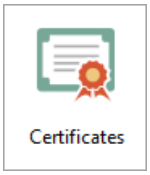
QLD Certificates

Last Modified on 23/04/2026 10:39 am AEST



The instructions in this article relate to ***Certificates.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Certificates will automatically be set to the correct certificate based on the State, Type and Module set in the ***Building Information*** menu. These documents can be set as a report set via Report Distribution and can include other standard documents to include for each certifcate.

BCCM Form 33 and Form 34 (two lot schemes)

Summary of Form 33. This certificate contains important information about the lot and community titles scheme names in the certificate, including:

- Becoming an owner and contacting the body corporate.
- Details of the property and community titles scheme.
- By-laws and exclusive use areas.
- Lot entitlements and financial information.
- Owner contributions and amounts owing.
- Common property and assets.
- Insurance.
- Contracts and authorisations.

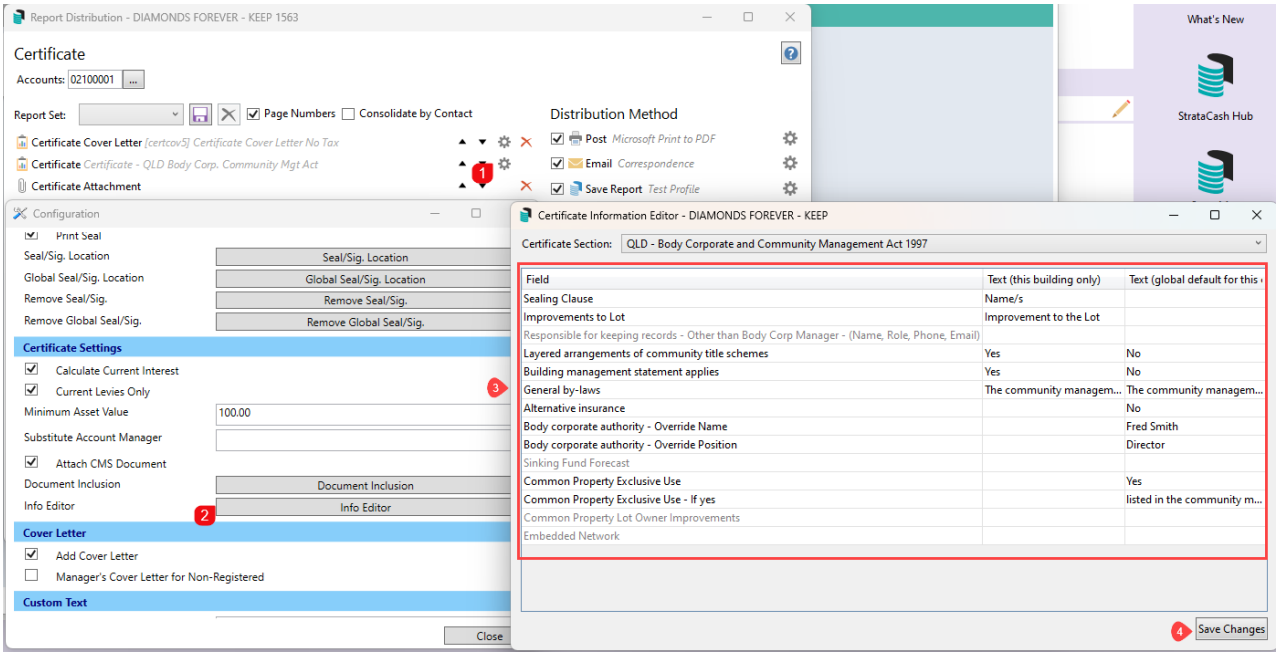
This certificate does not include information about:

- Physical defects in the common property or buildings in the scheme.
- Body corporate expenses and liabilities for which the body corporate has not fixed contributions.
- Current, past or planned body corporate disputes or court actions.
- Orders made against the body corporate by an adjudicator, tribunal, or court.
- Matters raised at recent committee meetings or body corporate meetings; or
- The lawful use of lots, including whether a lot can be used for short-term letting.

Info Editor

Some of these areas below are available to be set in*Info Editor*, which can be accessed from the

cogwheel on the ***Certificates***, in Report Distribution. The same information is available to be viewed, added to, or edited from ***Building Information*** / Certificate info section.



Field Population

The information below explains where the field data is merged from when outputting on a certificate. When using the *Info Editor*, any *Text (this building only)* will override the *Text (global default for this certificate).* Accessing *Info Editor* is available from the ***Certificates*** cogwheel in the Report Distribution screen, and the fields are either text or selectable statements for each section. The same field information for *this building only* is available in ***Building Information*** / Certificate Info section.

Body Corporate Manager

Information is merged from the Body Corp.Manager contact, from the ***Office Bearer*** area, and the *Account Manager* field in ***Building Information***.

Accessing Records

By default, the Body Corporate manager named above will be ticked - an*Info Editor* field is available to insert the information if this is for someone else.

Lot and plan details

Information is merged from the ***Roll*** records. Lots may have differing Plan Numbers and formats, which are set up in the Lot Editor.

Regulation Module

Information is merged from the Regulatory Module field in ***Building Information***.

Layered arrangements of community title schemes

For any layered arrangements that may affect the Body Corporate,a field is available in *Info Editor* from ***Certificates*** that can be populated globally or for a specific building, and only applies to Form 33.

Building management statement

If a Building Management Statement applies to the Body Corporate, it can be set in the*Info Editor* under ***Certificates,*** which can be populated for a specific building or globally, and only applies to Form 33.

General by-laws

If there are General by-laws, there is an *Info Editor* field available to set a standard statement in ***Certificates***, which can be populated globally or for a specific building.

Attaching the CMS, if required, can be done using the ***Building Information*** - CMS Document field and will automatically populate in the *Document Inclusion* area.

Exclusive use areas

There is an *Info Editor* field available for the *Improvements to Lot* that can be set for this building only or globally. This will assist with setting a standard statement.

