RE80: Maintain and Create Property for Disposal/ Severances Transaction Guide

This guide shows you how to use RE80 (Real Estate Navigator) to maintain details for a property being split into two where road will cut through the middle of the property as part of the PM5.4 Legalisation and Property Completion process.

The existing architectural property object/record will require the following actions to take place:

- A new property record will be set up with one of the two parts updated as 'declared surplus', measurements updated and a new title assigned for the first severance.
- A new property record will be set up for the second of the two parts, measurements updated, assigned with the same statuses (e.g. 'declared surplus') and a new title assigned for the second severance.
- The remaining part (e.g. the original property architectural object) will be absorbed into Road Reserve with the measurements and statuses updated accordingly (e.g. formed as road etc.).

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 **Object Overview** tab, select **Architectural Object** from the drop down list and click the **Find** icon. **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. **Result**: The **Architect. Object Property** <*88******> **Display**: **General Data** screen displays. **Note**: If a search list does not display, review your selection criteria, make any changes and press Enter to search again.
5.	Click the **Change Between Display <-> Change** icon/button. **Result**: The **Architect. Object Property** <88******> **Change**: **General Data** screen displays.

Continued on next page...

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>In the Legal Description section, do the following
edit the details for the current record (first row)
select it as current title, and
click on the Insert Row icon to add in the new details for the two severances as in the example below:
<table>
<tr><th>Linz Parcel ID</th><th>Roll Number</th><th>Title Reference</th><th>Appellation</th></tr>
<tr><td>Linz Ref 121</td><td>1214</td><td>CFRCB1105A</td><td>Lot 22 NEW ROAD</td></tr>
<tr><td>Linz Ref 121</td><td>1213</td><td>CFRCB1105B</td><td>Lot 22 Severance 1</td></tr>
<tr><td>Linz Ref 121</td><td>1213</td><td>CFRCB1105A</td><td>Lot 22 Severance 2</td></tr>
</table></td></tr>
<tr><td>7.</td><td>Click Save. The message 'Architect. Object no 88****** was changed' displays in the bottom left-hand side of the screen.</td></tr>
<tr><td>8.</td><td>Click on the Create Arch. Object from Template icon/button to copy details of this property to a new one for the first severance property.</td></tr>
<tr><td>9.</td><td>Click the Deselect icon to remove all selected options then check the following boxes:
Address.
Measurements.
Fixtures and Furniture Characteristics.
Partners.
Order Assignment.
Functional Location Association.
Asset Association.
Resubmission rules.</td></tr>
<tr><td>10.</td><td>Click Create in the Select Source for Architect. Object dialog box.</td></tr>
<tr><td>11.</td><td>The following fields are available to change on the General Data screen:
Description (e.g. Ex Jane Smith 14 Taylor Way Severance 1).
Acq./Disposal Status (e.g. Declared Surplus).
User Status (e.g. DISP - disposal).
Management Status (e.g. unleaseable).
Current Title (tick box) in the Legal Description section to select the line for Severance 1.</td></tr>
</table>

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Step	Action

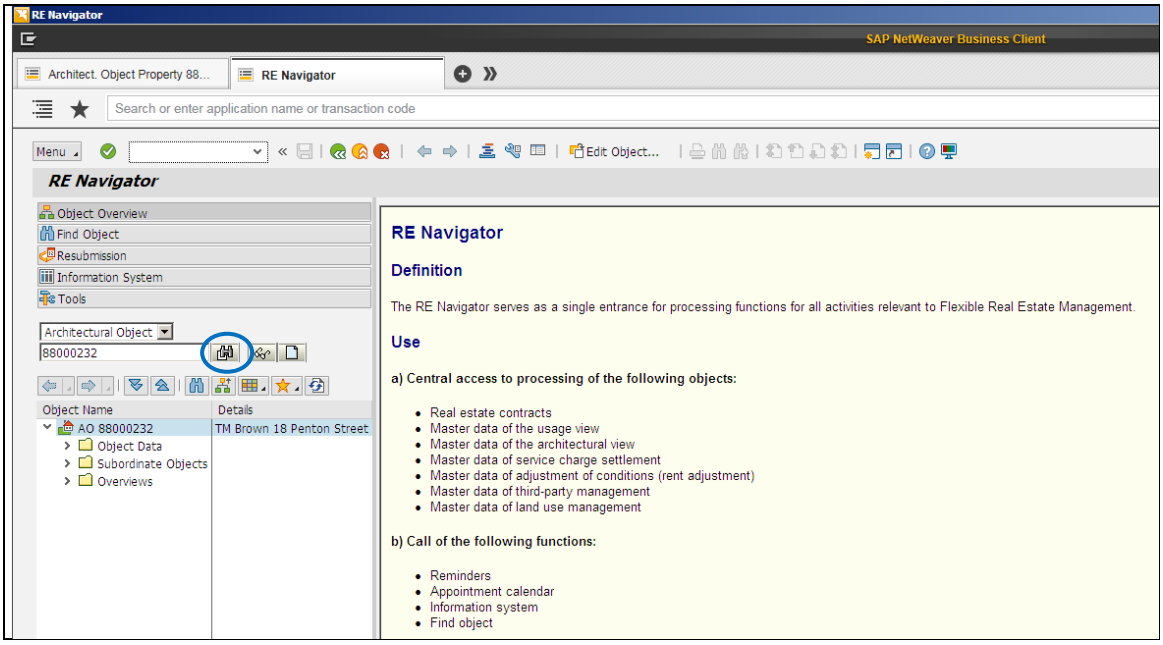
12.	Do the following on the **Partners** tab:
	• Click the **Assign New Partner** icon.
	• Select an option from the drop-down list (e.g. Mandatory partners: NZTA Disposal Manager, Property Disposal Company, and NZTA Disposal Manager).
	• In the Business **Partner Search** dialog box that displays, either:
	  ○ use search terms to find an existing partner, or
	  ○ select **Create in Role** and enter the new details for the person/organisation (for more detail, refer to the RE80 (Create Business Partner) transaction guide).
	• Complete the Start reltnship (e.g. 17.05.2013).
	• Repeat the steps above for each additional role to be added.
	
