

How to Check the Status of a Reported Property Using UP3

Log into your UP3 account

From the Main Page choose ***Holder Reporting*** ⇒ ***Holder Processing*** ⇒ ***Search the Holder Database***

Enter the tax ID or name of a company you have been allowed access to in the appropriate field or leave all fields blank and click ***Search for Holders*** to return a list of all holders you have been approved to view. *Notice the statement “Only Properties from your Approved Holders are Available.” The security of our system only allows you to view properties that you submit.*

A list will display. Click ***View*** next to the holder record you want to view.

The information for the holder will display. Scroll to the ***Reports From This Holder*** section and click ***Props*** next to the report you want to view.

UP3 now displays all properties in the selected report. The list can be sorted by column headers. The ***Status*** column will display the current status of the property.

Click ***View*** in the ***Options*** column to view more details about a specific property. This opens the property details page. It displays information recorded for the property such as original property and owner information given by the holder, report information, current balance and RFI*/Claims filed for the property.

**RFI is a Request for Information sent to a potential owner. If an RFI is filled out and mailed to our office it becomes a claim against the property.*

If the property has a ***Paid Status*** you can view the name of the claimant in the ***Claims Against This Property*** section. The section shows the mailing city of the claimant, the date we received the claim and the status of the property. If the name of the claimant is different than the original owner we had reason to pay the claim to someone other than the original owner. Reasons for this may be payment to the heirs of the original owner, payment to the State of the last known address of the owner if other than Kansas (reciprocal report) or payment to the KS Setoff Program to fulfill a government obligation.

You may return to the listing of properties for the selected report by choosing ***Return to the Last Property Result List*** at the bottom of the page or choose one of the other available options to start a new process.

If you have any questions about the status of a property that can not be answered by viewing it in your account contact our holder department at (785) 291-3173.