

Palace Merge Fields (for Document Templates and Custom Views)

Date

«Current Date» Current date when document is merged

Agent (User) Merge Fields

«Agent Code» User -sort code - (Internal Code) “found when you go to Users > Current Users > Click on the user > Sort Code”

«Agent Email 1» User - primary Email

«Agent Email 2» User - Secondary Email

«Agent Fax» User - fax

«Agent First Name» User - first name

«Agent Full Name» User - full name

«Agent GST Number» User - gst number

«Agent Home Phone» User - home phone

«Agent Last Name» User - last name

«Agent Mobile» User - mobile

«Agent Payment Type» User - payment type

«Agent Position» User - position

«Agent Postal Address» User -postal address

«Agent Title» User - title

«Agent User Name» User - user name

«Agent Work Phone» User - work phone

«Filter Email» User - Primary email

«Filter Mobile» User - mobile

«Filter Property Management Type» filter by property manager type - (Internal Code)

«ID» id - Internal code for - Owner, property and tenant (depending on document type)

Owner Merge Fields

«Owner Archive Status» owner - owner archive status

«Owner Code» owner - Owner code

«Owner Credits» owner - Owner Financial Detail Summary - credits

«Owner Current Balance» owner - balance

«Owner Custom 1» owner custom 1

«Owner Custom 2» owner custom 2

«Owner Dear»owner - dear
 «Owner Debits» owner - debits
 «Owner Email 1»owner - Primary Email
 «Owner Email 2»owner - Secondary email
 «Owner End Date»owner - end date
 «Owner Fax» owner - fax
 «Owner Fees» owner - Owner Financial Detail Summary - Fees
 «Owner First Name» owner - first name
 «Owner Full Name» owner - full name
 «Owner GST» owner - Owner Financial Detail Summary - gst
 «Owner GST Collected» owner - Owner Financial Detail Summary - gst collected
 «Owner GST Number»owner - gst number
 «Owner Home Phone»owner - home phone
 «Owner ID»owner id - (Internal Code)

«Owner ID Password» owner id password
 «Owner Initials» owner - initials
 «Owner Insurance Company»owner - insurance company
 «Owner Insurance Excess» owner - insurance excess
 «Owner Last Name» owner - last name
 «Owner Last Transaction Date»owner - last transaction date
 «Owner Mail Merge Inclusion» owner - mail merge inclusion
 «Owner Mobile Phone»owner - mobile phone
 «Owner Next Statement No.» owner - next statement number
 «Owner Opening Balance» owner - opening balance
 «Owner Payment Frequency»owner - payment frequency
 «Owner Payment Type» owner - payment type
 «Owner Payments» owner - Owner Financial Detail Summary - payments
 «Owner Person ID»owner person id - (Internal Code)
 «Owner Prospect» owner- prospect
 «Owner Rent Recieved» owner - Owner Financial Detail Summary - rent received
 «Owner Service Address» owner - postal address
 «Owner Sort Code» owner - sort code
 «Owner Statement Media»owner - statement media
 «Owner Statement Message» owner - statement message
 «Owner Statement Type» owner - statement type
 «Owner Title»owner - title
 «Owner User Code»owner - user code (Owner > Details page > Sort code (edited))
 «Owner Work Phone»owner - work phone

