

Required reports / information

For each Building / Plan the following information is mandatory to enable StrataMax to complete the setup. Ideally these reports should be supplied in Excel if possible, or if not possible, other report formats are acceptable.

Building information (Critical)

- Building Name and Number
- Building Address
- State, Format of Plan and Legislation Module (if applicable)
- Date of Registration of Plan
- ABN Number
- Interest Rate and Days
- Grace / Extra Days for Discount Buildings (if applicable)
- GST Status, Frequency, and advise if Gross or Net style reporting.
- Financial Year Start and End Dates

Roll details (Owner Information)

- Original Owner (if available)
- Current Owner's details including name, address, contact numbers, email information and date of acquisition (if available), email / mail preferences
- Real Estate/Letting Agents if applicable and contact preferences (levies to be sent via post or e-mail?)
- Entitlements for each lot and total aggregate (a current CMS or registered Plan of Subdivision would be ideal)

Financial Statements (Opening Balances) *(include prior year as well if required)*

- Balance Sheet
- Income and Expenditure
- Owner / Debtor Balances (by fund / interest / other / arrears fees)
- Creditor / Supplier Balances

Current / Last AGM Minutes (for levies)

- Last AGM date
- Office Bearers
- Levies by period, amount per period, start and due date, discount if applicable

Utilities / sub group

- Document identifying lots to include in the sub group
- All meter numbers for the lots
- The tariff and optional sundry charge
- Income code to update in the Main Group (one for each utility)
- Balance sheet for main account for unpaid utility bills
- Last meter read and date

Insurance Policies

- Current renewal including company / brokers
- Policy number
- Premiums
- Renewal date
- Next due date

Other

- CMS, Registration of Strata Plan (NSW) or Plan of Subdivision (Vic) (Optional)
- Chart of Accounts setup (Master Chart)
- Creditors (Excel only)

BMC (QLD & NSW only)

- Detailed Budget
- Proportionate Liability Statement

Multi OC (VIC Only)

- Plan of Subdivision(including entitlements for each OC)

Any other items that may be of assistance.