# Plan Report

Last Modified on 27/11/2026 8:37 pm AEST




The instructions in this article relate to the ***Plan Report***. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The ***Plan Report*** will include the building's location, type and entitlements. Also included is the Original Owner and Body Corporate Manager information. The last area of the report consists of the Insurance information and entitlement schedule for each lot (unit entitlements).

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## Plan Report Templates and Configuration

These internal reports can be applied using the Report Distribution method and include the templates and configuration below.

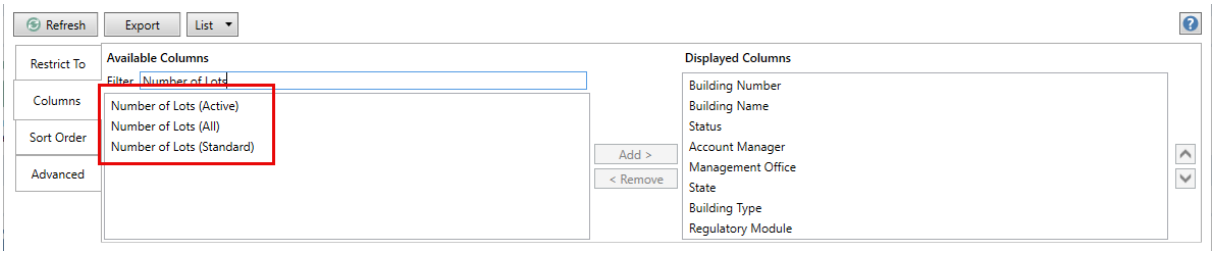
1. Search or select ***Plan Report***.
2. The Plan Report template will be available from the Report Distribution window, and the internal user will be pre-tagged.
3. Select the cogwheel to set the Template:
    - Plan Report (Location, Type, Total Entitlements, Regulation Module, Original Owner, Body Corporate Manager, Insurance and a per lot breakdown of entitlement schedule).
4. Click *Close.*

## Common Questions

### Which report lists the plan number, address and number of lots for each building?

Use ***Search Buildings***:

1. Search for or select ***Search Buildings***.
2. From the *Columns* tab, add *Plan No.*, *Address 1*, *Address 2*, *Address 3* and the *Number of Lots* column required: *Number of Lots (Active)*, *Number of Lots (All)* or *Number of Lots (Standard)*.




3. Click *Refresh* to display the results.
4. Click *Export* to export the list to Excel.

The *Number of Lots* columns count different lot types:

- *Number of Lots (Active)* excludes lots that have been resubdivided.
- *Number of Lots (Standard)* counts only lots set as type Standard.
- *Number of Lots (All)* counts all Standard, Car Space and Storage Space lots.

The *Excel Export* of the ***Plan Report*** lists one row per lot, with *Lot Number*, *Contribution Entitlement*, *Interest Entitlement* and *Lot Plan Number*.

