

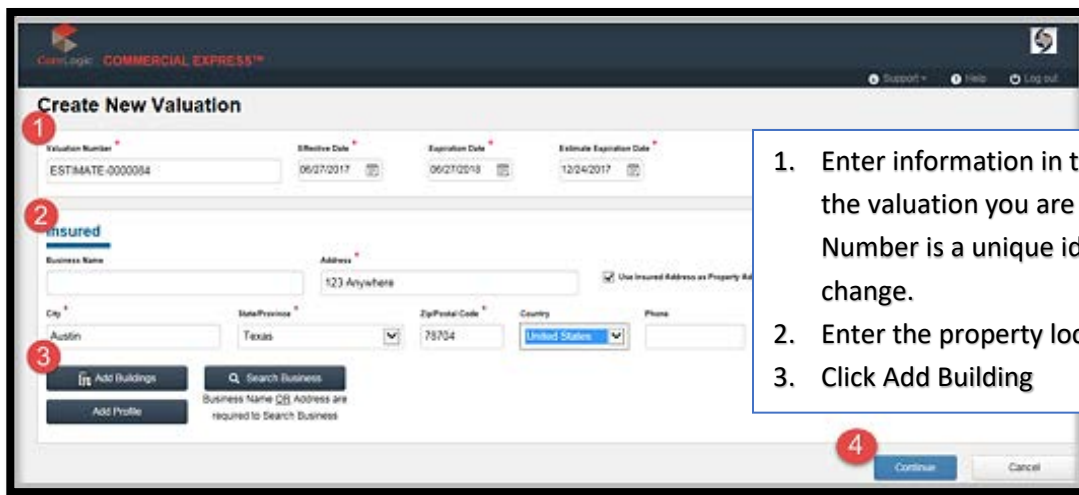
Commercial Valuations

This job aid demonstrates how to create, edit, and print commercial valuations and actual cash values in Commercial Express, a CoreLogic System at <https://twia.msbcommercial.com>.

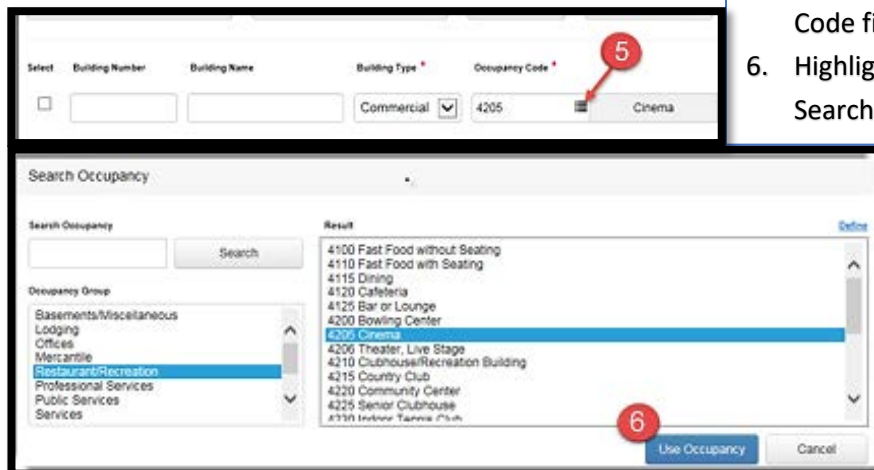
To Create a Valuation:

Click on the Create New Valuation button





1. Enter information in these fields as it pertains to the valuation you are creating. Valuation Number is a unique identifier that you can change.
2. Enter the property location
3. Click Add Building



5. Click on the Search Occupancy icon in the Occupancy Code field to open the Search Occupancy window.
6. Highlight the Occupancy Group and the Result in the Search Occupancy window and click Use Occupancy.

Property

Address *
123 Anywhere

City *
Austin

State/Province *
Texas

Zip/Postal Code *
78704

Select Building Number Building Name Building Type * Occupancy Code * Story Height * Construction Type * Gross Floor * Number of Stories * Year Built *

☒ Commercial 4205 Cinema 24 Ft Masonry (ISO 2) 25,000 Ft² 2 2017 ✕

New Building

1 Buildings Selected

7. Enter the Story Height, Construction Type (drop down menu), Gross Floor, and Number of Stories.

8. Click Continue.

Frame (ISO 1)
Masonry (ISO 2)
Pre-Engineered Metal (ISO 3)
Steel Frame (ISO 4)
Protected Steel Frame (ISO 5)
Reinforced Concrete Frame (ISO 6)

Continue Cancel

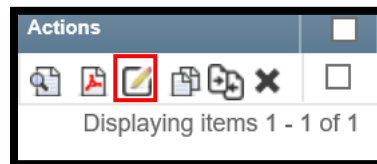
The Valuation will appear on the screen.

You can close the Valuation by clicking the Close Valuation button. Then select Save.

The Valuation will then appear on your Dashboard in the list of valuations.

To Edit a Valuation:

On the Dashboard, click the Edit Icon under the Actions column:



Each section in the valuation has either the Edit Icon or a Building Icon . Edit the information that requires updating and then click Save .

When all edits have been completed, click on Close Valuation and Save. Your edited valuation will appear on the Dashboard.

How to Calculate the Actual Cash Value: Click the icon next to Adjustments.

