**Get Current Reference Owner at Renewal**

From the Back Office, when a Renewal record is initiated, the current Reference Owner can be retrieved from the database and will be copied to the Master record.

1. From the ***Master*** record, initiate the ***Renewal*** record.
2. Once the intake form is populated with last year’s data, scroll down to the ***Parcel*** section.

**Note*:*** The Owner is populated with last year’s data.

1. Click ***Get Address & Owner***.



1. The new ***Reference Owner*** associated with the Parcel is automatically added.



1. Now, checkbox the previous ***Owner*** > click ***Delete***. Once the Renewal fee is paid and the Renewal is complete, the new ***Reference Owner*** will be copied to the ***Master*** record.

