# How to Use the Diamond City West Apartment Owners Association Selection Page

This page helps you select your apartment ownership details to proceed with registration. Follow these simple steps:

Go to https://dcwaoa.in/login.php

## 1. Select Your Ownership Particular

- Look for the dropdown labeled **"--Select Particulars--"**.
- Click it and choose the option that best describes your ownership type:
  - Single owner with one flat
  - Single owner with multiple flats
  - Joint owners with one flat
  - Joint owners with multiple flats (special case)
  - Joint owners with multiple flats
  - Owner is a company

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## 2. Fill in the Additional Details

- After selecting your ownership particular, more fields will appear:
  - **Number of Flats:** Choose how many flats you own (if applicable).
  - **Number of Owners:** Choose how many owners there are (if applicable).
- **Special Case for "Joint owners with multiple flats" (Option 4):**
  - You will first select the number of flats.
  - Then, for each flat, you will select how many owners there are.
  - These flat-wise owner selections will appear dynamically for you to fill.

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## 3. Submit Your Selection

- After filling all the required fields, click the **Next** button.
- If you miss filling any required details (like number of owners for each flat in option 4), an alert will remind you to complete them.

# Membership Registration Form - User Guide for Single Owner having single flat

## Overview

This form is designed for apartment owners to register their membership with the Diamond City West Apartment Owners Association (DCWAOA). The form captures comprehensive details about your flat, ownership, parking, and other amenities.

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## Form Structure

The registration form is divided into several main sections:

### 1. Flat Details

Basic information about your apartment unit.

### 2. Owner Details

Information about the apartment owner(s).

### 3. Rental Information

Details if your flat is currently rented out.

### 4. Parking Details

Information about car and two-wheeler parking spaces.

### 5. Servant Quarter

Details about servant quarters if applicable.

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## Step-by-Step Instructions

### Section 1: Flat Details

*Required Fields:*

- **Tower No**: Enter your building/tower number
- **Flat No**: Enter your apartment/flat number
- **Deed Document**: Upload self-attested relevant pages of deed/possession letter

- o **File Requirements**: PDF format, 50KB - 250KB

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## Section 2: Owner Details

*Required Fields:*

- **Name**: Full name of the owner
- **Mobile No**: 10-digit mobile number (will be validated)
- **Email**: Valid email address

*Nominated Member Status:*

- **Select "Yes"** if this owner will be the nominated member
- **Select "No"** if not a nominated member

### Important Notes:

- Only ONE owner per flat can be a nominated member
- When you select "Yes" for one owner, other owners automatically get set to "No"
- The first owner is automatically set as nominated member by default

*If Nominated Member = "Yes", Additional Requirements:*

- **ID Proof**: Self-attested ID proof (PDF, 50KB-250KB)
- **Photo**: Recent photograph (JPG format, 20KB-50KB)
- **Payment Receipt**: Membership fees payment receipt or NOC from office (PDF, 50KB-250KB)

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## Section 3: Rental Status

*Flat On Rent:*

- **Select "Yes"** if your flat is currently rented out
- **Select "No"** if you occupy the flat yourself

*If Flat On Rent = "Yes", Additional Requirements:*

- **Tenant Name**: Full name of the tenant
- **Tenant ID Proof**: Self-attested tenant ID proof (PDF, 50KB-250KB)
- **Tenant Mobile**: 10-digit mobile number of tenant

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## Section 4: Car Parking

- **Select "Yes"** if you have a car parking space
- **Select "No"** if you don't have car parking

*If Car Parking = "Yes":*

## Car Parking On Rent:

- **Select "Yes"** if you rent out your parking space
- **Select "No"** if you use it yourself

*Required for ALL Car Parking owners:*

- **Parking Number**: Your assigned parking space number
- **Vehicle Registration Number**: Registration number of your car
- **Deed Document**: Self-attested deed pages & parking map (PDF, 50KB-250KB)
- **RFID Receipt**: Car parking RFID payment receipt (PDF, 50KB-250KB)