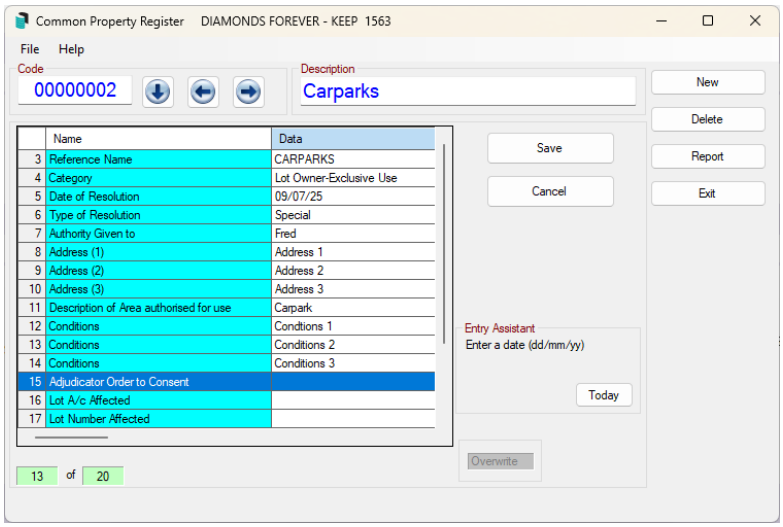
Information from the ***Common Property Register*** will be used. There are categories to distinguish between *Lot Owner Common Property Improvements,* which the lot owner is responsible for, and which require the *Lot A/c Affected* and *Lot Number Affected* fields to be populated.

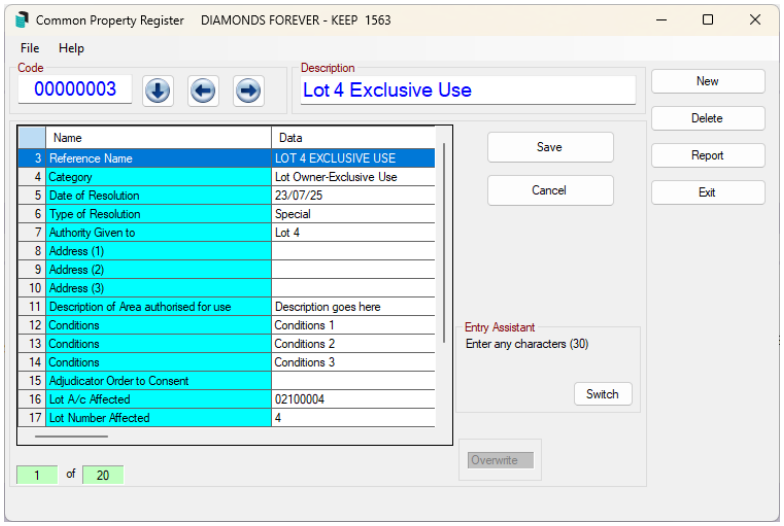
Records in the Common Property Register with the category 'Lot Owner-Exclusive Use' will be reported here.

Mandatory Fields: Reference Name, Category, Date of Resolution, Type of Resolution, Authority Given to.

Other Field info available for merging - Description of Area authorised for use (any character), Conditions 1-3 (30 characters each), Lot A/c Affected (selectable list), Lot Number Affected (5-digit number).

Example: Lot Owner- Exclusive Use





Field output on all certificates:

Exclusive use areas

Individual lots may be granted exclusive use of common property or a body corporate asset, for example, a courtyard, car park or storage area. The owner of a lot to whom exclusive use rights are given will usually be required to maintain the exclusive use area unless the exclusive use by-law or other allocation of common property provides otherwise.

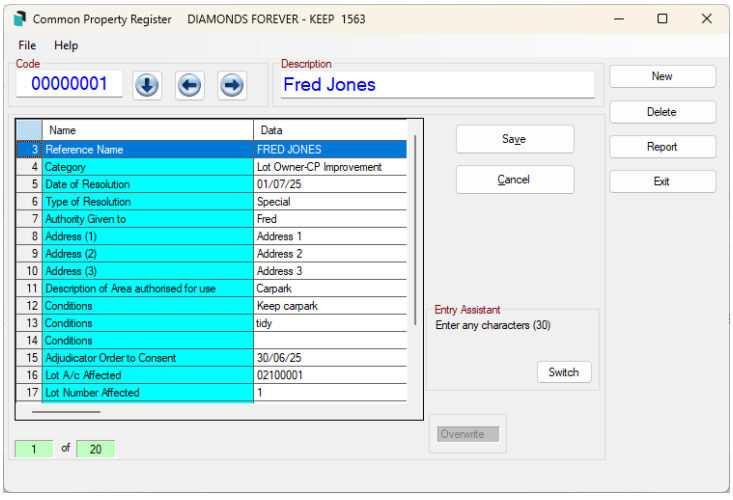
Are there any exclusive use by-laws or other allocations of common property in effect for the community titles scheme?

Yes

If yes, the exclusive use by-laws or other allocations of common property for the schemes are:

Date of Resolution	Lot		Conditions
09/07/25		Carpark	Condtions 1
			Conditions 2
			Conditions 3
23/07/25	4	Description goes here	Conditions 1
			Conditions 2
			Conditions 3

Example: Lot Owner -CP Improvement



Field output on lot affected certificate:

Improvements to common property the lot owner is responsible for

A lot owner may make improvements to the common property for the benefit of their lot if authorised by the body corporate or under an exclusive use by-law. The owner of the lot is usually responsible for maintenance of these improvements, unless the body corporate authorises an alternative maintenance arrangement or it is specified in the relevant by-law.

Date	Description	Conditions
01/07/25	Carpark	Keep carpark tidy

Lot entitlements

The lot entitlement information is merged from the ***Roll*** records.

