# Unlink Owner Lots that are Linked in Strata Master

You may have Lots that are linked, and this notation is on the Lot Owner Card, beneath the "Main contact for owner" record -

This owner contact is linked to Multiple Lots

As always please read through this article before actioning to ensure it is the right instruction for your purpose.

### 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 Unlink Lots

However, sometimes a Lot Owner requests that the contact details be different for Lots owned by them. Or you may find that the legal Owner name of one of the Linked Lots is not the same as the other. You are then able to **unlink** the Lots and record different contact details or a correct Owner Name.

## The Process

- 1. Decide on the Lot that you will move to its own Lot Owner Card, so it is no longer Linked.
- 2. Navigate to the Corp screen for the relevant Plan, click on the Lots tab and select that Lot.

| 👔 Strata Scheme 6767 - Read Only Mode                 |   |         |          |    |  |  |  |
|---|---|---------|----------|----|--|--|--|
| 🚥 🗋 📝 🎮 🔳 📁 🥖   |   |         |          |    |  |  |  |
| GST registered owners corporation selected            |   |         |          |    |  |  |  |
| Enter Plan No. or Street Name or Body Corporate Name. |   |         |          |    |  |  |  |
|   |   |         |          |    |  |  |  |
|   |   |         |          |    |  |  |  |
| Strata Scheme 6/67                                    |   |         |          |    |  |  |  |
| West Perth NSW 6005                                   |   |         |          |    |  |  |  |
|   |   |         |          |    |  |  |  |
|   |   |         |          |    |  |  |  |
|   |   |         |          |    |  |  |  |
| General   |   |         |          |    |  |  |  |
|   |   |         |          |    |  |  |  |
| Financial   |   | Unit #  | Lot #(s) | C  |  |  |  |
|   |   |         | 1        | I  |  |  |  |
| Structure   | _ | 2       | 2        | 1  |  |  |  |
|   | - | 3       | 3        |    |  |  |  |
| Insurance   | - | 5       | 4        | F  |  |  |  |
|   | - | 6       | 6        | Ξ. |  |  |  |
| Bank Acct   |   | Car Spc | 11       | Ē  |  |  |  |
|   |   | Car Sp  | 12       | C  |  |  |  |
|   |   |         |          |    |  |  |  |
| Tradesmen   |   |         |          |    |  |  |  |
|   |   |         |          |    |  |  |  |
| Lots  |   |         |          |    |  |  |  |

3. Double click to open that selected Lot, and click the edit button.

| 🐣 Lot Owner - Twitch Johnson / Lot 1, Unit 1, Strata Scheme 6767 - Read   | l Only Mode            |                                  |  | •  |
|---|------------------------|----------------------------------|--|--|
|   |                        |                                  |  | $\bigcirc$   |
| General Agent/Tenant/Leases Levies  | Notices                | Mortgages                        | Debt Recovery  | Linked Lots  |
| Name on title Twitch Johnson  | C Company<br>C Private | Owners Co<br>Plan No.<br>Address | xporation Details<br>6767<br>59 Murray Street<br>West Perth NSW 6005   |  |
| Main contact for owner<br>Prinate-Receivent/Contact<br>Sabatarce: Twi<br>Mr. Twich: Johnson<br>1/59 Manay Street<br>Weat Peth NSW 5005<br>Mobile: 0/48 58958<br>Ernait: contactored@eminothware.com |                        | Update Certificate               | Date of entry 20.<br>Date of putchase 20.<br>Paid to 119.<br>Interest due to date 1955<br>Last receipt<br>Status certificate updated 01. | 111/2020 🚔 =<br>111/2018 👹 =<br>112/2020<br>80.00<br>555<br>701/1900 🚔 =<br>701/1900 🚔 = |
| This owner contact is linked to Multiple Lots   |                        | Warnings                         |  |  |

4. In main contact for owner section (yellow box) click the icon with red cross that shows "clear reference to a contact"



5. The link is then broken and this Lot no longer has a contact card



6. Click Save. You will then need to select an existing card as in Step 7 to 8, or create a new card as in Step 9 to 12.

7. To select an existing card, open the card again. Click Edit in the top left corner. Then click the binoculars (search) in the Main contact for owner record.



8. Scroll through the list and select the required card. Then click Save in the Lot Owner card.



9. To create a new Lot Owner Contact card, open the card again. Click Edit in the top left corner. Then **DOUBLE click** on the small edit in the Main contact for owner record.



10. The Contact Editor screen will open, where you can add a new card with all relevant details for this Lot.

| 🔄, Contact Editor              |                    | ×             |  |
|--------------------------------|--------------------|---------------|--|
|                                |                    |               |  |
|                                | Contact type Owner | •             |  |
|                                | Business 🗔         |               |  |
|                                | Title 💽            | Salutation    |  |
|                                | Surname            |               |  |
|                                | First name         |               |  |
|                                | Other names        |               |  |
| Post Office address Home phone |                    |               |  |
| Building name                  |                    | Work phone    |  |
| Unit/Street no.                |                    | Mobile        |  |
| Street                         |                    | Fax           |  |
| Town/Suburb                    |                    | Email address |  |
| State                          | Postcode           |               |  |
| Country                        |                    |               |  |
|                                |                    |               |  |

11. Click **save** on the contact editor

12. Click **save** again on the Lot Owner card itself.

### Remember this important final step

13. **Reopen the changed cards** to ensure there is no reference to linked lots and contact details are all correct.

## More Cards to Unlink ?

If you have more than 2 cards involved, therefore more than 1 to unlink, repeat the process for other Lots.

## Useful Links

https://kb.rockend.com/help/strata-master-top-tip-67---using-existing-contacts-for-new-lots

https://kb.rockend.com/help/unlink-owner-lots-that-are-linked-in-strata-master

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