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Link Lots in Strata Master

When adding a new Lot or editing a Sold Lot, and the owner/new owner already owns a Lot that you manage, you can link the Lots.

When Lots are linked, there is a tab that lists the Linked lots.

When the legal Owner name of one of the Lots (the Owner Entity) is not the exactly the same you would not usually link them. This is because they will share a contact card and the Name on the contact card would be incorrect for one of the Lots.

The Background to Linked Lots - what exactly is Linked ?

- The Lots are linked to the ONE Lot Owner card.
- The link will affect the Owner Name and the contact details of the Owner.
- Therefore if Main owner contact details on one of the linked Lots are changed, then the other linked lot/s will change also. This does not affect contact for Levies.
- Linking Lots is designed for those lots where contact details are the same.
- Linking Lots is designed to save time in making contact changes to multiple Lots.

Why Link Lots

When owners pay a sum of money and it appears that the funds may be for more than one Lot, you can readily see which Lots the owner also owns.

When contact details change, you only need to make the change to one contact card.

The Process

1. Navigate to the Lot that is to be Linked, this example is a sold property.

👔 Strata Plan 4444 -	Read Only Mode	2							[- 8 %
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- GST registered owned	re corporation sele							This plan is m	anaged	
Enter Plan No. or Str.	eet Name or Bodu	Cornorate Na	ne Bodu comorate	name The Owners Cor	poration of SP 4444		Manager	Trainee McT	ainer	•
	contraine or body	corporate rita					Benistered lots	10	Drim new John	10
1			Plan nu	mber 4444	Building Chandos	Fowers	Tabellate	10	Linday lots	10
Strata Plan 4444			Street nu	mber 1	Street Chandos S	Street	- Totalios		Only los	
Chandos Towers			Town/Si	where ST LEONABDS	,		. Residential lots	5	Hetirement lots	0
ST LEONARDS N			101110			DOOD	_ Commercial lots	5	Other lots	0
ST LEONATOS II.	547 2005			State NSW		2065	Financial year end	30/04/2022		÷ -
								Г.		
General					Lots		Do not display email addr	esses on the S	trata Roll	
Financial	Unit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan # Address			 Orig 	inal Owners
	1	1	Linni Fettucini	Secretary		Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	×	
Chrustine	2	2	GregoryT zatziki			Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	X	1
Structure	3	3	Janelle Linguini			Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	X	Dwner
	4	4	Sarah Marinara	Treasurer		Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	×	
Insurance	▶ 5	5	Rae Lasagna	Member		Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	C C	reate Lots
	6	6	Boscaiola & Company Pty Ltd	Chairman		Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	× —	
Bank Acct	7	7	David Cannelloni			Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	X	
o anno 1 a bh	8	8	Dennis and Robyn Taglatelli			Chandos Towe	ers, 1 Chandos Street, ST LEONA	RDS NSW 2	<u>× </u>	22
	9	9	Boscaiola & Company Pty Ltd			Chandos Towe	ers, 1 Uhandos Street, ST LEONA	HDS NSW 2	<u>x</u>	
Tradesmen	10	10	Anthony Carbonara	Member		Uhandos Towe	ers, 1 Uhandos Street, ST LEONA	RDS NSW 2	<u>x</u>	

2. Double click to open the Lot.

🙎 Lot Owner - Rae Lasagna / Lot 5, Unit 5, Strata Plan 4444 - Read Only N 💷 📄 🏹 🏹 🏬 👔 🛗 🔯 🥥	lode			
General Agent/Tenant/Leases Levies	Notices	Mortgages	Debt Recovery	Linked Lots
Name on tille Rae Lasagna	C Company Private	Owners Co Plan No. Address	rporation Details 4444 Chandos Towers 1 Chandos Street ST LEONARDS NSW 2065	
Ms Rae Lasagna from lot 5 is a Member of the committee for The Owners Corporation of SP 4444.			Date of entry 04/	12/2004 🚔 👻
Main contact for owner Image: Contact Residential Contact Salutation: Ms Lasagna			Date of purchase 04/ Paid to 31/ Arrears \$2,1	12/2004 🚔 👻 03/2021 184.30
Ms Rae Lasagne 12 Bank Lane NORTH SYDNEY NS₩ 2060			Interest due to date \$22 Last receipt 25/	6.21 03/2022

3. Click the Add button



4. Enter the settlement date and date of this entry (todays date). These dates can be the same id you are making the change on the date of settlement..

5, New Owner	\times
Date of Purchase	<u>18</u> /04/2023 🚔 ▾
Date of Entry	18/04/2023 🚔 🗸
ОК	Cancel

5. The contact details will then be blank.

🐣 Lot Owner - / Lot 5, Unit 5, Strata Plan 4444 - Add Mode				- • •
General Agent/Tenant/Leases Levies	Notices	Mortgages	Debt Recovery	Linked Lots
Name on bits Ms Rae Lasagna from lot 5 is a Member of the committee for The Owners Corporation of SP 4444. Main contact for owner Image: Second S	C Company C Private	Owners Co Plan No. Address	Portaino Details 4444 Chandos Towers I Chandos Street Date of entry [18, Date of entry [18, Paid to [317 Arrears [32] Interest due to date [322 Last receipt	104/2023 ● - 104/2023 ● - 104/2023 ● - 103/2021 184.30 16.21

6. Click the binoculars to search the existing Lot Owner cards.

- Main	cont	act fo	r owne	er	1
			64		
Fmva	he/hi	20022	1113/ L.C	WART.	