*Additional Requirements if Parking On Rent = "Yes":*

- **Tenant Name**: Name of person renting the parking
- **Tenant Tower No**: Tower number where tenant lives
- **Tenant Flat No**: Flat number where tenant lives

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## Section 5: Two Wheeler Parking

*Two Wheeler Parking Availability:*

- **Select "Yes"** if you have two-wheeler parking
- **Select "No"** if you don't have two-wheeler parking

*If Two Wheeler Parking = "Yes":*

## Two Wheeler Parking On Rent:

- **Select "Yes"** if you rent out your two-wheeler parking
- **Select "No"** if you use it yourself

*Required for ALL Two Wheeler Parking owners:*

- **Parking Number**: Your assigned two-wheeler parking number
- **Vehicle Registration Number**: Registration number of your two-wheeler
- **Deed Document**: Self-attested deed pages & parking map (PDF, 50KB-250KB)

*Additional Requirements if Two Wheeler Parking On Rent = "Yes":*

- **Tenant Name**: Name of person renting the parking

- **Tenant Tower No**: Tower number where tenant lives
- **Tenant Flat No**: Flat number where tenant lives

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## Section 6: Servant Quarter

*Servant Quarter Availability:*

- **Select "Yes"** if you have a servant quarter
- **Select "No"** if you don't have a servant quarter

*If Servant Quarter = "Yes", Additional Requirements:*

- **Quarter Number**: Your assigned servant quarter number
- **Deed Document**: Self-attested relevant page of deed (PDF, 50KB-250KB)

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## File Upload Guidelines

### Accepted File Formats:

- **Documents**: PDF only
- **Photos**: JPG only

### File Size Requirements:

- **PDF Documents**: 50KB - 250KB
- **Photo**: 20KB - 50KB

### Tips for File Preparation:

1. Scan documents clearly and ensure they are readable
2. Self-attest all documents (sign and date)
3. Compress large files to meet size requirements
4. Use online PDF compressors if files are too large

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## Validation Rules

### Mobile Numbers:

- Must be exactly 10 digits
- Only numbers allowed (no spaces or special characters)
- Validation occurs when you move to the next field

### Email Addresses:

- Must be in valid email format (example@domain.com)

## Required Field Indicators:

- All fields marked with validation will show error messages if left empty
- Form cannot be submitted until all required fields are completed

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## Form Submission

### Final Steps:

1. Review all entered information carefully
2. Check the two required checkboxes:
   - ✓ "I/We hereby affirm that the above information is true and correct"
   - ✓ "I/We hereby authorize DCWAOA office bearers to use the above information..."
3. Click **"Save and Preview"** button

### Before Submission:

- Ensure all file uploads are complete
- Verify mobile numbers are 10 digits
- Confirm email addresses are correct
- Double-check tower and flat numbers

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## Common Issues & Solutions

### File Upload Problems:

- **File too large**: Use online compression tools
- **Wrong format**: Convert to required format (PDF/JPG)
- **Upload fails**: Check internet connection and try again

### Form Validation Errors:

- **Mobile number error**: Ensure exactly 10 digits, numbers only
- **Email error**: Check format includes @ and domain
- **Missing files**: All required document uploads must be completed

### Dropdown Issues:

- Select appropriate Yes/No options for all dropdown menus
- If a field becomes disabled, it means another selection has restricted it

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## Contact Information

For technical issues or questions about the registration process, contact the DCWAOA office.

## Important Reminders

- ⚠ **Only ONE nominated member allowed per flat**
- ⚠ **All documents must be self-attested**
- ⚠ **File size limits are strictly enforced**
- ⚠ **Mobile numbers must be exactly 10 digits**
- ⚠ **Form auto-saves selections - review before final submission**

*This guide covers the standard single flat, single owner scenario. Contact the association office for guidance on multiple flats or joint ownership situations.*

# Membership Registration Form - User Guide for Joint Owners having single flat

**Table of Contents**

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## Overview

This guide will help you complete the DCWAOA membership registration form. The form is designed to register apartment owners and collect essential information about flats, owners, parking facilities, and tenant details.

