

Common Property Register

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The instructions in this article relate to the **Common Property** register. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Details of common property use depending on what state is being operated will require this register to be maintained and it may be included with the state specific certificate(s).

An example would be granting use of common property area for installations; such as air conditioners by various lot owners, by approval.

We also have the [Registers Video](#), which covers Common Property Register.

Common Property Configuration

Always show code selection list at start

When this function is opened, if this setting is set (ticked) it will open with a list of codes to select from. If this setting is not set (not ticked), the code selection list will not appear automatically.

Common Property - Add

1. Search or select **Common Property**.
2. Click *Cancel*.
3. Click *New*.
4. Fill in as many of the information fields you have the information for. Some fields may be left blank for completion at a later date, however the following must be completed:
 - Category
 - Date of Resolution
 - Type of Resolution
 - Authority Given To
 - Lot A/c Affected is recommended for any 'Lot Owner' category types as this information will be included on the selected lot account certificate.
 - Doc Id - right click to open [DocMax](#) and attach supporting documentation to the Common Property Register.

5. Click Save.

Common Property Report

Select this option to print a report on all Common Property authorisations for the selected building.

1. Search or select **Common Property Register**.
2. Click *Report*.
3. Set printing options as you require, click for More help on printing.
4. Click *OK*.
5. Report will now be displayed.

Edit or Delete Common Property

You can delete or edit a common property record.

Edit: select the record and make the changes and remember to click *Save*.

Delete: select the record and click the *Delete* button and answer yes to the questions, 'Delete this record?', 'Are you sure?'.