Property Merge Fields

«Property Unit Code»Property - Unit
«Property Address 1»Property - Street Number
«Property Address 2»Property - Street
«Property Address 3»Property - Suburb
«Property Address 4»Property - City
«Property Address Full»property - Unit Number, Street, Suburb
«Property Advert»..... Property - Advert
«Property Agent - BDM - Email 1» property - User commission - Type BDM - Email
«Property Agent - BDM - Full Name» property - User commission - Type BDM - Full Name
«Property Agent - BDM - User Name»..... property - User Commission - Type BDM - user name
«Property Agent - Primary 1 - Mobile» property - User Commission - Type primary 1 - mobile
«Property Agent - Primary 1 - User Name»..... property - User commission - Type primary 1 - user name
«Property Agent - Primary 1 - Email 1»..... property - User Commission - primary 1 - Primary email
«Property Agent - Primary 1 - Full Name»property - User Commission - primary 1 - full name
«Property Agent - Primary 1 - Work Phone» property - User commission - primary 1 - work phone
«Property Agent - Primary 2 - Email 1»..... property - User commission - primary 2 - Primary email
«Property Agent - Primary 2 - Full Name»property - User commission - primary 2 - full name
«Property Agent - Primary 2 - User Name»..... property - User commission - primary 2 - username
«Property Archive Status»property - status
«Property Asbestos Comments»property - asbestos comments
«Property Asbestos Location»property - asbestos location
«Property Asbestos Present»property - asbestos present
«Property Bank Account Name»..... property - bank account name
«Property Bank Account Number»..... property - bank account number
«Property Bank Name» property - bank name
«Property Brochure Details» property - brochure details
«Property Building Group»..... property- building group
«Property Building Type»..... property - building type
«Property Charge Water Rates» property - charge water rates
«Property Code»property - code
«Property Commission» property - commission
«Property Current Balance»property - current balance
«Property Custom Amphetamine Excess Amount»..... property - amphetamine excess amount
«Property Custom Excess Amount»property - excess amount
«Property Custom Further Information» property - Insurance - further information

«Property Custom Insurance Company»property - insurance company
 «Property Custom Insured»property - Options - Insured
 «Property Custom Other Excess Amount» property - Insurance - other excess amount
 «Property Date Available»property - date available
 «Property Disbursements Max» property - max disbursement
 «Property Grid»property- grid
 «Property Ground Moisture Comments»..... property - ground moisture - comments or exemption details
 «Property Ground Moisture Complies» property - ground moisture barrier meet requirements
 «Property GST Collected» property - Property Financial Detail Summary - gst collected
 «Property H and S General Comments»..... property - final compliant statement - comments or exemption
 «Property Hazard Comments» property - hazard comments
 «Property Heating Capacity» property - heating capacity (kw)
 «Property Heating Comments»..... property - heating - comments
 «Property Heating Description» property- heating - description of heater 1
 «Property HS Insulation Compliant» property- insulation - compliant
 «Property HS Insulation Exemptions»..... property - insulation - exemptions
 «Property HS Insulation Last Checked»property - insulation - last checked
 «Property HS Insulation(Ceiling)» property- insulation - ceiling, insulated, Type, Value and Thickness
 «Property HS Insulation(Floors)» property- insulation - floors, insulated, Type, Value and Thickness
 «Property HS Insulation(Walls)» property - insulation - walls, insulated, Type, Value and Thickness
 «Property HS Smoke Alarms Count» property - smoke alarm count
 «Property HS Smoke Alarms Last Checked»..... property- smoke alarms - last checked
 «Healthy Homes Blinds In Property»Property - Blinds and curtains property
 «Healthy Homes Blinds Comments» Property - Blinds - General Comments
 «Healthy Homes Blinds Cords Regulation»Property - Blinds - Cords meet Regulation
 «Healthy Homes Blinds Exemption» Property - Blinds - Exemption Comments
 «Healthy Homes Blinds Further Info»Property - Blinds - Further Information
 «Healthy Homes Blinds Installation»..... Property - Blinds - Installation
 «Healthy Homes Blinds Labeling»Property - Blinds - Labelling
 «Healthy Homes Blinds Third Party Service»..... Property - Blinds - Third Party Service
 «Healthy Homes All Spaces Habitable»..... Property - Healthy Homes - (A) All Habitable Spaces
 «Healthy Homes Compliant»Property - Final compliance - Is the property Healthy Homes Compliant
 «Healthy Homes Date Fibre Installation Request Responded»..... Property - Fibre - Date Responded
 «Healthy Homes Date Fibre Installation Requested» Property - Request received from tenant
 «Healthy Homes Fibre Installation Comments»Property - Fibre Installation Comments
 «Healthy Homes Fibre Installation Exemption»..... Property - Fibre Installation Exemptions
 «Healthy Homes Fibre Installation Request Comments»Property - Fibre Installation Request comments
 «Healthy Homes Fibre Installed»Property - is Fibre Installed
 «Healthy Homes Draught Fireplace Blocked»..... Property - Draught Stopping - Does the property have any open fireplace