7. Select the existing card for the new owner of the Lot.

😋, Contact Selector		, , , , , , , , , , , , , , , , , , ,	×
-Select existing contact			
Enter a partial surname or business	name to limit the search:		
· · · · · · · · · · · · · · · · · · ·	1		
Name	Other Names	Address	T۸
ABC Developments Pty Ltd	Mr Developer	PO Box 27, NORTH SYDNEY NSW 2065	1
Andy Dwyer		4/99 Pawnee Street, Pawnee_NSW_2064	C
Anne Perkins		3/99 Pawnee Street, Pawnee NSW 2064	C
Bana, Eric		58 Chopper Street, ST IVES_NSW_2075	4
Barrymore, Drew		Oscar Academy, 5/1 Oscar Street, ST LEONARDS	C
Bayliss, Troy		The Champions, 6/45 Sportsman Road, St Kilda VI	C
Berry, Halle		29 Swordfish Avenue, BLACKTOWN NSW 2148	C
Bloom, Orlando		Oscar Academy, 2/1 Oscar Street, ST LEONARDS	C
Boscaiola & Company Pty Ltd	Alfredo Garlic	Chandos Towers, 6/1 Chandos Street, ST LEONAR	5

8. The Contact card will then show the same contact details as that existing card.

Ms Rae Lasagna from lot 5 is a Member of the committee for The Owners Corporation of SP 4444.	
Main contact for owner Image: Contact: Image: Contact:	
Boscaiola & Company Pty Ltd Chandos Towers 6/1 Chandos Street ST LEONARDS NSW 2065	

9. Respond yes or no to the pop up regarding the Strata Roll.

trata Master You have changed detail effecting the Strata Roll. Do you wish to print a new Strata Roll for this lot?		×
You have changed de Do you wish to print	etail effecting the Strata Roll. a new Strata Roll for this lot?	
	Yes No	

10. Then enter the Lot Owners legal details on the Lot Card.



11 Close the Corp screen and re-enter to check that the changes have taken place.

				Lot	s
	Unit #	Lot #(s)	Owner	Position	Addtl Debtor
►	1	1	Linni Fettucini	Secretary	
	2	2	GregoryTzatziki		
	3	3	Janelle Linguini		
	4	4	Sarah Marinara	Treasurer	
	5	5	Boscaiola & Company Pty Ltd	Member	
	6	6	Boscaiola & Company Pty Ltd	Chairman	
	7	7	David Cannelloni		
	8	8	Dennis and Robyn Taglatelli		
	9	9	Boscaiola & Company Pty Ltd		
	10	10	Anthony Carbonara	Member	

The following message should show on the card.



If There Is No Change of Owner Taking Place

In this situation there will be 2 contact cards for the Lot Owner. Your options are -

1. Merge the 2 cards in Manage > Contacts. Refer to this instruction link https://kb.rockend.com/help/merging-duplicate-owner-cards-strata

2.1 Process a backup, and read through the steps above to familiarise with the basics of the process, then follow steps below.

2.2.Click Edit and in the contact card click the button to clear reference to a contact.



2.3 The screen clears.

Main contact for owner	

2.4 Select the binoculars to search for the card you want to link to. Highlight it and click 'select'.

Note that Harry Kewell has 2 cards. If you were making this change you would need to determine which one is the card you need to select. You can try one and if the links do not show on the card once you have finished then run the process again and select the other card.

I find the easiest method is to add a letter or number to the name on the card that is to be replaced, so when you open this screen it is obvious which card is the current one that needs replacing.

stor a partial surrame or busine	es name to limit the search:		
ner a partial sumanie of busine	ss name to limit the search.		
Name	Other Names	Address	Τ /
Hewitt, Leyton		24 Wimbledon Road, CROWS NEST NSW 2066	Ĉ
nnercity Management	Phillip Watson	200 Sussex Street, SYDNEY NSW 2000	
Jackman, Hugh		Oscar Academy, 6/1 Oscar Street, ST LEONARDS	
Jim Halpert		United Gardens, 2/1 Manchester Road, Sydney N	5
John Lennon & Yoko Ono		Liverpool House, 1/22 Penny Lane, LIVERPOOL N	(I
Kewell, Harry		2 Liverpool Avenue, LIVERPOOL 28943 England	C
Kewell, Harry		2 Liverpool Avenue, LIVERPOOL 28943 England	C
Key Safe			
Kidman, Nicole		HUDSON COURT, 6/28 Hudson Street, SYDNEY	C
Lasagne, Rae		12 Bank Lane, NORTH SYDNEY_NSW_2060	2
Law, Jude		Oscar Academy, 4/1 Oscar Street, ST LEONARDS	
Leslie Knope		2/99 Pawnee Street, Pawnee NSW 2064	C
Linguine, Janelle		Chandos Towers, 3/1 Chandos Street, ST LEUNAR	5
Marinara, Sarah		256 Willoughby Road, WILLOUGHBY NSW 2066	Ē
c		>	
			_

2.5 Check the name on title is correct and update if necessary. Save the changes.

19/04/2023 6:22 pm AEST