



DTS2 SERVICES: DATEDOWN

Rev. 201606

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Overview:

This document will provide information on how to use the Datedown service in DTS2. This document covers the service only.

Your company may have setup specific settings that will affect how the search and reports function and display. Please check the Profile Menu > User Profile option for information on your company settings.



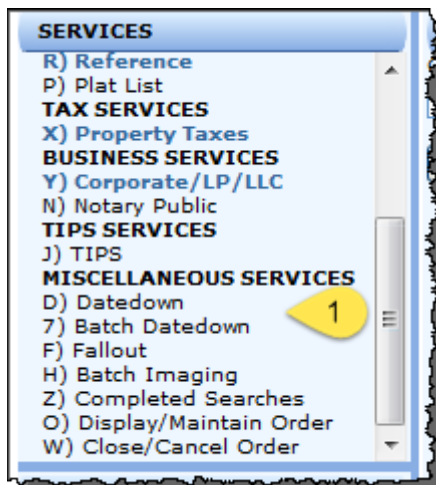
The Datedown Service

This service is used during the period when an order is opened and before escrow is closed to check for additional recordings that might affect the property or individual(s) which occurred in that timeframe. This allows the user to update the order based upon the latest information from the plant and reduces risk by checking for the most recently recorded documents.

General Information

Your company may have pre-determined settings for the services that are searched in the Datedown service. These can be found in the View Menu > Profile > Global Services... For information on your company's specific process, please consult with your manager. Do not change the settings without consulting your manager.

The Datedown service is found in the left hand Service panel under Miscellaneous services. The process is relatively straightforward: 1.) select the service, 2.) enter the order number, 3.) select Title, Tax, or both, and click Submit. Specific date ranges can be setup as well to limit the search options, if required.



Selecting the service will open the form in the multi-function panel, shown below.

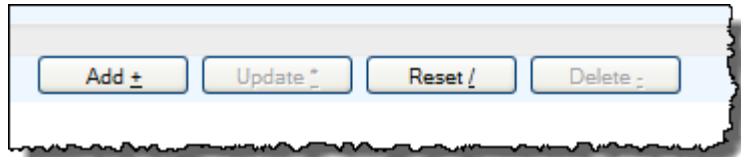
A screenshot of the 'Datedown' form. It features an 'Order' text input field containing the value '0001234'. To its right is a 'Datedown Type' dropdown menu with a downward arrow, currently showing 'Tax, Title'. A 'View Dates' button is located below the 'Order' field. The dropdown menu is open, showing the following options: 'Tax, Title' (selected), 'Title', and 'Tax'.

Enter the order number and select the type. Click View Dates if you need to bookend the datedown with start and to dates.

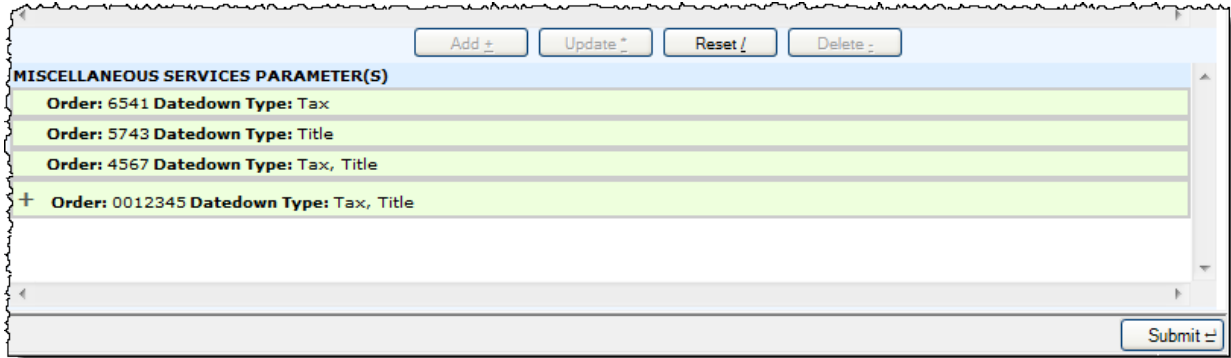
A screenshot of the 'Datedown' form, showing the 'Qualifier' section. The 'Order' field contains '0001234' and the 'Datedown Type' dropdown is set to 'Tax, Title'. The 'Qualifier' section contains several date input fields with calendar icons:

Earliest Plant Thru Date	Latest Plant Thru Date	Plant Search From Date	Plant Search Thru Date
03/03/2015	10/20/2015	03/03/2015	99/99/9999
Earliest Tax Thru Date	Latest Tax Thru Date		
10/28/2015	10/29/2015		

If you have more than one order to update, click the Add button.



