

NORA Property Search and Expression of Interest Tool User Guide

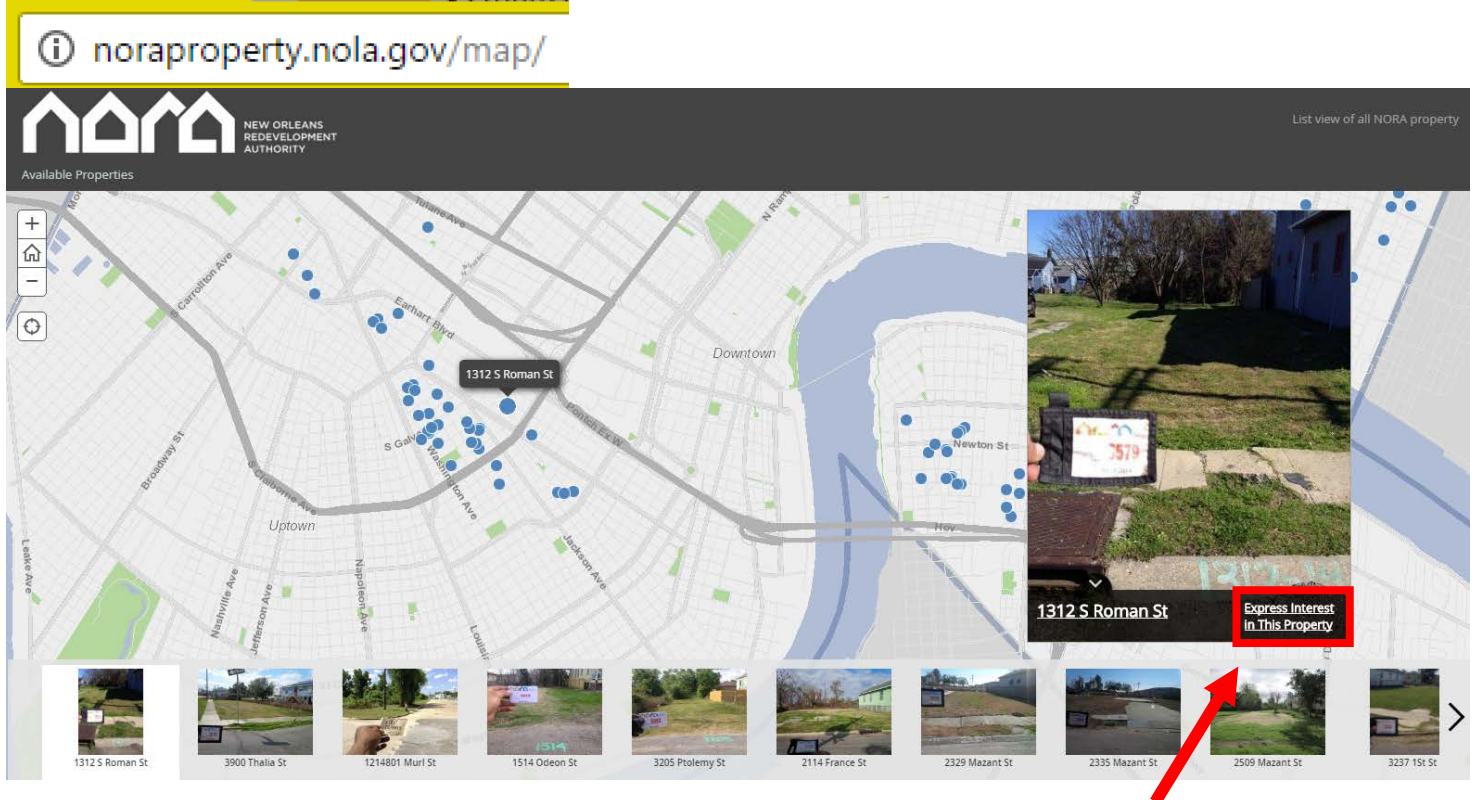
Step 1: Choose your preferred method of viewing available NORA inventory:

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.

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.

* = Required

Account Information

Contact Information

Security Question

Password

Account Information

User name *

First Name *

Last Name *

Email address *

Account Information

Contact Information

Security Question

Password

Contact Information

When submitting applications, you will need to supply contact information. Store it here first for your convenience.

Address *

Address 2

City *

State *

Zip Code *

Phone Number *

Phone Type *

Security Question

You will be asked this security question when changing or resetting your password.

Secret Question *

Answer *

Password

Passwords are required to be a minimum of 6 characters in length.

Password *

Confirm password *

Notify me when my requests are processed.

Please complete all required fields highlighted with a red asterisk

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

Search the NORA database...

[Log in](#) [Register](#) [Help](#)

[Property Listings](#) [My Expressions of Interest](#) [My Watch List](#)

Log in

User name

Password

Remember me?

Use a OneStop account to log in.

This application is integrated with NOLA OneStop. Please log in with your City of New Orleans One Stop account. If you do not have an account, please create one using the Register link.

[Forgot password?](#)

[Forgot user name?](#)

[Register](#)

Example of a completed Expression of Interest below:

The screenshot displays a multi-step web form for a NORA Property Inquiry. The form is divided into several sections:

- Location:** Includes fields for Address (2514 Alabo St), Parcel PIN/MapReg (39W617115), and Owning Agency (NORA).
- Description:** A text area for describing the interest in the property.
- General - Project:** Includes a dropdown for 'Intended Use for Property' (set to 'Yard Expansion/Expand Neighboring Property') and a 'Do You Own Property Next Door' checkbox (set to 'No').
- General - Lot Next Door:** Includes fields for 'Adjacent Property/You Own' (1234 Sesame St) and 'Name of Property Owner' (Kermit Frog).
- General - Applicant:** Includes fields for 'Business/Organization Type', 'Are You a Housing Developer?' (Yes/No), 'Interested Party Name' (Kermit Frog), 'Interested Party Address' (1234 Sesame St), 'Interested Party City' (New Orleans), 'Interested Party State' (Louisiana), 'Interested Party Zip' (70113), 'Are you submitting interest for a business or organization?' (Yes/No), 'Interested Party E-Mail Address' (ktfrog@gmail.com), and 'Interested Party Phone Number' (555-555-5555).

Navigation buttons like 'Save' and 'Cancel' are present in several sections. A 'Submit' button is located at the bottom of the form.

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

The confirmation dialog box contains the following fields:

- Print Name:** Kermit Frog
- Account Email:** ktfrog@gmail.com
- Date & Time:** Thursday, March 09, 2017
- Your IP Address:** 10.33.9.62

Buttons for 'Close' and 'Submit' are at the bottom right.

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.