«Healthy Homes Draught Gaps»Property - Draught Stopping - Unreasonable Gaps
 «Healthy Homes Draught Gaps Comments»Property - Draught Stopping - Gaps Comments
 «Healthy Homes Draught Open Fireplace» Property - Draught Stopping - Open Fireplace (if yes) Comments
 «Healthy Homes Ground Moisture Barrier»Property - Ground Moisture - Meet requirements
 «Healthy Homes Ground Moisture Barrier Comments»Property - Ground Moisture - Moisture barrier comments
 «Healthy Homes Ground Moisture Pipes»Property - Drainage - Ground water to an appropriate outfall
 «Healthy Homes Ground Moisture Subfloor»..... Property - moisture and drainage - Enclosed subfloor spaces
 «Healthy Homes Habitable Comments»Property - Habitable Space - Habitable Comments
 «Healthy Homes Habitable Rooms Comments» Property - Habitable Space - State which rooms meet requirements
 «Healthy Homes Habitable Ventilation Compliant» Property - Ventilation - Ventilation Compliant
 «Healthy Homes Healthy Exemption Comments»..... Property - Healthy Homes Final Statement Comments
 «Healthy Homes Heating Compliant» Property - Healthy Homes - Heating Compliant
 «Healthy Homes Heating Compliant»Property - Healthy Homes - Heating Compliant
 «Healthy Homes Heating Exemption»Property - Healthy Homes - Heating Exemption
 «Healthy Homes Heating Exemption Comments»Property - Healthy Homes - Heating Exemption Comments
 «Healthy Homes Not Habitable Comments»..... Property - Healthy Homes - rooms don't meet requirements
 «Healthy Homes Not Habitable Rooms Comments»..... Property - Healthy Homes - (B) Rooms Don't meet Requirements
 «Healthy Homes Pool Comments»Property - Healthy Homes Pool - General Comments
 «Healthy Homes Pool Compliance Date»Property - Healthy Homes Pool - Date Compliance Certificate Issued
 «Healthy Homes Pool CPR Chart»Property - Healthy Homes Pool - CPR Chart
 «Healthy Homes Pool Equipment»Property - Healthy Homes Pool - Pool Equipment
 «Healthy Homes Pool Exemption»Property - Healthy Homes Pool - Pool Exemptions
 «Healthy Homes Pool Further Information»Property - Healthy Homes Pool - Pool Further Information
 «Healthy Homes Pool on Property» Property - Healthy Homes Pool - Pool on Property
 «Healthy Homes Pool Registered»Property - Healthy Homes Pool - Pool Registered
 «Healthy Homes Porch Light Comments»Property - Healthy Homes Porch - Porch Light General Comments
 «Healthy Homes Porch Light Compliant» Property - Healthy Homes Porch - Porch Light Compliant
 «Healthy Homes Porch Light Exemption»..... Property - Healthy Homes Porch - Porch Light Exemption Comments
 «Healthy Homes Property Asbestos Comments»Property - Healthy Homes Asbestos - Asbestos Comments
 «Healthy Homes Property Asbestos Location» Property - Healthy Homes Asbestos - Asbestos Location
 «Healthy Homes Property Asbestos Present»Property - Healthy Homes Asbestos - Asbestos Present
 «Healthy Homes Property Date of Final Compliance»Property - Final Compliance - Date of Final Compliance
 «Healthy Homes Property Date of Ground Moisture Compliance»..... Property - Date of Moisture and Drainage Compliance
 «Healthy Homes Property Date of Heating Compliance» Property - Healthy Homes Date of Heating Compliance
 «Healthy Homes Property Date of Insulation Compliance» Property -Insulation - Date of Insulation Compliance
 «Healthy Homes Property Date of Ventilation Compliance»Property - Ventilation - Date of Ventilation and Habitable Spaces Compliance
 «Healthy Homes Property Ground Moisture Comments»..... Property - Ground moisture - Moisture Comments
 «Healthy Homes Property Ground Moisture Complies»Property - Ground moisture - Complies
 «Healthy Homes Property Hazard Comments»Property - Hazard Comments

