

Adding Occupants to a Parcel

1. To add an occupant to a parcel in Municipity, go to the **Building** (fig. 1) section.
2. In the General tab, click on the **Occupants** (fig. 2) tab on the right side of the screen. A grid containing any existing occupants on the parcel will open.



fig. 1

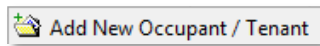


fig. 3

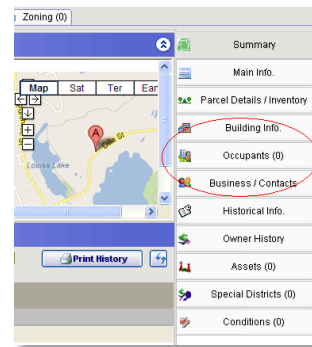


fig. 2

3. To add an occupant, right-click in the grid and choose **Add New Occupant/Tenant** (fig. 3) from the menu that pops up. This will open a blank Occupant window.
4. Fill in the information in the **Occupant Info** tab (fig. 4), and the **Business Info** tab (fig. 5), if applicable.

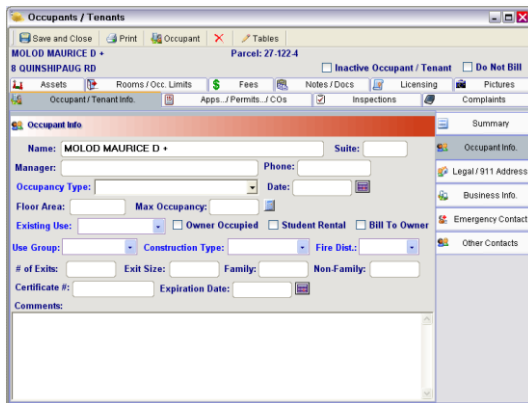


fig. 4

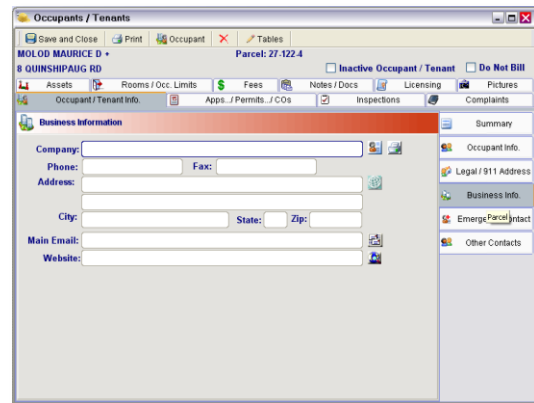


fig. 5

5. Once you are satisfied with the information on the occupant, click the **Save and Close** button on the top left corner of the window to commit your changes.
6. The occupant will now be visible in the **Occupants** tab on the parcel (fig. 6).

Name	Suite	Occupied Date	Occupancy Type	Max Occ.	Manager	Phone	Comments
MOLOD MAURICE D +	4	9/5/2012	2 Family			5555555555	This is the occupant for...

fig. 6