Adjustments 4

Architect **Overhead and Profit**

7 % 20 %

1 **Depreciation, %**

☒ Calculate based on Effective Age ☐ None

17 2


Condition

Good 3

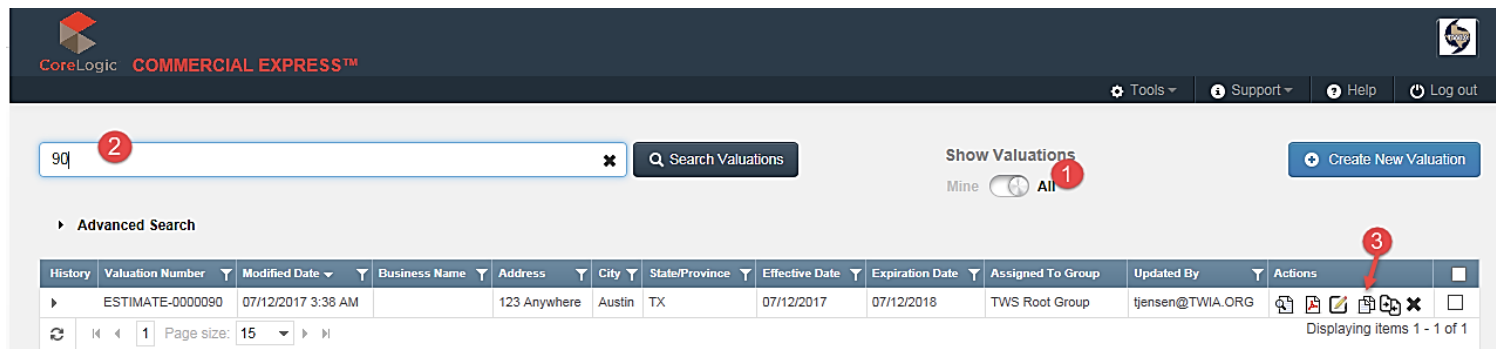
1. Select the Calculate based on Effective Age button.
2. Enter the age of the building in years.
3. Select the Condition from the drop down menu.
4. Click the Save Icon.

When all edits have been completed, click on Close Valuation and Save. Your edited valuation will appear on the Dashboard.

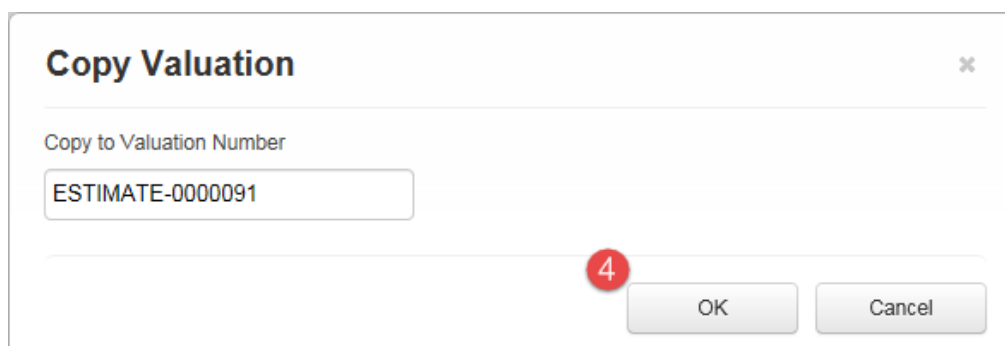
To Print a Valuation:

1. Select the PDF Icon .
2. Once the report opens, bring your cursor to the bottom of the page, and a menu will appear. Click the Print Button.
If no button appears, select Control + P.
3. Select your printer and click ok.

How to Find and Copy a Valuation



The screenshot shows the CoreLogic Commercial Express interface. At the top, there's a header with the logo and navigation links (Tools, Support, Help, Log out). Below the header is a search bar with a red circle '2' next to it, containing the text '90'. To the right of the search bar is a 'Search Valuations' button. Further right is a 'Show Valuations' section with a toggle for 'Mine' and 'All' (the 'All' option is selected and has a red circle '1' next to it). To the right of this is a 'Create New Valuation' button. Below the search bar is an 'Advanced Search' section. Below that is a table with columns: History, Valuation Number, Modified Date, Business Name, Address, City, State/Province, Effective Date, Expiration Date, Assigned To Group, Updated By, Actions, and a checkbox. The first row of data shows 'ESTIMATE-0000090' as the Valuation Number, '07/12/2017 3:38 AM' as the Modified Date, '123 Anywhere' as the Address, 'Austin TX' as the City/State, '07/12/2017' as the Effective Date, '07/12/2018' as the Expiration Date, 'TWS Root Group' as the Assigned To Group, and 'tjensen@TWIA.ORG' as the Updated By. The Actions column has several icons, with a red circle '3' pointing to the 'Copy Valuation' icon. Below the table is a pagination bar showing 'Page size: 15' and 'Displaying items 1 - 1 of 1'.



The screenshot shows a 'Copy Valuation' dialog box. It has a title bar with a close button. Inside, there's a label 'Copy to Valuation Number' followed by a text input field containing 'ESTIMATE-0000091'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. A red circle '4' is next to the 'OK' button.

1. Switch from Mine to All
2. Enter some or all of Valuation Number
3. Click the Copy Valuation icon
4. Click **OK**.