Statement of accounts

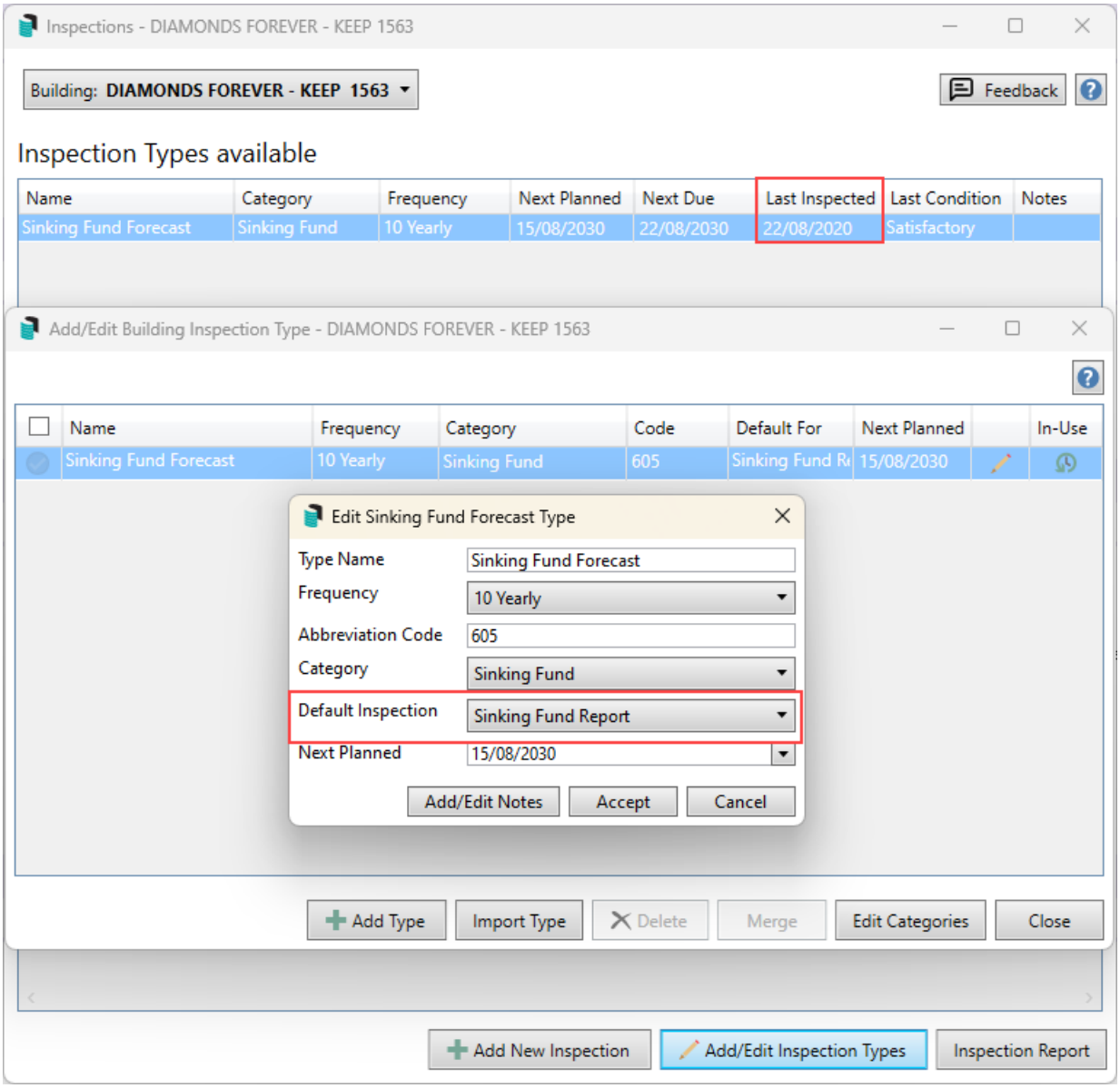
The old year's financial statements will be attached automatically. Refer to the *Report Settings* tab for further information on financial statements.

Owner contributions and amounts owing

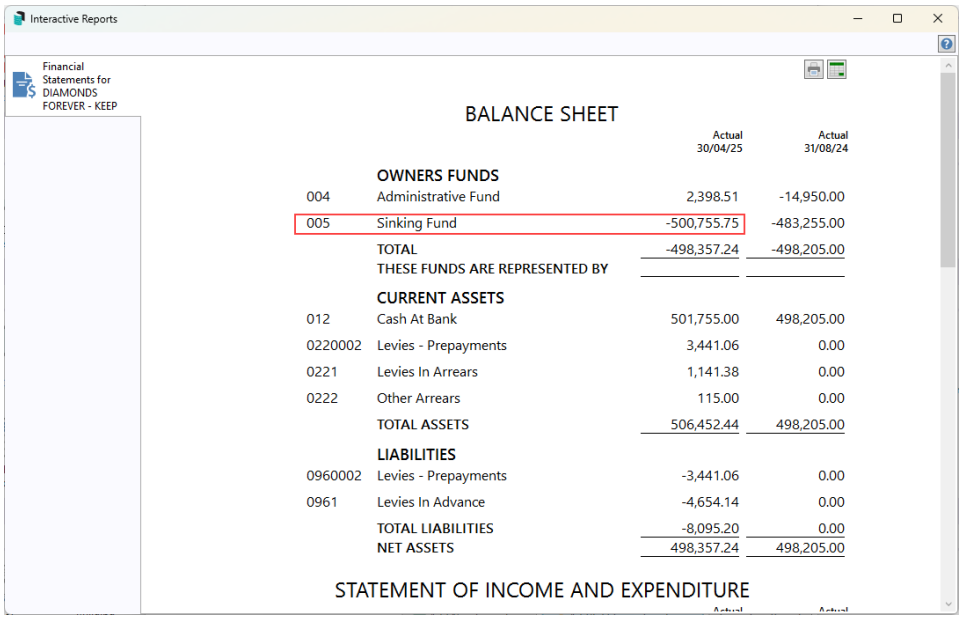
Levy Management and ***Levy Invoice Code Setup*** are the areas that will be populated. The field *Certificate (Balance) field* in ***Levy Invoice Code Setup*** determines where balances appear. The discount % is based off what has been setup for Decault Discount % in ***Levy Invoice Code Setup.***

Sinking fund forecast and balance

The ***Inspections Register*** relating to the *Sinking Fund Report* Default Inspection type will merge the last sinking fund report date into the Certificate, and only applies to the Form 33. This requires the inspection type to be set as shown below within the register item.



The current sinking fund balance will be updated from the financial information at the time the certificate is produced.



