

## RE80: Maintain Property (Document Disposal) Transaction Guide

This guide shows you how to use RE80 (Real Estate Navigator) to maintain details for a property that is being disposed of. The property will be sold/disposed of via one of the following scenarios:

- (a) Sale of property to the former owner via Section 40 of the Public Works Acts 1981.
- (b) Transfer to OTS via the Maori protection mechanism or sold by a right of first refusal.
- (c) Sale of property through the open market process.

This transaction is used in the PM9.2 Disposal Outcome/Strategy 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.	Enter search criteria (e.g. Arch. Object Type, Description) and press Enter.
3.	Do the following: <ul style="list-style-type: none"> <li>• Select Architectural Object from the displayed list.</li> <li>• Press Enter.</li> </ul> <b>Result:</b> The <b>Architect. Object Property &lt;88*****&gt; Display: General Data</b> screen displays the selected object.
4.	Click the <b>Changes between Display &lt;-&gt; Change</b> icon to enter change mode. <b>Result:</b> The <b>Architect. Object Property &lt;88*****&gt; Change: General Data</b> screen displays.
5.	The following fields are available to change on the <b>General Data</b> tab: <ul style="list-style-type: none"> <li>• Acq./Disposal Status (e.g. Sold).</li> <li>• User Status (e.g. DISP - disposal).</li> </ul>
6.	Complete in the following fields on the <b>Additional Data</b> tab: <ul style="list-style-type: none"> <li>• Declared Surplus date (e.g. 18.06.2013).</li> <li>• Date Sold (e.g. 18.06.2013). Complete this when the property is sold.</li> </ul>
7.	Add the sale price on the <b>Measurements</b> tab: <ul style="list-style-type: none"> <li>• Click on the <b>Measurements</b> tab.</li> <li>• Select SO01 Sale Price from the drop-down list.</li> <li>• Add the sale price in the Amount field (e.g. 1,000,500).</li> </ul>

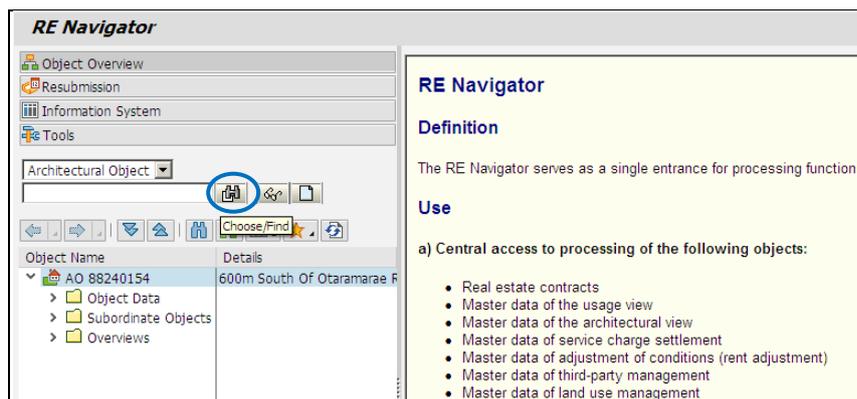
*Continued on next page...*

Step	Action
8.	Notify the Property Manager and suggest that they change the Management Status to reflect the disposal of the property.
9.	<p>Other types of resubmission rules can be added on the <b>AO Property &lt;88*****&gt;</b> <b>Change: Alerts/Milestones</b> tab:</p> <ul style="list-style-type: none"> <li>Click the <b>Create Reminder Rule</b> icon.</li> <li>Select <b>One Time occurrence</b>.</li> <li>Enter a Resubmission Reason and Date in the <b>Create Reminder Rule</b> dialog box (e.g. One Time Occurrence on 04.07.2013 – Settlement of Disposal).</li> <li>Press Enter.</li> </ul> <p><b>Note:</b> For section 40 sales, select the appropriate section 40 milestone (e.g. D160 Section 40 Stage 1 to LINZ).</p>
10.	Click <b>Save</b> . The message <i>'Architect. Object no 88***** was changed'</i> displays in the bottom left-hand side of the screen.

