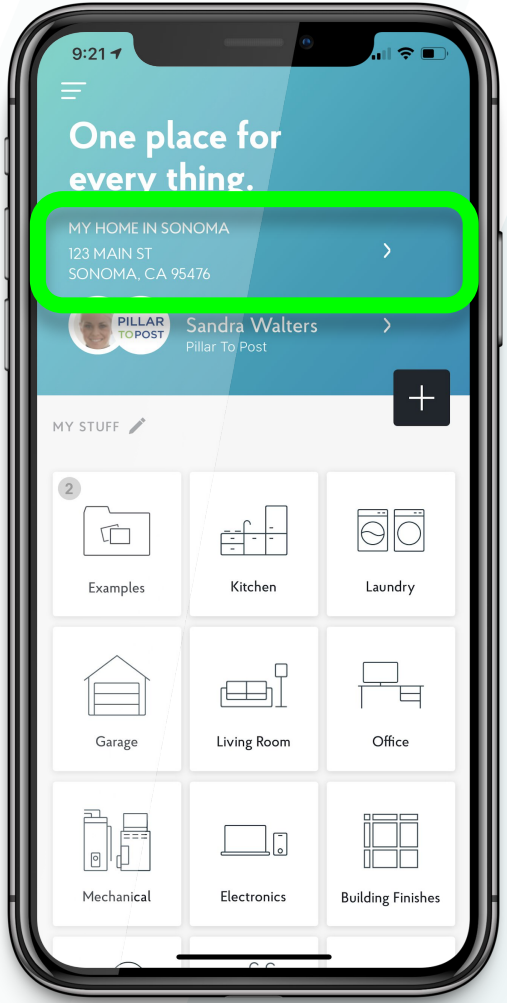
CENTRIQ

VERIFY A PROPERTY TRANSFER

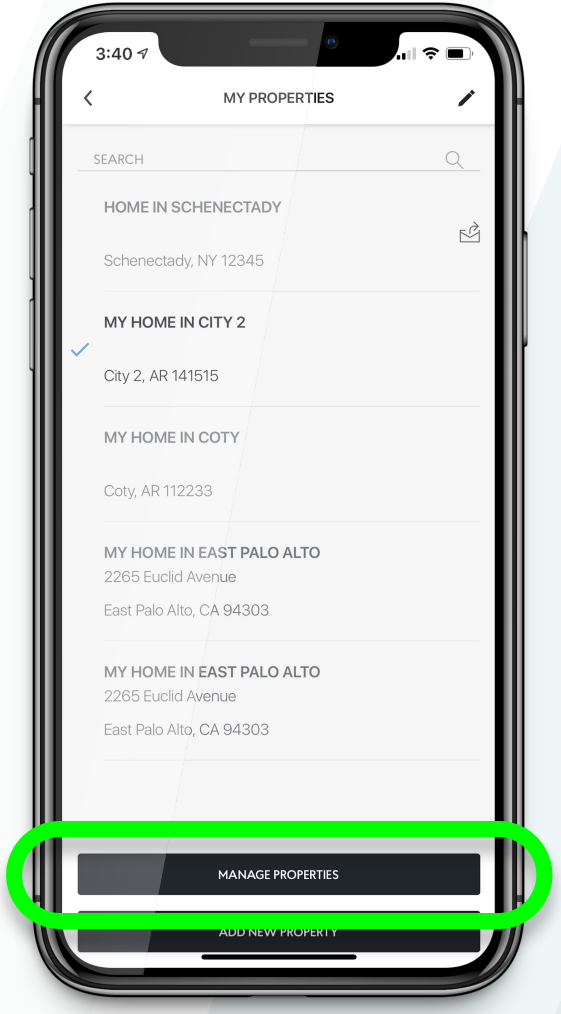
CENTRIQ

Always get back to the properties list by picking the property at the top of any screen.