Sinking fund forecast and balance - maintenance and replacement of common property / assets

The body corporate must have a sinking fund to pay for future capital expenses, such as repairs or replacement of common property and assets. The body corporate must raise enough money in its sinking fund budget each year to provide for spending for the current year and to reserve an amount to meet likely spending for 9 years after the current year. If there is not enough money in the sinking fund at the time maintenance is needed, lot owners will usually have to pay additional contributions.

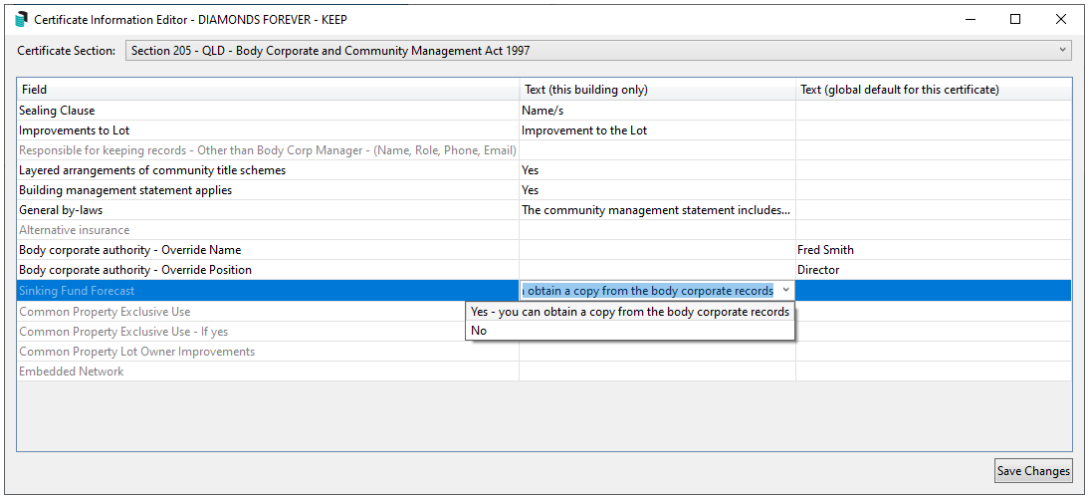
Prior to signing a contract, you should consider whether the current sinking fund balance is appropriate to meet likely future capital expenditure.

Does the body corporate have a current sinking fund forecast that estimates future capital expenses and how much money needs to be accumulated in the sinking fund?

Yes - you can obtain a copy from the body corporate records - last sinking fund report: 22/08/20

Current sinking fund balance (as at date of certificate): $ 500,755.75

An alternative *Info Editor* field is available.



Improvements to common property that the lot owner is responsible for

There are *Info Editor* fields available for the *Common Property Exclusive Use* and *Common Property Exclusive Use - If yes* that can be set for this building only or globally. This will assist with setting a standard statement.

Information from the ***Common Property Register*** will be used to distinguish between Lot Owner Common Property Improvements, which the lot owner is responsible for and merges for all certificates, and Lot Owner Exclusive Use, which will be merged for the selected lot account on a certificate.

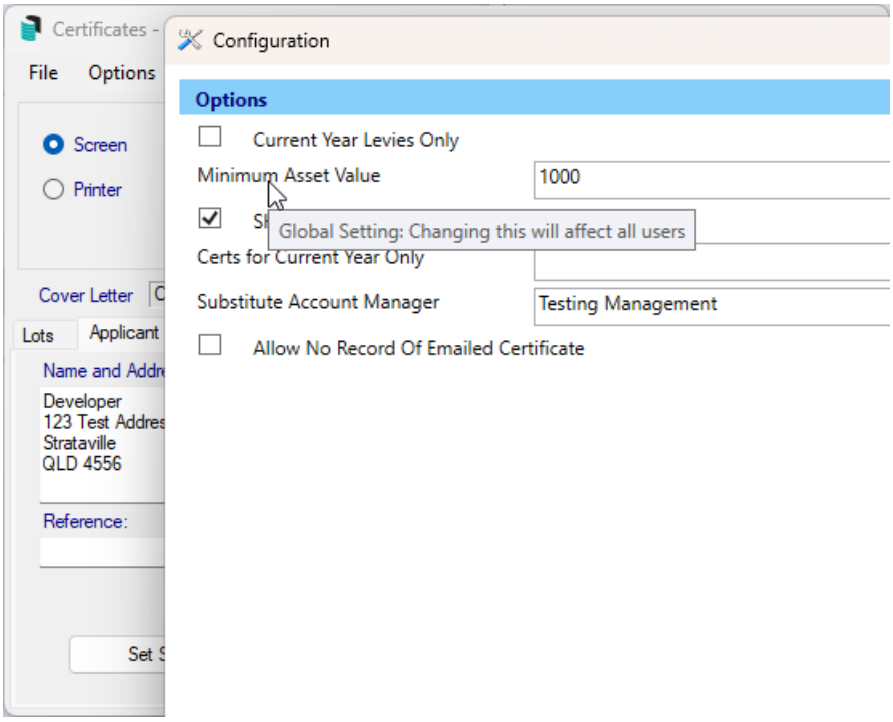
Records in the Common Property Register with the category 'Lot Owner-CP Improvement' will be reported here.

Mandatory Fields: Reference Name, Category, Date of Resolution, Type of Resolution, Authority Given to.

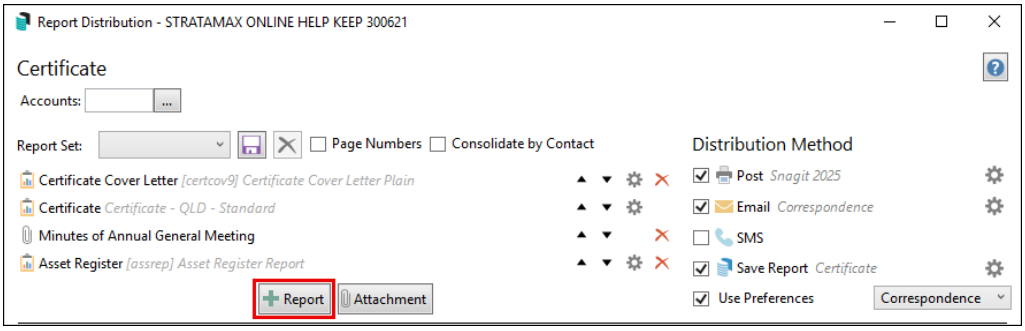
Other Field info available for merging - Description of Area authorised for use (any character), Conditions 1-3 (30 characters each), Lot A/c Affected (selection list), Lot Number Affected (5-digit number).