This will list the order at the bottom of the Datedown service panel. Enter the next order and click Add. When you have all the orders ready, click Submit.



Below are examples of a Datedown report. (continued on next page):

- STS PROD, ANE, NATL		ORANGE, CA	
08/30/2016 11:09AM W470		PAGE 1 OF 1	
ORANGE 2015-16 TAX ROLL		DATEDOWN RESULTS	
ORDER: 0000423		TOF: DP	
		COMMENT:	
PAYMENTS AS OF 08/19/2016			
SEARCH PARAMETERS			
ENTERED APN: 898-080-43			
<input checked="" type="checkbox"/> APN: 898-080-43			
TRA: 10-000 - CITY OF SAN CLEMENTE		DOC#: 1998-168975	
LEGAL: TRACT 960 LOT 86 UN BS-067 TRACT BLOCK 960 LOT 86, 87, 8			
SITUS: 2600 AVENIDA DE PRESIDENTE #BS-067 SAN CLEMENTE CA 92672-4424			
MAIL: PO BOX 20000 S LAKE TAHOE, CA 96151-1000			
* TIME-SHARE *			
ASSESSED OWNER(S)		2015-16 ASSESSED VALUES	
WRIGHT A LESLIE	LAND		52
WRIGHT KARIN L	IMPROVEMENTS		457
	TAXABLE		509
2015-16 TAXES	1ST INST	2ND INST	TOTAL TAX
STATUS	NO TAX DUE	NO TAX DUE	
DELINQUENT DATE	12/10/2015	04/11/2016	
INSTALLMENT	.00	.00	.00
PENALTY	.00	.00	.00
BALANCE DUE	.00	.00	.00

BALANCE DUE	.00	.00	.00
WARNINGS AND/OR COMMENTS			
** NO BONDS OR PRIOR YEAR DELQ TAXES **			
ADDITIONAL PROPERTY INFORMATION			
COUNTY USE CODE:	SFRSD		
STANDARD LAND USE:	SFR		
CURRENT OPEN ORDERS			
TOF	COMPANY	ORDER	DATE
DP	STS	0000423	11/13/2015
CONDITIONS, DISCLAIMERS AND EXCLUSIONS:			
<p>This Tax Certificate/Tax Order Report does not constitute a report on or certification of: (1) mineral (productive and/or non-productive) taxes or leases; (2) personal property taxes; or (3) other non ad valorem taxes (such as paving liens, stand-by charges or maintenance assessments).</p> <p>Data Trace Information Services LLC ("Data Trace") may have warranted the accuracy of this Tax Certificate/Tax Order Report to its customer (the "Data Trace Customer") pursuant to the terms and conditions of a written tax service agreement between Data Trace and said Data Trace Customer (the "Tax Service Agreement"). Any such warranty (hereinafter, "Data Trace Customer Warranty") does not: (a) extend to a third party bearer of this Tax Certificate/Tax Order Report; (b) cover any changes made to the records of the taxing authority after the "payments as of," "paid," or "payment" dates delineated above; and (c) cover any invalid tax information shown on the records of the taxing authority or resulting from an error by the Data Trace Customer (including, without limitation, submission of incorrect property information by said Data Trace Customer). DATA TRACE MAKES NO WARRANTIES (EXPRESS OR IMPLIED) WITH RESPECT TO THIS TAX CERTIFICATE/TAX ORDER REPORT OTHER THAN (WHERE APPLICABLE) THE DATA TRACE CUSTOMER WARRANTY. Any and all claims under a Data Trace Customer Warranty must be submitted to Data Trace by the corresponding Data Trace Customer and are subject to the terms and conditions set forth in the pertinent Tax Service Agreement (including, without limitation, the filing deadlines applicable to such claims). In some jurisdictions Data Trace's validation of a Tax Certificate/Tax Order Report is required to activate a Data Trace Customer Warranty.</p>			
END OF SEARCH			