## Before You Begin

### What You'll Need:

- **Time Required**: Approximately 15-20 minutes
- **Browser**: Use Chrome, Firefox, Safari, or Edge (latest versions)
- **Documents**: Have all required documents ready in digital format
- **Internet Connection**: Stable connection for uploading files

### Important Notes:

- All fields marked with validation are mandatory
- Files must be in the specified format and size
- Mobile numbers must be exactly 10 digits
- Each flat can have only one nominated member

## Required Documents

### 1. Flat Ownership Documents

- **Self-attested relevant pages of Deed/Possession Letter** (PDF format)
  - Size: 50KB - 250KB
  - Must clearly show ownership details

### 2. Owner Documents (For Nominated Members Only)

- **ID Proof** (Self-attested, PDF format)
  - Size: 50KB - 250KB
  - Acceptable: Aadhaar, PAN Card, Voter ID, Passport
- **Photo** (JPG format only)
  - Size: 20KB - 50KB
  - Recent passport-size photograph
- **Membership Fees Payment Receipt/NOC from Office** (PDF format)
  - Size: 50KB - 250KB

## 3. Tenant Documents (If Applicable)

- **Tenant ID Proof** (Self-attested, PDF format)
  - Size: 50KB - 250KB

## 4. Parking Documents (If Applicable)

- **Car Parking**: Relevant pages of Deed & Parking Map (PDF, 50KB - 250KB)
- **Car Parking RFID Payment Receipt** (PDF, 50KB - 250KB)
- **Two Wheeler Parking**: Relevant pages of Deed & Parking Map (PDF, 50KB - 250KB)

## 5. Servant Quarter Documents (If Applicable)

- **Relevant page of Deed** (PDF, 50KB - 250KB)

## Form Sections

The registration form consists of the following main sections:

## 1. Flat Details

- Tower Number
- Flat Number
- Ownership proof document
- Rental status

## 2. Owner Details

- Primary Owner information
- Co-owner information (if applicable)
- Nominated member selection

## 3. Parking Information

- Car parking details
- Two-wheeler parking details
- Parking rental information

## 4. Servant Quarter

- Quarter number and documentation

## 5. Declaration

- Confirmation checkboxes
- Final submission

## Step 1: Flat Details

1. **Enter Tower Number**
   - Type your tower number (e.g., A, B, C, or 1, 2, 3)
2. **Enter Flat Number**
   - Type your flat number exactly as registered
3. **Upload Deed/Possession Letter**
   - Click "Choose File"
   - Select PDF file (50KB - 250KB)
   - Ensure pages are self-attested
4. **Select Flat on Rent Status**
   - Choose "Yes" if flat is rented
   - Choose "No" if owner-occupied
   - If "Yes", additional fields will appear:
     - Tenant Name
     - Tenant ID Proof (PDF)
     - Tenant Mobile Number (10 digits)

## Step 2: Owner Details

*For Primary Owner:*

1. **Enter Name**
   - Full name as per official documents
2. **Enter Mobile Number**
   - 10-digit mobile number only
   - No country code or special characters
3. **Enter Email Address**
   - Valid email for communication
4. **Select Nominated Member Status**
   - Choose "Yes" to be the nominated member
   - Choose "No" if not nominating yourself
   - **Note**: Only one person per flat can be nominated

   If "Yes" is selected:

   - Upload ID Proof (PDF, 50KB - 250KB)
   - Upload Photo (JPG only, 20KB - 50KB)
   - Upload Membership Fees Receipt/NOC (PDF, 50KB - 250KB)

- Repeat the same process for each co-owner
- Remember: Only one nominated member per flat

## Step 3: Car Parking

1. **Select Car Parking Status**
   - o Choose "Yes" if you have car parking
   - o Choose "No" to skip this section
2. **If Yes, Select Car Parking on Rent**
   - o Choose "Yes" if parking is rented out
   - o Choose "No" if self-used
3. **Fill Required Fields:**
   - o Parking Number
   - o Vehicle Registration Number
   - o Upload Deed & Parking Map (PDF)
   - o Upload RFID Payment Receipt (PDF)
4. **If Rented Out, Additional Fields:**
   - o Tenant Name
   - o Tenant Tower Number
   - o Tenant Flat Number

