



VACANTREGISTRY.COM

How to

REGISTER PROPERTIES

using the

ELECTRONIC REGISTRATION PORTAL

at

VACANTREGISTRY.COM

FEDERAL PROPERTY
REGISTRATION CORP.



VACANTREGISTRY.COM



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Go to vacantregistry.com



ACTION 1: Go to vacantregistry.com

[Support](#) Information on last page



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The screenshot shows the VACANT REGISTRY website. At the top left is the logo for FEDERAL PROPERTY REGISTRATION CORP. The main header features the text "VACANT REGISTRY" in large white letters on a dark blue background with a star pattern. Below the header is a navigation menu with buttons for "Home", "About Us", "Benefits", "The Issues", "Library", and "Contacts".

The main content area is divided into several sections:

- Local Government:** A section with a red icon of a person at a desk, titled "LOCAL GOVERNMENT" and subtitled "Whether you are a county, or a municipality FPRC is a solution provider you can count on ...". Below this is a red button labeled "Citizen's Request".
- Relationship Managers:** A section with a red icon of two people, titled "RELATIONSHIP MANAGERS" and subtitled "Professionals dedicated to your success providing 'best practices' ...".
- Lenders:** A section with a red icon of a book, titled "LENDERS" and subtitled "Providing lenders a single, central streamlined location and process to provide contact ...".
- WHAT'S NEW?:** A section with two news items:
 - HUD to Stabilize Foreclosure Crisis (June 2009):** Accompanied by an image of the US Capitol building. Text: "New HUD Chief Stokes Expectations to Stabilize Housing. Lower expectations and then overdeliver on them. It may be wise advice, but the new Secretary of Housing and Urban Development, Shaun Donovan, ain't havin' none of it."
 - Freedom to Purchase Homes Aagain (July 2009):** Accompanied by an image of hands holding a coin. Text: "Making Home Affordable. A recent expansion of the Making Home Affordable program now allows borrowers who are current but up to 125 percent underwater on their mortgage."
- LOG IN:** A section with the text "NEW TO OUR SITE? REGISTER HERE" and a red arrow pointing to the "REGISTER HERE" link. Below this are input fields for "E-mail address" and "password", and a red "Login" button.
- RESTORING PROSPERITY:** A banner with an American flag graphic and the text "RESTORING PROSPERITY".
- Footer:** A dark blue bar with a star icon and the text "VACANTREGISTRY.COM © 2009 PRIVACY POLICY".

ACTION 1:
You will need to register as a new user.
Click Here

TIP: As you enter information in ERP, hit the Tab button to go to next box, instead of using your Mouse



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ACTION 3: Enter a User Name and Password. Enter the Email address you want used for contacting you.

NOTE: Each person from your company who will be registering property should establish their own account

ALERT: Passwords must contain 8 characters. We recommend a combination of letters and numbers

ACTION 4: When you have entered your information Click



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ACTION 5: If your new account is registered correctly you will see this message. Then go to your email to complete the activation of your account

NOTE: You will be unable to Log In until your account is activated via your email!

ACTION 6: Once you activate your account come back to this page and Click



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NOTE: When you have logged in successfully you will see this message

ACTION 7: You now need to enter your information in your Profile. Click



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User Profile

Change Password Change Email

User Name:

Email:

Edit Profile

Title

FirstName

LastName

Company

Phone

In What Capacity Are You Acting?

- Mortgagee
- Mortgage Servicer
- SubServicer
- Broker
- Foreclosure Attorney
- Property Owner
- Asset Manager

NOTE: As you scroll down you will see data boxes that need to be completed

ACTION 8: Enter your information in all the applicable data boxes

ACTION 9: Remember to check the applicable box in this list

ALERT: Use the information that you want in the data base when you register a property