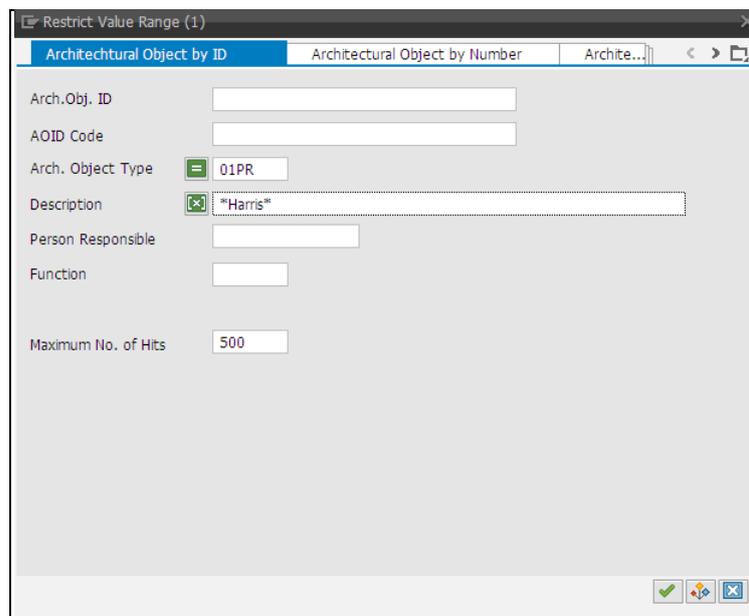
## Detailed procedure

Follow the steps below to complete this transaction.

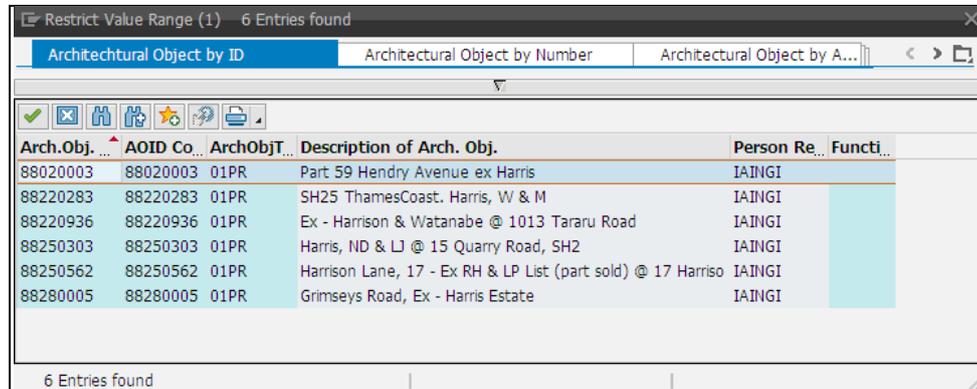
- On the **Object Overview** tab, select **Architectural Object** from the drop-down list and click the **Find** icon (circled below).



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



2. Enter search criteria (e.g. Arch. Object Type, Description) and press Enter.
3. Do the following:
  - Select Architectural Object from the displayed list.
  - Press Enter.