CENTRIQ

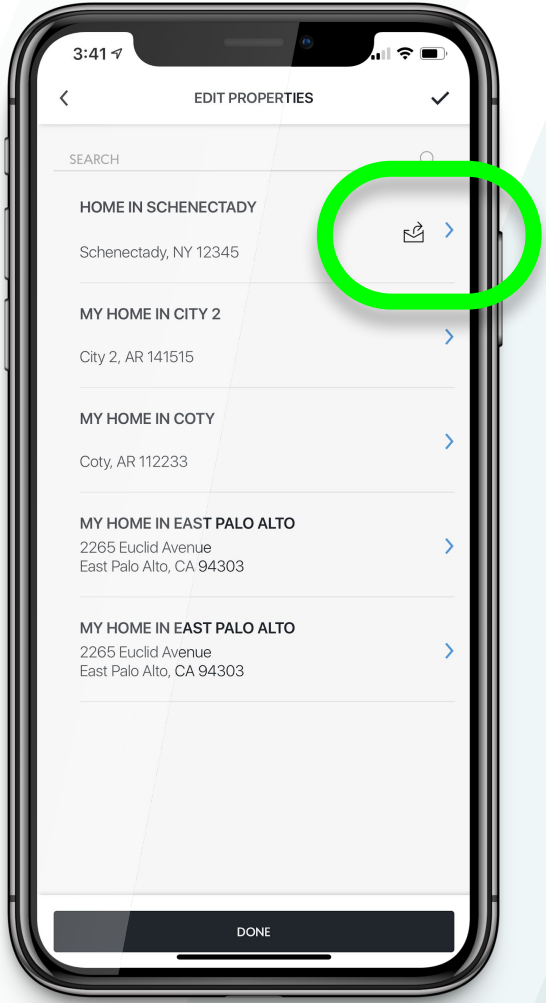
Pick **Manage Properties**



CENTRIQ

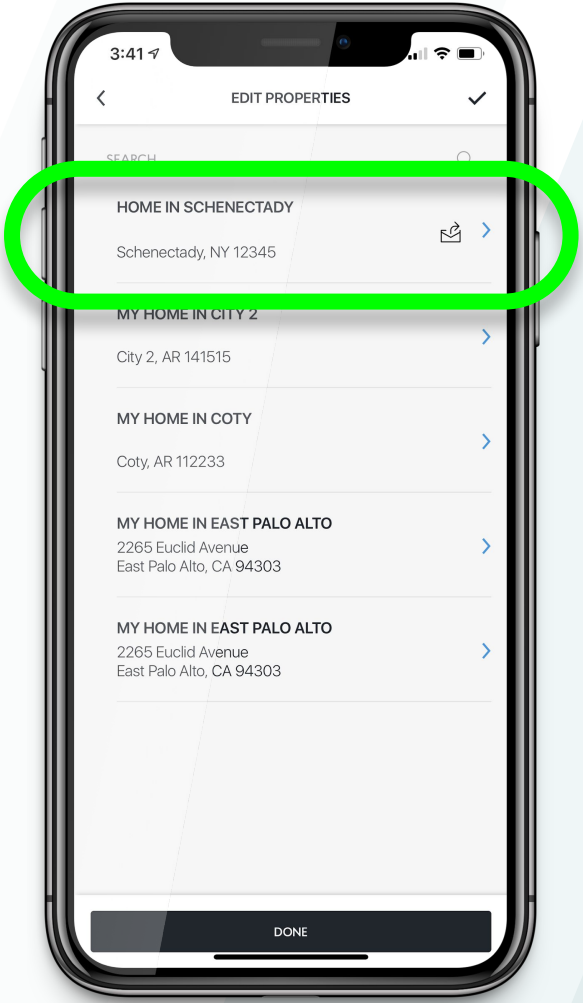
Notice the “was transferred” icon

**If the client already accepted the property, it is no longer available in this list. Contact support@mycentriq.com for help.



