

What if I Don't Know my Job Site Address?



Providing the job site address allows our Scout Research team to find or confirm the property owner, the legal property description, the project type, and other project details that may be inaccurate or missing.

How to enter the job into Levelset if you lack an exact address

1. Put any information you have about the job site location (cross streets, delivery instructions, etc.) in the address field. Google Maps will probably not recognize the information you have. Click outside of the text box to close out the Google Maps dropdown menu and continue entering your own information.
2. We'll need a zip code (it's a required field) so if you don't have it, we recommend Googling the location to get an approximate one. We will confirm this information in our research.
3. If available, enter additional information about the job type in the *Project Nickname* or *Description of Work* (ex: "telecommunications job on cell tower"). The more information you can provide, the better, so if you can send us any supporting documents like maps, Notices of Commencement, or deeds, it is incredibly helpful to our research team as they confirm project details.

How to edit the project address after saving the job into Levelset

After saving the job into Levelset, you can edit the job site address on the project page. NOTE: You can now edit this address yourself even after ordering a document! Search for the project in the blue search bar at the top of the screen. A dropdown menu will appear. Click the project in the dropdown to navigate to the project page. Click "Edit" next to the "Project Details" section of the *Project Page*. Edit the address details, then click "Save changes" at the top:

📍 Click this icon to edit address details, then click green *Save* button at the bottom of the box.

Got a Scout Research notification about your project address?

Sometimes, our team needs additional information or finds a different job site address, so they'll send you a notification on your order. You can use property information (if available) attached to the notification to see where the researcher pulled the new location information. If you're ever confused about how to respond, contact our support team! They can give you more information.

Remember that notifications pause the processing of your order, so it's best to resolve them as quickly as possible. You will get email notifications about any outstanding research alerts on your orders.