

## Wholesaling

### How to scrub a list Feb 14 2021

#### 1. Delete columns

- a. owner middle name
- b. suffix,
- c. label name 2,
- d. last name 2,
- e. owner,
- f. mail zip to mail cc,
- g. property address to city,
- h. zip to county,
- i. equity-owner,
- j. move owner label name to last column -

#### 2. Rename columns (header)

- i. First name
- ii. Last name
- iii. Mailing address
- iv. Mailing city
- v. Mailing state
- vi. Mailing zip
- vii. Property address
- viii. Property city
- ix. Property state
- x. Property zip
- xi. County
- xii. Notes
- xiii. Phones

#### 3. Add new tabs:

- a. Tabs
  - i. List Report,
  - ii. Business,
  - iii. Trusts,
  - iv. Missing,

- v. Clean,
  - vi. Bad Addresses
  - vii. Numbers,
- b. Add the column header to every tab

**4. List Report - create filter on Notes tab**

- a. filter by condition:
  - i. Copy the following to the Business tab text contains:
    - 1. llc,
    - 2. ltd,
    - 3. inc,
  - ii. Copy the following to the Trust tab text contains:
    - 1. Trust
  - iii. Copy the following to the Missing tab text contains:
    - 1. blanks,
    - 2. incomplete names
- b. Use county property assessor to search missing info

**5. Clean data**

- a. Filter First Name Column A to Z
- b. Filter by condition under First Name column
  - i. Text is exactly:
    - 1. A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z
    - 2. Place in Missing tab

**6. Copy list to “Clean Data” list**

- a. Remove notes
- b. Which the order of Last Name, First Name, to First Name, Last Name