

₽

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.

aST unregistered of				🖻 📄 💡 🖪 🔂 💅						This plan is m	hanaged	
									Manager	Trainee McT		•
nter Plan No. or St	reet Nam	e or Body (Corporate Nar	me. Body corporate na	me The Owners Corporati	ion of SP 7777						
				Plan num	ber 7777 Bui	Iding OscarAc	ademy		Registered lots	14		ary lots 14
Strata Plan 7777				Street num	hw 1 S	treet Oscar Str	eet.		T otal lots	15	Uti	ility lots 0
						deer jourda ou	001		Residential lots	0	Retireme	ent lots 0
					urb ST LEONARDS				Commercial lots	0	08	her lots 0
				SI	ate NSW			2065	Financial year end	31/07/2022		
												T
									In initial period	1		
eneral	_				Lo			Г	Do not display email addi	resses on the S	Strata Roll	
		Unit #	1		Position	Addtl Debtor					-	Original Owners
inancial		Unit #	Lot #(s)	Owner								
							Lot Full II					oligitaromitaro
	►	1	1	Johny Depp	Member		Lot I lat I	Oscar Academy, 1 O	scar Street, ST LEONARD			
ructure		2	1	Orlando Bloom	Member Chairman		Lot i ann	Oscar Academy, 1 O Oscar Academy, 1 O	scar Street, ST LEONARD	S NSW 2065		
tructure) 	3	1 2 3 4	Orlando Bloom Charlize Theron			Lot Harth	Oscar Academy, 1 0 Oscar Academy, 1 0 Oscar Academy, 1 0	Iscar Street, ST LEONARD Iscar Street, ST LEONARD	S NSW 2065 S NSW 2065		Owner
		3 4	3 4	Orlando Bloom Charlize Theron Jude Law	Chairman			Oscar Academy, 1 0 Oscar Academy, 1 0 Oscar Academy, 1 0 Oscar Academy, 1 0	Iscar Street, ST LEONARD Iscar Street, ST LEONARD Iscar Street, ST LEONARD	S NSW 2065 S NSW 2065 S NSW 2065		Owner
		3 4 5	3 4 5	Orlando Bloom Charlize Theron Jude Law Drew Barrymore				Oscar Academy, 1 O Oscar Academy, 1 O	Iscar Street, ST LEONARD Iscar Street, ST LEONARD Iscar Street, ST LEONARD Iscar Street, ST LEONARD	S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065		
isurance		3 4	3 4	Orlando Bloom Charlize Theron Jude Law	Chairman			Oscar Academy, 1 O Oscar Academy, 1 O	Discar Street, ST LEONARD Discar Street, ST LEONARD Discar Street, ST LEONARD Discar Street, ST LEONARD Discar Street, ST LEONARD	S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065		Owner
isurance		3 4 5	3 4 5	Orlando Bloom Chafize Theron Jude Law Drew Barymore Hugh Jackman	Chairman Member			Oscar Academy, 1 0 Oscar Academy, 1 0	Iscar Street, ST LEONARD Iscar Street, ST LEONARD Iscar Street, ST LEONARD Iscar Street, ST LEONARD	S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065 S NSW 2065		Owner Create Lots
surance		3 4 5 6 7	3 4 5 6 7	Orlando Bloom Charize Theron Jude Law Drew Barymore Hugh Jackman Cameron Diaz	Chairman Member Member			Oscar Academy, 1 O Oscar Academy, 1 O	Discar Street, ST LEONARD Discar Street, ST LEONARD	S NSW 2065 S NSW 2065		Owner
isurance ank Acct		3 4 5 6 7 8	3 4 5 6 7 8	Orlando Bloom Charlice Theron Jude Law Drew Barymore Hugh Jackman Cameron Diaz Halle Berry	Chairman Member Member			Oscar Academy, 1 O Oscar Academy, 1 O	Discar Street, ST LEONARD Discar Street, ST LEONARD	S NSW 2065 S NSW 2065		Owner Create Lots
surance ank Acct		3 4 5 6 7 8 9	3 4 5 6 7 8 9	Orlando Bloom Charlice Theron Jude Law Drew Barymone Hugh Jackman Cameron Diaz Halle Berry Subdivided to Plan 10999	Chairman Member Member Secretary, Treasurer			Oscar Academy, 1 O Oscar Academy, 1 O	Jacar Street, ST LEONARD Jacar Street, ST LEONARD	S NSW 2065 S NSW 2065		Owner Create Lots
isurance ank Acct radesmen		3 4 5 6 7 8 9 10 11 12	3 4 5 6 7 8 9 10 11 12	Offendo Bloom Charlies Theon Jude Law Drew Barymore Hugh Jackman Cameron Diaz Halle Beny Subdivided to Plan 10999 Viggo Moterson	Chairman Member Member Secretary, Treasurer		10999	Oscar Academy, 1 O Oscar Academy, 1 O	Jscar Street, ST LEONARD Jscar Street, ST LEONARD	S NSW 2065		Owner Create Lots
surance ank Acct radesmen		3 4 5 6 7 8 9 10 11	3 4 5 6 7 8 9 10 11	Otlando Bloom Charlice Theron Jude Law Drew Barymore Hugh Jackman Cameron Dise Halle Beny Suddvided to Plan 10993 Viggo Mottenson Charlice Theron	Chairman Member Member Secretary, Treasurer			Oscar Academy, 1 O Oscar Academy, 1 O	Jacar Street, ST LEONARD Jacar Street, ST LEONARD	S NSW 2065		Owner Create Lots
tructure Isurance ank Acct radesmen ots		3 4 5 6 7 8 9 10 11 12	3 4 5 6 7 8 9 10 11 12	Orando Bloom Orandice Treeron Joakie Iwer Dew Barymore High Jackman Cameron Dias Hale Beny Subdivided to Plan 1999 Vogge Moterson Chafter Treeron May Contagy	Chairman Member Member Secretary, Treasurer		10999	Oscar Academy, 1 O Oscar Academy, 1 O	Jacar Street, ST LEONARD Jacar Street, ST LEONARD	S NSW 2065 S NSW 2065		Owner Create Lots