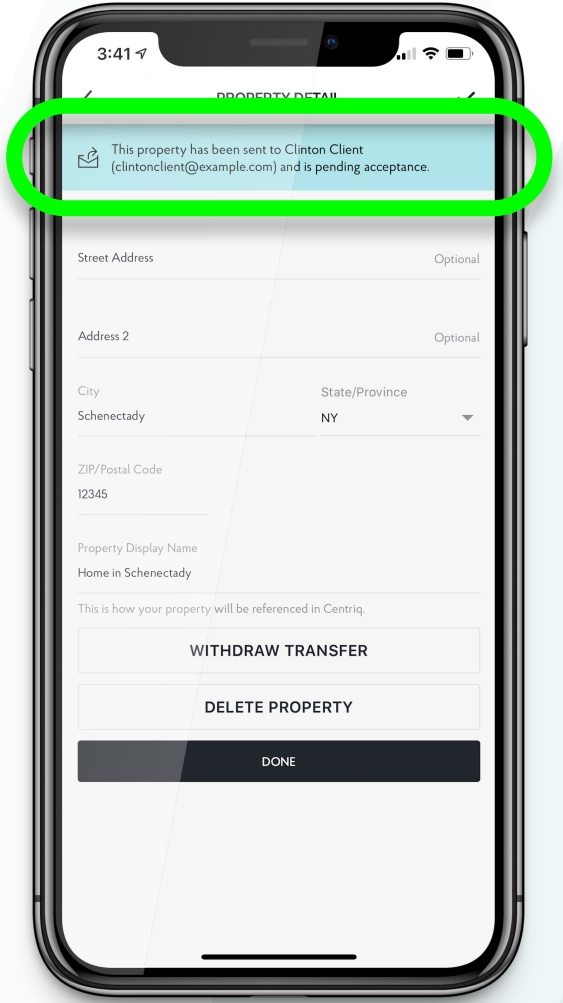
CENTRIQ

Pick the property that is transferred



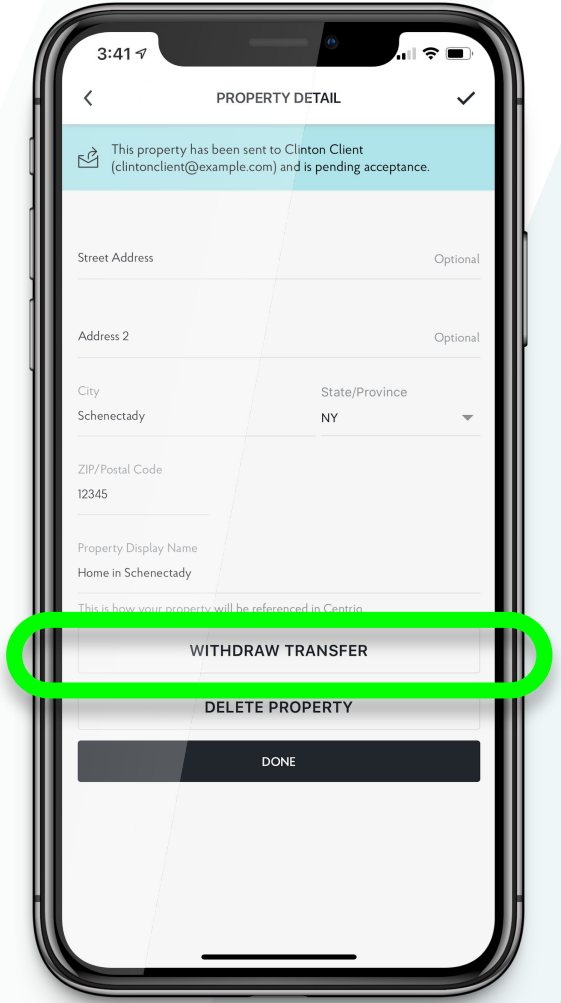
CENTRIQ

Notice the confirmation that the property is transferred



CENTRIQ

If you need to cancel the transfer, pick **Withdraw Transfer**

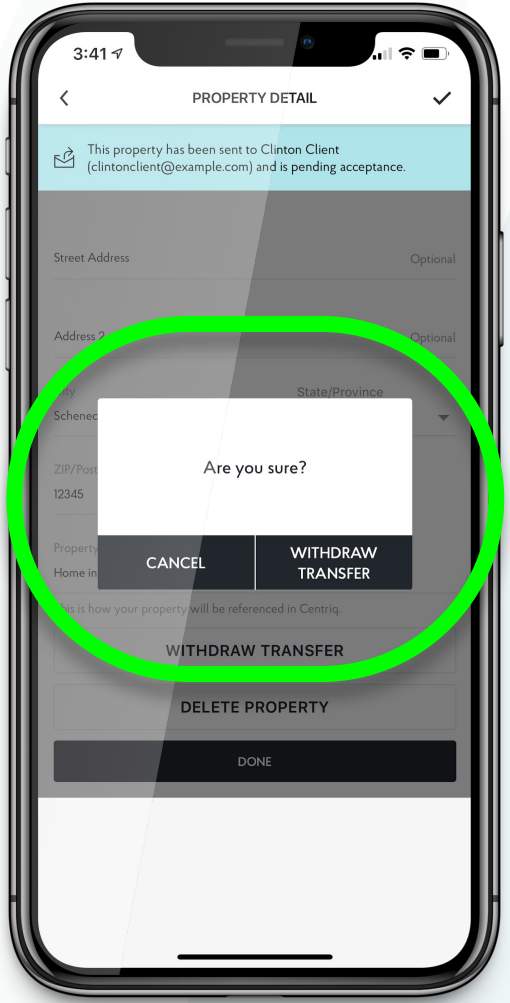


CENTRIQ

Confirm and the property can no longer be claimed by the client

Close and reopen the app after withdrawing the transfer.

Repeat the transfer process to resend it to the client.