	Note: If you click **Save** without selecting the mandatory partners, the system will display an error message at the bottom of the screen prompting you to choose a partner (or partners) that corresponds to the **User Status** selected in earlier (e.g. DISP - Disposal).

13.	Go to the **Measurements** tab and add the PFDA (Area for disposal) (e.g. 0.0100 HA).
14.	Click **Save**. The message *'Architect. Object no 88****** was changed'* displays in the bottom left-hand side of the screen.
15.	Go back to the **General Data** tab to create a new property record for the other remaining part of the property
16.	Click on the **Create Arch. Object from Template** icon/button to copy details of the current property to a new one for the second Severance property.
17.	Click **Create** in the **Select Source for Architect. Object** dialog box. **Result**: The **General Data** tab displays with the previous data already populated.
18.	Update the Description field and **Legal Description** section as follows: • Description (e.g. Jane Smith 14 Taylor Way Severance 2). • Deselect Severance 1 as current title. • Select Curr Title for Severance 2.
19.	Click **Save**. The message *'Architect. Object no 88****** was changed'* displays in the bottom left-hand side of the screen.
20.	Open up the original property object and change the details to reflect it now being formed as road: • Acq./Disposal Status (e.g. Formed as road). • Measurements (e.g. 200m^2 to Legalised as road).
21.	Click **Save**. The message *'Architect. Object no 88****** was changed'* displays in the bottom left-hand side of the screen.

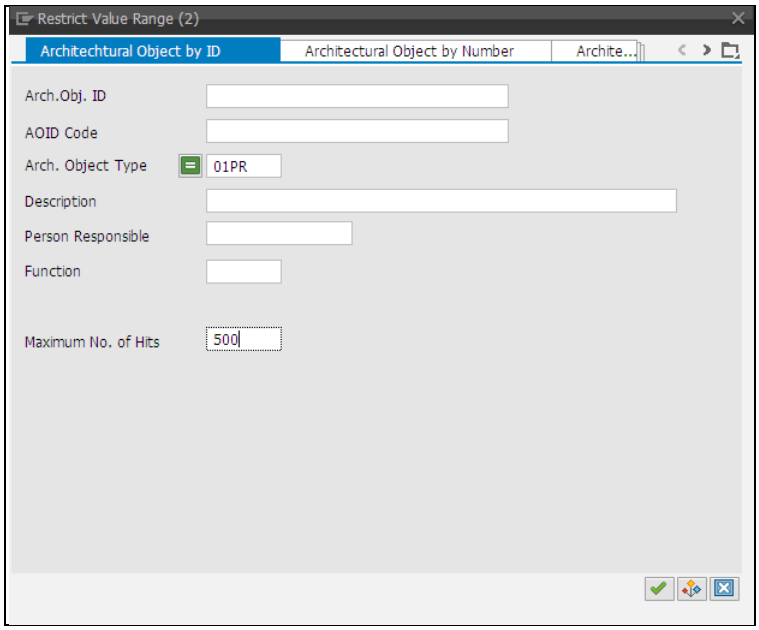
Detailed procedure

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).



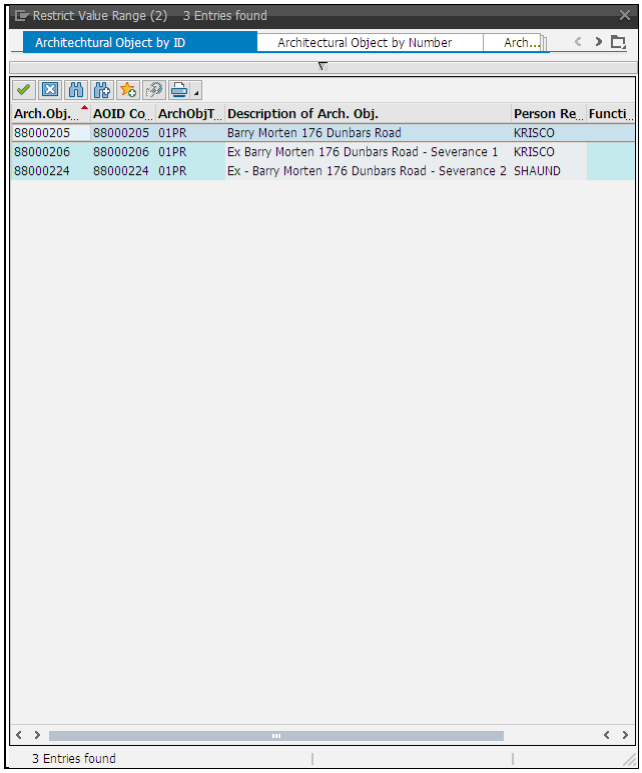
Result: The **Restrict Value Range** dialog box displays.