Body corporate assets

The ***Asset Register*** information required to report any assets over $1000.00 can be set to merge with this register and the Certificates / File / Configure.



The Asset Register report can be included with the Certificate by selecting the*Report button* and adding the Asset Register to the Certificate package. This can be saved as a Report Set for continuous use.



Body corporate insurance policies

The information is merged from the ***Insurance*** policies.

Alternative insurance

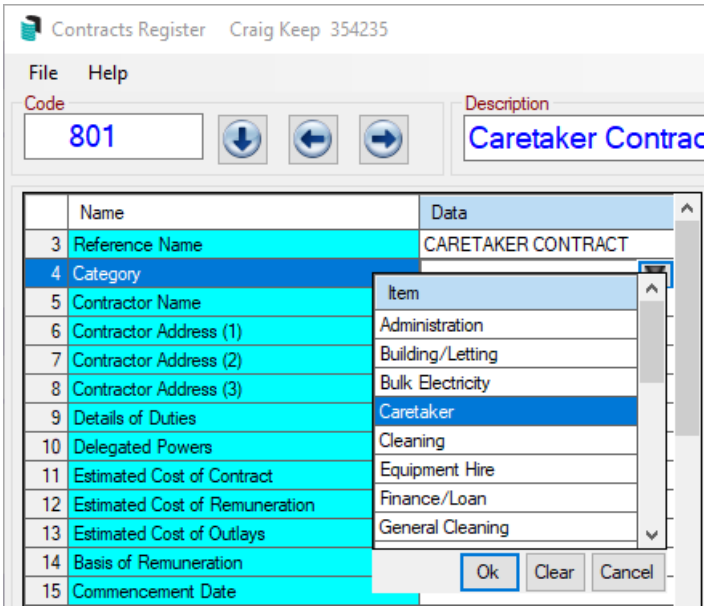
If there is alternative insurance, using *Info Editor* from ***Certificates*** will allow for this to be set with a Yes or No field, which can be populated globally or for a specific building.

Caretaking service contractors and letting agents

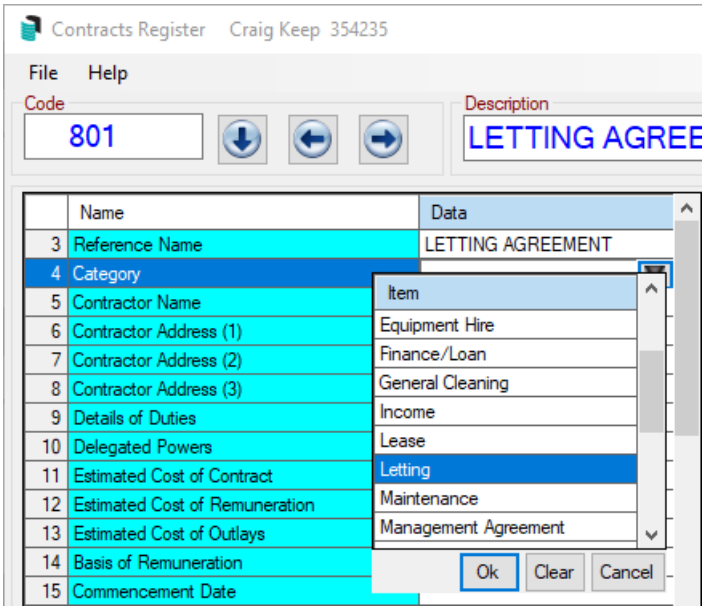
The Contracts Register will merge information into the relevant area on the certificate for Caretaker, Letting Agents and the combination type.

> The caretaker and letting agents will only be identified if the Contract is current; if it is not appearing, and you expect it should be, check the Expiry Date field and ensure this is not in the past. In the date field, click the calendar icon and ensure the two-digit year has not been entered so the date reflects 19... rather than 20... Refer here for further information.

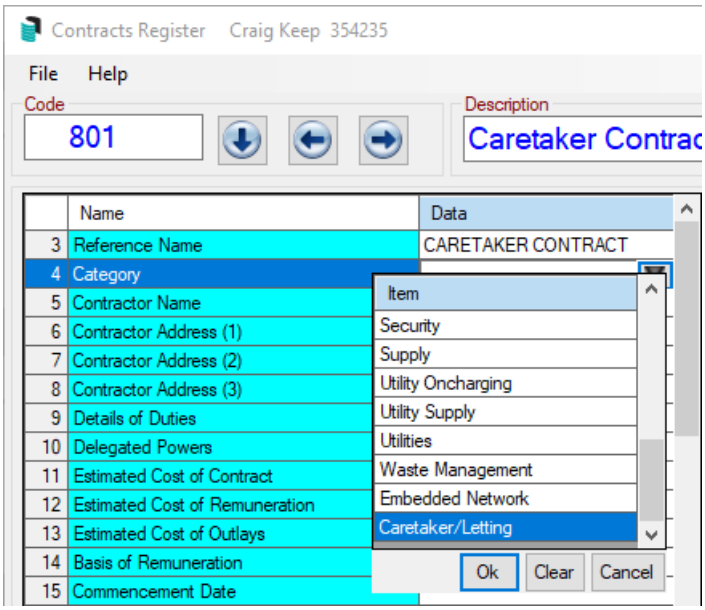
For the Caretaking Services Contractor, the category of the ***Contract Register*** record must be Caretaker.



For the Letting Agent, the category of the Contract Register record must be*Letting*.

