Ordering a USPS Zip Code Verification

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How to order a USPS Zip Code Verification

Each file will need a USPS Zip Code Verification.

This report is for the underwriter to review to verify the property address with the US Post Office and will need to be pulled and uploaded into each file at the same time you order the Appraisal Report.

Go the following website: www.tools.usps.com/zip-code-lookup.htm?byaddress and enter in the subject property address:

Once address is entered click the "Find" button.

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The property address according to the US Postal Service will be verified the box indicated below. Make sure that the address in the BytePro system match exactly. This is how the address should read in all the documentation throughout the file IE: Title, Hazard Insurance, Appraisal etc.
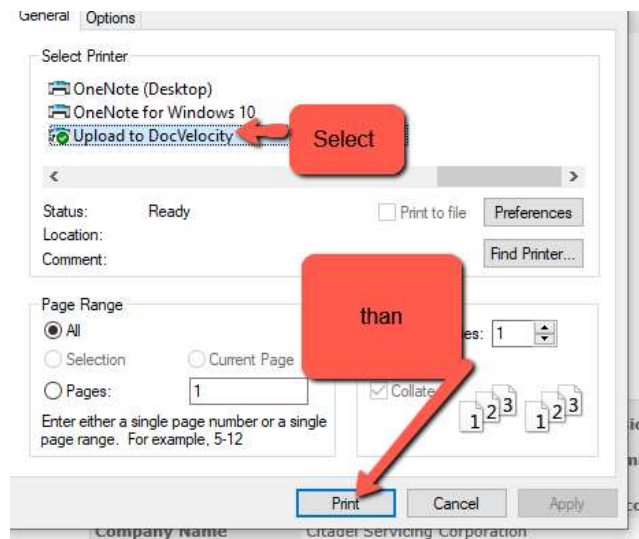
ZIP Code™ by Address

You entered:

23971 LA CHIQUITA
MISSION VIEJO CA
92691

If more than one address matches the information provided, try narrowing your search by entering a street address and, if applicable, a unit number. **Edit and search again.**
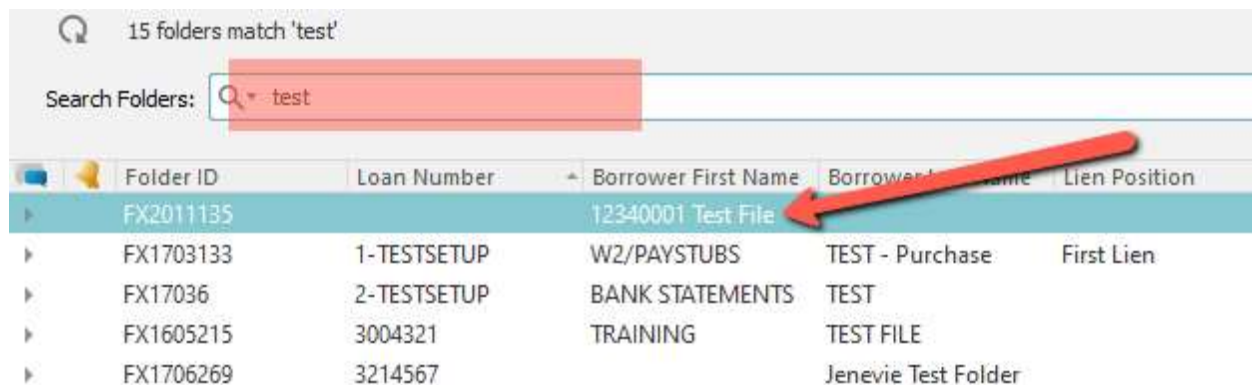
23971 LA CHIQUITA DR
MISSION VIEJO CA **92691-4312**

You will need to print the document by selecting: "Select Printer" then choose "Upload to Doc Velocity" and print
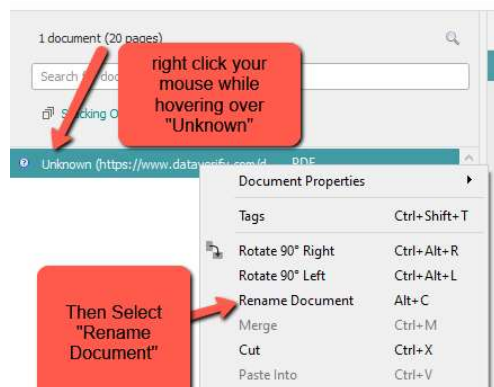
Then go to Search Folders where you will locate the file.

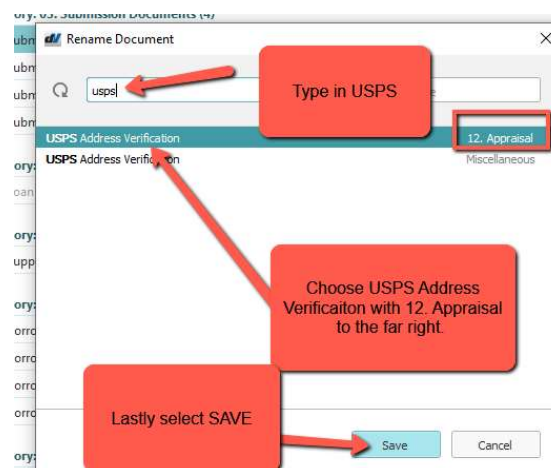Select the file and open by double clicking on the appropriate file.

Naming the document in DocVelocity.

You will right click while hovering over "Unknown"

Selecting the name of this document – this will be named **USPS Address Verification.**

Save document in DocVelocity by selecting the **Send** button.