

## Accessing a Previous Lot Owner Card

This article will assist you to locate and view a Lot Owner Card for a non-current owner. Non-current Lot Owners are usually those who have sold their property, and the card is no longer visible on the Lots list in the Corp Screen.

1. Click on the Owner icon in the toolbar



2. The screen below opens



3. Enter Lot and Plan or Name as relevant and click the magnifying glass, DO NOT click enter.





4. Untick 'Current Owner Only' on the next screen. If relevant, untick 'Managed Plans Only' also.

👃 Owner Search	-		$\times$
- Selection Citatia			
Unit No. Lot No. 2 0   Plan No. 5555 Lot Reference No. 0 Mage	Current <u>O</u> wner I anaged Plans (	Only 🗖 Only 🔽	

5. Click the search binoculars



6. A list of owners of the Lot will show, one being the current owner and the other/s being previous owners.

Selection Criteria							
	<u>U</u> nit No.			Lot No. 2	Current Ov	wner Only 🗔	
	<u>P</u> lan No.	5555	Lot Refere	nce No. 0	Managed P	lans Only 🔽	
Surname	or Company						
		1					
		Street No	Street				
	To <u>w</u> n			Post <u>c</u> ode			
		1	1	L		Purchase Date	C
Owner Name	Plan #	Lot #s	Unit #	Address		T dicinate blate	
Owner Name Turner, Jane	Plan # 5555	Lot #s	2 Unit #	Address Hudson Court, 28 Hudson S	Street, SYDNEY	04/12/2004	Fa
Dwner Name Turner, Jane Mary Contrary	Plan # 5555 5555	Lot #s 2 2	2 2 2	Address Hudson Court, 28 Hudson S Hudson Court, 28 Hudson S	Street, SYDNEY Street, SYDNEY	04/12/2004 24/09/2021	Fa
Dwner Name Turner, Jane Mary Contrary	Plan # 5555 5555	2 2 2	2 2	Address Hudson Court, 28 Hudson 9 Hudson Court, 28 Hudson 9	Street, SYDNEY Street, SYDNEY	04/12/2004 24/09/2021	Fa
Dwner Name Turner, Jane Mary Contrary	Plan # 5555 5555	Lot #s 2 2	2 2	Address Hudson Court, 28 Hudson S Hudson Court, 28 Hudson S	Street, SYDNEY Street, SYDNEY	04/12/2004 24/09/2021	Fa
Dwner Name Turner, Jane Mary Contrary	Plan # 5555 5555	Lot #s 2 2	2 2 2	Address Hudson Court, 28 Hudson S Hudson Court, 28 Hudson S	Street, SYDNEY Street, SYDNEY	04/12/2004 24/09/2021	F. T
Dwner Name Turner, Jane Mary Contrary	Plan # 5555 5555	Lot #s 2 2	Unit # 2 2	Address Hudson Court, 28 Hudson S Hudson Court, 28 Hudson S	Street, SYDNEY Street, SYDNEY	04/12/2004 24/09/2021	Fa
Owner Name Turner, Jane Mary Contrary	Plan # 5555 5555	Lot #s	Unit # 2 2	Address Hudson Court, 28 Hudson S Hudson Court, 28 Hudson S	Street, SYDNEY Street, SYDNEY	04/12/2004 24/09/2021	F. T

7. Highlight the required Owner card and double click on it to open it.

👃 Lot Owner - Jane Turner / Lot 2, Unit 2, Strata Plan 5555 - Read Only M	ode			
				$\bigcirc$
General Agent/Tenant/Leases Levies	Notices	Montgages	Debt Recovery	Linked Lots
Name on title Jane Turner	C Company Pilivate	– Owners Co Plan No. Address	5555 Hudson Cout 28 Hudson Street SYDNEY NSW 2000	
Executive member note			Date of entry Of	12/2006 -
Main contact for owner	Previous Owner		Date of purchase 04	12/2004 👳 👻

8. The card can be edited as necessary and close as normal clicking Exit.

24/09/2021 2:57 pm AEST