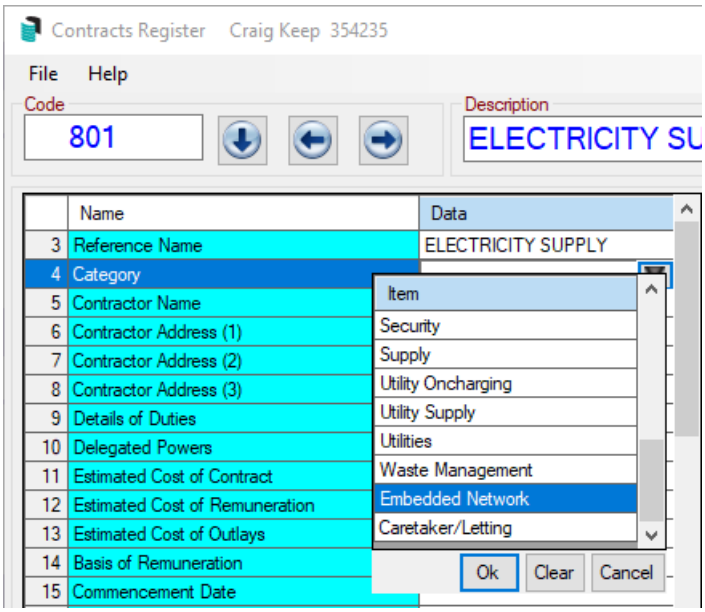


If a contract is for both Caretaking and Letting, the category of*Caretaker/Letting* must be used.



Embedded network electricity supply

The *Embedded Network* category will distinguish between records that require reporting on certificates and those that do not.



Body Corporate Authority

The Office Bearer Body Corporate Manager's name will be used; however,*Info Editor* includes an override field to report a different company or personal name if required. This can be set for this building only or as a global default.

Body corporate authority

This certificate is signed and given under the authority of the body corporate.

Name/s Fred Smith

Positions/s held Director

Date 31/07/2025

Signature/s _____

Copies of documents given with this certificate

By-laws for the scheme in consolidated form (if applicable) - add via *Document Inclusion*.

Details of exclusive use by-laws or other allocations of common property (if applicable) - Information is merged from the ***Common Property Register***.

The ***Financial Statements*** can be included with the *+ Report* button and a preferred set applied using the cogwheel on this template.

Details of amounts payable to the body corporate for another reason (if applicable) - Information is merged from the lot ledger. Any additional information can be attached via *Document Inclusion* or as an extra attachment if required.

Details of improvements the owner is responsible for (if applicable) - Information is merged from the ***Common Property Register***.

The register of assets (if applicable) - Information is merged from the ***Asset Register*** report.

Insurance policy details - Information is merged from the ***Insurance*** area.

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Body Corporate Manager

Information is merged from the Body Corp. Manager contact, from the ***Office Bearer*** area, and the *Account Manager* field in ***Building Information***.

Secretary of the body corporate

Information is merged from the Secretary contact from the ***Office Bearer*** area. If the secretary contact has multiple emails, the purpose for Committee Correspondence will be used.

Accessing Records

By default, the Body Corporate manager named above will be ticked - an *Info Editor* field is available to insert the information if this is for someone else.

Lot and plan details

Information is merged from the ***Roll*** records. Lots may have differing Plan Numbers and formats, which

are set up in the Lot Editor.

By-Laws and Exclusive use areas

There are *Info Editor* fields available which will assist with setting standard statements for each of these sections.

By-Laws may be added via *Document Inclusion*.

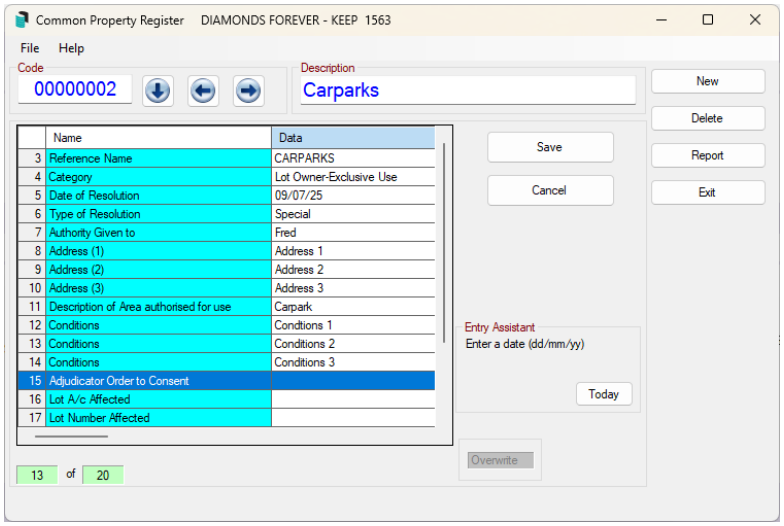
Information from the ***Common Property Register*** will be used. There are categories to distinguish between *Lot Owner Common Property Improvements,* which the lot owner is responsible for, and which require the *Lot A/c Affected* and *Lot Number Affected* fields to be populated. The register can be set to be included from the *Report Settings* Tab.

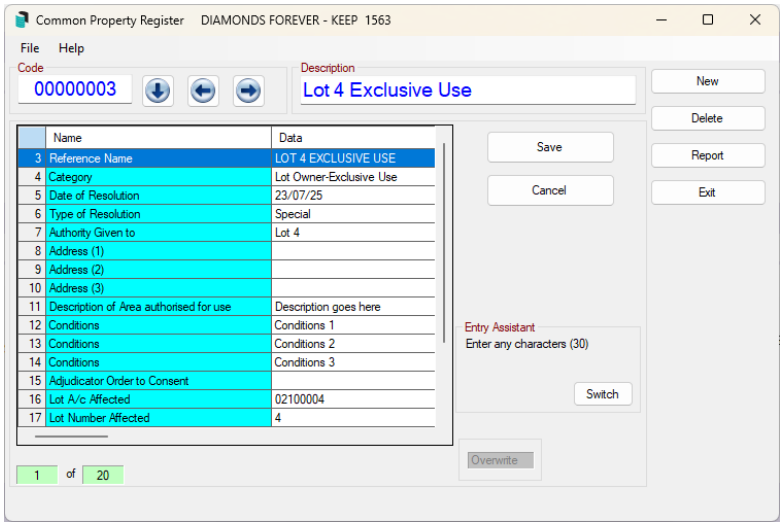
Records in the Common Property Register with the category 'Lot Owner-Exclusive Use' will be reported here.