2. Select a suitable search (e.g. Architectural Object by Address).

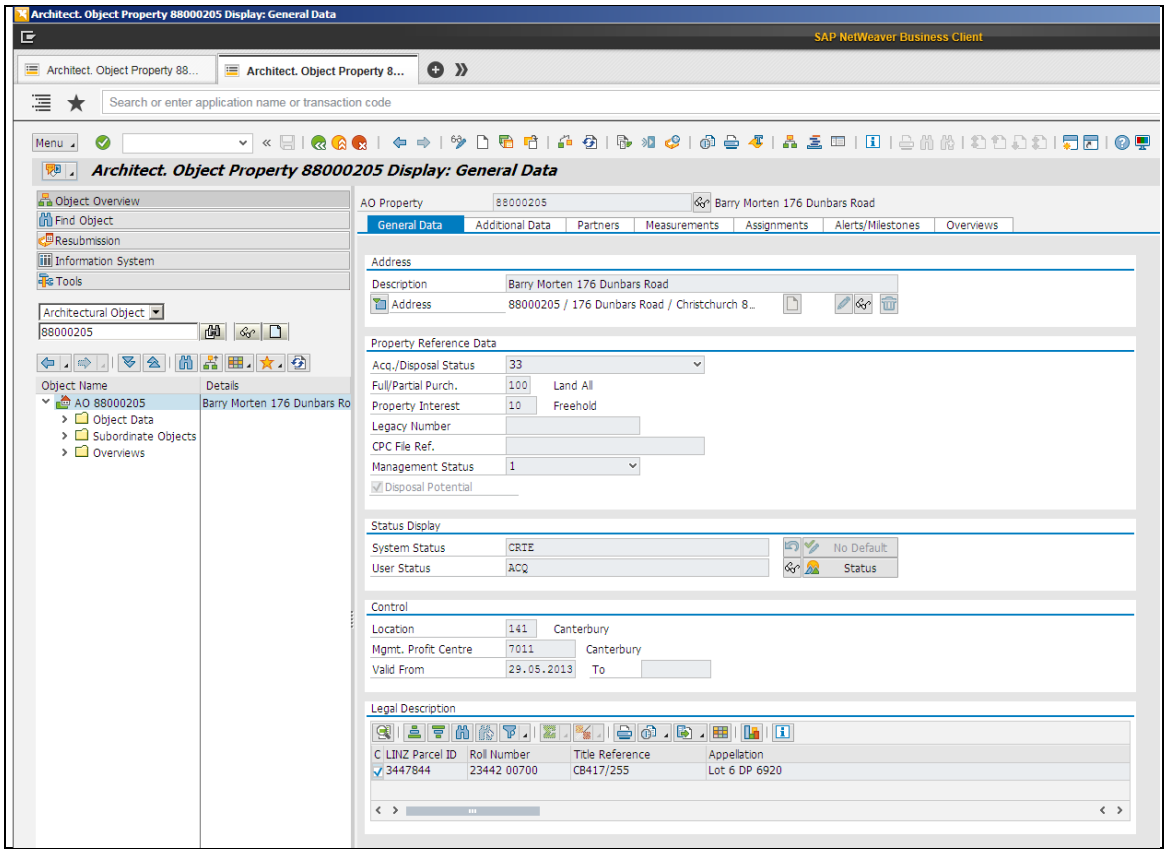
3. Enter search criteria (e.g. part of the address) and press Enter.

4. Select an architectural object (property) from the displayed list by double-clicking on the item in the list that displays.



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

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

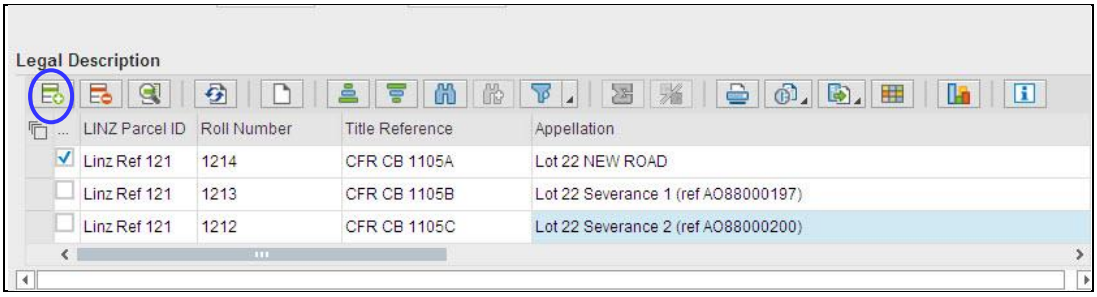


5. Click the **Change Between Display <-> Change** icon/button.

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

6. Add in the new details for the severances in the Legal Description area by clicking the **Insert Row** icon (circled below) as displayed below and editing the following fields:

Field	Description
LINZ parcel ID	The LINZ reference title of the property (e.g. LINZ ref 121).
Roll Number	The valuation number of the property (e.g. 1212)
Title reference	The Computer Freehold Register Reference (e.g. CFR CB1105B).
Appellation	Legal name/description of the property (e.g. Lot 22 Severance 1).



