

**Foreclosure Report of Chicago online at**  
**[www.public-record.com](http://www.public-record.com)**

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**Directions on how to access your weekly foreclosure reports.**

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1. You will see two types of foreclosure reports to access: FROC Booklet and FROC Supplement.
2. The FROC Booklet includes **newly filed foreclosures, newly published foreclosure auctions**, and also **auction sale results** from the previous week.
3. The FROC Supplement includes a list of all **foreclosure auctions** scheduled to take place in the following 2 weeks.
4. After clicking on the type of foreclosure list you want to view, you will be taken to a Welcome screen. Fill in any missing information, scroll down, and click "**Next**".
5. This screen will list links of different types of foreclosures. There are two different file types here: **PDF files (.pdf)** and Microsoft **Excel files (.xls)**. PDF files are for viewing and printing off your screen, or you can save them on your desktop and view and print later. Excel files contain tables of data in which you can manipulate to make custom lists. You CANNOT manipulate the data in a PDF file, or print custom letters to the leads on a PDF file – only Excel files can you do this with.
6. Pick the file type you wish to view, and **right click** on the link with your mouse. Choose "**Save As**" and rename the file if you wish. Save the file to a location on your computer that you can easily find and access later (such as your Desktop).
7. You may then retrieve your saved files and view and/or manipulate the data.

\*If you have any questions, or need further assistance, please contact your sales representative at (630) 557-1000, or email [info@public-record.com](mailto:info@public-record.com)



**Record Information Services**

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