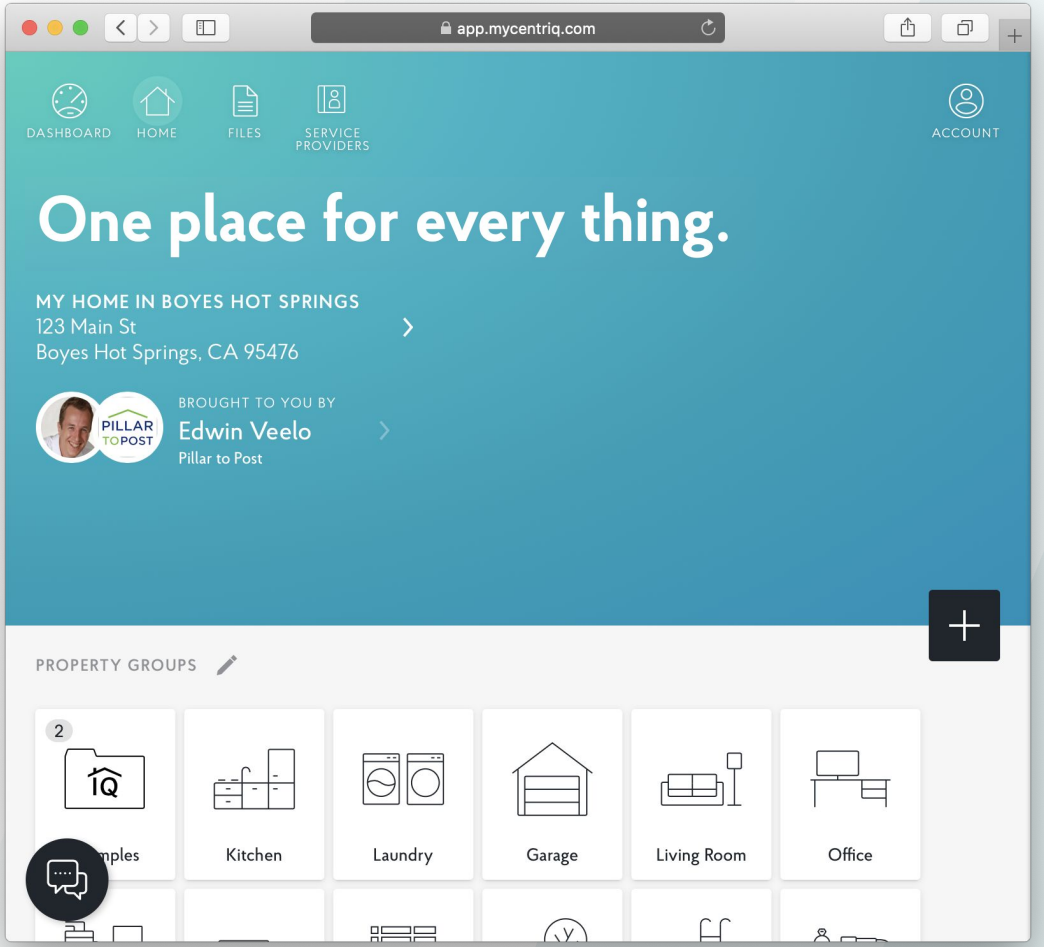


CENTRIQ

THE DASHBOARD

CENTRIQ

You can always switch to the web app to review your properties or resolve issues.



CENTRIQ

HOW IT WORKS | OUR COLLECTION | PROFESSIONALS | SUPPORT | LOGIN

Centriq for Home Inspectors

Welcome Home Inspector! You're about to get your hands on the most exciting tool for your business: the one place for everything in a home. From user manuals to recall alerts and maintenance reminders, Centriq has it all.

