# The Owners in Complex Report
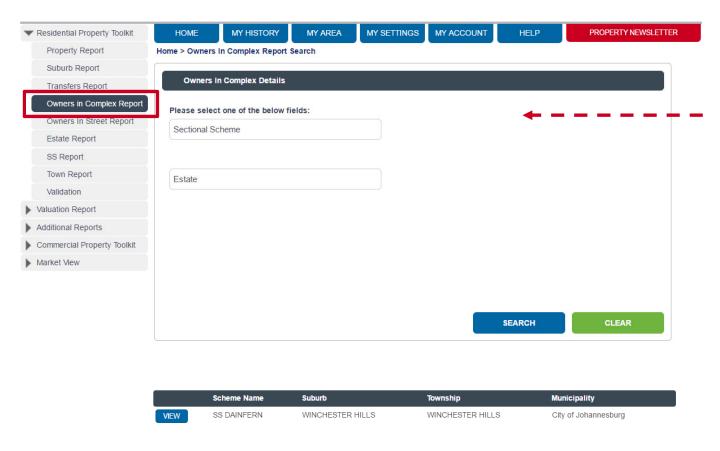
*Property Toolkit User Guide*

# The Owners in Complex Report

This report provides a **list of owners within a complex** *(Sectional Scheme and Estates)* as well as **which unit they own** and the **size of each unit**.

The report also presents information on the **age of the scheme**, the **ERF size** of the property and the **number of living units**.



Click on **"Owners in Complex Report"** and then enter the Sectional Scheme or Estate name.

The **system will provide options in the drop-down** list as you type. Click on the correct option.

# The Owners in Complex Report

**Select** the scheme/estate with the **correct suburb in brackets** and then click on **"Search".**
If the results are correct, click on **"View"** to open the report:



**The system will start generating results as you type.**

To **download** the report in a printable format, click on **"PDF Export"** or **"Excel Export"** at the top of the page, or **"Email Report"** should you wish to send it to someone or yourself: