



Strata Plan Has 2 or More Street Frontages and Addresses in Strata Master

It is possible that a Strata Plan has Lots with different street addresses. This can occur when a Strata Plan is on a corner block or has Lo9ts that back onto each other facing different streets.

In this situation some Lots may have a different street address to other Lots and the Strata Plan itself.

This article will show you how to record the additional streets, so Lots on a different street can show in a search, and so the correct address shows on Levy Notices and other communication.

Entering The Street Details In The Corp Screen

If you are entering a new Plan, then you will enter this information when entering details on the Structure tab, from step 4 below.

1. Click on the Corp icon in the toolbar



2. Enter the Strata Plan number

3. Click on the Structure tab



4. Click edit button and enter the street details to this section called 'Other Addresses'



| Other Addresses | | | | | |
|-----------------|---------------|-----|--------|------|----------|
| | Building name | No. | Street | Town | Postcode |
| * | | | | | |

5. Your entry is then appearing as below, click Save

| Other Addresses | | | | | |
|-----------------|----------------|-----|---------------|--------|----------|
| | Building name | No. | Street | Town | Postcode |
| | Blossom Garder | 63 | Oxford Street | Sydney | 2009 |
| | | | | | |



Entering Lots

1. Once the street address has been entered above, the street address can be selected when you are entering Lots, notice 63 Oxford Street on the drop down options.

New Lots X

Number of new lots

Levy unit entitlement per lot

Lot number and unit number are the same

Additional debtor

Lot plan number

Physical address for lots

United Gardens, 1 Manchester Road, Sydney NSW 2009

United Gardens, 1 Manchester Road, Sydney NSW 2009

Blossom Gardens, 63 Oxford Road, Sydney NSW 2009

2. When you select 63 Oxford Street, the details will show in the Lots list as shown here.

| Lots | | | | | | |
|--------|----------|-----------------|-----------|--------------------------|------------|--|
| Unit # | Lot #(s) | Owner | Position | Addl Debtor | Lot Plan # | Address |
| ▶ 1 | 1 | Michael J Scott | Chairman | <input type="checkbox"/> | | United Gardens, 1 Manchester Road, Sydney NSW 2009 |
| 2 | 2 | James Halpert | | <input type="checkbox"/> | | United Gardens, 1 Manchester Road, Sydney NSW 2009 |
| 3 | 3 | Pamela Beasley | Secretary | <input type="checkbox"/> | | United Gardens, 1 Manchester Road, Sydney NSW 2009 |
| 4 | 4 | Dwight Schrote | Treasurer | <input type="checkbox"/> | | United Gardens, 1 Manchester Road, Sydney NSW 2009 |
| 5 | 5 | | | <input type="checkbox"/> | 8888 | Blossom Gardens, 63 Oxford Road, Sydney NSW 2009 |
| * | | | | <input type="checkbox"/> | | |

3. The contact card for the Lot Owner will also show the additional Street address.

Contact Editor X

Contact type Business

Title Sutation

Surname

First name

Other names

Post Office address

Building name

Unit/Street no.

Street

Town/Suburb

State Postcode

Country

Primary contact details

Home phone

Work phone

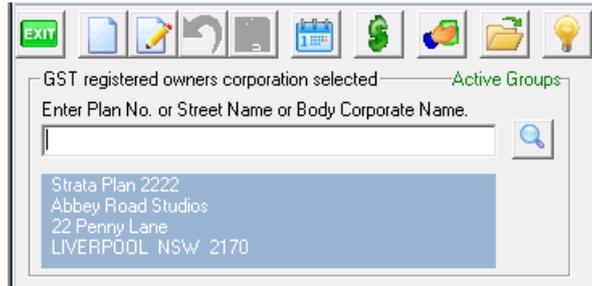
Mobile

Fax

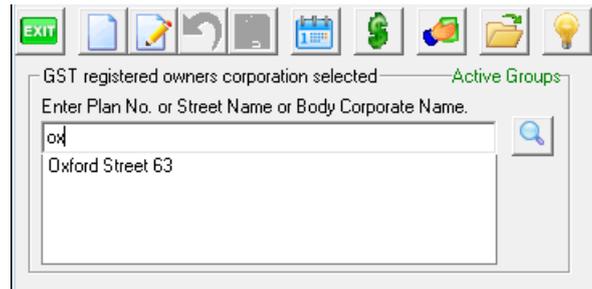
Email address

To Search

1. Once the street address is entered as above, you can search for the street, in the search screen as below, start typing the street name.



2. The street shows and you can double click on the street name and the correct Corp screen will open.



Levy Notices

Levy Notices will appear with the Strata Plan details and main address along with address of the Lot itself.



Issued 05/10/2022 on behalf of:

The Owners Corporation of Strata Plan 8888

United Gardens
1 Manchester Road
Sydney NSW 2009

for Lot 5 Unit 5
Gavin Fooche
Blossom Gardens
5/63 Oxford Street
Sydney NSW 2009

Gavin Fooche
Blossom Gardens
5/63 Oxford Street
Sydney NSW 2009

| Due date | Details | Amounts due (\$) | | Total |
|------------|------------------------------------|------------------|--------------|--------|
| | | Admin Fund | Cap Wrks Fnd | |
| 01/10/2022 | Quarterly Admin/Capital Works Levy | 590.95 | 136.40 | 727.35 |
| | Total levies due in month | 590.95 | 136.40 | 727.35 |

Variations

There will be numerous variations on this, where the unit number is not sequential from the other street, and many more options.

Studying the screenshots above, you will work out how to enter the information so that it reflects as you wish on communications to the Lot Owner.

Also note that it is possible to enter a number of different additional addresses., that can be selected when adding a Lot.

Useful Links

Video - <https://kb.rockend.com/help/strata-master-top-tip-46---multiple-addresses>

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