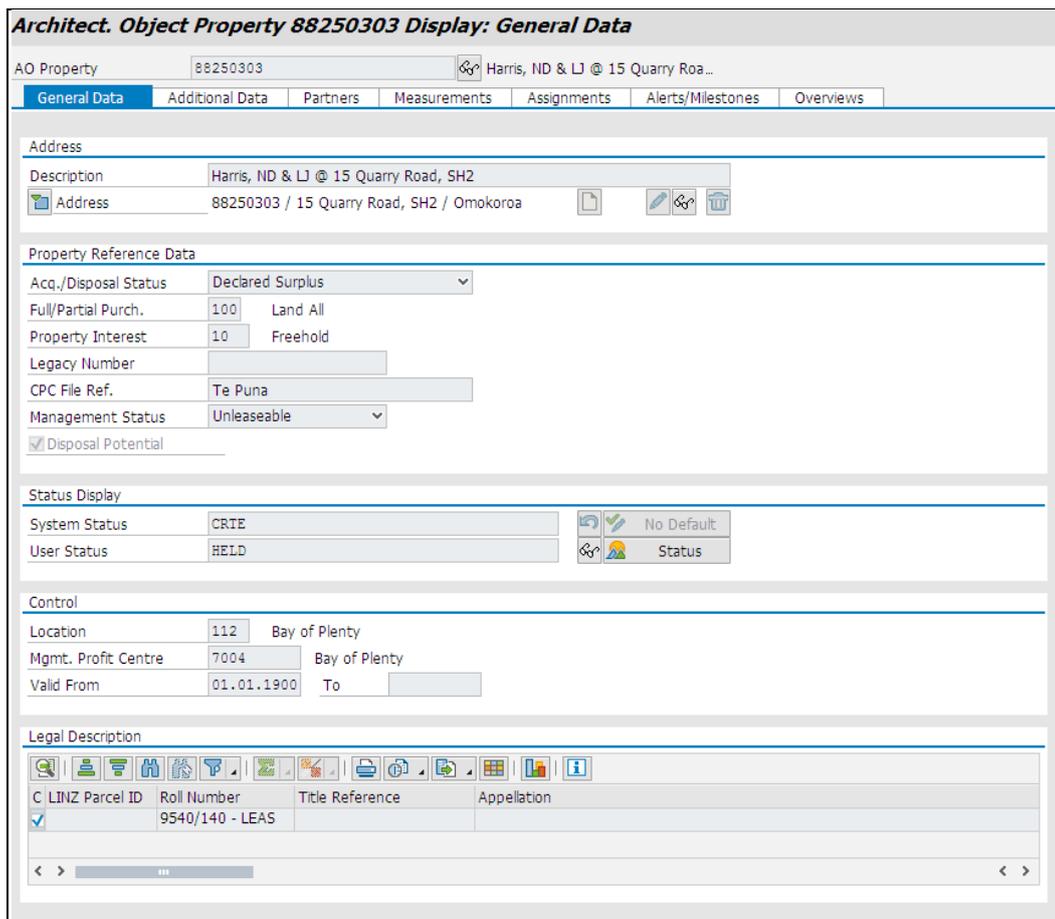


Restrict Value Range (1) 6 Entries found

Arch.Obj. ...	AOID Co...	ArchObjT...	Description of Arch. Obj.	Person Re...	Funci...
88020003	88020003	01PR	Part 59 Hendry Avenue ex Harris	IAINGI	
88220283	88220283	01PR	SH25 ThamesCoast. Harris, W & M	IAINGI	
88220936	88220936	01PR	Ex - Harrison & Watanabe @ 1013 Tararu Road	IAINGI	
88250303	88250303	01PR	Harris, ND & LJ @ 15 Quarry Road, SH2	IAINGI	
88250562	88250562	01PR	Harrison Lane, 17 - Ex RH & LP List (part sold) @ 17 Harris	IAINGI	
88280005	88280005	01PR	Grimseys Road, Ex - Harris Estate	IAINGI	

6 Entries found

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



**Architect. Object Property 88250303 Display: General Data**

AO Property: 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

**Address**

Description: Harris, ND & LJ @ 15 Quarry Road, SH2

Address: 88250303 / 15 Quarry Road, SH2 / Omokoroa

**Property Reference Data**

Acq./Disposal Status: Declared Surplus

Full/Partial Purch.: 100 Land All

Property Interest: 10 Freehold

Legacy Number: [Empty]

CPC File Ref.: Te Puna

Management Status: Unleaseable

Disposal Potential

**Status Display**

System Status: CRTE No Default

User Status: HELD Status

**Control**

Location: 112 Bay of Plenty

Mgmt. Profit Centre: 7004 Bay of Plenty

Valid From: 01.01.1900 To [Empty]

