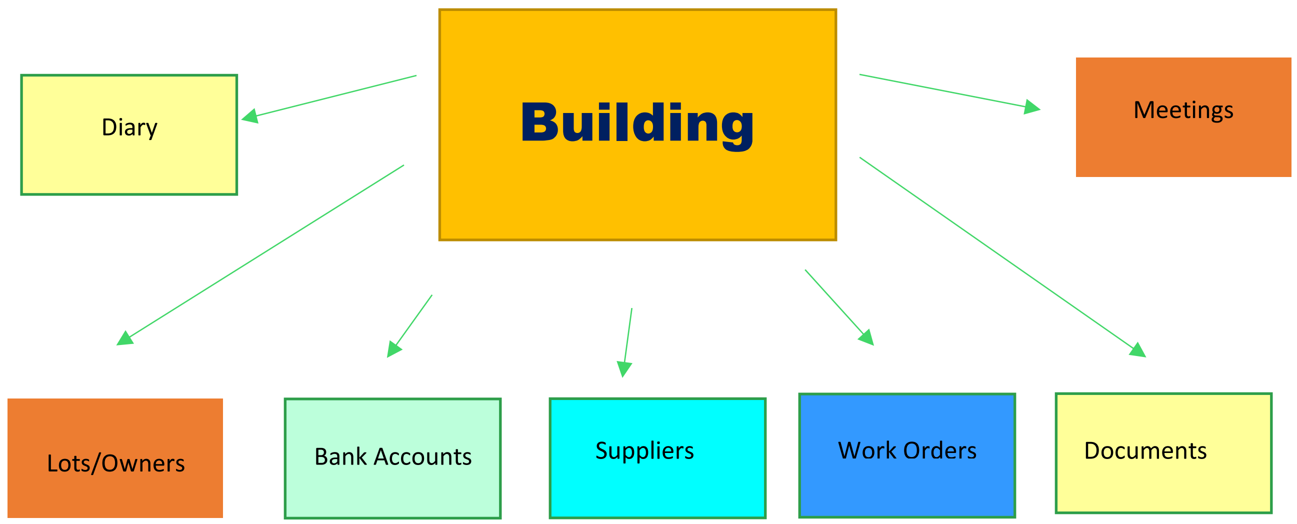
Quick guide to adding a building – New South Wales

TABLE OF CONTENTS

INTRODUCTION TO BUILDINGS

Reminder – we recommend that you always use Chrome as your browser for PropertyIQ

The buildings card stores all the information relating to each Building. The buildings area interacts with all areas of PropertyIQ.



This is where you can add, view and edit:

Settings – bank account, tax status, interest and discounting rules and important contacts

Dates – Important dates such as AGM and financial year

Charges – your fixed and variable management fees.

Info – Committee members, tradespeople, Insurance, Investment accounts, internal committees.

Financials – balances and owner positions, create and manage contribution schedules

Budget – planning and implementing the expenditure and income for a building

Notes – here you can add, edit and view any notes relating to the building

Documents – view, email and print all documents relating to the building

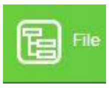
Registers – keep track of assets, lot authorisations, contracts and funding proposals

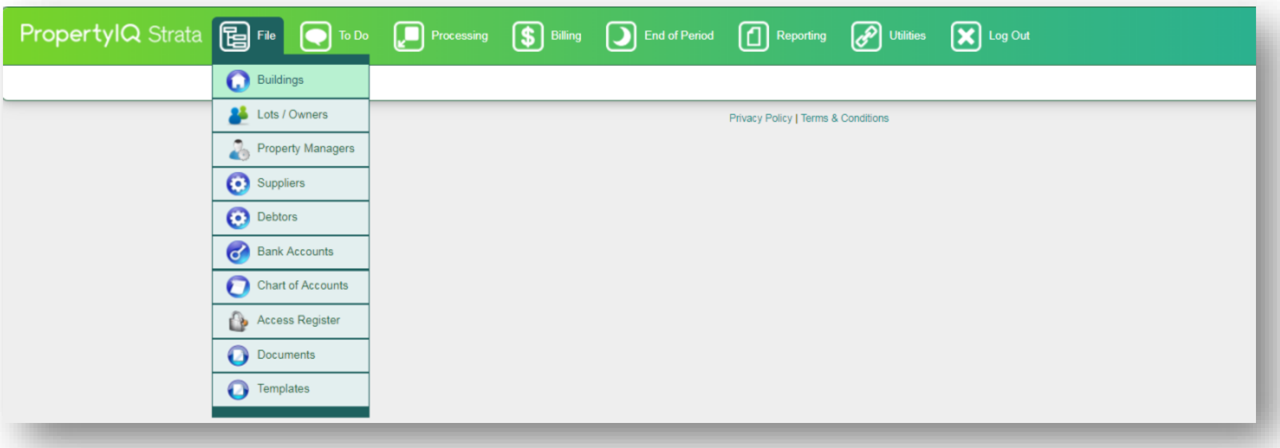
Alerts – create and manage alerts for important events

