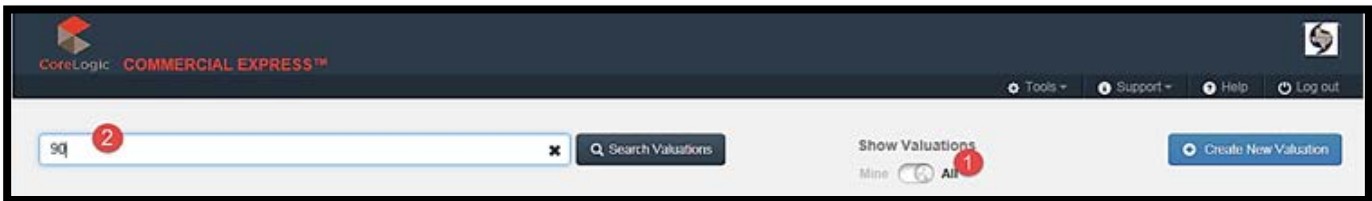


Commercial Valuations

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

To Find a Valuation:

1. If you wish to see all valuations created by your agency, change the 'Show Valuations' toggle from Mine to All.

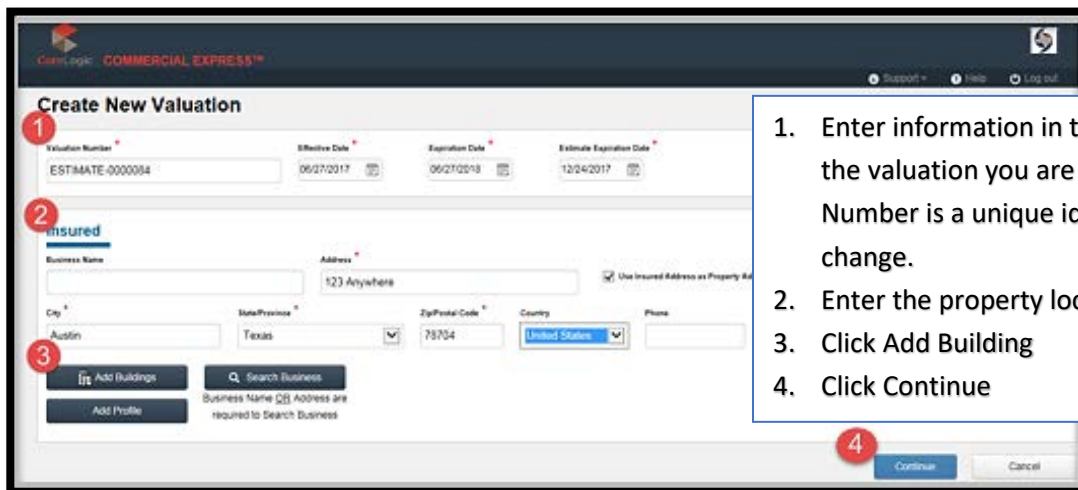


The screenshot shows the top navigation bar of the Commercial Express system. On the left, there is a search input field containing the number '90', with a red circle '2' next to it. To the right of the search field is a 'Search Valuations' button. Further right, there is a 'Show Valuations' section with two radio buttons: 'Mine' (selected) and 'All' (with a red circle '1' next to it). On the far right, there is a blue 'Create New Valuation' button.

2. If you would like to search for a specific valuation, enter some or all of the valuation number and click 'Search Valuations'.

To Create a Valuation:

The screen below appears after clicking on the Create New Valuation button:



The screenshot shows the 'Create New Valuation' form. At the top, there are four input fields for 'Valuation Number', 'Effective Date', 'Expiration Date', and 'Estimate Expiration Date'. Below these is a section for 'Insured' with fields for 'Business Name', 'Address', 'City', 'State/Province', 'Zip/Postal Code', 'Country', and 'Phone'. There are also buttons for 'Add Buildings', 'Add Profile', and 'Search Business'. At the bottom right, there are 'Continue' and 'Cancel' buttons, with a red circle '4' next to the 'Continue' 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
4. Click Continue

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.

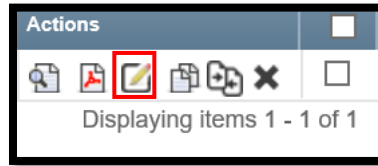
7. Enter the Story Height, Construction Type (drop down menu), Gross Floor, and Number of Stories.
8. Click Continue.



The valuation will then appear on the screen. You can close the Valuation by clicking the Close Valuation button.

If you select save, the valuation will appear on your Dashboard in the list of valuations.

To Edit a Valuation:

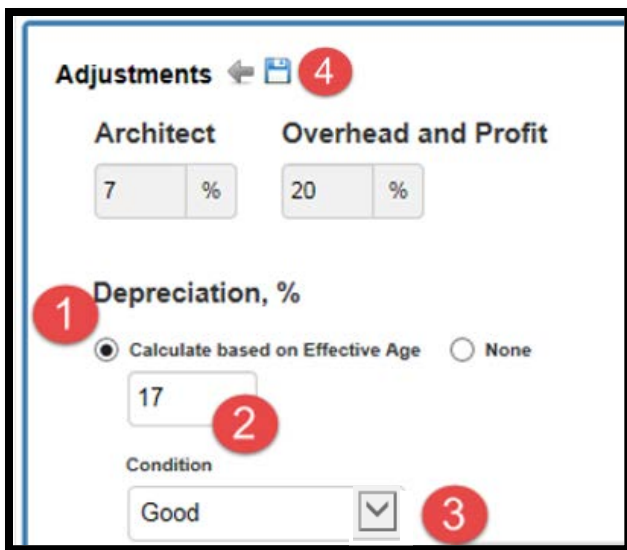
1. On the Dashboard, click the Edit Icon under the Actions column:



2. Each section in the valuation has either the Edit Icon  or a Building Icon . Edit the information that requires updating and then click Save.
3. When all edits have been completed, click on Close Valuation and Save. Your edited valuation will appear on the Dashboard.

To Calculate the Actual Cash Value:


After clicking the  icon next to Adjustments, the screen below appears.

A screenshot of a software interface's 'Adjustments' form. The form is titled 'Adjustments' and has a back arrow and a document icon to its left. There are four red circular callouts with numbers 1 through 4. Callout 1 points to the 'Depreciation, %' section. Callout 2 points to the input field for 'Calculate based on Effective Age' which contains the number '17'. Callout 3 points to the 'Condition' dropdown menu which is set to 'Good'. Callout 4 points to the 'Adjustments' title. The form contains two input fields: 'Architect' with the value '7' and 'Overhead and Profit' with the value '20', both followed by a '%' sign. Below these are two radio buttons: 'Calculate based on Effective Age' (selected) and 'None'. Below that is a dropdown menu for 'Condition' set to 'Good'.

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, press Ctrl + P at the same time.
3. Select your printer and click ok.