

Performing A Simple Property Search

After logging into the system, your first step for locating property information is to perform a search for listings that match your chosen criteria. First, choose one or more counties to search. Just select the box shown below and choose from the dropdown list that appears. You can even begin typing a county name to narrow down the list you see:

The screenshot shows the 'Property Search' section of the interface. At the top, there are two tabs: 'Property Search' and 'Prospecting'. Below the tabs, there are two sub-tabs: 'Property' and 'Foreclosure'. A search criteria selector shows radio buttons for 'Name', 'Street', 'Subdivision', 'Parcel', and 'MLS #'. A search box contains 'Cobb County, GA' and 'ba'. A dropdown menu is open, listing counties in Georgia: 'Bacon County, GA', 'Baker County, GA', 'Baldwin County, GA', 'Banks County, GA', 'Barrow County, GA', and 'Bartow County, GA'. A green arrow points to the 'Georgia' header of the dropdown, and a green box highlights the list of counties. A 'SUBMIT' button is visible on the right.

After choosing your counties, you can easily search by owner's name, street name, subdivision, parcel, or MLS number. Just select the circle next to the information type you'll be searching by:

This screenshot shows the same 'Property Search' interface. The search criteria selector now has the 'Street' radio button selected, which is highlighted with a green box. The search box contains 'Cobb County, GA'. Below the search box, there is a text input field with the placeholder 'Enter Street Name...' and a 'SUBMIT' button.

Then enter your search criteria in the search box and click the Submit button. If you see options pop up while you're typing, feel free to choose the correct one. However, we find it's usually best to perform your initial search using broad terms because that reduces the chance of accidentally filtering out necessary properties:

The screenshot shows a web interface for property search. At the top, there are two tabs: "Property Search" and "Prospecting". Below the tabs, there are two main sections: "Property" and "Foreclosure". Under "Property", there are radio buttons for "Name", "Street", "Subdivision", "Parcel", and "MLS #". A search box contains "x Cobb County, GA" and a "SAVED RESULTS" button with a dropdown arrow. Below the search box, a dropdown menu is open, showing a list of names: "Cooper", "COOPER AARON F", "COOPER ALTON W", "COOPER AMANDA", "COOPER AMY", "COOPER ANDREW J", "COOPER ANNE B", "COOPER ANNE E", and "COOPER ANTONIO". A green arrow points from the "Cooper" option in the dropdown to a yellow "SUBMIT" button. The word "Reports" is visible in the bottom right corner of the interface.

Once you've clicked submit, you'll be taken to a new page that shows you all the properties that fit your criteria. Feel free to read our [Search Results](#) help document for detailed information about what you'll see on your results page.