«Healthy Homes Property Health and Safety General Comments»Property - Healthy Homes - Final Compliance Statement Comments

«Healthy Homes Property Heating Capacity»Property - Healthy Homes - Heating Capacity

«Healthy Homes Property Heating Comments».....Property - Healthy Homes - Heating Comments

«Healthy Homes Property Heating Description»Property - Healthy Homes - Heating Description

«Healthy Homes Property Required Heating Capacity»Property - Healthy Homes Heating Required Heating Capacity

«Healthy Homes Property Ventilation Bathroom Capacity»Property - Healthy Homes - Ventilation Bathroom Exhaust Capacity

«Healthy Homes Property Ventilation Bathroom Diameter»Property - Healthy Homes - Ventilation Bathroom Diameter

«Healthy Homes Property Ventilation Comments»Property - Healthy Homes - Ventilation Comments or Exemption Details

«Healthy Homes Property Ventilation Exemption»Property - Healthy Homes - Ventilation Exemptions

«Healthy Homes Property Ventilation Exemption Reason»Property - Healthy Homes - Ventilation Exemption Reason

«Healthy Homes Property Ventilation Kitchen Capacity»Property - Healthy Homes - Ventilation Kitchen Capacity

«Healthy Homes Property Ventilation Kitchen Diameter»Property - Healthy Homes - Ventilation Kitchen Diameter

«Healthy Homes Safety Switch Comments»Property - Healthy Homes - Safety Switch Comments

«Healthy Homes Safety Switch Installed»Property - Healthy Homes - Safety Switch Installed

«Healthy Homes Secondary Bathroom Capacity»Property - Healthy Homes - Bathroom Exhaust Capacity (2)

«Healthy Homes Secondary Bathroom Diameter»Property - Healthy Homes - Bathroom Diameter (2)

«Healthy Homes Secondary Heater Capacity»Property - Healthy Homes - Heater Capacity (2)

«Healthy Homes Secondary Heater Description»Property - Healthy Homes - Heater Description (2)

«Healthy Homes Secondary Kitchen Ventilation Capacity»Property - Healthy Homes - Kitchen Ventilation Exhaust Capacity (2)

«Healthy Homes Secondary Kitchen Ventilation Diameter»Property - Healthy Homes - Kitchen Ventilation Diameter (2)

«Healthy Homes Some Spaces Habitable»Property - Healthy Homes - Some Habitable Spaces

«Healthy Homes Tertiary Heater Capacity»Property - Healthy Homes - Heater Capacity (3)

«Healthy Homes Tertiary Heater Description»Property - Healthy Homes - Heater Description (3)

«Healthy Homes Ventilation Fan Installed Prior To July 2019»Property - Healthy Homes - Ventilation Fans Installed before 1 July

«Healthy Homes Water Efficiency Comments»Property - Healthy Homes - Water Efficiency Comments

«Healthy Homes Water Efficiency Last Tested»Property - Healthy Homes - Water Efficiency Last Test

«Healthy Homes Water Efficiency Test Passed»Property - Healthy Homes - Water Efficiency Comments

«Property Id» property id - (Internal Code)