- STS PROD, ANE, NATL		ORANGE, CA	
08/30/2016 11:24AM PDT W470		DATEDOWN RESULTS	
ORDER: TEST		TOF:00	
		PAGE 1 OF 2 (VOLUME 1 OF 1)	
		COMMENT:	
PLANT THROUGH AUGUST 22, 2016 05:00PM			
SEARCH PARAMETERS			
BOOK/PAGE	PARCEL		
47-10	15		
SEARCH:	FROM 08/02/2016	THROUGH 99/99/9999	
BOOK/PAGE	PARCEL		
47-10	13		
SEARCH:	FROM 08/02/2016	THROUGH 99/99/9999	
BOOK/PAGE	PARCEL		
47-10	15		
SEARCH:	FROM 08/02/2016	THROUGH 99/99/9999	
SECTION	TOWNSHIP	RANGE	R NAME
28	6S	10W	KORT
SEARCH:	FROM 08/02/2016	THROUGH 99/99/9999	
SECTION	TOWNSHIP	RANGE	E NAME
28	6S	10W	KORT
SEARCH:	FROM 08/02/2016	THROUGH 99/99/9999	
SECTION	TOWNSHIP	RANGE	R NAME
33	6S	10W	KORT
SEARCH:	FROM 08/02/2016	THROUGH 99/99/9999	
SECTION	TOWNSHIP	RANGE	E NAME
33	6S	10W	KORT

33 6S 10W KORT
 SEARCH: FROM 08/02/2016 THROUGH 99/99/9999

TITLE DATEDOWN RESULTS

BOOK/PAGE	PARCEL
A47 - 10	15

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
OO	08/12/2016			STS 00 TEST	

ALL ARB FILINGS

BOOK/PAGE	PARCEL
A47 - 10	

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
NONE					SEQ:

BOOK/PAGE	PARCEL
A47 - 10	13

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
OO	08/12/2016			STS 00 TEST	

ALL ARB FILINGS

BOOK/PAGE	PARCEL
A47 - 10	

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
OO	08/12/2016			STS 00 TEST	

ALL ARB FILINGS

BOOK/PAGE	PARCEL
A47 - 10	

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
NONE					SEQ:

SECTION	TOWNSHIP	RANGE	R NAME
28	6S	10W	KORT

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
OO	08/12/2016		KORT	STS 00 TEST	

SECTION	TOWNSHIP	RANGE	E NAME
28	6S	10W	KORT

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
OO	08/12/2016		KORT	STS 00 TEST	

SECTION	TOWNSHIP	RANGE	R NAME
33	6S	10W	KORT

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
OO	08/12/2016		KORT	STS 00 TEST	

SECTION	TOWNSHIP	RANGE	E NAME
33	6S	10W	KORT

TYPE BK/PG	DATE	DOC#	GRANTOR	GRANTEE	PTN LGL/REMARKS
OO	08/12/2016		KORT	STS 00 TEST	

No additional Datedown found for any other order parameters

END OF REPORT

Batch Datedown

The batch datedown option allows you to enter multiple orders at one time and submit them all with a single click. If you need more than 16 slots, click the More button to add additional fields. The service will add the datedown reports in the History panel.

The screenshot shows the 'Batch Datedown' window with a 4x4 grid of 'Order' text boxes. A 'More' button is located below the grid, with a yellow callout bubble containing the number '1' pointing to it. At the bottom of the window, there are buttons for 'Add +', 'Update _', 'Reset /', 'Delete _', and 'Submit ='. A yellow callout bubble with the number '2' points to the 'Submit' button.

The 'HISTORY' panel in the bottom left corner shows a list of reports:

- [S:33 T:6S R:10W N:K](#)
- DATEDOWN: 0000423 TOF: [
- [A:898-080-43](#)
- [B:G60 P:125 R:3](#)
- [L:86 T:960](#)
- [L:TS T:960](#)
- DATEDOWN: TEST TOF: 00 (:
- [A:914-000-02](#)
- [B:A47 P:10 R:15](#)
- [B:G47 P:10 R:13](#)
- [B:G47 P:10 R:15](#)
- [S:28 T:6S R:10W N:K](#)
- [S:28 T:6S R:10W N:K](#)
- [S:33 T:6S R:10W N:K](#)
- [S:33 T:6S R:10W N:K](#)

The service will add the reports in the History panel as it completes each datedown for each order.

Depending upon the number of orders involved, this might take a while.