

Step 1: Click the filter button -

Earhart Properties (test) 614-466-4385
 23 Test St
 Cleveland OH 43215-6906
 Show All Owner Certificates

Properties Assigned to you:

Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units
Forest G. Run (TEST)	2014	Active	199999, 199999	2	5
Forest G. Run (TEST)	2015	Active	199999, 199999	2	5
Lindbergh Estates (Test)	2014	Active	070050	3	13

Step 2: Type all or part of the name -

Properties Assigned to you:

<input style="width: 95%;" type="text"/>	Eff Date	Status	Award Number	Num Buildings	Num Units
Forest G. Run (TEST)	2014	Active	199999, 199999	2	5
Forest G. Run (TEST)	2015	Active	199999, 199999	2	5
Lindbergh Estates (Test)	2014	Active	070050	3	13
Lindbergh Estates (Test)	2015	Active	070050	3	13
Salmon Chase Acres (Test)	2014	Active	N-B-111-1, 079999	5	50

Step 3: Now click “Show All Owner Certificates” -

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 23 Test St
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 Show All Owner Certificates

Properties Assigned to you:

Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units
Salmon Chase Acres (Test)	2014	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2015	Active	N-B-111-1, 079999	5	50

Step 4: All the years should appear – (Click Eff Date to sort list by year)

Show All Owner Certificates

Properties Assigned to you:

Property Name	Eff Date	Status	Award Number	Num Buildings	Num Units
Salmon Chase Acres (Test)	2001	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2000	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2002	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2004	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2003	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	1996	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	1995	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	1997	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	1999	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	1998	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2005	Active	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2012	Finalized	N-B-111-1, 079999	5	50
Salmon Chase Acres (Test)	2011	Active	N-B-111-1, 079999	5	50