OWNEROPS ONE

Buyer

Step-by-step guide

Current instructions for your workspace. Start with the task you need, follow the numbered steps, then check the result.

Revised October 23, 2026 • Revision 2

Start here

Sign in and select the role that fits your work. Begin on Home, choose the relevant property, and review the next action. Use Properties for saved records and Property Intelligence for specialized tools.

Open OwnerOpsOne.com. Features and access depend on your account. Use the live plan screen for current subscription terms.

Silent training

Every training video uses on-screen instructions and contains no audio. Pause or replay any step. Open Help & Tutorials for the matching video collection and role guides.

Find your task

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02. Property Intelligence hub
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06. Inspections
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01. Getting around

Home • Properties • More tools

1. Start at Home. Choose a property, then review What needs attention today?

2. Use Review rent & payment status, Track a repair, or Review all properties & units to act on a task.

3. On desktop use the sidebar and More tools. On mobile use the bottom navigation and Tools or More.

4. Choose the correct property and unit before adding records. Use Get help with this step without leaving your task.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

02. Property Intelligence hub

More tools → Property Intelligence

1. Open Property Intelligence to browse tools by category.

2. Choose Financial, Property Records, Landlord or another relevant category.

3. Open the tool that matches the task you are trying to complete.

4. Available tools and access may depend on your account.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

03. County and property records

Property → County records

1. Open a saved property and choose County records.

2. Review available parcel and county information. Coverage varies by location.

3. Follow official record links and compare details with the source. Correct your property record when needed.

4. If lookup is unavailable, keep working with your saved address and retry later. Missing records do not mean the property failed to save.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

04. Mortgage and seller financing

Property Intelligence → Financial Tools

1. Choose Mortgage & Investment Calculator or Seller Financing Calculator.

2. Enter the price, financing terms, income and expenses that apply.

3. Review payments, cash flow and any balloon balance using your assumptions.

4. Estimates are scenarios, not lender quotes or guaranteed returns.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

05. Closing, refinance and estimates

Property Intelligence → Financial Tools

1. Choose Closing Cost Calculator, Seller Net Sheet or Refinance Calculator.

2. Enter your scenario and review the included costs.

3. Use Property Tax Estimator or Rent Estimator for additional planning estimates.

4. Check assumptions against official records and current quotes.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

06. Inspections

Property → Inspections & Walkthroughs

1. Open the property's Inspections & Walkthroughs tab.
2. For a structured inspection, use Property Inspection Builder.
3. Document room conditions and photos, then review the report.
4. Record actual observations; do not infer a condition from missing data.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

07. Document tools

Property Intelligence → Documents

1. Use Document Assistant to review an uploaded property document.
2. Use Picture to PDF for a photographed form.
3. Check extracted text, fields and the resulting file before using it.
4. Keep an original copy and review any AI interpretation.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

08. Professional directories

Property Intelligence → Professionals

1. Choose the directory for the service you need.
2. Search the location for contractors, notaries, attorneys, lenders or inspectors.
3. Verify the provider's contact details and qualifications independently.
4. A directory result is not a booking or endorsement.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

09. Project estimates and redesign

Tools → Property Tools

1. Open Project Estimator for an itemized project estimate.
2. Use Redesign Studio to upload a room photo and explore recommendations.
3. Review quantities, materials and proposed work before acting.
4. Design suggestions and estimates are planning aids.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

10. Profile, notifications and text size

Profile • Tools

1. Use Profile to review account details and available settings.
2. Review notification settings for the alerts you need.
3. For easier reading, open Tools and choose Large Text.
4. Check the live subscription screen for current plan terms.

Check: Reopen the relevant screen and confirm the intended property, unit and saved result.

11. Help & Tutorials

Get help with this step • Help & Tutorials

1. Choose Get help with this step on your current screen for instructions relevant to your task.

2. Expand Watch the short silent tutorial. Read the on-screen steps; all training videos have no audio.

3. Choose Return to my task to continue. Use Help & Tutorials for role PDFs and the complete video collection.

4. If you still need help, use the support link and describe the screen and problem. Do not include passwords or payment credentials.

Check: Return to your task and continue where you left off.

Keep your work reliable

Before saving

Confirm the property, unit, people, dates and amounts. Review imported or AI-generated information before relying on it.

After saving

Look for confirmation and reopen the record. If an error appears, review it and retry only after checking whether the record or payment already exists.

When you need help

Choose Get help with this step, read the relevant instructions, then Return to my task. For more help, use the support link with the screen name and a short description of what happened.

About this edition

Aligned with the updated app source and training curriculum. These instructions describe workflows; they do not certify a completed live transaction. Screen availability depends on role and account. Public records, AI suggestions and estimates need review.