

HOW TO CREATE A NEW REGISTRATION IN 3.0

SELECT REGISTER

Once a property has been searched and selected, you will be directed to the options page. To start a new registration, select the Register box.

Register

Foreclosure, Rental

Inspection

Select this option to submit a property inspection.

Verify Registration Compliance

Select this option if you are a title company or a property owner and need to verify property registration compliance prior to sale of the property.

Report Property Concern

Select this option if you are a concerned citizen and would like to report a property concern (i.e. property appears vacant and is not secured and has overgrown grass)

Dispute Requirement to Register

If you have received a notice that registration is required you can select this option to DISPUTE or EXEMPT the registration requirement.

For Help searching for a property, please view PROPERTY SEARCH in PROCHAMPS 3.0 ADVANCED VIEW.

AUTHORIZE

After Selecting Register, you will be directed to the Authorization page.

Actions > Registration

FORECLOSURE REGISTRATION

AUTHORIZATION

Before you can view/register this property, we must...

In the event you are completing... I assert that I am the authorized agent of the owner and have the legal authority to complete the property registration or registrations and act on behalf of the owner. I agree to... PROCHAMPS should any information change. I hereby certify that these statements are true, complete, and accurate to the best of my knowledge and I understand that any erroneous, misleading, or false information can be grounds for fines, penalties, and/or prosecution.

I acknowledge that I have read the message above.

Cancel SUBMIT >

CHOOSE PROGRAM

After authorizing, you will be directed to a program selection page. Choose the program you are wanting to register in.

REGISTRATION

Choose which program you are wanting to register in.

I am registering this property because I am the (pick one of the following):

Foreclosure Registration

Mortgagee, mortgage, Servicer or agent of such registering this property as in foreclosure

Note: Foreclosure registration can include properties from Notice of Default (NOD) through REO. If this property is both in foreclosure and rented or vacant select this option

Vacant Registration

Property Owner, Manager or agent of such registering this property as a vacant

Note: Select this registration option if the property is NOT in foreclosure and is vacant

ENTER START DATE

After choosing the program, you will be directed to the page where you will input the start date. The start date field will appear blank; enter the appropriate start date for the registration. After entering the start date, select New Registration.

Dashboard

Requests

Payments

Properties

Community

Actions > Registration

MARGATE CITY
BROWARD COUNTY, FL

6385 MARGATE BLVD, MARGATE, FL 33063 ☆
484125141090 | FLBROW00049858

FORECLOSURE REGISTRATION

Date foreclosure registration was required

Select Date: When Does Your Registration Start ?

IMPORTANT - It is your responsibility to understand the registration requirements of Margate City and to choose the appropriate registration start date as required per the ordinance. If you received a compliance warning from PROCHAMPS but do not believe this property requires registration, simply select "Cancel Registration" then select "Dispute Requirement to Register".

Cancel Registration
New Registration >

COMPLETE REGISTRATION FORM AND SUBMIT

To Assign an Organization as the OMT, AMS, Property Manager or Legal Agent

- Select Edit
- For OMT, select Change Contact
- For AMS, Property Manager, or Legal Agent, select Change Contact or Organization

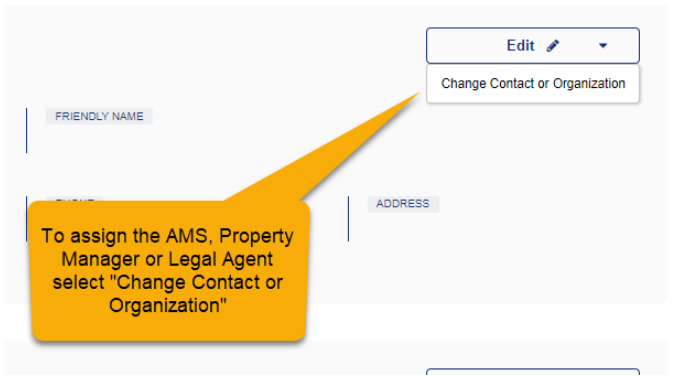
You will then be able to assign an existing organization to the registration.

