTA, CA
- EL DORADO, CA
- FRESNO, CA
- GLENN, CA
- HUMBOLDT, CA

Selected:

- None Selected -

Add **Remove**

Continue

Callouts: Select geography (points to the state dropdown), Click Add (points to the Add button), Click Continue (points to the Continue button)

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.

Bathrooms
Enter a range of bathrooms.

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.

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

E. Select Use Codes and Optional Property Characteristics

1. 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

2. Select **Property Characteristics** if you want to filter your search to specific property characteristics (optional).

3. Enter values for the property characteristics in the corresponding fields (see descriptions at left).

4. 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.

5. Select **Pool** to exclude properties without a pool.

6. 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.

F. Confirm Search Results

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

Search Results

The number of leads generated based on your list search criteria is: **185704**

(If your search returns a count of "0", revise either your geography or your search criteria.)

To change the count of leads returned, click on one of the following links below:

[Revise Geography](#) | [Revise Search Criteria](#)

Purchase List by specifying the range below.

Range of leads to order:

To

Continue

Revise search or define range of leads

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

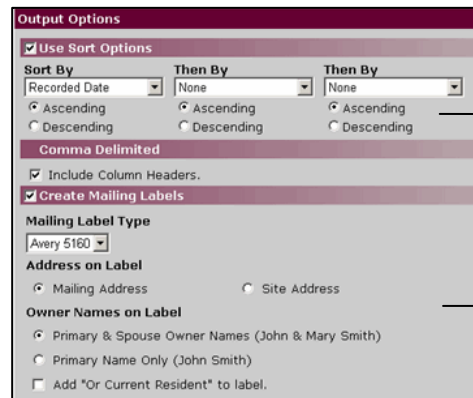
You can create a cover sheet with a summary for your search results.

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

G. 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 on one 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.





H. 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.

Check the Status of Your Orders			
			Refreshing...
<p>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.</p> <p>Note: Once orders have been fulfilled, you will have 14 days to download the list.</p>			
<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.