The Steps

Add the Address

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

General
Financial
Structure
Insurance

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	-		
1		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.

	1 · · ·					
•	12	12	Mary Contrary		10999	Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065 💌
	13	13	Jack Horner Jnr		10999	Oscar Academy, 1 Oscar Street, ST LEONARDS_NSW_2065
	14	14	Miss Molly Muffet		10999	6 Grammy Street, ST LEONARDS NSW NSW 2065
	45	45	1 1 0		10000	

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

L				chanize meron	<u> </u>		Uscal Academy, Foscal Street, ST ECONARID S 185 W 2005
	I	12	12	Mary Contrary		10999	6 Grammy Street, ST LEONARDS NSW NSW 2065
		13	13	Jack Horner Jnr		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.

🌯 Lot Owner - Mary Contrary / Lot 12, Unit 12, Strata Plan 7777 - Read Only Mode						
🔤 🗋 🗹 🎦	🔳 🚺 🛅					
General	Agent/Tenant/Leases	Levies	Notices			

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

Main contac	t for owner	747	16
	idential Contact:		2 12

14. Edit the address as required.

Post Office address	Г	
Building name	Oscar Academy	
Unit/Street no.	12/6	
Street	Grammy Street	
Town/Suburb	ST LEONARDS	
State	NSW	Postcode 2065
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.

				Lot	s			
	Unit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan #	Address	-
▶	1	1	Johhny Depp	Member			Oscar Academy, 1 Oscar Street, ST LEONARDS_NSW_2065	
	2	2	Orlando Bloom	Chairman			Oscar Academy, 1 Oscar Street, ST LEONARDS_NSW_2065	
	3	3	Charlize Theron				Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065	
	4	4	Jude Law				Oscar Academy, 1 Oscar Street, ST LEONARDS_NSW_2065	
	5	5	Drew Barrymore	Member			Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065	
	6	6	Hugh Jackman				Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065	
	7	7	Cameron Diaz	Member			Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065	
	8	8	Halle Berry	Secretary, Treasurer			Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065	
	9	9	Subdivided to Plan 10999		v		Oscar Academy, 1 Oscar Street, ST LEONARDS_NSW_2065	
	10	10	Viggo Mortenson	Member			Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065	
	11	11	Charlize Theron				Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065	
	12	12	Mary Contrary			10999	6 Grammy Street, ST LEONARDS NSW NSW 2065	
	13	13	Jack Homer Jnr			10999	6 Grammy Street, ST LEONARDS NSW NSW 2065	
	14	14	Miss Molly Muffet			10999	6 Grammy Street, ST LEONARDS NSW NSW 2065	
	15	15	Jack Spratt			10999	6 Grammy Street, ST LEONARDS NSW NSW 2065	

20/10/2023 7:18 pm AEDT