

Due notice run

Best practice:

- ✓ send notices well ahead of time to ensure you meet the required notice period for your state
- ✓ always make sure that today's TXN file has been processed before sending notices
- ✓ when sending arrears, final and legal notices, always check the notes from the lot owner card before sending.

Don't forget:

- to use the *Missing levies* button to check for buildings that should have levies due but don't
- always **preview** before you **generate**.