Mandatory Fields: Reference Name, Category, Date of Resolution, Type of Resolution, Authority Given to.

Other Field info available for merging - Description of Area authorised for use (any character), Conditions 1-3 (30 characters each), Lot A/c Affected (selectable list), Lot Number Affected (5-digit number).

Example: Lot Owner- Exclusive Use





Field output on all certificates:

Exclusive use areas

Individual lots may be granted exclusive use of common property or a body corporate asset, for example, a courtyard, car park or storage area. The owner of a lot to whom exclusive use rights are given will usually be required to maintain the exclusive use area unless the exclusive use by-law or other allocation of common property provides otherwise.

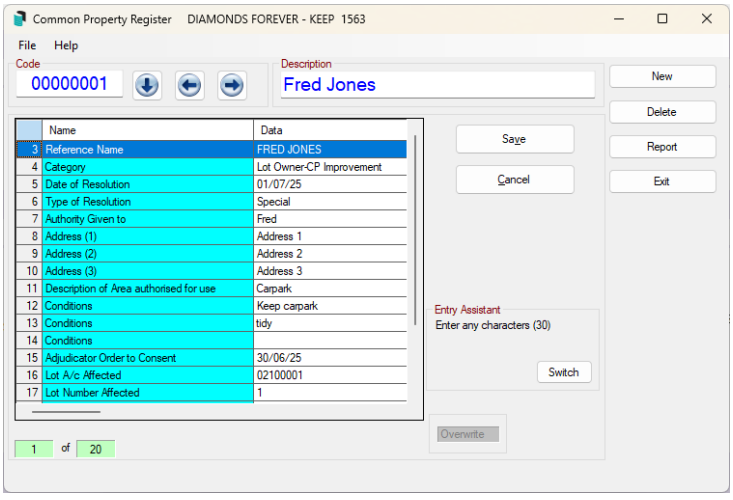
Are there any exclusive use by-laws or other allocations of common property in effect for the community titles scheme?

Yes

If yes, the exclusive use by-laws or other allocations of common property for the schemes are:

Date of Resolution	Lot		Conditions
09/07/25		Carpark	Condtions 1
			Conditions 2
			Conditions 3
23/07/25	4	Description goes here	Conditions 1
			Conditions 2
			Conditions 3

Example: Lot Owner -CP Improvement



Field output on lot affected certificate:

Improvements to common property the lot owner is responsible for

A lot owner may make improvements to the common property for the benefit of their lot if authorised by the body corporate or under an exclusive use by-law. The owner of the lot is usually responsible for maintenance of these improvements, unless the body corporate authorises an alternative maintenance arrangement or it is specified in the relevant by-law.

Date	Description	Conditions
01/07/25	Carpark	Keep carpark tidy

Lot entitlements

The lot entitlement information is merged from the ***Roll*** records.

Statement of accounts

The old year's financial statements will be attached automatically. Refer to the *Report Settings* tab for further information on financial statements.

