

[**March 2, 2015**]

To {**Name of Auto Selected Title Company**},

***US CRE Online.com*** Recorded Documents & Prelim Title Report Order:

Log in to: [www.USCREonline.com](http://www.USCREonline.com);

Asset ID #: [xxxxx]

Property address: [xxxxxxxxxxxxxxxxxxxxx], [Seattle], [WA] [Zip Code]

Property Type: [xx] unit [Multi-Family] (or [xx] square foot [Commercial/Retail (Office/Industrial/etc.)]

APN: [xxxxxxxxxxxxx]

Ownership: [xxxxxxxxxxxxx]

Listing Agent: [xxxxxxxxxxxxx]

The above captioned **NAR Listing Agent** {“**NAR-LA**”} has contracted (e.g., “Internet Portal Agreement - Margin Disclosure Agreement”) with {***USCREonline.com LLC***} {“***USC***”} and commenced uploading its CRE Listing Asset Data to its respective data file at [www.USCREonline.com](http://www.USCREonline.com). Per our relationship with {**Name of Title Company**}, please secure and upload to ***USC*** the **Preliminary Title Report** and **Recorded Documents** for the above captioned commercial investment property.

Document Upload Instructions:

**Note**: please upload all documents in Adobe Acrobat PDF non-editable Format

1. Go to <http://www.uscreonline.com> and log in.
2. From your [**“My USC Page”**] click on to the [**Manage Assets**] hyperlink.
3. <Click> the [**Asset ID #**] that matches the Asset ID# captioned above. You will only have access to the DOCUMENT upload page.
4. From the drop down menu, select the applicable document to upload, and <click> the [**○ Data Available**] button for each upload:
   * Preliminary Title Report
   * Senior Lien Position Mortgage
   * Junior Lien Position Mortgage
   * Miscellaneous Lien
   * Other (requires edit/insert of name of document uploaded at the Title window)
5. At completion of Document Uploads, <click> the [**Save and Submit**] blue button.
6. After you have completed Document Uploads for subject Asset ID, press the [F5] keyboard key to refresh your ***USC*** page.
7. Log out.

Upon submitting the Documents to ***USC***, you will receive a curtesy Thank You e mail from ***USC***. The {**Name of Title Company**} {“**My USC Page**”} **Record of Uploaded Recorded Documents** TAB shall then be automatically updated for your billing records. Per the terms and conditions of its Service Agreement with ***USC***, {**Name of Title Company**} will receive payment for its defined services according thereto.

Thank you for being a valued Endorser to and Service Provider of ***United States Commercial Real Estate Online, LLC***. It is our honor and privilege to provide the defined CRE Data Portal Services to the investment community.

The Professional Staff

***US CRE Online, LLC***

File storage name: *USC-Rec Doc-Prelim Report Order to Title Co-List Agt File 3-2-15*