**Legal Description**

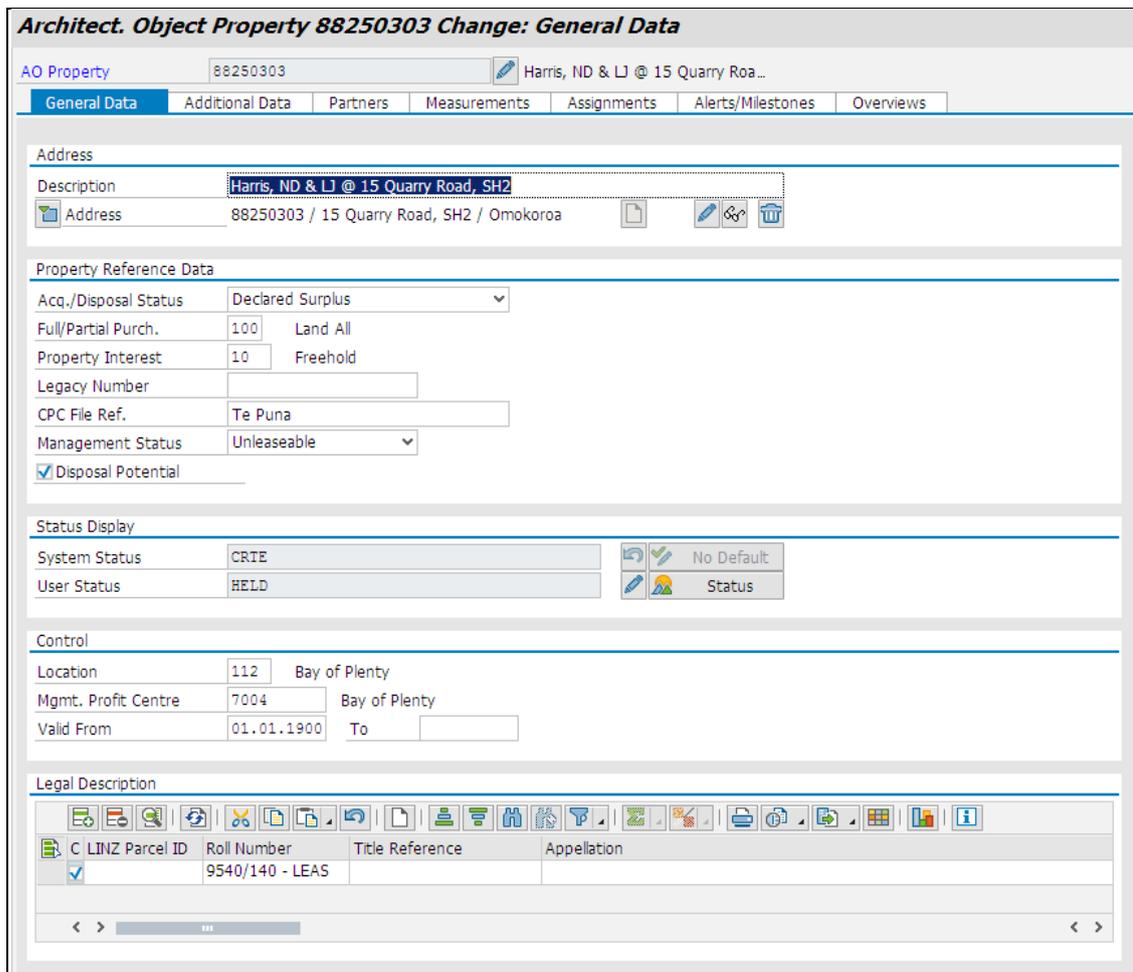
C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/>	9540/140 - LEAS		

4. Click the **Changes between Display <-> Change** icon to enter change mode.

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

5. The following fields are available to change on the **General Data** tab:

Field	Description
Acq./Disposal Status	Describes the general type of building usage options according to the land use map (e.g. Sold).
User Status	Defines the status of the Property Object (e.g. DISP - Disposal).



