

Adding Property Information

Khafre
File and Document Management System

Branch Manager Trainer - Training Branch - Branch Administrator

Distressed Mortgage System

Alerts/Reminders
Notes
Homeowner Info
Subject Property
+ Add Mortgage
Debts
Assets
Expenses
Branch-Level Tags
Exhibits List
File Usage
Merged Documents List

Subject Property Information

Subject Property | Legal Description

Same as Borrower Address

Property Type: Primary Residence

Subject Property Address: 1324 Anystreet

Subject Property Address 2:

City: Anytown

State: California

Zip: 99999

County: Los Angeles

A.P.N. Number: 144-125215

Purchase Date: 03-11-2004

Has Home Owner's Insurance?: Yes No

Is Home Owner's Insurance Current?: Yes No

Home Owner's Insurance Frequency: Semi-Annually

Home Owner's Insurance Amount: 345.00

Are Property Taxes Current?: Yes No

Property Taxes Frequency: Annually

Property Taxes Amount: 1,485.00

OK Cancel Add Remove Make Subject Property

Step 1: Click the "Subject Property" Button on the Left Panel Menu
Step 2: If the Subject Property address is the same as the Homeowner Address Click the "Same as Borrower Address" check box.
Step 3: Choose the Property type using the "Property Type" drop down menu.
Step 4: Provide as much information as possible, and Click "OK"

* If homeowner owns more than one property click "Add" Khafre will allow up to 20 properties