## Step 4: Two Wheeler Parking

Follow similar steps as car parking:

1. Select parking status
2. If yes, select rental status
3. Fill parking details
4. Upload required documents

## Step 5: Servant Quarter

1. **Select Servant Quarter Status**
   - o Choose "Yes" if you have a servant quarter
   - o Choose "No" to skip
2. **If Yes:**
   - o Enter Quarter Number
   - o Upload relevant deed pages (PDF)

## Step 6: Final Declaration

1. **Read and Check Both Declarations:**
   - o ✓ "I/We hereby affirm that the above information is true and correct."
   - o ✓ "I/We hereby authorize DCWAOA office bearers to use the above information..."
2. **Click "Save and Preview"**
   - o Review all entered information
   - o Make corrections if needed
   - o Submit final form

## PDF Files

- **Format**: PDF only
- **Size**: 50KB - 250KB
- **Quality**: Clear and readable
- **Attestation**: Self-attested where required

## Photo Files

- **Format**: JPG only (not JPEG, PNG, etc.)
- **Size**: 20KB - 50KB
- **Type**: Passport-size photo
- **Background**: Plain, light-colored

## How to Reduce File Size:

1. **For PDFs**:
   - Use online PDF compressors
   - Scan at lower DPI (150-200)
   - Convert to grayscale if color not needed
2. **For Photos**:
   - Use image editing software
   - Reduce resolution to 300x400 pixels
   - Save as JPG with 70-80% quality

## Common Issues and Solutions

## Issue 1: File Upload Errors

**Problem**: "File size must be between X KB and Y KB" **Solution**:

- Check file size in file properties
- Use compression tools to reduce size
- Ensure correct format (PDF or JPG)

## Issue 2: Mobile Number Validation Error

**Problem**: "Mobile must be a number and exactly 10 digits" **Solution**:

- Enter only numbers (no spaces, dashes, or country code)
- Ensure exactly 10 digits
- Don't include +91

## Issue 3: Nominated Member Selection

**Problem**: Can't select nominated member for co-owner **Solution**:

- Only one person per flat can be nominated
- If primary owner is nominated, co-owners automatically become "No"

## Issue 4: Form Not Submitting

**Problem**: Clicking submit shows errors **Solution**:

- Check all mandatory fields are filled
- Ensure all file uploads are complete
- Verify both declaration checkboxes are checked
- Check for any red error messages

## Issue 5: Browser Compatibility

**Problem**: Form not displaying correctly **Solution**:

- Update your browser to the latest version
- Clear browser cache and cookies
- Try a different browser
- Disable browser extensions temporarily

## Tips for Smooth Registration

## Do's:

- ✓ Prepare all documents before starting
- ✓ Use a desktop/laptop for easier file management
- ✓ Double-check all information before submitting
- ✓ Keep copies of all uploaded documents
- ✓ Note down any reference numbers after submission

## Don'ts:

- ✗ Don't use special characters in text fields
- ✗ Don't upload blurry or unclear documents
- ✗ Don't exceed file size limits
- ✗ Don't use mobile phones for complex uploads
- ✗ Don't close browser during submission

## Data Privacy and Security

- All information is encrypted during transmission
- Personal data is used only for DCWAOA membership purposes
- Documents are stored securely
- Information is shared only with authorized DCWAOA office bearers

## Contact Information

For technical support or queries:

**DCWAOA Office**

- **Email**: [Contact DCWAOA Office]
- **Phone**: [Contact Number]
- **Office Hours**: [Working Hours]
- **Address**: Diamond City West, [Full Address]

## Before Contacting Support:

1. Check this guide for solutions
2. Ensure you have:
   - Your flat details
   - Error messages (if any)
   - Browser and device information

## Frequently Asked Questions

**Q1: Can I save the form and complete it later?** A: No, the form must be completed in one session. Prepare all documents beforehand.

