# NORA Property Search and Expression of Interest Tool User Guide

## Step 1: Choose your preferred method of viewing available NORA inventory:

If you would like to view all available properties via list view, please visit noraproperty.nola.gov.



Select the 'Register' link to create an account if you do not have an existing OneStop account (onestopapp.nola.gov). If you have an existing OneStop account, you may choose 'Log In' and log into the site using that login information.

P: 504.658.4000
E: 504.658.4551
We're in beta. Help us make this a better application.
We strive to make continuous improvements in response to public feedback while in the beta testing phase. Please contact us if you have comments or issues.

If you would like to view all available properties via map view, please visit **noraproperty.nola.gov/map**.



The NORA Property Viewer will show all available properties in a particular area. Once you have selected the property in which you would like to submit interest, you can then select the above link and it will take you to **noraproperty.nola.gov** to submit interest in that property.

#### Step 2: Registration:

Once the register link is selected, the following screen will appear. Please enter all required fields.

## Register.

Use the form below to create a new account.

		<b>*</b> = Required
Account Information		
Contact Information	Account Information	
Security Question >	User name *	
Password >		
	First Name *	
	Last Name *	
	Email address *	
Account Information >	Contact Information	
Contact Information	When submitting applications, you will need to supply contact information. Store it here first for your convenience.	
Security Question >	Address *	
Password >	Address 2	
	City *	
	State *	Please complete all required
		fields highlighted with a red
	zip code	astorick
	Phone Number	asterisk
	Phone Type Work *	
	Security Question	
	You will be asked this security question when changing or reseting your password.	
	Secret Question What is your mother's maiden name? *	
	Answer *	
	Password	
	Passwords are required to be a minimum of 6 characters in length.	
	Password	
	Confirm gassword	
	Notify me when my requests are processed.	
	Regeter	

Once you have registered for an account, the next time you return to <u>noraproperty.nola.gov</u> you will see the following screen.



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known, enter a search NORA	address of interest inventory	iere	Hello, kermit frog !	🕩 Log off	<b>f</b> FAQ
					Menu
NEW ORLEA	NS	If you would 'Any Status'	l like to view all availabl	le properties, sel vailable propertie	ect the drop d
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974 items found		r		<b>Express</b> rest	Property Listing
Selected items • Choose	action • Submit		Any Type 🔹 Any Status 🔹	Recently Modified 🔹	10 🔹
1467 Granada Dr * Add to Watch List	LLT · Asset #ORL174259 ·	Ref Code:			
Council District: D	Status: Sold	Zoning:	Any Sta	itus 🔻	
2359 Mendez St	NORA · Asset #ORL067598	Ref Code:	Any Sta Pending	itus g Sale/Program	
	Council District: D	Status: Pending Sale/Program	Zoning: Owned	- Available	
All Items					
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Step 4: Submit	tting Interest				
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'Submit' on the

Form

**Expression of Interest** 

ral - Applican ral - Lot Next Doo

Submit a general document

Choose Files No file chosen

Review and Submit Expression Save Changes Submit

Files over 10MB should be submitted on a disk (CD-ROM or DVD) or USB drive in person.

Any supporting documentation can be uploaded here. This documentation is not mandat

Supporting Documentation is not ete for work. Accepted file formats: a mandatory in order to complete the Expression of Interest.

y in order

Existing Documents:

### Example of a completed Expression of Interest below:

NORA Property Inquiry				NOPA Property Inquiny	General - Applicant
Save Cancel	Location Address: 2514 Alabo St	Parcel PIN/MapReg: 39W617115	Owning Agency: NORA	Save	Business/Organization Type
Locations				Cancer	Are You a Housing Developer * Yes No
Description >	Description				Interested Party Name *
General - Project >	The second secon			Locations >	Kermit Frog
General - Applicant	Type a description for this expression here			Description	
General - Lot Next Door	Prease enter a short description of why you are interested in the property nete.			Interested Party Address *	
Submit Documents >				General - Project >	1234 Sesame St.
Review and Submit			1	General - Applicant	Interested Porty City *
				General - Lot Next Door	New Oferer
				Submit Documents	New Orleans
	General - Project				Interested Party State *
	Intended Use for Property *			Review and Submit	Louisiana
	Yard Expansion/Expand Neighboring	Property *			
	Any supporting documentation can be u	uploaded below. This			Interested Party Zip *
	Expression of Interest.	er to complete the	General - Lot Next Door		70113
	Do You Own Property Next Door *	NORA Property Inquiry	NORA Property Inquiry Adapted Property You Own		Are you submitting interact for a business or organization?
	Yes No	Save	1234 Seseme St		Yes No
		Cencel	Name of Property Owner		Interested Party F-Mail Address #
			Kermt Prog		Ittera@amail.com
		Locations 3	This should be the name of the person who owns the Lot Next Door qualifying property.		ktirog@gmail.com
		Description			Interested Party Phone Number *
		General - Project	Submit a general document		555-555-5555
	Control - Agailant South Control - Submit a general occurrent				
		Submit Documents	Submit nor in once incommity informat to the current application. Commit decurrent include site glunding and auto-income in a contract spart for sources. A contract different of glups and incoment of the contract of the contract spart for sources. A contract different of glups and incoment of the contract of the contract spart for sources and and the contract spart for sources and and the contract of the contract spart for sources and and the contract spart for sources and the contract spart for		soft
		Review and Submit			
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			Choose Files No file chosen	Existing Documents:	
			Review and Submit Expression		
			Save Charges		

Once you have completed your Expression of Interest, click on the 'Submit' button to complete submitting your expression. The following screen will appear:

Kennik Hog		
Account Email		
ktfrog@gmail.com		
Date & Time		
Thursday, March 09, 2017		
Your IP Address		
10.33.9.62		

Enter your name in the 'Print Name' field and click 'Submit' to submit the Expression of Interest to the NORA Disposition Team. Your Expression of Interest will not be recorded until you select 'Submit' on this screen.

#### Step 5: Confirmation of Submittal of the Expression of Interest

Once you have submitted your Expression of Interest the following screen will appear.

**Congratulations!** Your expression has been submitted successfully.

Your reference code is: 41YYB8 for your Expression.

A member of our team will review your expression and may contact you directly to collect additional information.

View & Print View my Items View Expression Details

This is your reference number confirming that the expression has been registered in our system. Please note that a completed Expression of Interest Form **DOES NOT** guarantee purchase of the property.