ACTION 10: When data is entered. At the bottom of the page. Click



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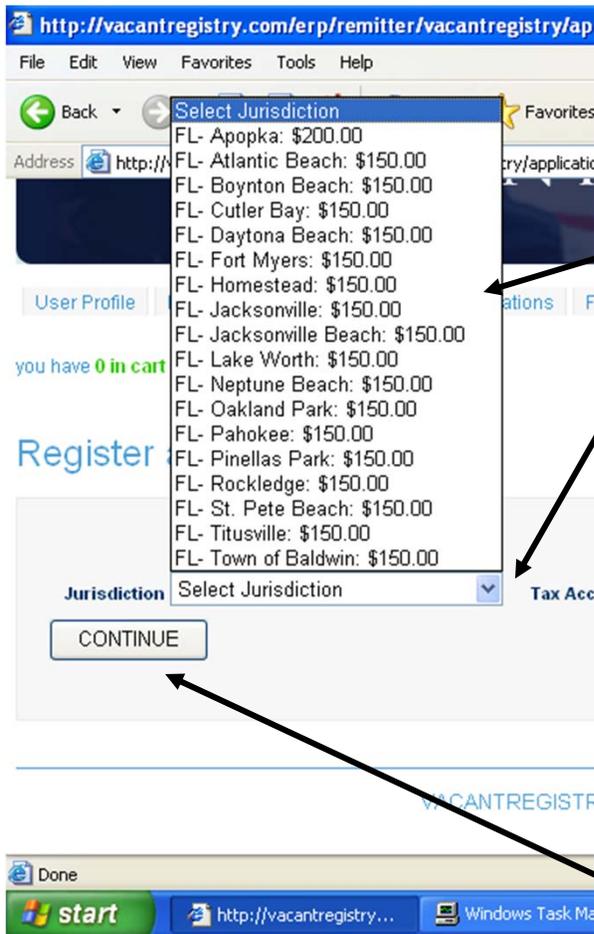
NOTE: When your Profile is completed you will receive this message

ACTION 11: To register a property. Click

NOTE: If you ever want to see or edit your Profile. Click



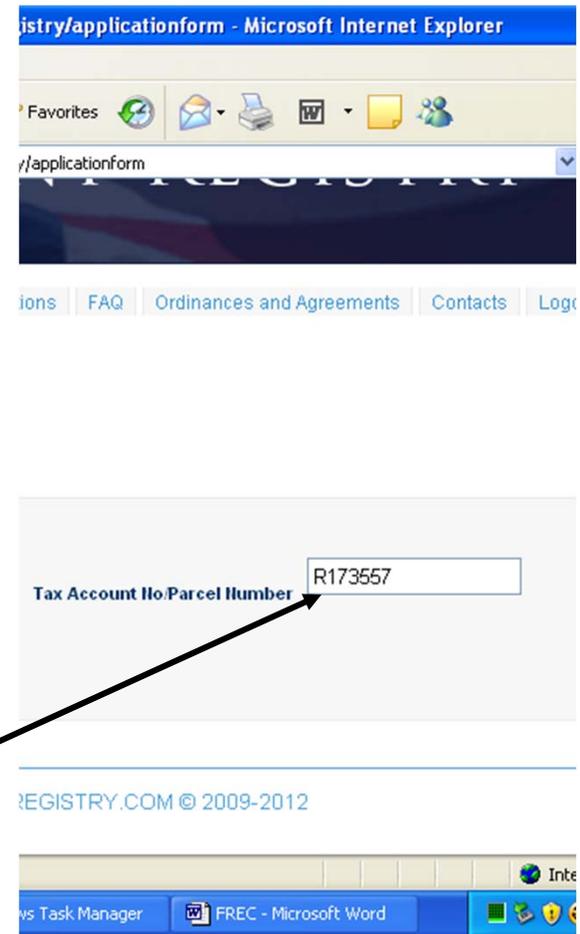
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ACTION 12: In the Jurisdiction box, click on the arrow to open the menu. Click on the municipality where your property is located.