Work Orders – view and edit work orders for the building

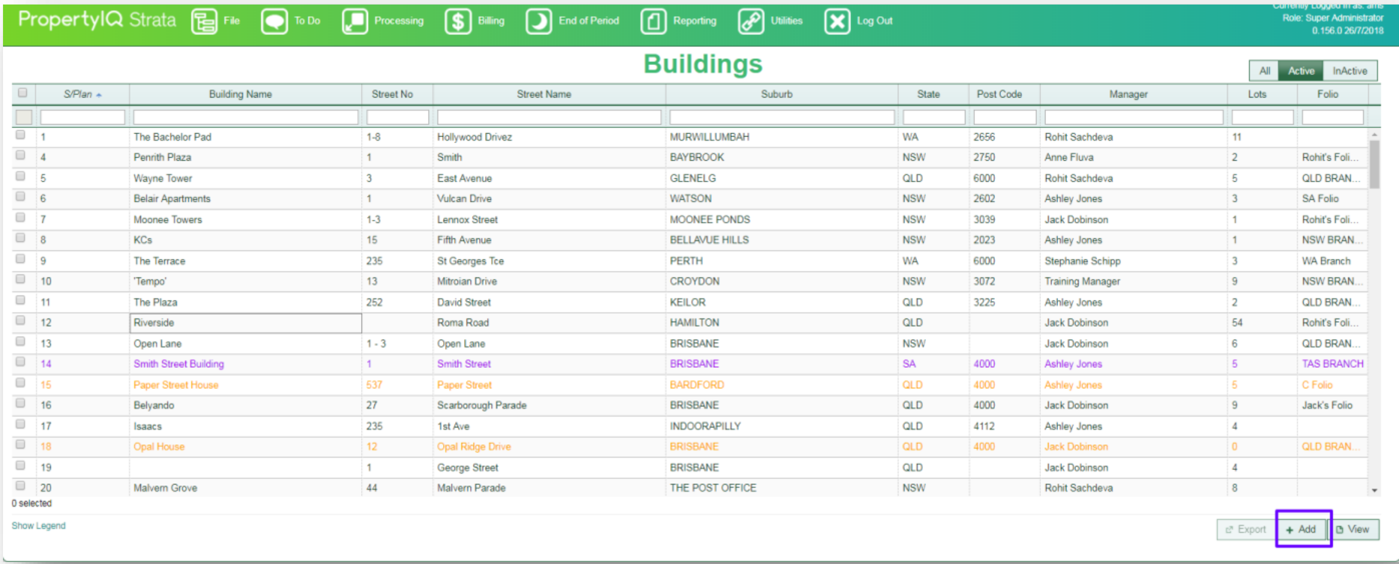
Log of Changes – view a change log for the building

