

## RE80: Maintain Property Legalised as Road Transaction Guide

This guide shows you how to use transaction RE80 (Real Estate Navigator) to maintain details for existing properties (architectural objects) that will be fully consumed by road, and is part of the PM5.4 Legalisation and Property Completion process.

Use either the short description quick-step procedure set out below or refer to the more detailed description with screen shots which follows.

Access the transaction using either:

- transaction code **RE80**, or
- the menu path: **Real Estate Management > Master Data > RE Navigator**.

### Quick-step procedure

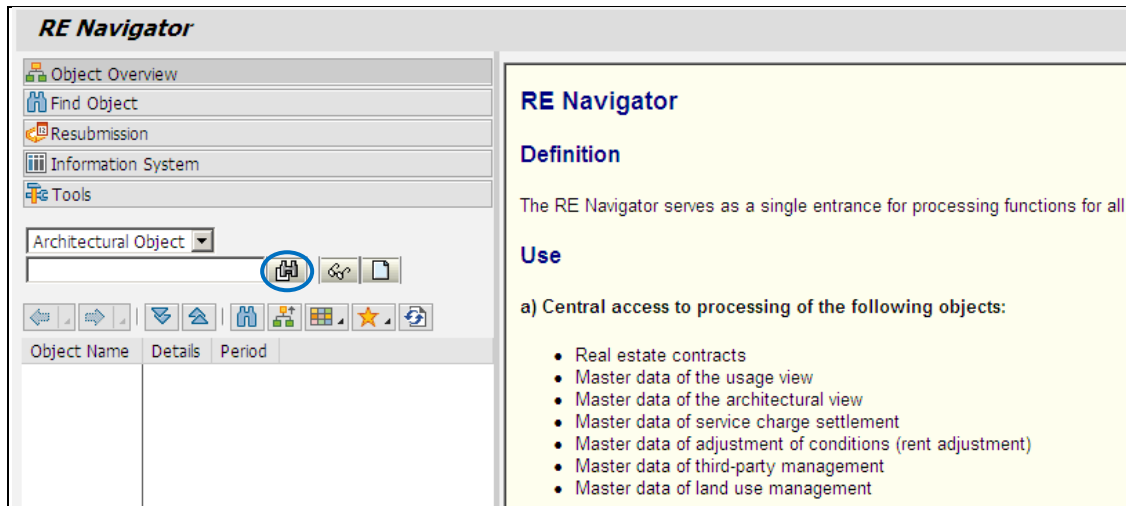
Follow the steps below to complete this transaction.

Step	Action
1.	On the <b>Object Overview</b> tab, select <b>Architectural Object</b> from the drop-down list and click the <b>Find</b> icon. <b>Result:</b> The <b>Restrict Value Range</b> dialog box displays.
2.	Select a suitable search (e.g. Architectural Object by Address).
3.	Enter search criteria (e.g. part of the address) and press Enter.
4.	Select an architectural object (property) from the displayed list by double-clicking on the item in the list that displays. <b>Result:</b> The <b>Architect. Object Property &lt;88*****&gt; Display: General Data</b> screen displays. <b>Note:</b> If a search list does not display, review your selection criteria, make any changes and press Enter to search again.
5.	Click the <b>Changes Between Display &lt;-&gt; Change</b> icon. <b>Result:</b> The <b>Architect. Object Property &lt;88*****&gt; Change: General Data</b> screen displays (i.e. the property details can now be changed).
6.	Complete the following fields in the <b>Property Reference Data</b> section: <ul style="list-style-type: none"> <li>• Acq./Disposal Status (e.g. Legalised as Road or Legalised – other land use).</li> <li>• Management Status (e.g. Unlsble Formed as Road).</li> </ul>
7.	Add other types of measurements on the <b>Measurements</b> tab, if required, by doing the following: <ul style="list-style-type: none"> <li>• Click on the <b>Add New Measurements</b> icon.</li> <li>• Select a measurement type from the <b>Permitted Measurement Types</b> dialog box and enter the measurement details (e.g. PLRA Legalised as Road Area 13.000).</li> </ul> <b>Note:</b> If at any time, you wish to remove a measurement, select the line and click on the <b>Remove Measurements</b> icon.
8.	Click <b>Save</b> . The message ' <i>Architect. Object no 88***** was changed</i> ' displays in the bottom left-hand side of the screen.

