Create or edit a unit

The **Create a Unit** and **Edit a Unit** side panels allow an admin user to add new units (apartments) to the system or update existing ones.
Units are essential for linking owners, calculating contributions, and managing the maintenance plan.

How to create a unit

1. Navigate to the **Units** link in the header.
2. Click the **Create a Unit** button.
3. Fill in the required and optional information.

> The same side panel can also be used to **edit an existing unit** by selecting it from the units list.

Required information

1. **Unit / Apartment Number**
   - The door number or identifying number for the unit.
   - Example: *“101”*
2. **Unit Utility Interest**
   - Determines the **share of maintenance contributions** each unit must pay.
   - Utility interests are recorded on the unit’s title.
   - **Important:** Without a utility interest set, the owners linked to this unit **cannot see the My Contributions page**.

Optional information

1. **Floor Area** – the total area of the unit in square meters.
2. **Floor** – which floor the unit is located on.

Owners

- The admin user can link the unit to **0, 1, or multiple owners**.
- Owners can be **selected from existing users** or a **new user can be created** directly from this screen.
- When a new owner is created, an **automatic email** is sent for the user to finalise their account creation.

Key points

- Utility interest is essential for **contribution calculations**.
- Linking units to owners ensures they have access to **unit-specific contributions**.
- Optional fields like floor area and floor are helpful for reporting, planning, or management purposes but are not required to create the unit.

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