ADDING A NEW BUILDING

To add a new building go to  and select Buildings

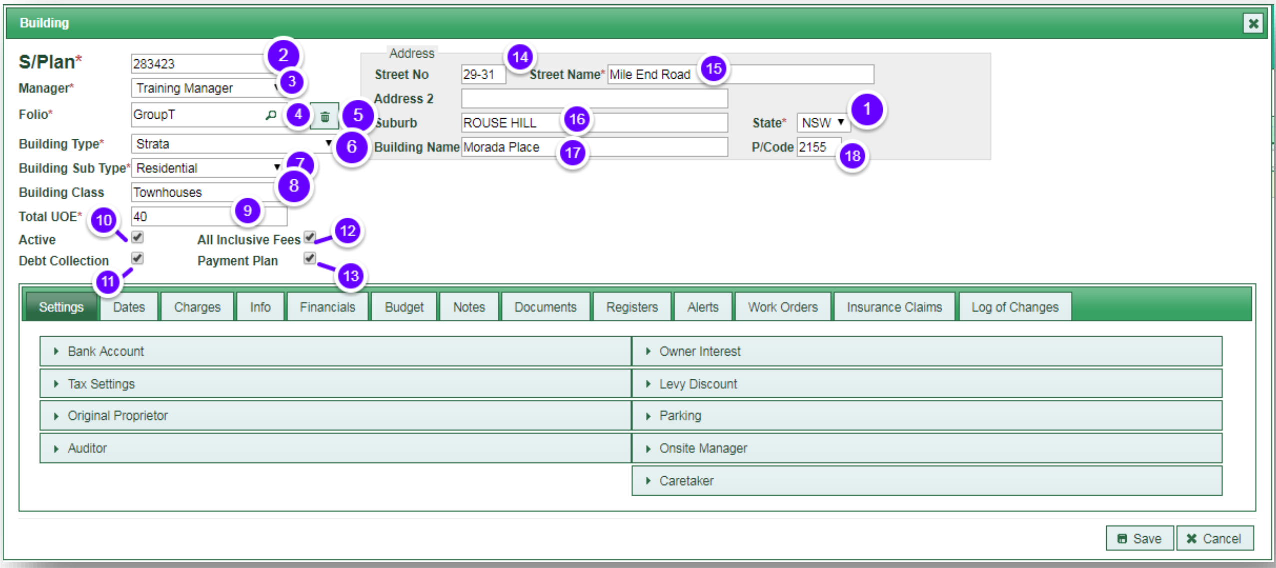


Click on *+Add* at the bottom of the screen



BUILDING DETAILS

1. You should first select the state from the dropdown list first. This determines other available fields and settings that are specific to the state
2. Enter the strata plan number
3. Use the dropdown list to select the strata manager from the list of users
4. Use the dropdown list to select the folio (if you use folios in your company)
5. If you have selected a folio, you can remove it by clicking on the trash symbol
6. Use the dropdown list to select the building type from the dropdown list. The building types available are specific to NSW. Your selection affects the terminology and layout of your levy notices.
7. Select the building sub-type – commercial or residential – from the dropdown list
8. Enter a building class (optional)
9. Enter the total units of entitlement for the building (pre-set by the strata plan)
10. The *active* tick will be ticked by default. You can untick to make the building inactive if you no longer manage it
11. *Debt collection* will be ticked by default. Leave this ticked if you want this Building to be included when you process a due notice run that includes arrears, final or legal notices. Only untick this if th building has instructed that they don't want you to conduct debt collection for them.
12. Tick *all inclusive fees* if your fees for managing this building are all inclusive. For example, if you don't charge extra for phone calls or photocopying. This is just a reminder for you not to charge extra fees, it doesn't actually affect your charges or fee schedules.
13. If *debt collection* is ticked, you can also tick here to include a payment plan statement that will show whenever Arrears, Final or Legal notices are sent. A payment plan statement must be set up in your application settings and you must have the correct merge field set up on your notice template for this to work. See the manuals "Settings" and "Templates" for full details
14. Type the street number here
15. Type the street name here
16. Type the suburb here
17. Type a building name here (optional)
18. Type the postcode here.



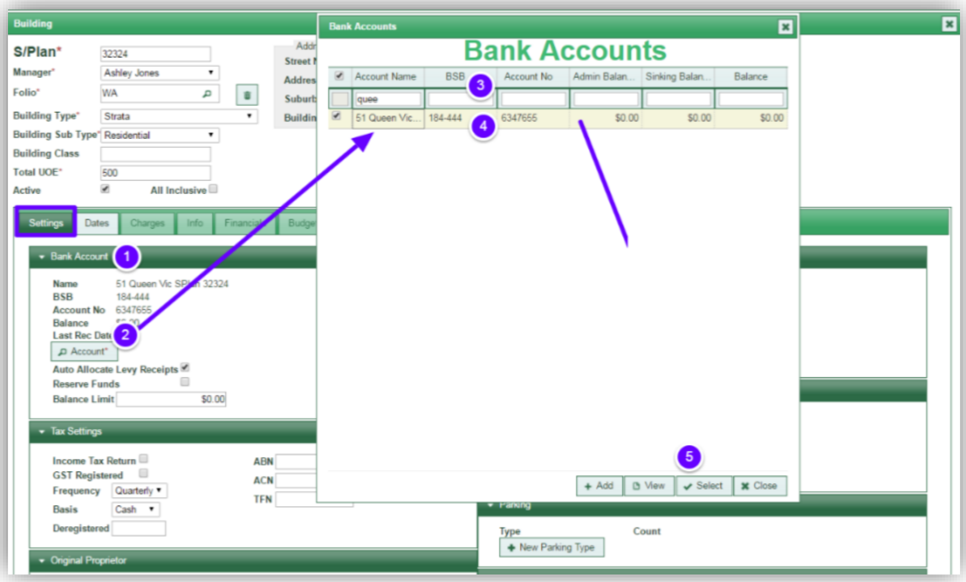
NOTE You need to complete all the fields with an asterisk on the main screen and at least the financial year, levy start year and levy frequency in the Dates Tab and attach a bank account to the Building before you can save the Building. (except the folio field) All other information can be added later.