Edit

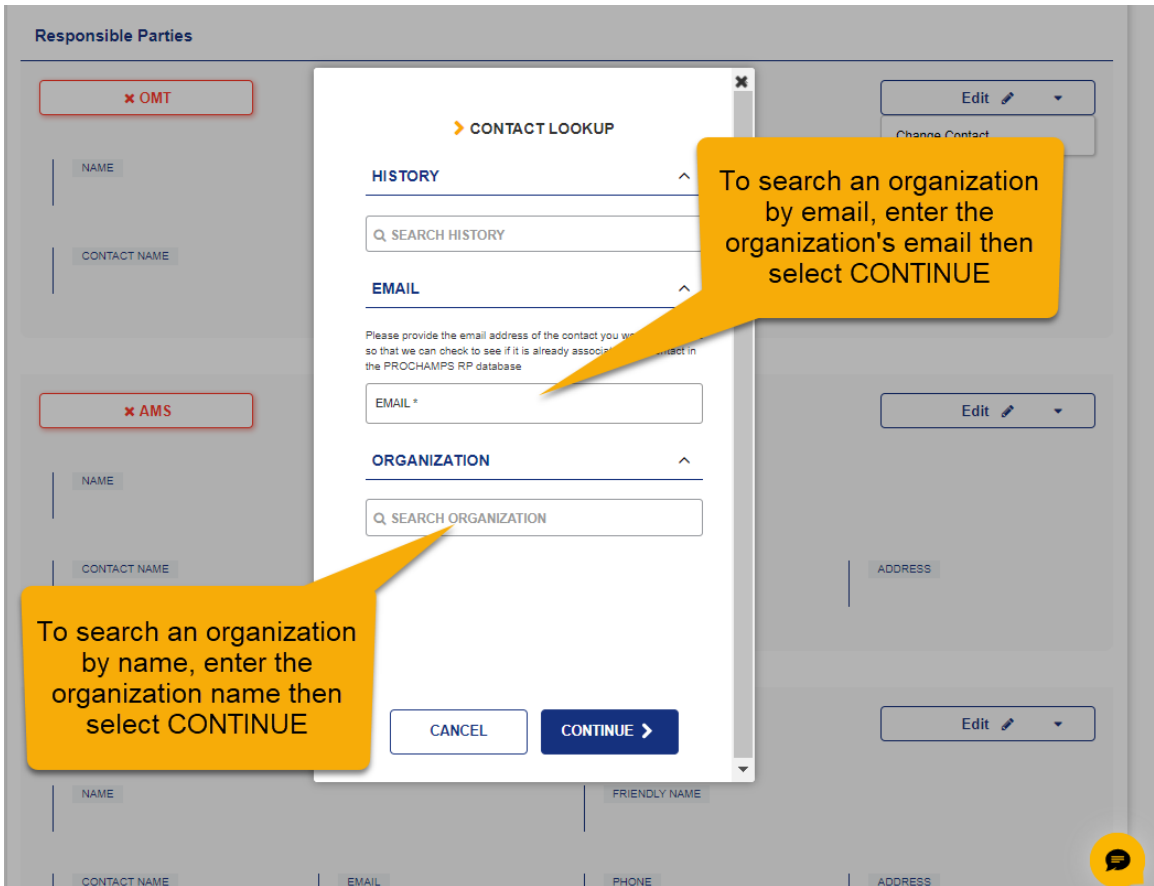
Change Contact

F

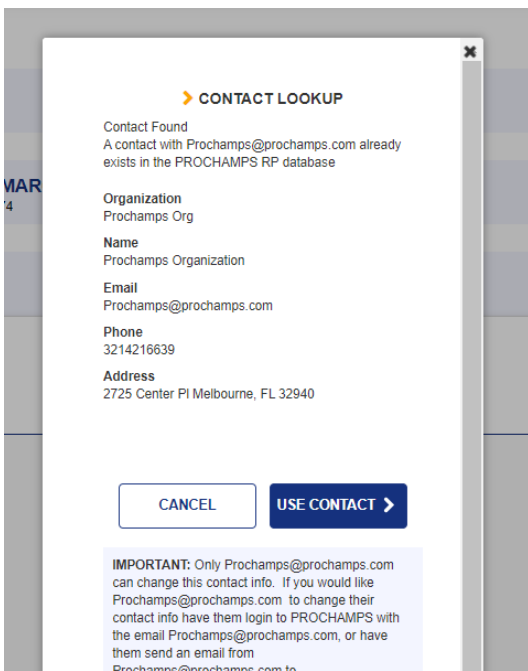
ADDRESS



Select the organization to assign by either entering the organization's email address or searching the organization's name. Once the organization is selected, click Continue.



If the organization is already in the PROCHAMPS database, select Use Contact. The organization will then show assigned as the responsible party for that role.



support@prochamps.com requesting the change

Responsible Parties

OMT

Edit

NAME
Prochamps Org

FRIENDLY NAME
Prochamps

CONTACT NAME
Prochamps Organization

EMAIL
Prochamps@prochamps.com

PHONE
3214216639

ADDRESS
2725 Center Pl Melbourne, FL 32940

If at any time you assign the incorrect OMT while completing an RP Initiated Registration, simply select Cancel located at the bottom of the page. You will then be able to select Register and re-start the registration process.

If you are unable to locate an organization by searching the organization's email or name, please view ASSIGNING A NEW ORGANIZATION Tutorial for instructions

If contact information for an assigned organization needs to be updated, please view CHANGING or UPDATING CONTACT/ORGANIZATION INFORMATION Tutorial.

Entering Data Information

To enter the property's data information, select Edit then select Change. This will open to the Data edit view.

Select Edit then select Change, to access the Data edit view

Data

Investor | Insurer

Last Inspection Date

Pre-filing First Legal Action REO

Edit

Change

1. Assign the Investor/Insurer by choosing a name in the drop-down selection list.
2. Assign the Occupancy Status by choosing a status in the drop-down selection list.
3. Assign the Last Inspection Date by typing in the date or selecting a date from the Calendar.
4. Select the Foreclosure Status of the property checking the appropriate box.

If either "First Legal Action" or "REO" are checked a text box will appear where you can enter the Book/Page of the document that validates the Foreclosure Status. An Upload link also appears. Selecting the Upload link allows you to attach any supporting document.

5. Select Save

1 Investor | Insurer Select Organization

2 Occupancy Status -

3 Last Inspection Date

4 Foreclosure Milestones

Pre-filing First Legal Action REO

Book and Page

Upload

5 Save Cancel

SUBMIT

After you have completed assigning an organization to each responsible party role and entered all the data for the property, you can submit your registration by selecting CONTINUE.

Investor | Insurer FHLMC

Occupancy Status Confirmed Vacant

Last Inspection Date 08/01/2021

Foreclosure Miles

Pre-filing

Select CONTINUE to submit the registration

CANCEL CONTINUE