NOTE: The cost to register the property is indicated after the municipality

ACTION 13: Enter the Tax Account No. or Parcel Number for your property. Then Click





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vacantregistry/applicationform - Windows Internet Explorer

vacantregistry/applicationform

Web Slice Gallery

mortgage... New Tab http://vacantregi... x

Property Info

Tax Account No: Parcel Number:

Address: Unit No:

City: State: Zip:

Status: Vacancy: Last Inspection:

Remitter

NOTE: All the Property Info corresponding to your input will appear in the boxes automatically

ALERT: If the boxes do not populate, then your property is not within the boundaries of that municipality. If you feel this is incorrect, contact [SUPPORT](#)

ALERT: In this Example the Tax Account No. correlated with a Parcel Number. But no other information populated. This means we received incomplete or corrupted data. Contact [SUPPORT](#)



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Property Info

Tax Account No: Parcel Number:

Address: Unit No:

City: State: Zip:

Status: Vacancy: Last Inspection:

Remitter

Company:

Name: Title/Role:

Address:

City: State: Zip:

Phone: Email:

Mortgagee/Trustee

NOTE: In this example all the Property Info corresponding to your input appeared in the boxes automatically

ACTION 14: The only Property Info you provide are these three boxes

NOTE: You are the Remitter of the Registration fee because you are Registering the Property. This information comes from your Profile and is populated automatically



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Property Info

Tax Account No: R173582 Parcel Number: 16-30-16-34092-003-0180

Address: 11449 58TH ST Unit No:

City: PINELLAS PARK State: FL Zip: 33782

Status: Vacancy: Last Inspection: 10/14/2010

Remitter

Company:

Name: John Binder Title:

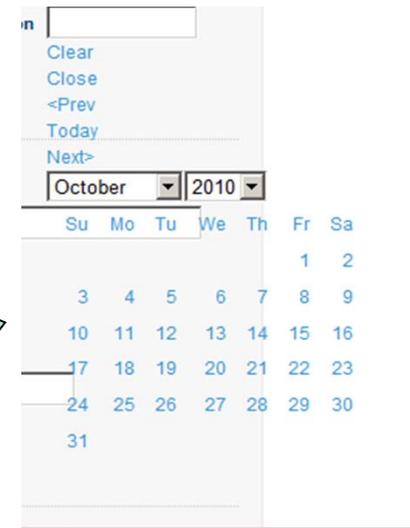
Address: 3760 Sixteen Road

City: Canton State: NC Zip:

Phone: 678-876-8099 Email:

Status: Vacancy: Last Inspection: 10/14/2010

Remitter



ACTION 15: When put your cursor in the Last Inspection box, a Calendar will appear. Click on the correct date

ACTION 16: When you click the box arrow for Status and Vacancy a menu will appear. Click on the proper information



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Mortgagee/Trustee

Company: This field is required.

Name This field is required. Title/Role

This field is required.

Address This field is required.

City This field is required. State This field is required. Zip

This field is required.

Phone This field is required. Email

This field is required.

Mortgage Servicer

Company:

Name Title/Role

Address

City State Zip

Phone Email

Property Manager

Company:

Name Title/Role

Address

City State Zip

Phone Email

ALERT: It is necessary to provide the Mortgage/Trustee, Mortgage Servicer and Property Manager information

ALERT: If you submit without this information you will get This field is required

NOTE: If your Profile shows that you registered as a Mortgagee, Trustee, Mortgage Servicer or Property Manager then the applicable information will populate automatically.

NOTE: In this example, the Profile of the person registering the property shows they are a Property Manager therefore the Property Manager information automatically populated.



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[-] Mortgagee/Trustee

Company: B21Webguys

Name: [] This field is required. Title/Role: []

Address: [] This field is required.

City: [] This field is required. State: [] This field is required.

Phone: [] This field is required. Email: []

[-] Mortgage Servicer

Company: [] This field is required.

Name: [] This field is required. Title/Role: []

Address: [] This field is required.

City: [] This field is required. State: [] This field is required.

Phone: [] This field is required. Email: []

ACTION 17: When you begin to type in the Mortgagee/Trustee, Mortgage Servicer or Property Manager box a menu will appear with a list of previously entered information by all users. If you have completed this information previously, Click on it. If not, we suggest you enter your information.

[-] Mortgage Servicer

Company: Qualified Mortgage Services

Name: [] This field is required. Title/Role: []

Address: [] This field is required.

City: [] This field is required. State: [] This field is required.

Phone: [] This field is required. Email: []

[-] Property Manager

Company: [] This field is required.

Name: [] This field is required. Title/Role: [] Manager

Address: [] This field is required.

City: [] This field is required. State: [] This field is required.