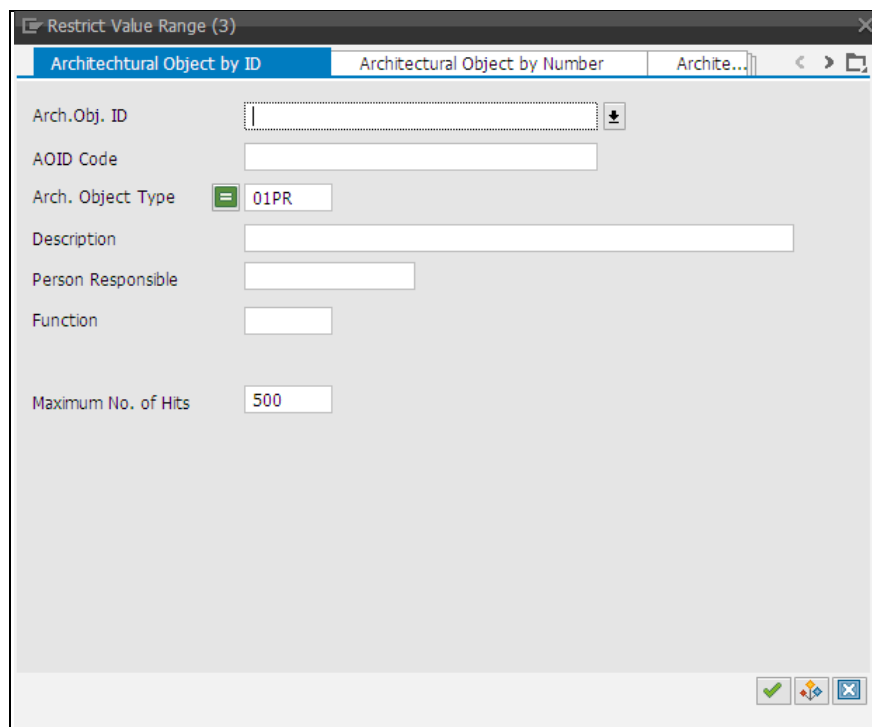
## Detailed procedure

Follow the steps below to complete this transaction.

1. On the **Object Overview** tab, select **Architectural Object** from the drop-down list and click the **Find** icon (circled below).



**Result:** The **Restrict Value Range** dialog box displays.



2. Select a suitable search (e.g. Architectural Object by Address).
3. Enter search criteria (e.g. part of the address) and press Enter.
4. Select an architectural object (property) from the displayed list by double-clicking on the item in the list that displays.

Restrict Value Range (1) 146 Entries found

Architectural Object by ID Architectural Object by Number Architectural Object by Address Architectur...

Arch. Object Type: 01PR

Arch.Obj...	Arch.Obj...	AOID Co...	Description of Arch. Obj.	Person Re...	Functi...
88000158	88000158	88000158	Gregor 125 Taylor Terrace	XANH	
88000159	88000159	88000159	John Smith 13 Abel Smith Street	SARAHCOL	
88000160	88000160	88000160	John Jones 21 Highbury Avenue	SARAHCOL	
88000161	88000161	88000161	State Highway 1, 240	DAMIENG	
88000162	88000162	88000162	Sam Marriot	SARAHCOL	
88000171	88000171	88000171	4 Wylie Road	USER_25	
88000172	88000172	88000172	Brougham St; 147 - 3 Flats	DAMIENG	
88000173	88000173	88000173	Sally Bublawski 13 Valdemort Cresc	SARAHCOL	
88000174	88000174	88000174	Amazing Maize Ltd 157 Halswell Junction Road	STEPHENC	
88000175	88000175	88000175	McManus, 348 Wigram Road	CHRISJO	