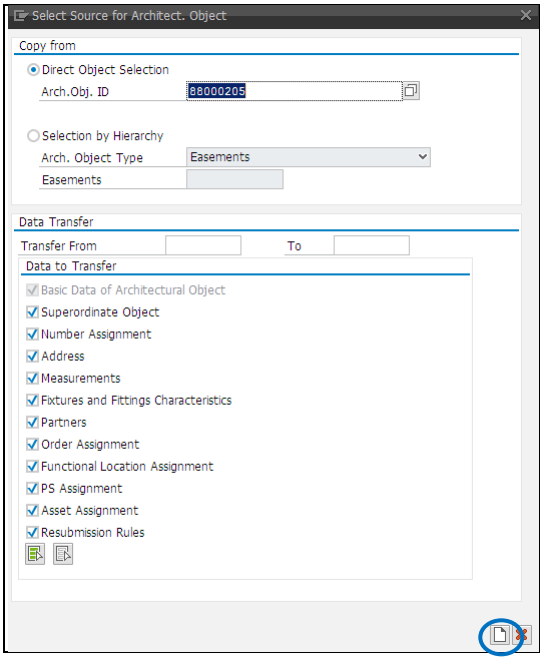
7. Click **Save**. The message '*Architect. Object no 88****** was changed*' displays in the bottom left-hand side of the screen.

8. Click on the **Create Arch Object from template** button to copy details of this property to a new one for the first Severance property.

9. Click the **Deselect** icon to remove all selected options then check the following boxes:

   - Address.
   - Measurements.
   - Fixtures and Furniture Characteristics.
   - Partners.
   - Order Assignment.
   - Functional Location Association.
   - Asset Association.
   - Resubmission rules.

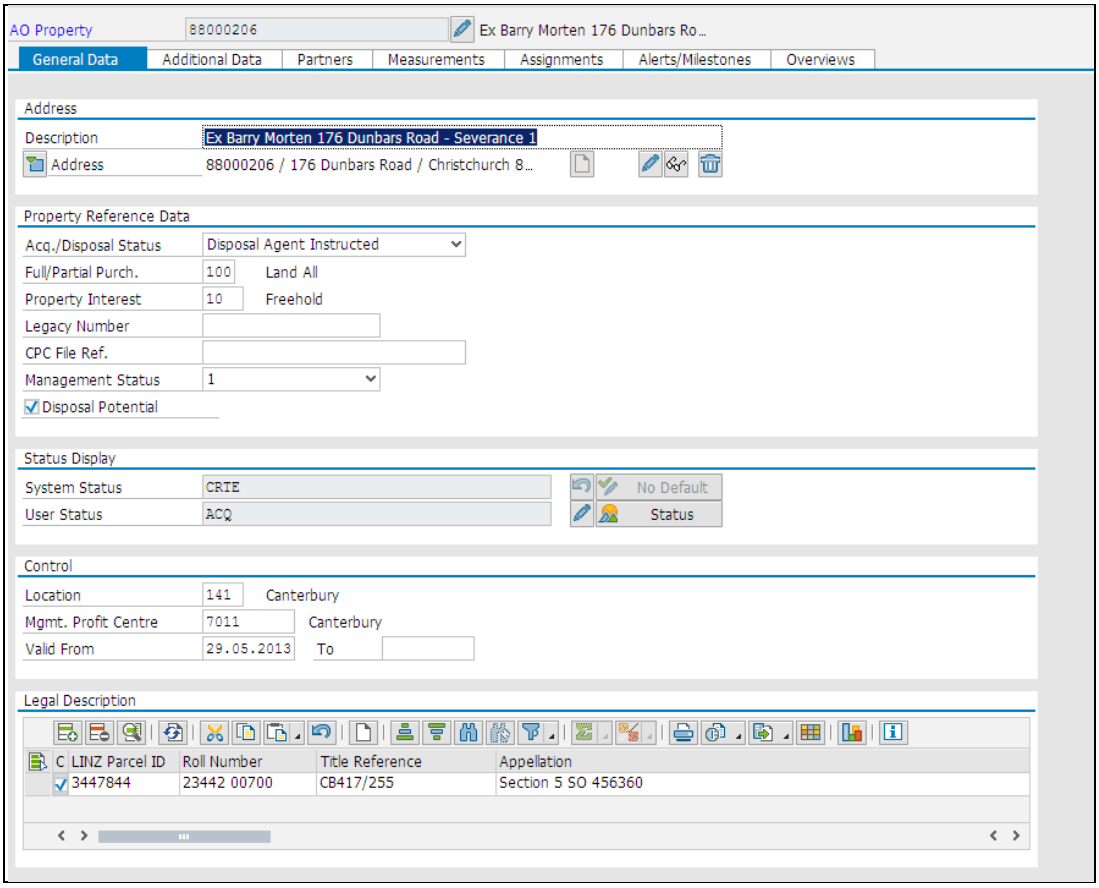
10. Click **Create** in the **Select Source for Architect. Object** dialog box (circled below).

