

# Roll Form

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

The **Roll Form** is helpful when reporting an Original Owner, Current Owner and Previous Owner's address details, Contribution and Interest Entitlements, Date of Registration of the Plan, Lessee, Letting Agent, Mortgagee, Nominees and Power of Attorney. It is available to the Owners for distribution as the default and can have additional StrataMax reports &/or attachments included as a report set based on legislation requirements.

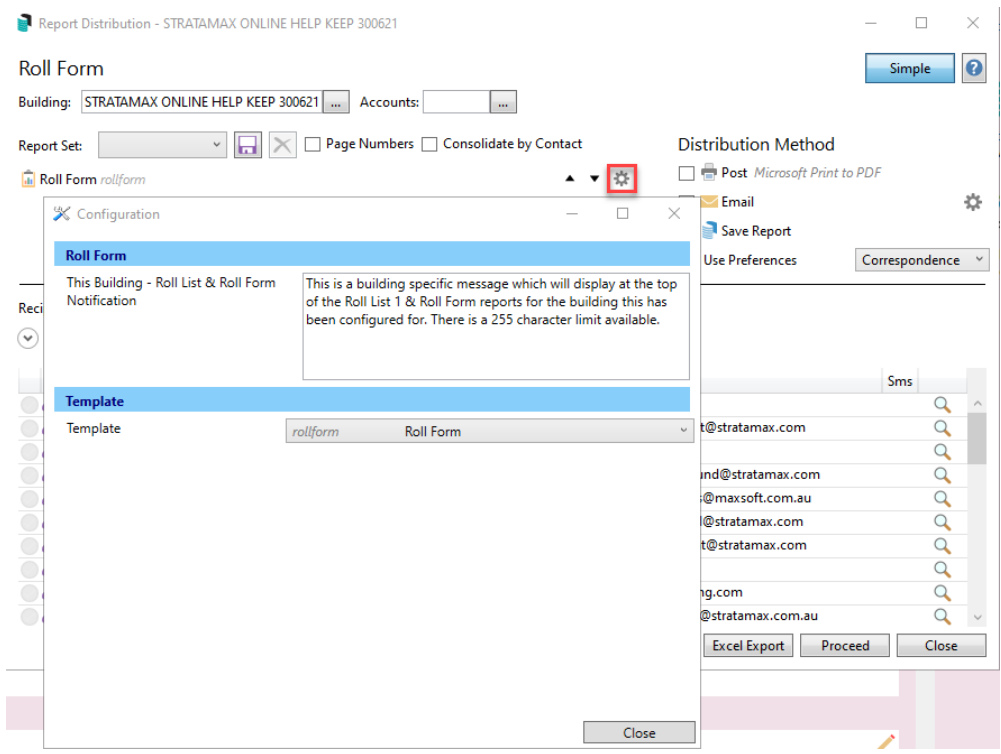
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## Roll Form Templates and Configuration

The following templates are available for Roll Form and can be configured using the steps below using the [Report Distribution](#) method.

A single report of all owners (Strata Roll Section 177 NSW & Sections 113 - 115 ACT) or selected lot accounts can be produced if the process is run for an Internal User. Individual Roll Forms can also be produced if run for an Owner and can be included in the Change of Owner or Details [automated report set](#).

1. Search or select **Roll Form**.
2. Select the cogwheel to set the template and text.
  - This Building - Roll List & Roll Form Notification.
  - A template option exists for the Roll Form.
3. Click *Close*.



## Example of Roll Form

*Body Corporate and Community Management Act 1997*  
**Body Corporate and Community Management (Accommodation Module)**  
 Roll of Lots and Entitlements (Section 204)  
**OCEANIA KEEP**

LOT NO. 6      UNIT NO. 6      PLAN NO. 221010      ACCOUNT NO. 02100006

ORIGINAL OWNER		
Name of Original Owner of Lot	Residential Address of Original Owner	Address for service of notices on Original Owner
Original Owner		

CONTRIBUTION ENTITLEMENTS	
Contribution Entitlements	Date of Registration
10.00	01-Mar-00

INTEREST ENTITLEMENTS	
Interest Entitlements	Date of Registration
10.00	01-Mar-00

PARTICULARS OF SUBSEQUENT OWNERS			
Full Name of Owner(s)	Residential Address	Address for service of notices on Owner(s)	Date of notice
			09/03/23
			09/03/23
			09/03/23
			11/11/22
			11/11/22

(continued)  
Roll of Lots and Entitlements (Section 204)  
**OCEANIA KEEP**

LOT NO. 6    UNIT NO. 6    PLAN NO. 221010    ACCOUNT NO. 02100006

TENANT				
Full Name of lessee of lot	Address for service of notices	Type Of Notice	Term	Date of notice
		Lease	2	14/03/23
		Lease	2	14/03/23

LETTING AGENT			
Full Name of representative	Address for service of notices	Date of receipt of withdrawal notice	Date of notice
			31/05/23
		15/07/2000	08/11/22
		09/03/2023	08/11/22

SELLING AGENT			
Full Name of representative	Address for service of notices	Date of receipt of withdrawal notice	Date of notice
		11/11/2022	11/10/22