Phone: [] This field is required. Email: []

PROCEED TO NEXT STEP

ALERT: If you choose to click on Information that looks like it matches, be sure to check each box to be sure it contains the information that you want.

NOTE: Since the Property Manager information is completed there is no Menu List



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ACTION 18: After you have entered all the property information, Click

PROCEED TO NEXT STEP

Confirm Property Information

Tax Account No: R173582

Parcel ID: 16-30-16-34092-003-0180

11449 58TH ST PINELLAS PARK, FL 33782

Vacant • Last Inspected: 10/04/2010 • Status: Notice of Foreclosure

Remitter

John Binder – Manager
WinTric, Co.
3760 Sixteen Road Canton, NC 34512

Phone: 678-876-8099
Email: jbinder@vacantregistry.com

Mortgagee/Trustee

Bank United – Owner
Bank United
255 Alhambra Circle Coral Gables, FL 33134

Phone: 305-569-2019
Email: info@bankunitd.com

Mortgagee/Servicer

Chase – Home Finance LLC
Chase Home Finance LLC
800 Brookside Blvd Westerville, oh 43081

Phone: 888-310-1506
Email: prop.pres.reg@chase.com

Property Manager

John Binder – Manager
WinTric, Co.
3760 Sixteen Road Canton, NC 34512

Phone: 678-876-8099
Email: jbinder@vacantregistry.com

ACTION 19: Then review the Confirm Property Information page to see that everything is correct. Then Click

SAVE AND CONTINUE

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[User Profile](#) [New Registrations](#) [View/Edit Registrations](#) [FAQ](#) [Ordinances and Agreements](#) [Contacts](#) [Logout](#)

you have **1** in cart

Registration Information saved successfully!

Register Another Proceed to Checkout

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ALERT: This page will indicate if your Registration Information was saved successfully.

NOTE: The number of properties registered during this Log In will be indicated in your Cart. This number will increase with each new property.

ACTION 20: Click what you want to do next, Proceed to Checkout or Register Another property



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you have **1** in cart

Invoice

SELECT	Property Id	Tax Account Number	Property Address	Preview
<input checked="" type="checkbox"/>	238812	R173582	11449 58TH ST,PINELLAS PARK,FL,33782	

[Proceed to Payment Options](#)

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ACTION 21: Make sure the box is checked for the registered properties to be invoiced. Then Click

ALERT: Print this page or make note of the Trans ID #. If something happens with the Invoice you will receive you can remit payment with this information

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you have **1** in cart

Payment Preview

Transaction ID	Property Address	Total Registration	Rate	Amount
238812	11449 58TH ST,PINELLAS PARK,FL,33782	1	\$150.00	\$150.00
Total:				\$150.00

[Check](#)

ACTION 22: At this time payment by check is the only payment option available. Click

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you have **1** in cart

The invoice.pdf is successfully sent to your mail address . Please check your email address to download(view) your invoice. Remit this invoice with payment and Please mail your remittance to:

FPRC,
Attn: Accounts Receivable,
6767 N. Wichkam Rd. Suite 400
Melbourne, FL 32940.

[Back](#)

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ALERT: Do not forget to Logout

NOTE: This page notifies you that an Invoice was sent to your email address for your property registrations completed during this Log In session

ALERT: Make note of the address where you send your check with the Invoice

NOTE: If you want to see or change any of your registrations (new and old). Click





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Select	Property ID	Tax Account Number	Property	View Edit Delete	Status
<input checked="" type="checkbox"/>	238812	R173582	11449 58TH ST, PINELLAS PARK, FL, 33782		Pending

NOTE: The View/Edit Registrations page will show all of your registered properties. This is where you will *keep the information for all of your properties current*. To view, edit or delete (de-list) a property check the Select box for that property and click on the action you want to choose. For instance if you want to Edit information go to the Pencil symbol and Click

ALERT: If the Status of a property is shown as **Pending**, the Registration fee has not been received. A **Pending** property is not in compliance with the applicable Ordinance or considered a valid registration.



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SUPPORT

Call 321-421-6639

Go to FAQ on the website vacantregistry.com

Email support@vacantregistry.com

Contact Form at vacantregistry.com/contact