146 Entries found

**Result: The Architect. Object Property <88\*\*\*\*\*> Display: General Data** screen displays.

Architect. Object Property 88000160 Display: General Data

AO Property: 88000160 John Jones 21 Highbury Avenue

General Data Additional Data Partners Measurements Assignments Alerts/Milestones Overviews

Address

Description: John Jones 21 Highbury Avenue

Address: 88000160 / 21 Highbury Ave / Wellington 6011

**Note:** If a search list does not display, review your selection criteria, make any changes and press Enter to search again.

5. Click the **Changes Between Display <-> Change** icon (circled below).

**Result: The Architect. Object Property <88\*\*\*\*\*> Change: General Data** screen displays (i.e. the property details can now be changed).

**Architect. Object Property 88000160 Change: General Data**

AO Property: 88000160 | John Jones 21 Highbury Avenue

General Data | Additional Data | Partners | Measurements | Assignments | Alerts/Milestones | Overviews

**Address**

Description: John Jones 21 Highbury Avenue

Address: 88000160 / 21 Highbury Ave / Wellington 6011

**Property Reference Data**

Acq./Disposal Status: Purchased

Full/Partial Purch.: 100 Land All

Property Interest: 10 Freehold

Legacy Number: PADS42111

CPC File Ref.: 191919A

Management Status: Leasable

Disposal Potential

**Status Display**

System Status: CRIE | No Default

User Status: ACQ | Status

**Control**

Location: 124 Wellington

Mgmt. Profit Centre: 7009 Wellington

Valid From: 17.05.2013 To: 19.09.2013

**Legal Description**

C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/> LINZ 9900 AB	98989898	CFR CB/222 or GAZ 20	Lot 11 DP 10043

6. Complete the following fields in the **Property Reference Data** section:

Field	Description
Acq./Disposal Status	Current status of the property (e.g. one of the following options): <ul style="list-style-type: none"> <li>• Legalised as Road.</li> <li>• Legalised – other land use.</li> </ul>
Management Status	Description of the current status of the property for NZTA (e.g. Unlsble Formed as Road).

7. Add other types of measurements on the **Measurements** tab, if required, by doing the following:
  - Click on the **Add New Measurements** icon (circled below).
  - Select a measurement type from the **Permitted Measurement Types** dialog box and enter the measurement details (e.g. PLRA Legalised as Road Area 13.000).

**Note:** If at any time, you wish to remove a measurement, select the line and click on the **Remove Measurements** icon.

**Architect. Object Property 88000160 Change: Measurements**

AO Property: 88000160 | John Jones 21 Highbury Avenue

General Data | Additional Data | Partners | **Measurements** | Assignments | Alerts/Milestones | Overviews

[Unlimited] | 01.07.2013

Validity of Measurement Object: 17.05.2013-19.09.2013

MeasTp	Med. Name of Meas. Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasTo	Total	Outside	Manually
PGFA	Gross Floor Area (sqm)	130	0	M2					<input type="checkbox"/>	
PLAR	Required Land Area	0.0350	0.0000	HA					<input type="checkbox"/>	
PTGA	Total Ground Area (Hectares)	0.0350	0.0000	HA					<input type="checkbox"/>	
V001	NZTA Valuation Full	880,000	0	NZD					<input type="checkbox"/>	
V002	NZTA Land Value Full	880,000	0	NZD					<input type="checkbox"/>	
V030	Rateable Valuation	890,000	890,000	NZD					<input type="checkbox"/>	<input checked="" type="checkbox"/>
V031	Rateable Land Value	900,000	0	NZD					<input type="checkbox"/>	

8. Click **Save**. The message '*Architect. Object no 88\*\*\*\*\* was changed*' displays in the bottom left-hand side of the screen.