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Change a Name on a Lot in Strata Master

There are 2 occasions when a name is changed on a Lot -

- 1. The Lot has been sold and has a new owner.
- 2. The name was initially entered incorrectly and requires editing.
 - This article will assist you with both processes, as the process differs for the scenarios 1
 and 2 above. It is important for you to understand the difference, and check why the name is being
 changed, otherwise important information and history can be lost.
 - Note that the name on the Lot should reflect the name on the Property Title. If there are 2 owners on the title, record both names.

The Lot Has Been Sold

Sale of a Property includes the occasions when a 3rd person buys into the Property and the Property Title changes, or the property is inherited in a Deceased Estate.

1. In the Corp screen, double click on the relevant Lot.

Lots							
Unit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan #	Address	-
1	1	Cathy Freeman	Secretary			The Champions, 45 Sportsman Road, COBURG VIC 3058	
2	2	Leyton Hewitt				The Champions, 45 Sportsman Road, COBURG VIC 3058	
3	3	Kimi Raikkonen	Chairman			The Champions, 45 Sportsman Road, COBURG VIC 3058	
4	4	Harry Kewell	Member			The Champions, 45 Sportsman Road, COBURG VIC 3058	
5	5	Cathy Freeman				The Champions, 45 Sportsman Road, COBURG VIC 3058	
6	6	Troy Bayliss				The Champions, 45 Sportsman Road, COBURG VIC 3058	
7	7	Petria Thomas	Treasurer			The Champions, 45 Sportsman Road, COBURG VIC 3058	
8	8	Valentino Rossi				The Champions, 45 Sportsman Road, COBURG VIC 3058	
9	9	Jana Pittman	Member			The Champions, 45 Sportsman Road, COBURG VIC 3058	
10	10	Steven Waugh				The Champions, 45 Sportsman Road, COBURG VIC 3058	
	9999	Optus Tower		V		The Champions, 45 Sportsman Road, COBURG VIC 3058	

2. Click the Add button.

3. A new owner pop up appears. Enter the relevant dates, and click ok.

🔄, New Owner				Х
Date of Purch	iase [6/04/2023		
Date of E	ntry 0	6/04/2023		
ОК		Canc	el	

4. The Lot Owner screen then shows with blank name and contact details for you to complete.

		$\bigstar \Rightarrow$	
General	Agent/Tenant/Leases	Levies	Notice
Name on title	[C Company Private
Main cor	itact for owner		
NAME N The Char 5/45 Spc	DTSET mpions ⊮tsman Road i VIC 3058		
COBURG			
COBUÑO			

5. If the owner has an existing Lot elsewhere and you want to Link the Lots, select the binoculars and select the relevant card. If in doubt, check the list. If the owner does not have any other Lots, click the edit button.



6. Enter relevant name and contact details.

ľ	🖏 Contact Editor			×
ľ		O Oumor		7
L		Lontact type Owner		
L		Business		
		Title	Salutation	
l		Surname NAME NOT SET		-
L		First name Andre Agassi		-
L		Other names		-
L		,	Primary contact details	
I	Post Office address 🗔		Home phone	
I	Building name The Champions		Work phone	
I	Unit/Street no. 5/45		Mobile	0411 511 611
I	Street Sportsman Road		Fax	
I	Town/Suburb COBURG		Email address	andreagassi@hotmail1.com
I	State VIC	Postcode 3058		
I	Country	,,	-	
1				
1				
1				
18				

7. Click Save.



8. The Contact name will show on the Main Contact for Owner Screen



9. You can then add the Name in the field for Name on Title. Ensure you enter the correct legal name, then

click Save.

Name on title	Andre Agassi	C Company
		 Private

10. Click Yes to print an up to date Strata Roll for your records, or No if you wish.



11. Click Exit to close and then Exit out of the Corp screen. When you open the Corp screen again, the Lot will have refreshed and updated.

		Lots								
	U	Jnit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan #	Address		
1	▶ 1		1	Cathy Freeman	Secretary			The Champions, 45 Sportsman Road, COBURG VIC 3058		
	2		2	Leyton Hewitt				The Champions, 45 Sportsman Road, COBURG VIC 3058		
	3	1	3	Kimi Raikkonen	Chairman			The Champions, 45 Sportsman Road, COBURG VIC 3058		
	4		4	Harry Kewell	Member			The Champions, 45 Sportsman Road, COBURG VIC 3058		
	5		5	Andre Agassi				The Champions, 45 Sportsman Road, COBURG VIC 3058	7	
	6		6	Troy Bayliss				The Champions, 45 Sportsman Road, COBURG VIC 3058		
	7		7	Petria Thomas	Treasurer			The Champions, 45 Sportsman Road, COBURG VIC 3058		
	8		8	Valentino Rossi				The Champions, 45 Sportsman Road, COBURG VIC 3058	٦.	
	9	l .	9	Jana Pittman	Member			The Champions, 45 Sportsman Road, COBURG VIC 3058		
	10	0	10	Steven Waugh				The Champions, 45 Sportsman Road, COBURG VIC 3058	7	
			9999	Optus Tower		v		The Champions, 45 Sportsman Road, COBURG VIC 3058	7	

12. You will then need to complete details on the other tabs in the new Lot Owner card.

🐣 Lot Owner - Andre	Agassi / Lot 5, Unit 5, Owners	Corporation 6666 - Read O	nly Mode			- • •
<u>■</u> <u></u>) 🖩 🚺 🛅 📓					
General	Agent/Tenant/Leases	Levies	Notices	Mortgages	Debt Recovery	Linked Lots

The Name Requires Editing

It is important to be careful in making changes. Simple changes are -

- rearranging the name if the order of the names is incorrect.

- adding a name to match the Property Title.

1. In the Corp screen, double click on the relevant Lot.

Lots								
Unit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan #	Address		
1	1	Cathy Freeman	Secretary			The Champions, 45 Sportsman Road, COBURG VIC 3058		
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3	3	Kimi Raikkonen	Chairman			The Champions, 45 Sportsman Road, COBURG VIC 3058		

2. Click edit, and in the Name on Title field, you can correct the spelling of the name. click yes, to the warning about changing a name if the name change is due to a sale.

Strata Master	×				
To create a new owner contact, you must select the NEW button on the Lot Owner Card.					
Editing this field will only edit the Name on Title for the current owner.					
Do you wish to proceed?					
	Yes No				

3. Make the correction and click Save. You will be asked if you want to print a new Strata Roll. Select yes or no, as appropriate.



4. Then click edit, and the edit button on the Main contact for owner section.



5. In the screen that opens, as in Step 6 above, update the Lot Owners name. Click Save.

Main contact for owner	
Mr Lleyton Hewitt 24 Wimbledon Road CROWS NEST NSW 2066	
Mobile: 0428 698 968	

- 6. Click save again on the main Lot screen and then exit.
- 7. Exit the Corp screen and then re-open to refresh and check that the changes have taken place.

Lots								
Unit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan #	Address		
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11/04/2023 7:05 pm AEST