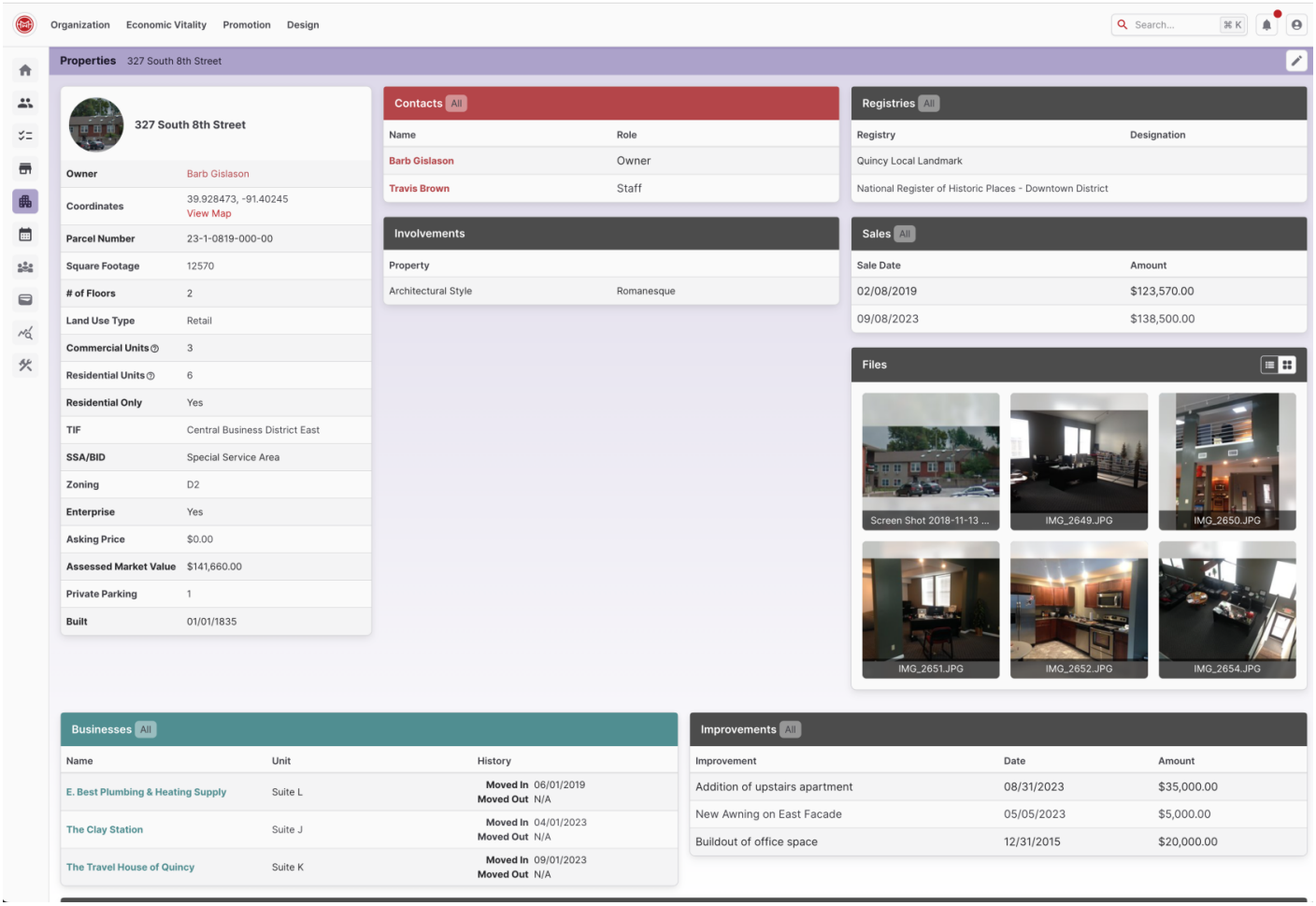
Property Profiles

To add a property profile, go into the Contacts section of Maestro and click on the Plus button in the upper right hand corner. This will create a blank profile for you to edit and save.



Required Field

Address is the Required Field.

All property profiles must have an address to be saved. The full Address is the unique identifier for properties and will determine if imports update the record or create a new record.

Parcel Numbers vs. Addresses

Maestro identifies a property using its address. However, some organizations use parcel number as the property identifier. The parcel number can be used to search a property from the Search field. Important Note: The parcel number is not a Maestro-required field. And, at this time, advanced searches cannot be run by parcel number. However, the parcel number is included on all exported advanced search results.

Units List

Each property profile contains a Units section. This would be any suite or subsection of the property. For instance, there may be a property that has multiple storefront addresses, each of those would be a separate unit. (i.e. 123 Main, 125 Main, 127 Main may all be in the same building).

Public Parks & Public Parking

These properties are tracked under the Tools module under Community Investment. Most of these properties have known addresses and parcel numbers which are listed under this section. Properties tracked here (under Community Investment) are not pulled into any search results.

If a particular property address or parcel number is not found under the Properties module, users should manually search the Community Investment section to avoid duplication.

Private Parking, Vacant Lots

These properties have profiles in the Properties module. We suggest adding an involvement tag such as: “Privately Owned Parking Lots or Decks” or “Lots (Vacant)”.

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