SETTINGS TAB – BANK ACCOUNT

You must attach a bank account to the building before you can save a building

1. From the *Settings* tab, click on the little white arrow on the *Bank Account* accordion to open it
2. Click on the search Icon in the account box to search for a bank account to attach
3. Type some key letters to refine your search and find the bank account you are looking for
4. Click on the bank account you want to highlight it and then double click *or*
5. Click on the *Select* button at the bottom right of the screen

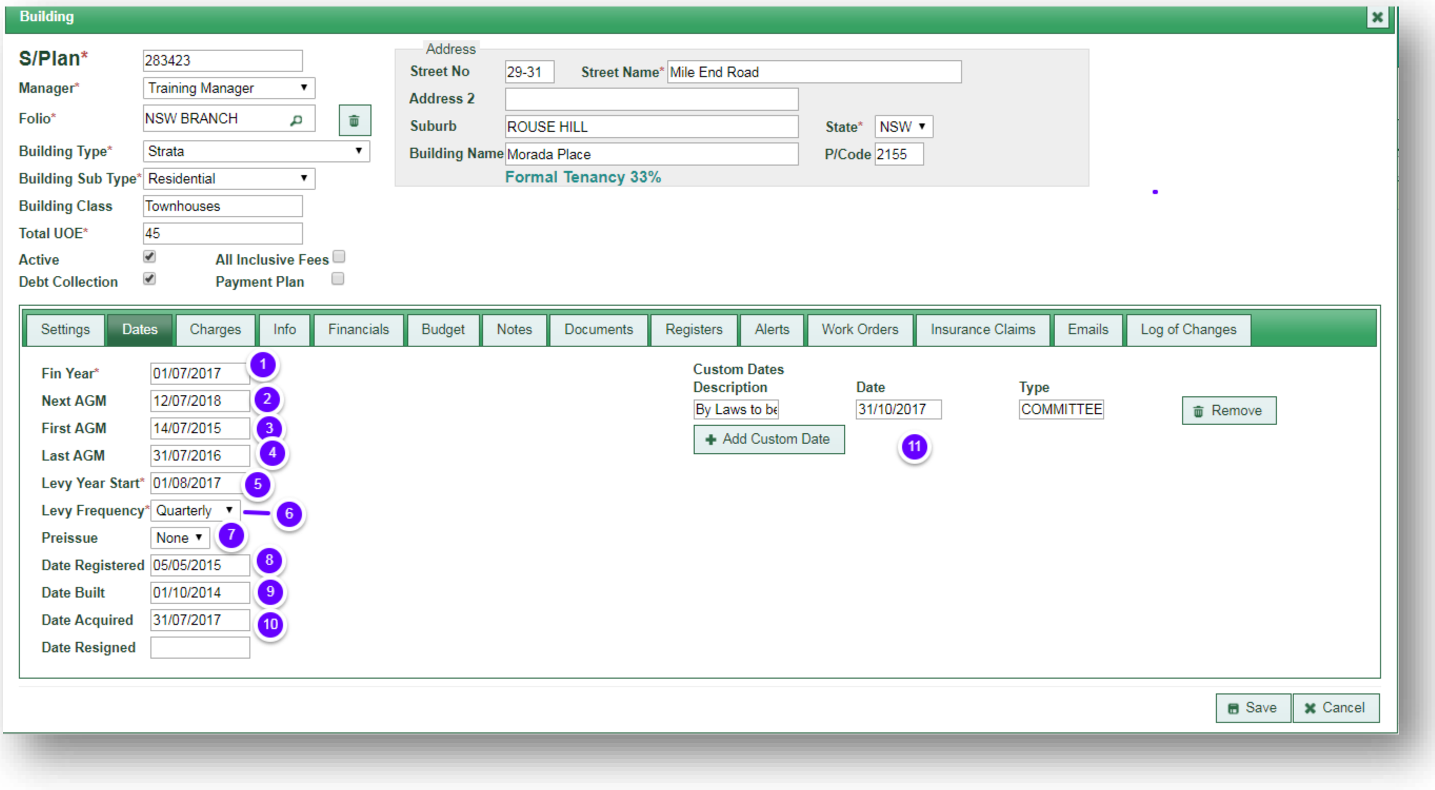
   For detailed instructions on how to add a bank account, see the manual – "Bank accounts"



