

Standard Document Types for STRATA Master

Overview

There are standard document types that come with each of the archiving folders in fileSMART Archive.

Because certain documents are automatically archived by STRATA Master it is important that these standard names are not changed or deleted.

The fileSMART administrator in your office can add document types and these can be modified or deleted as required.

NOTE: Changing or deleting a document type doesn't change or delete documents already archived under that name. The administrator should use the bulk edit feature to ensure document already archived have one of the current document type names.

Standard document types by folder

Compliance

- Insurance
- Licence

Individual Lots

- By Laws
- Change of Details
- Change of Ownership
- Company Nominee Form
- Correspondence
- Debt Recovery Notice
- Lease
- Legal Matters
- Levy Notice
- Levy Statement

- Notification/Discharge of Mortgage
- Proxy Form
- Status Certificate

Owners Corporation

- Agency Agreement
- AGM Reports
- Annual General Meetings
- Audit Report
- Bank Reconciliation
- Bank Statements
- Business Activity Statements
- By Laws
- Certificate of Title
- Committee Meetings
- Contract
- Correspondence
- Debt Recovery Notices
- Essential Services
- General Meetings
- Insurance Claim
- Insurance Policy
- Interim Reports
- Legal Matters
- Levy Notices
- Photo
- Registered Plan
- Tax Returns
- Valuation
- Voting Form

Payments/Maintenance

- Invoice
- Quotation
- Work Order Approval

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