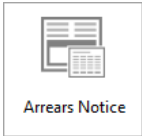


Arrears Notice

Last Modified on 06/10/2026 3:57 pm AEST



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

Arrears Notice opens Levy Arrears Notice in Report Distribution, providing access to the latest arrears notice functionality and distribution process. For more information on the new arrears process and related functionality, see the [Arrears Management](#) and [Arrears Process](#) articles.

Arrears Notice using Report Distribution

Arrears Notice opens the Levy Arrears Notice Report Distribution screen used to issue Arrears Notices. The [Arrears Notice Setup](#) can be accessed from the configuration cog. Settings and options can be managed from [Arrears Manager](#) and a global [Pre-Issue Report](#) can be produced prior to issuing the Arrears Notices.

1. Search or select **Arrears Notice** to open the Report Distribution Levy Arrears Notice screen.
2. Review the [Levy Arrears Notice configuration](#) cog wheel and adjust if required.
3. From the Building section ..., tag all buildings (untag any buildings which may require a more hand on approach such as new developments, buildings soon to be lost, new buildings, contentious buildings).
4. Review Distribution Method, ensure *Save Report* is selected to store a copy of the Arrears Notice.
5. Click Report + to include any additional reports with the Arrears Notice distribution.
6. Click *Proceed*.
7. In the Report Publish window all the documents will start loading. When distributing to a large number of recipients, it can be useful to tick the *Auto Proceed on Load Complete* box, which automatically proceeds with the distribution once all documents have been processed and loaded in the Report Publish window. This tick box will remain on screen at the bottom in the green progress bar whilst documents are loading. Once they have all finished loading, the tick box will disappear automatically.

Report Distribution - STRATAMAX ONLINE HELP KEEP 250925

Levy Arrears Notice

Building: STRATAMAX ONLINE HELP KEEP 250925

Report Set:

Page Numbers

Consolidate by Contact

Levy Arrears Notice 1-levyarr_adbcanr1_ABN, 2-levyarr_adbcanr2_ABN, 3-levyarr_waarle

Report

Attachment

Distribution Method

☒ Post Stratamax

☒ Email Levy Notice

☒ Save Report Notice

☒ Use Preferences Levy Notice

Filters

☒	Account	Lot	Unit	Name	Behalf Of	Post	Email	Sms
☒	02100001	1	1	Blue Skies			bskies@home.com.au	
☒	02100002	2	2	Adrian Peter Egan			adrian70@live.com.au	
☒	02100003	3	3	Jacinta C Healy			windsor4030@hotmail.com	
☒	02100004	4	4	Blue Skies			bskies@home.com.au	
☒	02100005	5	5	Danielle Louise Outram			danielle.outram@outlook.com	
☒	02100006	6	6	Blue Skies			bskies@home.com.au	
☒	02100007	7	7	Blue Skies			bskies@home.com.au	
☒	02100008	8	8	Blue Skies			bskies@home.com.au	

Log

Proceed

Close

Report Publish

Recipient

ABC Letting Agency

Bertie Bubbles

Professor Dave Danger

Options: Save to DocMax enabled using Profile 'Levy Notices', Email enabled where email preference is for Levy Notice

Email To: email@abcletting.com

Subject: STRATAMAX ONLINE HELP KEEP | 300621 Lot | 22 | Merge Letter

Message:

Dear RecipientOwnersFullName,

Please find attached your latest correspondence relating to Lot 22 for STRATAMAX ONLINE HELP KEEP CTS 300621.

Merge Letter

1 of 2

100%

Auto proceed on Load Complete

Preparing documents

Send to DocMax

Cancel