FINANCIAL YEAR AND LEVY YEAR ENTRY - DATES TAB

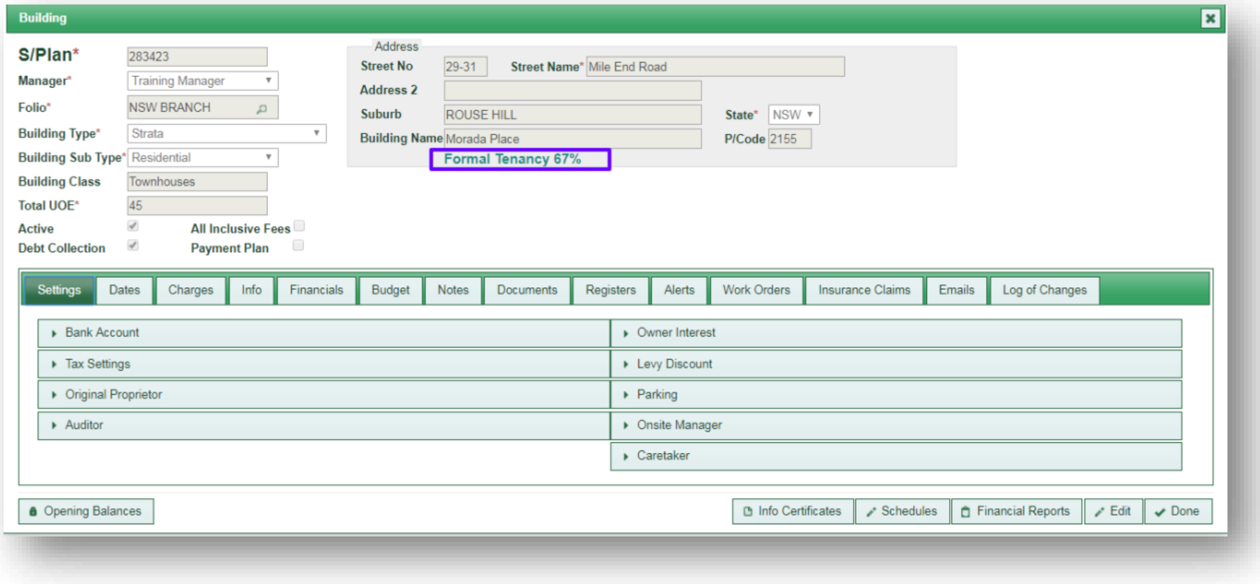
You must enter at least the financial year start date and levy year start date before you can save a building.

1. Enter the financial year start date here
2. Enter the next AGM date here
3. Enter the first AGM date here
4. Enter the last AGM date here
5. Enter the levy year start date here
6. Enter the levy frequency here
7. If the building has pre-issue levies, select the number you are going to issue here
8. Enter the date the strata plan was registered here
9. Enter the date the building was built here
10. Enter the date you acquired the management here
11. If the management is resigned (lost) in the future, enter the date here



FORMAL TENANCY PERCENTAGE

If any tenants have been entered on a lot owner card and ticked as the *formal tenant*, then the percentage of lots with a formal tenant shows here. If you have entered any text in the field *Accessory Unit* on the lot owner card, then that lot will be ignored for the purpose of calculating the formal tenancy percentage.



For detailed information on the other tabs, please refer to the other “Buildings” manuals -

Settings
Dates
Charges
Info
Financials
Budget
Notes
Documents
Registers
Alerts
Opening Balances