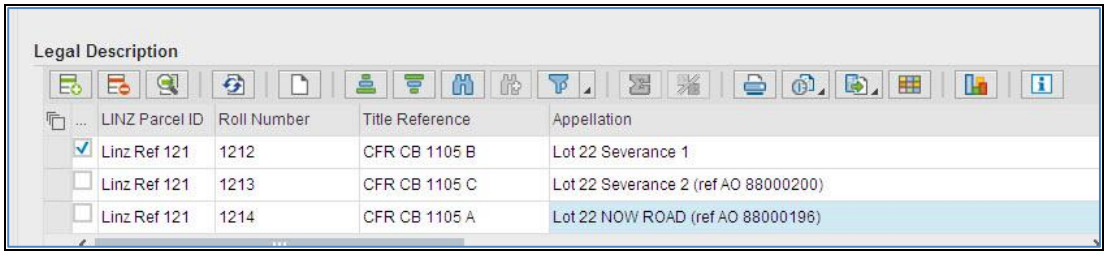


Result: The **General Data** tab displays with the previous data already populated.

11. Update the following fields on the **General Data** tab:

Field	Description
Description	The owner and address of the property (e.g. Ex Jane Smith 14 Taylor Way Severance 1).
Acq./Disposal Status	Describes the general type of building usage options according to the land use map (e.g. Declared Surplus).
Management Status	The management status of the property (e.g. Unleaseable).
User Status	Defines the status of the Property Object (e.g. DISP – Disposal).
Current Title (tick box)	Select the row for the current Appellation and Property Title such as the top row for the new severance (e.g. Severance 1) in the **Legal Description** section.

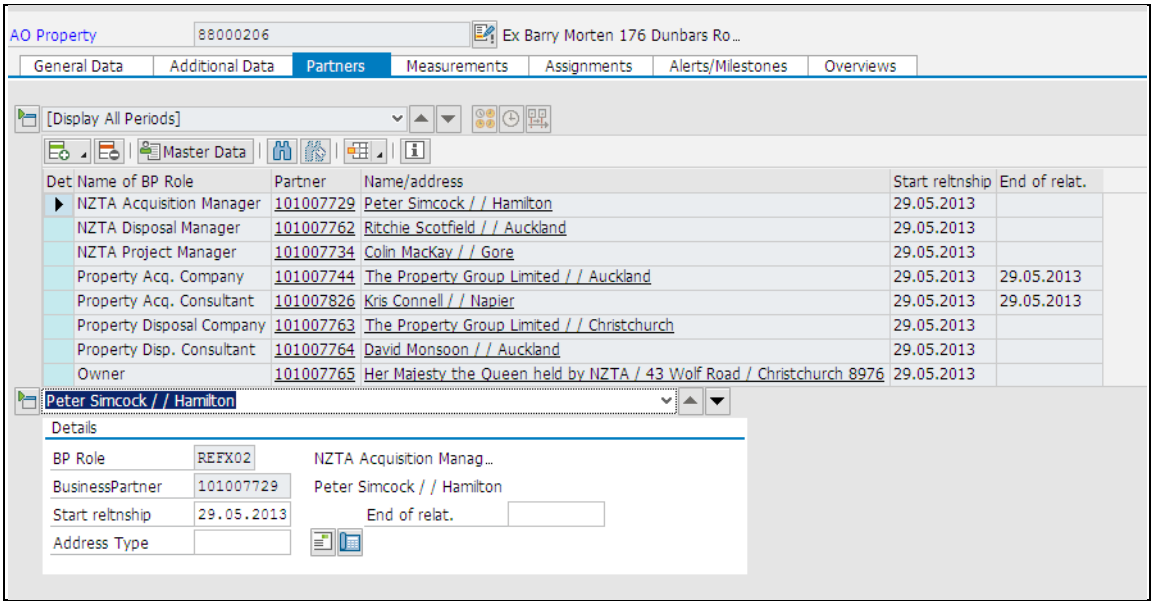




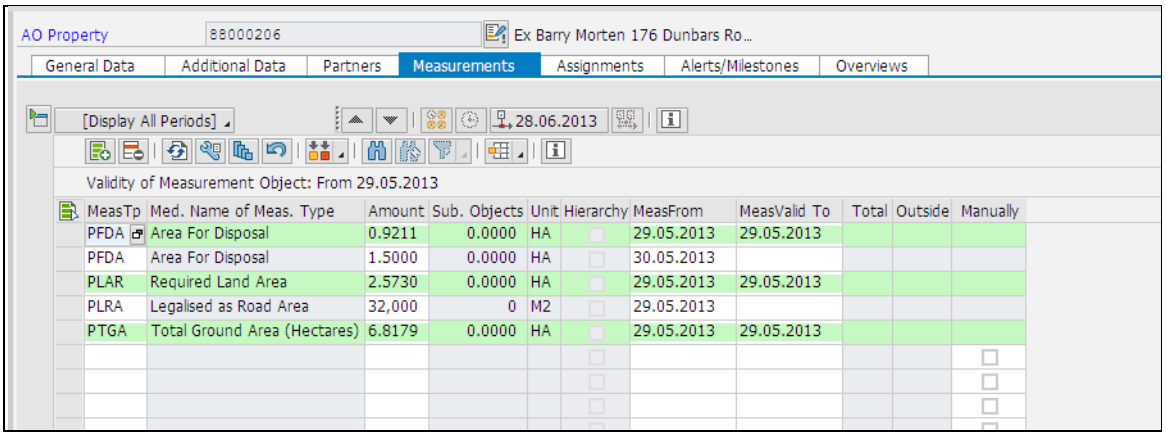
12. Do the following on the **Partners** tab:

