



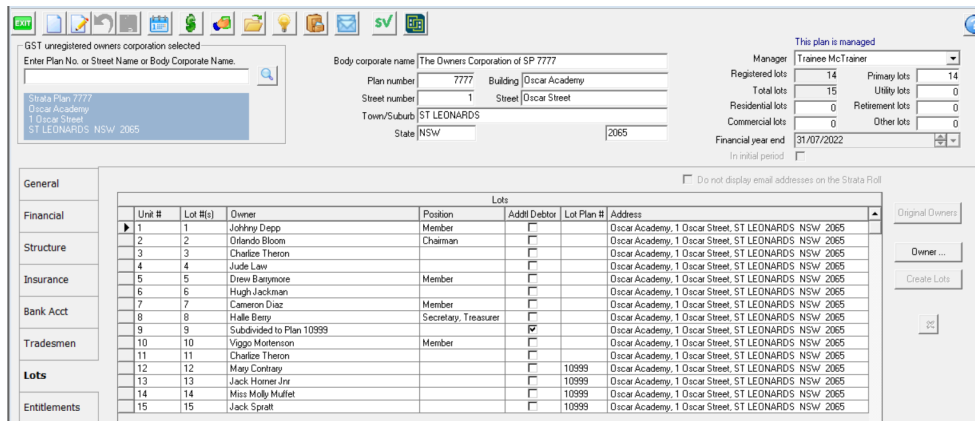
# Add an Additional Address to a Strata Plan in Strata Master

A Strata Plan or Building (referred to as Plan in this article) may have some properties located on roads that are not the main address of the Plan. When Levy Notices are sent, they would have the incorrect address on them.

You can add an address to the Plan and select that address for required Lots.

## The Example

Lots 12, 13, 14 and 15 face another street. That street is their official address and where they have their letterboxes. We will be changing their street number to 6 Grammy Street.



## The Steps

### Add the Address

1. Click on the Structure tab of the Corp screen.



2. Click the Edit button above the Plan number.



3. Locate the 'Other Addresses' section of the Structure tab.

Other Addresses					
	Building name	No.	Street	Town	Postcode
*					

4. Enter relevant details in each field.

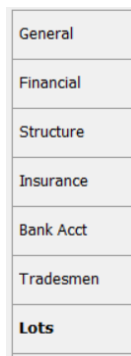
Other Addresses					
	Building name	No.	Street	Town	Postcode
		6	Grammy Street	ST LEONARDS NSW	2065
*					

5. Click Save.



## Update the Lots Tab

6. Click the Lots tab.



7. Click the Edit button.

8. Click into the right hand side of the address line for Lot 12, and a drop down box appears.

▶	12	12	Mary Contrary		<input type="checkbox"/>	10999	Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
	13	13	Jack Homer Jnr		<input type="checkbox"/>	10999	Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
	14	14	Miss Molly Muffet		<input type="checkbox"/>	10999	6 Grammy Street, ST LEONARDS NSW NSW 2065

9. Select the required address, in this case 6 Grammy Street.

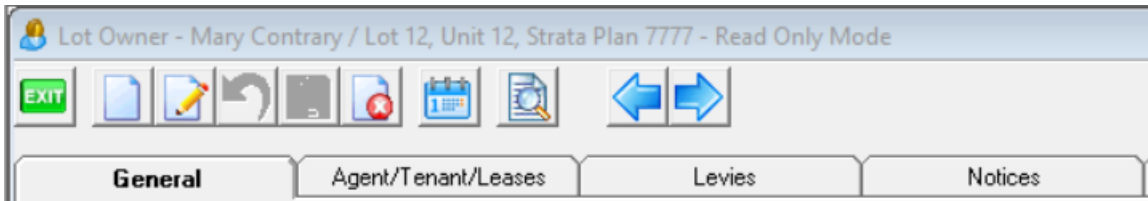
	12	12	Mary Contrary		<input type="checkbox"/>	10999	6 Grammy Street, ST LEONARDS NSW NSW 2065
	13	13	Jack Homer Jnr		<input type="checkbox"/>	10999	Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065

10. Click the save button.



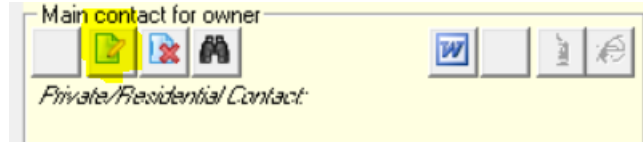
## Update The Main Contact for Owner

11. Double click on the Lot. The Lot card opens to the General tab.



12. Click the edit button

13. Click the edit button on the Main contact for owner box.



14. Edit the address as required.

Post Office address

Building name

Unit/Street no.

Street

Town/Suburb

State  Postcode

Country

15. Click Save



16. Then continue with the other Lots, as in steps 6 to 15 above.

17. The final result of the example given.

Lots						
Unit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan #	Address
▶ 1	1	Johnny Depp	Member	<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
2	2	Orlando Bloom	Chairman	<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
3	3	Charlize Theron		<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
4	4	Jude Law		<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
5	5	Drew Barrymore	Member	<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
6	6	Hugh Jackman		<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
7	7	Cameron Diaz	Member	<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
8	8	Halle Berry	Secretary, Treasurer	<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
9	9	Subdivided to Plan 10999		<input checked="" type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
10	10	Viggo Mortenson	Member	<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
11	11	Charlize Theron		<input type="checkbox"/>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
12	12	Mary Conrady		<input type="checkbox"/>	10999	6 Grammy Street, ST LEONARDS NSW NSW 2065
13	13	Jack Homer Jnr		<input type="checkbox"/>	10999	6 Grammy Street, ST LEONARDS NSW NSW 2065
14	14	Miss Molly Muffet		<input type="checkbox"/>	10999	6 Grammy Street, ST LEONARDS NSW NSW 2065
15	15	Jack Spratt		<input type="checkbox"/>	10999	6 Grammy Street, ST LEONARDS NSW NSW 2065