

<b>Ownership Data Collection and Various Cases</b>				
NOTE: Enter ownership information for Owner Group 40 only.				
NOTE: Can enter up to 40 characters for each field, even though it scrolls off of the screen				
NOTE: Do not use any punctuation except commas as described below and hyphens in hyphenated last names.				
NOTE: Typical rule for estates, trusts, etc, will be to include it in the FirstName field in parentheses after the first name. Jack White Trust will be FirstName: Jack (Trust) LastName: White				
<b>Situation</b>	<b>Solution</b>	<b>Courthouse Listing of Owner(s)</b>	<b>FirstName Input</b>	<b>LastName Input</b>
Trust/Trustee	Enter the Trust name only	Wilfred Gray (Trust)	Wilfred (Trust)	Gray
		James Jackson Trustee for the Jimmy Jackson Trust	Jimmy (Trust)	Jackson
Estate	Enter in LastName with the following format 'Estate of FirstName LastName'	Estate of Allen Anderson	Allen (Estate)	Anderson
		Henry Davison (Estate)	Henry (Estate)	Davison
Hyphenated Name	Enter the full hyphenated last names under LastName with the hyphen.	Cynthia Durst-McKay	Cynthia	Durst-McKay
Apostrophe	Enter name without the apostrophe leaving no spaces; do not capitalize the letter after the apostrophe (Husky will not allow it)	Kathy O'Neil	Kathy	Oneil
Dual caps in Last Name	Enter the name as one word without intermediate capitalization.	Tammy McAllister	Tammy	Mcallister
Two First Names	Enter the two first names under FirstName	Sally Ann Hansen	Sally Ann	Hansen
Middle Initial	Include as part of FirstName	Jackie C. Christopherson	Jackie C	Christopherson
Prefixes	Include as part of FirstName in the format 'first suffix' (Do not use a comma)	Dr. Christopher Steele	Christopher Dr	Steele
		Mrs Donald Oberlander	Donald Mrs	Oberlander

Suffixes	Include as part of FirstName in the format 'first suffix' (Do not use a comma)	Michael Haynes the Third	Michael III	Haynes
		Ralph Jones, Jr.	Ralph Jr	Jones
Two owners - same last name	Enter first names in FirstName field; Enter last name in LastName field	Jack & Patricia Frost	Jack & Patricia	Frost
Two owners - diff. Last names	Enter one owner under FirstName 'lastname, firstname'; and the other owner under LastName 'lastname, firstname'	George Nelson, Gregory T. Harris	Harris, Gregory T	Nelson, George
More than two owners	Enter only the first name listed.	Liz Hanna, Dennis Hanna, Dacia Meneguzzo	Liz	Hanna
		Stephan Gonzalez, et. Al.	Stephan	Gonzalez
		Steve Paulson Jr (Etux)	Steve Jr	Paulson
		Steve Paulson Jr. and Steve Paulson Sr.	Paulson, Steve Jr	Paulson, Steve Sr
		Dr. and Mrs. Karl Kubas	Karl Dr Mrs	Kubas
		Dr. and Mrs. Karl Kubas, Jackie Jones	Karl Dr	Kubas
		Jesse Jackson II and Jesse Jackson III	Jackson, Jesse II	Jackson, Jesse III
		Michael Bates I, Michael Bates II, and Michael Bates III	Michael I	Bates
Cannot find owner information	Enter 'Cannot find' in LastName	Unsure		Cannot find
		Could not locate owner		Cannot find
Misc Examples		West Suburban Bank Trust #2272	Trust #2272	West Suburban Bank
		O.J. Tretter Trust #1	O J (Trust #1)	Tretter
	Business contact name optional	Big 3 Precision - Dale R Morrison		Big 3 Precision - Dale R
		William Owers Revocable Living Trust	William (Revocable Living Trust)	Owers
		Enip'S Inc,		Enips Inc
		C & Lyahr 1989 Family Trust	(1989 Family Trust)	C & Lyahr
		Rex Chappellear Family Trust	Rex (Family Trust)	Chappellear
		E. Lechien - Compound Land Trust	E (Compound Land Trust)	Lechien
		Walter Land Trust	(Land Trust)	Walter