- Click the **Assign New Partner** icon.
- Select an option from the drop-down list (e.g. Mandatory partners: NZTA Disposal Manager, Property Disposal Company, and NZTA Disposal Manager).
- In the **Business Partner Search** dialog box that displays, either:
  - use search terms to find an existing partner, or
  - select **Create in Role** and enter the new details for the person/organisation (for more detail, refer to the RE80 (Create Business Partner) transaction guide).
- Complete the Start reltnship (e.g. 21.05.2013).
- Repeat the steps above for each additional role to be added.

Note: If you click **Save** without selecting the mandatory partners, the system will display an error message at the bottom of the screen prompting you to choose a partner (or partners) that corresponds to the **User Status** selected earlier (e.g. DISP - Disposal).



13. Go to the **Measurements** tab and add PFDA (Area for disposal) (e.g. 0.0100 HA).

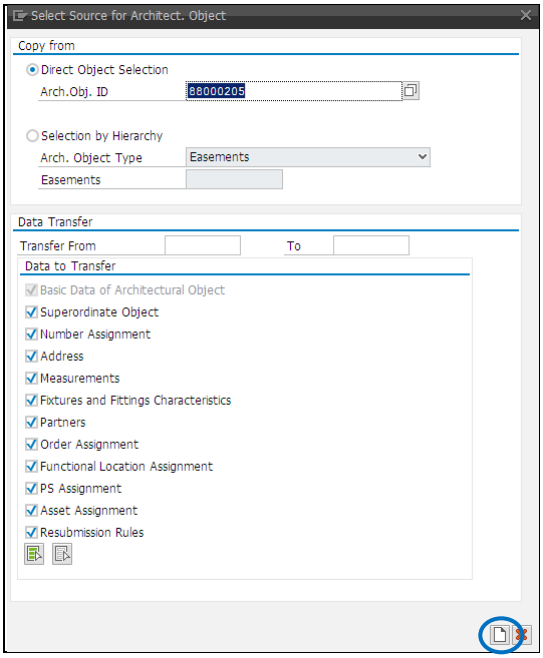


14. Click **Save**. The message *'Architect. Object no 88****** was changed'* displays in the bottom left-hand side of the screen.

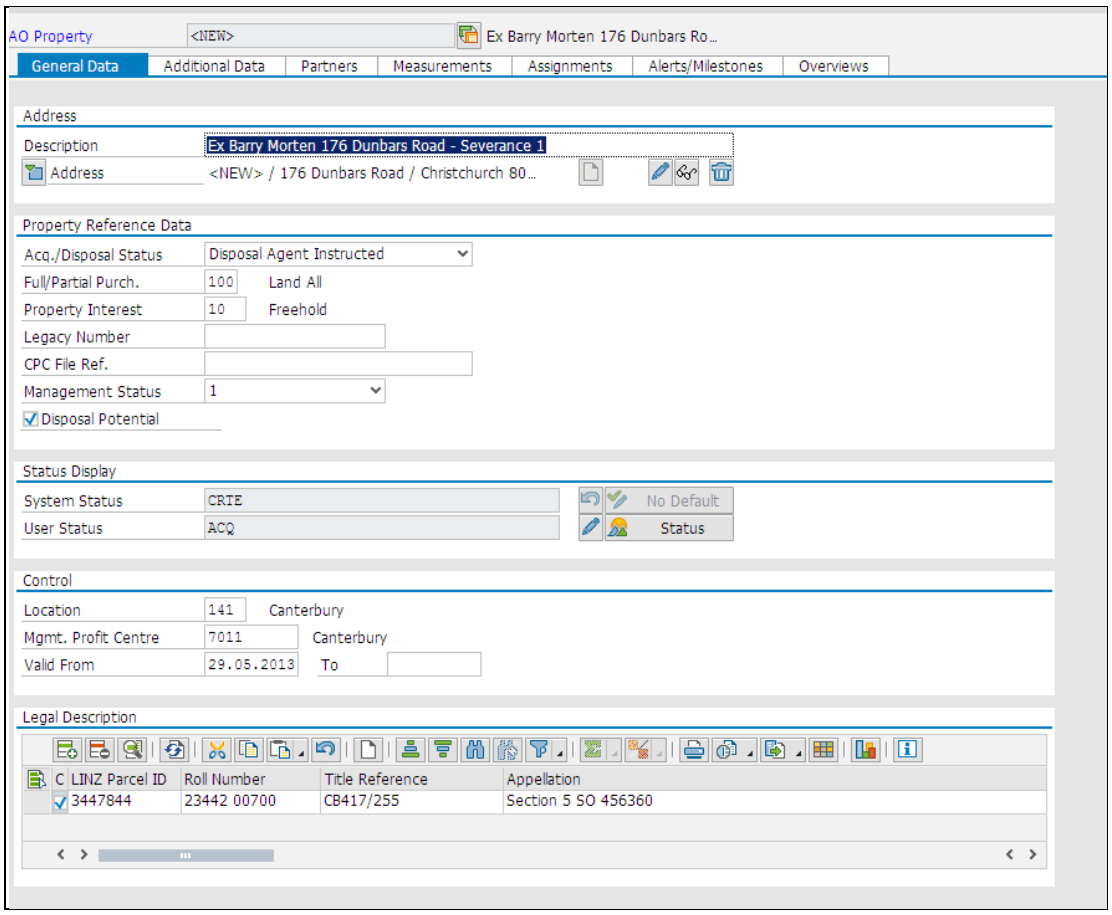
15. Go back to the **General Data** tab to create a new property record for the second severance.