**Architect. Object Property 88250303 Change: General Data**

AO Property: 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

Address

Description: Harris, ND & LJ @ 15 Quarry Road, SH2

Address: 88250303 / 15 Quarry Road, SH2 / Omokoroa

Property Reference Data

Acq./Disposal Status: Declared Surplus

Full/Partial Purch.: 100 Land All

Property Interest: 10 Freehold

Legacy Number:

CPC File Ref.: Te Puna

Management Status: Unleaseable

Disposal Potential

Status Display

System Status: CRTE No Default

User Status: HELD Status

Control

Location: 112 Bay of Plenty

Mgmt. Profit Centre: 7004 Bay of Plenty

Valid From: 01.01.1900 To:

Legal Description

C LINZ Parcel ID	Roll Number	Title Reference	Appellation
<input checked="" type="checkbox"/>	9540/140 - LEAS		

6. Complete the following fields on the **Additional Data** tab:

Field	Description
Declared Surplus	Date when the property was declared surplus (e.g. 18.06.2013).
Date Sold	Date when the property was sold (e.g. 18.06.2013). Complete this when the property is sold.

**Architect. Object Property 88250303 Change: Additional Data**

AO Property 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

**Maintenance Planning**

Initiative

Construction Start Date

Maintenance Level

Building condition

**Valuation Information**

Main usage type 30 Residential Improved

Rural Use

Heritage Status

Floors

Impr.Built Date

**Dates**

Vac for Constr

Declared Surplus 03.07.2013

Date Sold 03.07.2013

7. Add the sale price on the **Measurements** tab:

- Click on the **Measurements** tab.
- Select SO01 Sale Price from the drop-down list.
- Add the sale price in the Amount field (e.g. 1,000,500).

**Architect. Object Property 88250303 Change: Measurements**

AO Property 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

[Unlimited] | 03.07.2013

Validity of Measurement Object: From 01.01.1900

MeasTp	Med. Name of Meas. Type	Amount	Sub. Objects	Unit	Hierarchy	MeasFrom	MeasTo	Total	Outside	Manually
PLAR	Required Land Area	0.0000	0.0000	HA	<input type="checkbox"/>				<input type="checkbox"/>	
PTGA	Total Ground Area (Hectares)	0.0000	0.0000	HA	<input type="checkbox"/>				<input type="checkbox"/>	
S001	Sale Price	220,000	0	NZD	<input type="checkbox"/>				<input type="checkbox"/>	

8. Notify the Property Manager and suggest that they change the Management Status to reflect the disposal of the property.

9. Other types of resubmission rules can be added on the **AO Property <88\*\*\*\*\*>**  
**Change: Alerts/Milestones** tab:

- Click the **Create Reminder Rule** icon.
- Select **One Time occurrence**.
- Enter a Resubmission Reason and Date in the **Create Reminder Rule** dialog box (e.g. One Time Occurrence on 04.07.2013 – Settlement of Disposal).
- Press Enter.

**Note:** For section 40 sales, select the appropriate section 40 milestone (e.g. D160 Section 40 Stage 1 to LINZ).

**AO Property 88250303 Change: Alerts/Milestones**

AO Property 88250303 Harris, ND & LJ @ 15 Quarry Roa...

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

Parameters

ID	Resubmission Rule	Resubmission Reason Name
10	One-Time Occurrence on 01.07.2013	Declared Surplus
20	One-Time Occurrence on 03.07.2013	Section 40 Stage 1 to LINZ

Status	Date	ID	Resubmission Reason Name	Done	Days	Fix	Memo
	01.07.2013	10	Declared Surplus	<input type="checkbox"/>	2-	<input type="checkbox"/>	
	03.07.2013	20	Section 40 Stage 1 to LINZ	<input type="checkbox"/>	0	<input type="checkbox"/>	

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