

Wholesaling How to Scrub a List

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)

- a. First name
- b. Last name
- c. Mailing address
- d. Mailing city
- e. Mailing state
- f. Mailing zip
- g. Property address
- h. Property city
- i. Property state
- j. Property zip
- k. County
- l. Notes
- m. 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:
 - a. llc,
 - b. ltd,
 - c. inc,
 - ii. Copy the following to the Trust tab text contains:
 - a. Trust
 - iii. Copy the following to the Missing tab text contains:
 - a. blanks,
 - b. 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
Text is exactly:
 - i. 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
 - ii. 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