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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.

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GST unregistered or	whers corporatio	n selected					This plan is managed
Enter Plan No. or Str	reet Name or Bo	du Cornorate Na	me Body corporate par	e The Owners Cornorati	on of SP 7777		Manager Trainee McTrainer
		.,,		7777			Registered lots 14 Primary lots 14
1			Plan numb	er7777 Buil	ding Uscar Ac	ademy	Total bis 1E Utitu bis 0
Strata Plan 7777			Street numb	er 1 SI	treet Oscar Str	eet	Pasidential late Batistrant late
Oscar Academy			Town/Subu	IN ST LEONARDS			nesidentical lots 0 netilement lots 0
ST LEONABDS N				NCW			Commercial lots 0 Other lots 0
			Sta	(e INDW			2005 Financial year end 31/07/2022
							In initial period
General							Do not display email addresses on the Strata Roll
				1.0			
-	11.5.4	1.0.860	0	DealVer	S A J M D - H	Lat Dian #	H A Harrison Durgers
Financial	Unit #	Lot #(s)	Uwner Lakkey Dage	Position	Addi Debtor	Lot Plan #	Address Gignar Owners
	2	2	Orlando Places	Chairman			Discal Academy, 1 Discal Steel, ST LEDNARDS NSW 2005
Structure	2	2	Charlos Dioon	Chaiman	<u> </u>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2005
		4	Luda Law		<u> </u>		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2005
Insurance		5	Drew Barrymore	Member			Discar Academy, 1 Discar Street, ST LEDNARDS NSW, 2005
insurance	6	6	Hugh Jackman		Ē		Oscar Academy, 1 Oscar Street, ST LEONABDS, NSW, 2065
	7	7	Cameron Diaz	Member			Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
Bank Acct	8	8	Halle Berry	Secretary, Treasurer			Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
	9	9	Subdivided to Plan 10999		2		Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
Tradesmen	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
Lote	12	12	Mary Contrary			10999	Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
LOUS	13	13	Jack Homer Jnr			10999	Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065
	14	14	Miss Molly Muffet			10999	Oscar Academy, 1 Oscar Street, ST LEONARDS_NSW/ 2065

The Steps

Add the Address

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

General
Financial
Structure
Incurance

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	•			
.0		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
	1.00	45	1 1 0		10000	

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

i.				chalize melon	1		озсанисацену, позсанопесь, от сермино о молу 2000	
	I	12	12	Mary Contrary		10999	6 Grammy Street, ST LEONARDS NSW_NSW_2065	•
		13	13	Jack Homer 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.

	W 16
Private/Residential Contact:	

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.

	Lots							
	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		<		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