To remove the last updated contact (usually requested by Assessors, sometimes by Treasurers)
Usually this is because the contact update is preventing a sale from being processed (the name needs to be transferred)

In the database, find the rp\_acct\_owner\_id associated with the account

Go to the rp\_contact table and search for the rp\_contact record associated with the rp\_acct\_owner\_id. The most recent record will have an end date that is null. Usually the assessors will mention what date the record was updated so you can verify you’re removing the correct one.

I make a screenshot of before/after the change and put it in the db\_log along with a copy of the request. Here’s the link for the db\_log. Logging the change is important, how you do it is not. Just do it in whatever manner you feel is appropriate.

<http://ikitsap/is/dc/Technical/Forms/TechOwner.aspx> DBLogBarb-2016.docx

Delete the rp\_contact record with the null end date. Then remove the end date of the next most current record (so that end date will now be null)