«Property Inspection Fee»Property - Inspection fee

«Property Keep Back Accum.»Property - property keep back accumulation

«Property Keep Back Amount»Property - property keep back amount

«Property Keep Back Reason»Property - property keep back reason

«Property Key Details»Property - property key details

«Property Key Number»Property - property key number

«Property Last Transaction Date»Property - property last transaction date

«Property Letting Fee Required»Property - letting fee required

«Property Maintenance Fee»Property - maintenance fee

«Property Management Group»Property - management group

«Property Management Type»Property - management type

«Property Max Tenants» Property - maximum tenant number
 «Property Move In Amount»Property - property move in amount
 «Property Name» Property - property name
 «Property Next Inspection Date»Property - property next inspection date (use the tenant inspection date merge field)
 «Property Next Inspection Day»Property - property next inspection day of the week (use the tenant inspection day merge field)
 «Property Notes»..... Property - property notes
 «Property Opening Balance»..... Property -property opening balance
 «Property Phone»..... Property - property phone
 «Property Postcode»Property - property postcode
 «Property Rent Amount»Property - property rent amount
 «Property Rental Period»..... Property - property rental period
 «Property Sort Code» Property - sort code
 «Property Start Date» Property - start date
 «Property Status» Property - status
 «Property Tenancy Count» Tenant - Number of Tenants
 «Property Unit Code»Property - unit
 «Property User Code»Property - user code Property > Property Details page > Codes > User Code
 «Property Ventilation Bathroom Capacity»..... Property - bathroom exhaust capacity
 «Property Ventilation Bathroom Diameter» property - bathroom diameter
 «Property Ventilation Comments»property - ventilation comments
 «Property Ventilation Exemption» property - ventilation exemptions
 «Property Ventilation Exemption Reason»..... property - ventilation exemption reason
 «Property Ventilation Kitchen Capacity» property - ventilation kitchen capacity
 «Property Ventilation Kitchen Diameter» property - ventilation kitchen diameter
 «Property Web Publish Code»..... property - web publish code - (Internal Code)
 «Standard Smoke Alarm»..... standard smoke alarm
 «WP Advert»Property - Publish - advert
 «WP Agent Code»..... Property - Publish - agent code The Property managers agent code, this can be found when you go to Users >
 Current Users > Click on the user > In the URL at the top of your screen, there will be an agent code in a similar format to
 RBAG000001
 «WP Amenities» Property - Publish - amenities
 «WP Bathrooms (No.)»..... Property - Publish - bathroom
 «WP Bedrooms (No.)»..... Property - Publish - bedrooms
 «WP Cars (No.)»Property - Publish - cars
 «WP Class Code»Property - Publish - class code
 «WP Ensuites (No.)»Property - Publish - ensuite
 «WP Features»..... Property - Publish - features
 «WP Floor Area (m²)» Property - Publish - floor area m2
 «WP Furnishings»Property - Publish - furnishings

«WP Header» Property - Publish - Advert Title
«WP Land Area (ha)» Property - Publish - land area ha

«WP Land Area (m²)» Property - Publish - land area m2
 «WP Parking» Property - Publish - parking
 «WP Pets Allowed» Property - Publish - pets allowed
 «WP Publish Address» Property - Publish - publish address
 «WP Publish Entry» Property - Publish - publish entry
 «WP Smokers Allowed» Property - Publish -smokers allowed
 «WP Stories (No.)» Property - Publish - stories
 «WP Year Built» Property - Publish - year built