16. Click the **Create Arch**. **Object from Template** icon/button.

17. Click **Create** in the **Select Source for Architect**. **Object** dialog box (circled below).

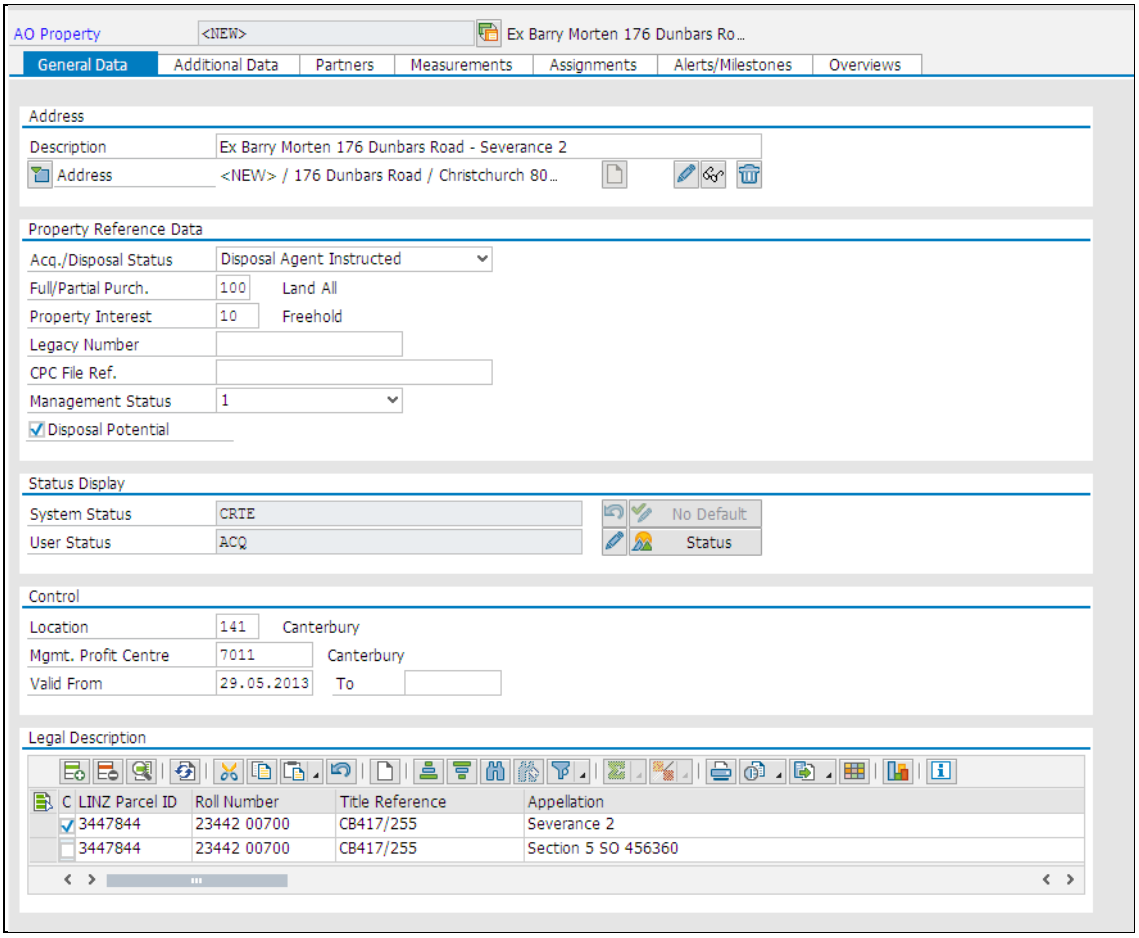


Result: The **General Data** tab displays with the previous data already populated.