**Q2: What if I don't have a scanner for documents?** A: You can use mobile scanning apps that create PDFs within the size limit.

**Q3: Can I change nominated member later?** A: Contact the DCWAOA office for any changes after submission.
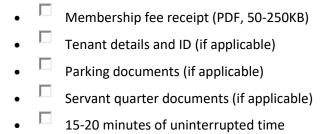
**Q4: Is the membership fee included in this form?** A: No, the fee payment receipt is uploaded here. Payment is made separately.

**Q5: What happens after submission?** A: You'll receive a confirmation. The office will verify documents and contact you if needed.

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## Quick Checklist

Before starting the form, ensure you have:

- ☐ Tower and Flat numbers
- ☐ Deed/Possession letter (PDF, 50-250KB)
- ☐ Owner details (name, mobile, email)
- ☐ ID proof for nominated member (PDF, 50-250KB)
- ☐ Photo for nominated member (JPG, 20-50KB)

- ☐ Membership fee receipt (PDF, 50-250KB)
- ☐ Tenant details and ID (if applicable)
- ☐ Parking documents (if applicable)
- ☐ Servant quarter documents (if applicable)
- ☐ 15-20 minutes of uninterrupted time

# Membership Registration Form - User Guide for Joint Owners having more than 1 flat

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## Overview

This guide will help you complete the DCWAOA Membership Registration Form for apartment owners with multiple flats and joint ownership. The form is designed to register owners who have:

- Multiple flats (2 flats in this case)
- Joint ownership (multiple owners per flat)

## Before You Begin

### Required Documents

Please gather the following documents before starting:

*For Each Flat:*

- **Deed/Possession Letter** - Self-attested relevant pages (PDF, 50-250KB)
- **Tenant Details** (if flat is on rent):
  - Tenant ID proof (PDF, 50-250KB)

*For Each Nominated Member:*

- **ID Proof** - Self-attested (PDF, 50-250KB)
- **Photo** - Passport size (JPG only, 20-50KB)
- **Membership Fee Receipt/NOC** from office (PDF, 50-250KB)

- **Car Parking**: Deed pages & parking map, RFID payment receipt (PDF, 50-250KB each)
- **Two Wheeler Parking**: Deed pages & parking map (PDF, 50-250KB)
- **Servant Quarter**: Relevant deed pages (PDF, 50-250KB)

## Important Notes:

- All documents must be self-attested
- Ensure file sizes are within specified limits
- Keep mobile numbers and email addresses handy for all owners

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## Form Structure

The form is divided into the following sections:

1. **Flat Details** - Information for each flat
2. **Owner Details** - Information for all owners
3. **Rental Information** - If flat is on rent
4. **Parking Details** - Car and two-wheeler parking
5. **Servant Quarter** - If applicable
6. **Final Declaration** - Confirmation checkboxes

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## Step-by-Step Instructions

## Section 1: Flat Details

*For Each Flat (Flat 1 and Flat 2):*

1. **Tower Number**
   - Enter your tower number
2. **Flat Number**
   - Enter your flat number exactly as registered
3. **Ownership Proof**
   - Click "Choose File" to upload deed/possession letter
   - File must be PDF format
   - Size: 50KB to 250KB
   - Include relevant pages showing ownership

## Section 2: Owner Details

*For Flat 1:*

### 1st Owner:

1. Enter full name as per deed
2. Enter 10-digit mobile number

3. Enter valid email address
4. Select "Nominated Member" status:
   - **Yes**: This owner will represent the flat in association matters
   - **No**: This owner will not be a nominated member

**If "Yes" is selected for Nominated Member:**

- Upload ID proof (Aadhaar/PAN/Passport)
- Upload passport size photo (JPG only)
- Upload membership fee receipt or NOC

**Co-Owner(s):**

- Repeat the same process for each co-owner
- Note: Only one owner per flat can be a nominated member

*For Flat 2:*

- Owner details will be auto-filled from Flat 1
- You only need to select nominated member status
- Upload required documents if selected as nominated member