Tenant Merge Fields

«Tenant AP Amount» Tenant - Payment details - (Rent - amount)
 «Tenant AP Next Payment Date» Tenant - Payment details - Expected date
 «Tenant AP Other Amt» Tenant - Payment details - receipt other amount
 «Tenant AP Period» Tenant - Payment details - Receipt period
 «Tenant Birth Date» Tenant - extended details - Date of birth
 «Tenant Code» Tenant - code
 «Tenant Date Ended» Tenant - Vacate Date
 «Tenant Dear» Tenant - dear
 «Tenant Drivers Licence» Tenant - extended details - drivers licence
 «Tenant Email 1» Tenant - Primary email
 «Tenant Fax» Tenant - fax
 «Tenant First Name» Tenant - first name
 «Tenant Full Name» Tenant - full name
 «Tenant Group Address» Property - Full address - street number, Street, Suburb, City, Postcode
 «Tenant Group Archive Status» Property - archive status
 «Tenant Group Bond Number» Tenant - bond number
 «Tenant Group Bond Required» Tenant - bond required
 «Tenant Group Bond Transferred» Tenant - bond transferred
 «Tenant Group Code» Tenant group code - (internal code)
 «Tenant Group Commencement Date» Tenant - commencement date
 «Tenant Group Comments» Tenant - Options - Tenancy Notes
 «Tenant Group Current Rent» Tenant - current rent
 «Tenant Group Date Ended» Tenant - Vacate date
 «Tenant Group Date Started» Tenant - Start Date
 «Tenant Group Day Ended» Tenant - Vacate Day
 «Tenant Group Day Started» Tenant - Start Day
 «Tenant Group Days Overdue» Tenant - Rent - Days Overdue

«Tenant Group Debtor» Tenant - debtor
 «Tenant Group Email» Tenant - primary email
 «Tenant Group Fax» Tenant - fax
 «Tenant Group Invoice Media» Tenant - invoice media
 «Tenant Group Last Payment Date» Tenant - last payment date
 «Tenant Group Latest Rent Increase Amount» Tenant - latest rent increase amount
 «Tenant Group Latest Rent Increase Date» Tenant - latest rent increase date
 «Tenant Group Lease Date Ended» Tenant - lease end date
 «Tenant Group Name» Tenant - Full Name
 «Tenant Group Net Rent Owing» Tenant - net rent owing
 «Tenant Group Other Amounts Owing» Tenant - other amounts owing (Invoices)
 «Tenant Group Owing To End Date» Tenant - owing to vacate date
 «Tenant Group Owing To Next Full Period» Tenant - owing to next full period
 «Tenant Group Owing To Today» Tenant - owing to today
 «Tenant Group Phone 1» Tenant - Mobile
 «Tenant Group Phone 2» Tenant - Work
 «Tenant Group Planned Rent Change Amount» Tenant - rent change - amount
 «Tenant Group Planned Rent Change Date» Tenant - Rent change - rent increase date
 «Tenant Group Rent In Credit» Tenant - rent in credit
 «Tenant Group Rent Owing» Tenant - rent owing
 «Tenant Group Rent Paid To Date» Tenant - rent paid to date
 «Tenant Group Rent Paid To last Month» Tenant - rent paid to last month
 «Tenant Group Rent Review Amount» Tenant - rent review amount
 «Tenant Group Rent Review Date» Tenant - rent review date
 «Tenant Group Rental Period» Tenant - rental period (Weekly)
 «Tenant Group Sort Code» Tenant - sort code
 «Tenant Group Termination Date» Tenant - Termination date
 «Tenant Group Total Bond» Tenant - Options - Bond Required
 «Tenant Group Total Bond Other Held» Tenant - total (bond other) held
 «Tenant Home Phone» Tenant - home phone
 «Tenant Id» Tenant id - (internal code)
 «Tenant Last Name» Tenant - last name
 «Tenant Match Code» Tenant - match code
 «Tenant Mobile Phone» Tenant - mobile phone
 «Tenant Next Inspection Date» Property - next inspection date
 «Tenant Next Inspection Day» Property - next inspection day
 «Tenant Passport No.» Tenant - Extended Details - passport number
 «Tenant Payment Method» Tenant - payment type
 «Tenant Postal Address» Tenant - Extended Details - Postal address

«Tenant Service Address» Tenant - Extended details - service address
«Tenant Title» Tenant - title
«Tenant Work Phone»..... Tenant - work phone