

## Deleting a Family Member or Tenant: Homeowner

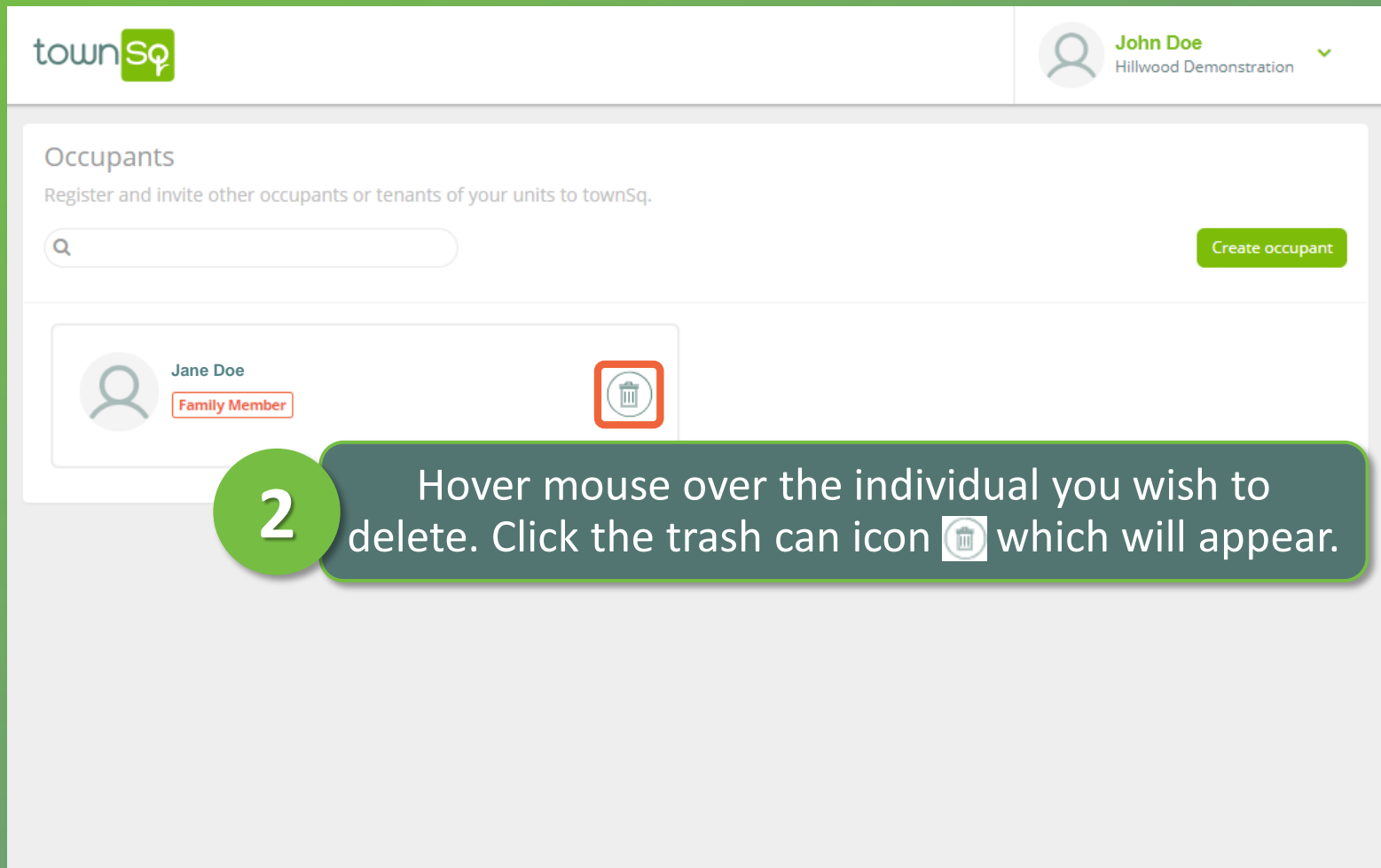
**NOTE:** Only homeowners can delete family members or tenants from TownSq.

The screenshot displays the TownSq user interface. On the left is a navigation sidebar with categories: COMMUNICATIONS (Home, Residents, Groups, News & Events, Requests, Messages, Forum, Polls), OPERATIONS (Package control, Access Control, Shift logs), and TOOLS (Reservations, MORE OPTIONS). The main content area is titled 'Your Community' and features several poll cards: 'Club house paint' (dated 03/26/2019) by KTM Novi Promoter Boardmember, 'Which date would you be able to attend our Summer Picnic?' (dated 03/14/2019) by Lisa BoardMember, and 'Barn Color' (dated 03/13/2019) by KTM Novi Promoter Boardmember. An 'Inbox' section shows an 'ASSIGNMENTS' card for 'Dog Park' (dated 04/03/2019) with an 'In Progress' status. A user profile dropdown menu is open, showing the user 'George Cooper' from 'Hillwood Demonstration'. The menu options are 'Edit profile', 'Occupants', and 'Logout'. The 'Occupants' option is highlighted with a red box. A green callout bubble with the number '1' points to the 'Occupants' option, with the text 'Click your profile and select Occupants'.

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Click your profile and select **Occupants**

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townSq


John Doe  
Hillwood Demonstration

### Occupants

Register and invite other occupants or tenants of your units to townSq.

Create occupant

Jane Doe  
Family Member

2 Hover mouse over the individual you wish to delete. Click the trash can icon  which will appear.

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townsq

John Doe  
Hillwood Demonstration

Delete occupant

Are you sure you wish to delete Jane Doe's user?

Back Yes

Create occupant

Occupants  
Register and invite o

Jane Doe  
Family Member

3 Click Yes

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The screenshot displays the townSq web interface. At the top left is the townSq logo. At the top right, the user profile for John Doe is shown, with the location Hillwood Demonstration. The main content area is titled "Occupants" and includes the instruction "Register and invite other occupants or tenants of your units to townSq." Below this is a search bar. A green notification box in the upper right corner contains a checkmark and the text: "The user Jane Doe was removed from the HOA Hillwood Demonstration :)", with a "Create occupant" button below it. A callout box points to this notification with the text: "Confirmation that occupant was deleted." The main content area features the text "The more the" above a large icon of a person covering their eyes, and below that, the text "TownSq works better with more people. Register your family members and tenants :)"