Easy to find on the Centriq website: http://mycentriq.com/

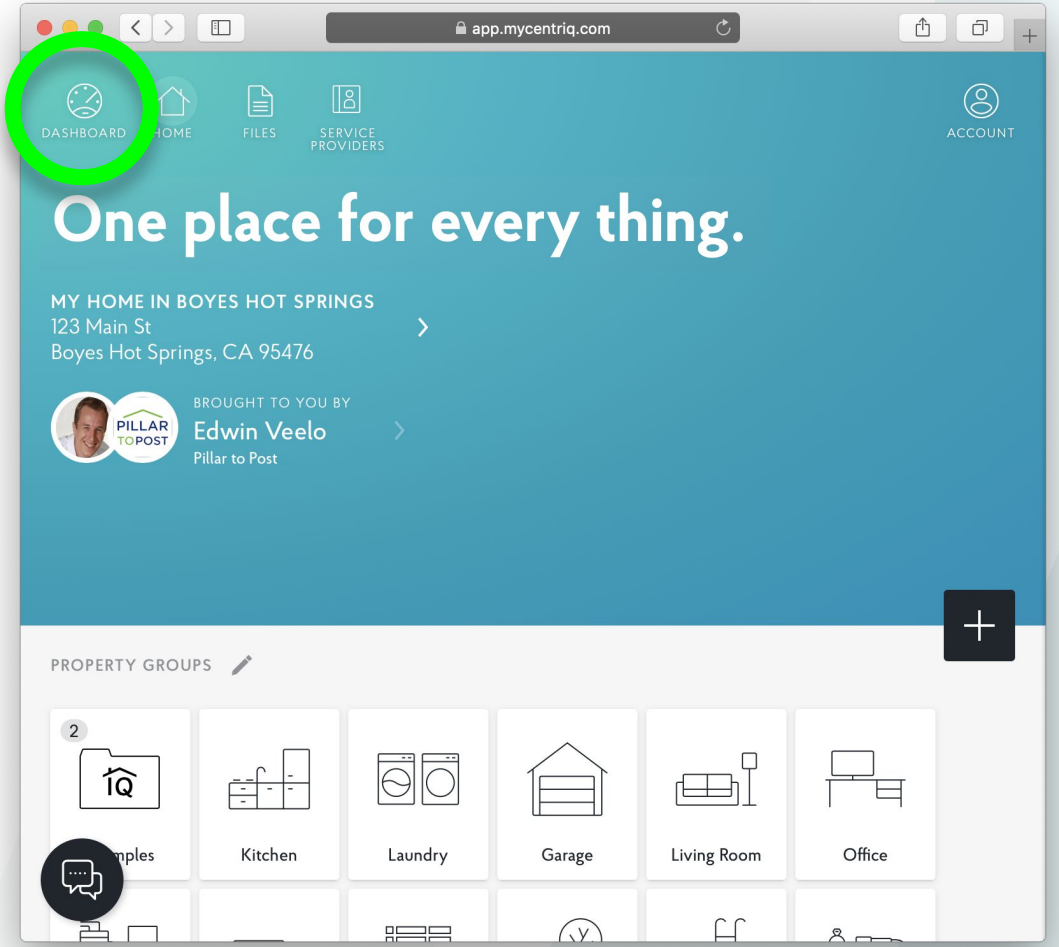
CENTRIQ

Sign in with your Pillar to Post email and the same password.

Direct link:
http://app.mycentriq.com/

CENTRIQ

Pick the **Dashboard** icon in the upper right corner to open the dashboard.



Lake Grand ›

DASHBOARD PRO

Search

ROPERTIES

PROPERTY	SENT TO	ITEMS	SENT ON	ACCEPTED	REPORT
123 Second Street	Client One	27	Sep 02		
760 Lake Grand Ave.	Client Two	9	Sep 02		
Home in Schenectady	Susan Smith	0	Sep 02		

3 OF 3

ADD PROPERTY

BROUGHT TO YOU BY
Home Inspector
Pillar to Post

MANAGE PROFESSIONAL PROFILE

CENTRIQ FOR HOME INSPECTORS RESOURCES

- Quick Start Guide
- Sample Property Recall Report for Marketing
- Request Binder Inserts (client flyers)
- FAQ

Full listing of all of the properties you have added in Centriq.

Lake Grand ›

DASHBOARD PRO

BROUGHT TO YOU BY
Home Inspector
Pillar to Post

Search

PROPERTIES

PROPERTY	SENT TO	ITEMS	SENT ON	ACCEPTED	REPORT
123 Second Street	Client One	27	Sep 02		
760 Lake Grand Ave.	Client Two	9	Sep 02		
Home in Schenectady	Susan Smith	0	Sep 02		

1-3 OF 3

ADD PROPERTY

MANAGE PROFESSIONAL PROFILE

CENTRIQ FOR HOME INSPECTORS RESOURCES

Quick Start Guide
Sample Property Recall Report for Marketing
Request Binder Inserts (client flyers)
FAQ

Review a list of the properties that you have in your account and what you have sent to clients.

Lake Grand ›

DASHBOARD PRO

Search

PROPERTIES

PROPERTY	SENT TO	ITEMS	SENT ON	ACCEPTED	REPORT
123 Second Street	Client One		Sep 02		
760 Lake Grand Ave.	Client Two	9	Sep 02		
Home in Schenectady	Susan Smith	0	Sep 02		

1-3 OF 3

ADD PROPERTY

BROUGHT TO YOU BY
Home Inspector
Pillar to Post

MANAGE PROFESSIONAL PROFILE

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Quick Start Guide

Sample Property Recall Report for Marketing

Request Binder Inserts (client flyers)

FAQ

Indicates when the property report was sent.
Click on the Property address to see the email it was sent to.
Use this to confirm when and where a transfer was sent.

CENTRIQ

Access the full tutorial series here:
Centriq Home Inspector Tutorial Series

CENTRIQ

Thank you!!!

Contact Us any time

(415) 967-3993 (call or text)

support@mycentriq.com

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