## Section 3: Flat on Rent

For each flat, select whether it's on rent:

- **Yes**: Additional fields will appear
  - Enter tenant name
  - Upload tenant ID proof
  - Enter tenant mobile number
- **No**: Skip to next section

## Section 4: Car Parking

1. Select if you have car parking (Yes/No)
2. If **Yes**, specify if it's on rent
3. Enter parking number
4. Enter vehicle registration number
5. Upload deed pages with parking map
6. Upload RFID payment receipt

**If parking is on rent:**

- Enter tenant name
- Enter tenant's tower and flat number

## Section 5: Two Wheeler Parking

Follow similar steps as car parking:

1. Select if you have two-wheeler parking
2. If yes, provide parking details
3. Upload required documents

## Section 6: Servant Quarter

1. Select if you have a servant quarter
2. If **Yes**:
    - Enter quarter number
    - Upload relevant deed pages

## Section 7: Final Declaration

Check both mandatory declarations:

- ✓ Affirmation that information is true and correct
- ✓ Authorization for DCWAOA to use the information

Click **"Save and Preview"** to submit the form.

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## File Requirements

## File Format & Size Limits:

| Document Type | Format | Min Size | Max Size |
| --- | --- | --- | --- |
| Deed/Possession Letter | PDF | 50KB | 250KB |
| ID Proof | PDF | 50KB | 250KB |
| Photo | JPG | 20KB | 50KB |
| Payment Receipts | PDF | 50KB | 250KB |
| All Other Documents | PDF | 50KB | 250KB |

## How to Reduce File Size:

1. **For PDFs**: Use online PDF compressors
2. **For Photos**: Resize to passport size (2x2 inches)
3. **Scan Settings**: Use 150-200 DPI for documents

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## Common Issues & Solutions

## Issue 1: Form Not Accepting Mobile Number

**Solution**: Ensure you enter exactly 10 digits without spaces or special characters

## Issue 2: File Upload Error

**Solutions**:

- Check file format (PDF for documents, JPG for photos)
- Verify file size is within limits
- Try a different browser if issues persist

## Issue 3: Nominated Member Selection Disabled

**Explanation**: Once an owner is selected as nominated member for one flat, they cannot be nominated for another flat

## Issue 4: Cannot Submit Form

**Check**:

- All mandatory fields are filled
- All required documents are uploaded
- Both declaration checkboxes are checked
- No validation errors are showing

## Issue 5: Auto-filled Fields in Flat 2

**Note**: This is intentional. For joint owners with multiple flats, owner details are auto-copied to save time.

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## Tips for Smooth Registration

1. **Prepare Documents First**: Have all documents ready and properly sized before starting
2. **Use Desktop/Laptop**: For better experience, use a computer rather than mobile
3. **Save Progress**: The form may timeout - consider filling in sections and taking screenshots
4. **Check Details**: Review all information before submission as changes may require re-submission
5. **Browser Compatibility**: Use Chrome, Firefox, or Edge for best results

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## Frequently Asked Questions

**Q: Can both owners of a flat be nominated members?** A: No, only one owner per flat can be a nominated member.

**Q: What if I don't have all documents ready?** A: You must have all required documents before submitting. The form cannot be saved partially.

**Q: Can I edit my submission later?** A: Contact the DCWAOA office for any changes after submission.

**Q: What happens after I submit?** A: You'll see a preview page. After final submission, the office will verify your documents and confirm membership.

RESET NOMINATED MEMBERS BUTTON

As you already know,
owner name, mobile and email are auto-copied to flat entries 2+   but the nominated members must be chosen individually for each flat.

If you select the wrong nominee and want to change it
DO NOT manually switch "Yes" to "No" for nominated members.

Instead, click the "Reset Nominated Members" button at the top of the form.
This clears all nominations so the process can be done cleanly again.

It does not remove any other fields except nominated member so no worries there.

Manual changes can cause errors —  always use the Reset Nominated Members button for this
specific particular of "Joint Owners having more than 1 flat"