18. Update the Description field and **Legal Description** section as follows:

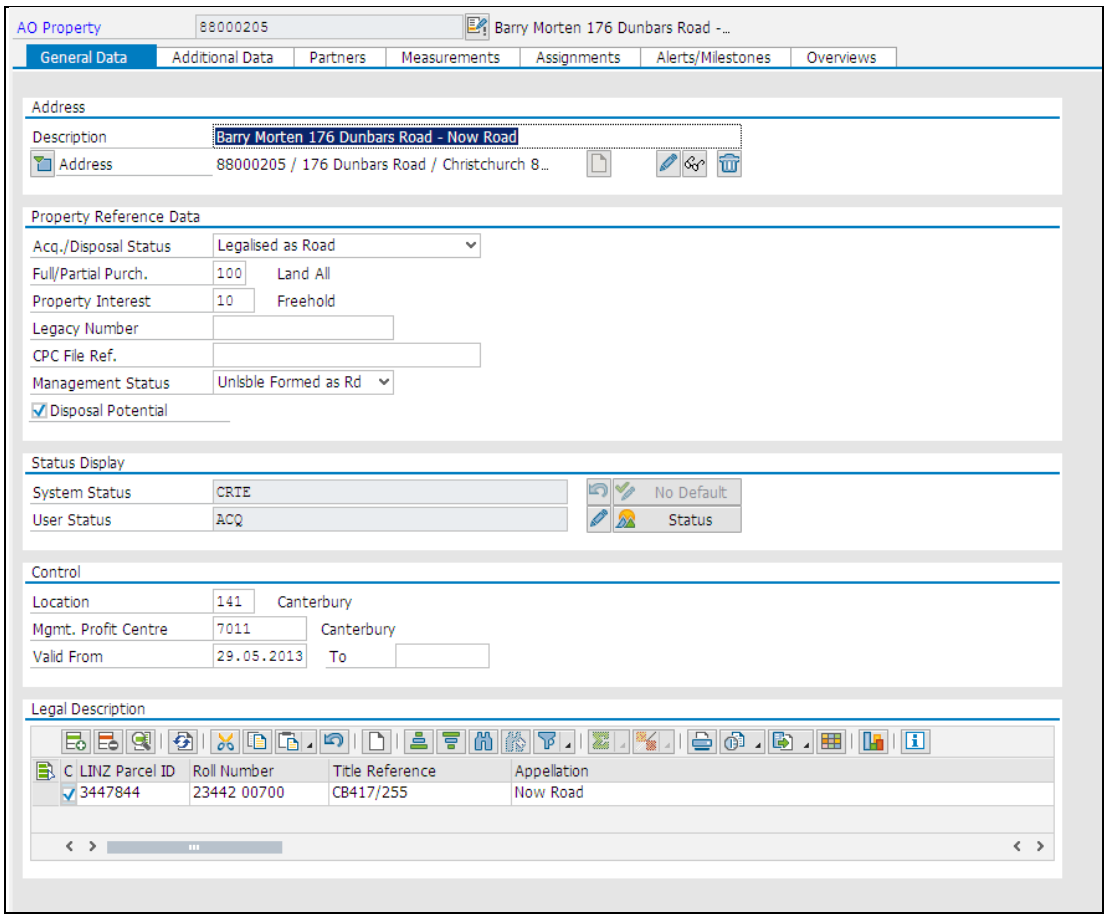
- Description (e.g. Jane Smith 14 Taylor Way Severance 2).
- Deselect Severance 1 as current title.
- Select Curr Title for Severance 2.

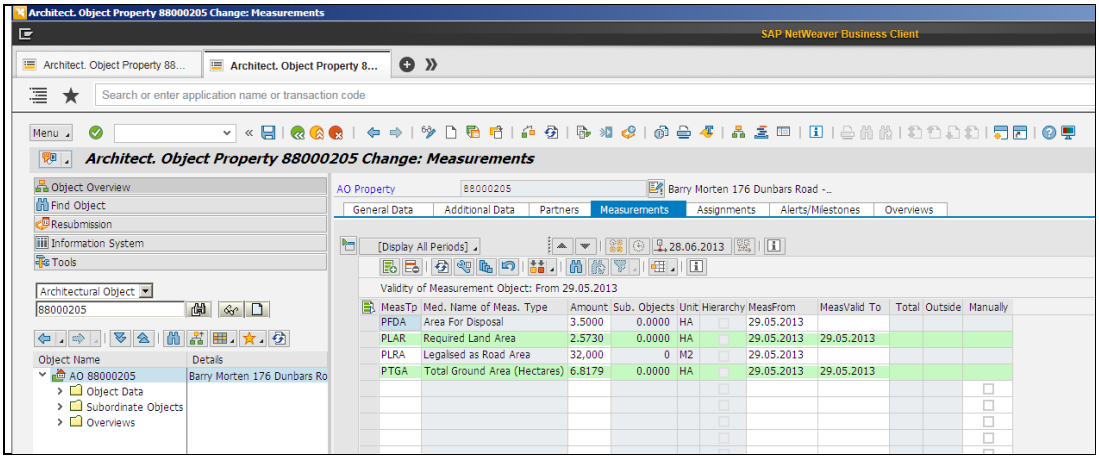


19. Click **Save**. The message '*Architect. Object no 88****** was changed*' displays in the bottom left-hand side of the screen.

20. Open up the original property object and change the details to reflect it now being formed as road by changing fields in the **General Data** and **Measurements** tab as shown:

    - Acq./Disposal Status (e.g. Formed as road).
    - Measurements (e.g. 200m^2 to Legalised as road).





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