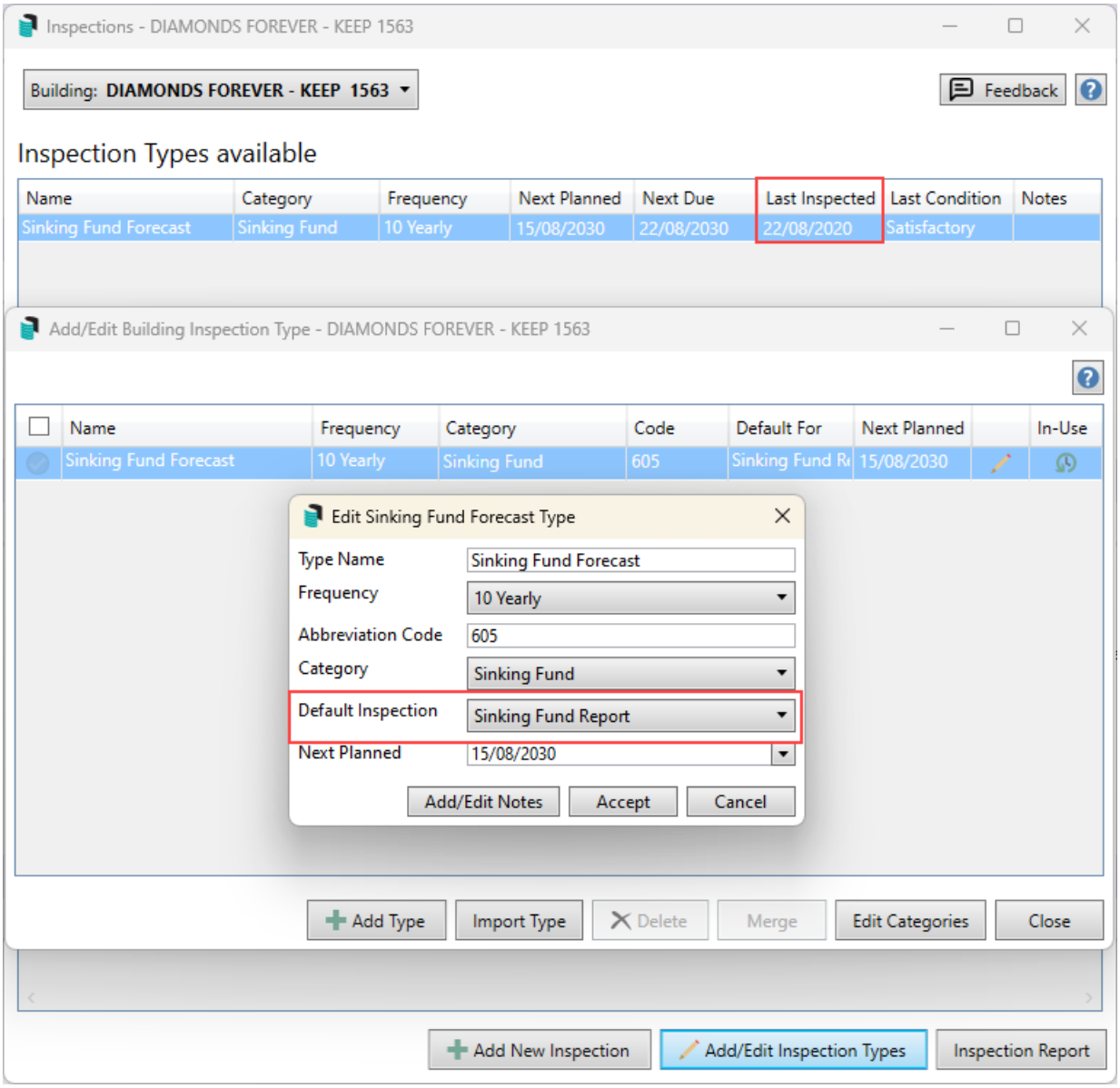
Owner contributions and amounts owing

Levy Management and ***Levy Invoice Code Setup*** are the areas that will be populated. The field *Certificate (Balance) field* in ***Levy Invoice Code Setup*** determines where balances appear. The discount % is based off what has been setup in ***Levy Invoice Code Setup.***

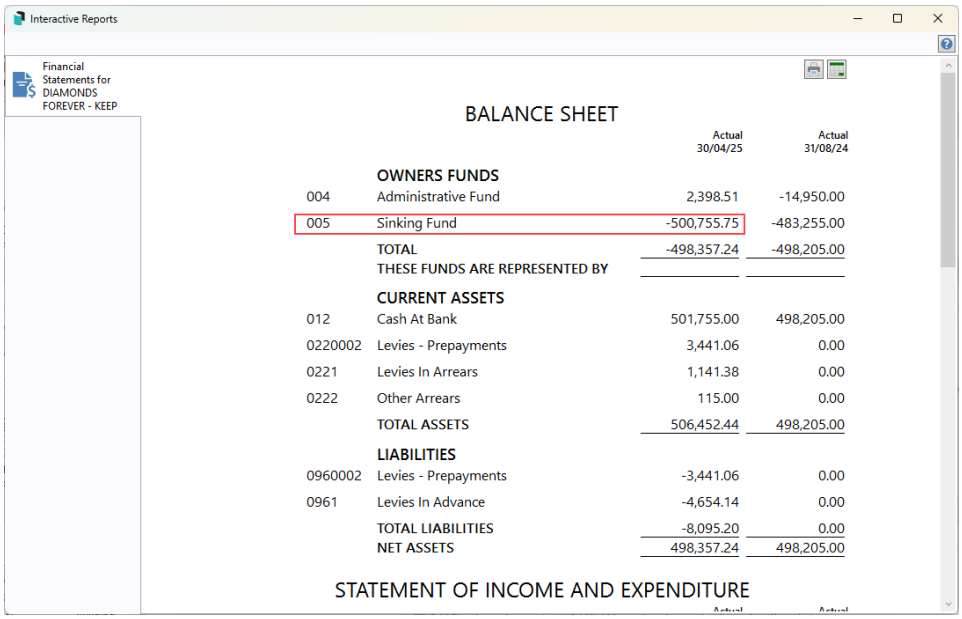
Also refer to Certificate Configuration Settings for Levy Year or Financial Year settings.

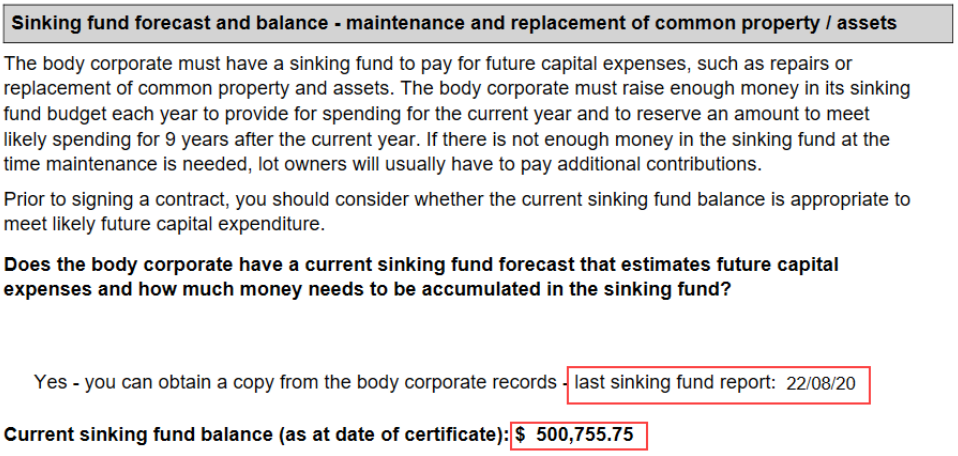
Sinking fund forecast and balance

The ***Inspections Register*** relating to the *Sinking Fund Report* Default Inspection type will merge the last sinking fund report date into the Certificate, and only applies to the Form 33. This requires the inspection type to be set as shown below within the register item.



The current sinking fund balance will be updated from the financial information at the time the certificate is produced.





Sinking fund forecast and balance - maintenance and replacement of common property / assets

The body corporate must have a sinking fund to pay for future capital expenses, such as repairs or replacement of common property and assets. The body corporate must raise enough money in its sinking fund budget each year to provide for spending for the current year and to reserve an amount to meet likely spending for 9 years after the current year. If there is not enough money in the sinking fund at the time maintenance is needed, lot owners will usually have to pay additional contributions.

Prior to signing a contract, you should consider whether the current sinking fund balance is appropriate to meet likely future capital expenditure.

Does the body corporate have a current sinking fund forecast that estimates future capital expenses and how much money needs to be accumulated in the sinking fund?

Yes - you can obtain a copy from the body corporate records - last sinking fund report: 22/08/20

Current sinking fund balance (as at date of certificate): $ 500,755.75

Improvements to common property that the lot owner is responsible for

There is an *Info Editor* field available *Common Property Lot Owner Improvements* which will assist with setting a standard statement for this section.

Information from the ***Common Property Register*** will be used to distinguish between Lot Owner Common Property Improvements, which the lot owner is responsible for and merges for all certificates, and Lot Owner Exclusive Use, which will be merged for the selected lot account on a certificate. The additional register is no longer required or included using the selection from the *Report Settings* Tab.

Records in the Common Property Register with the category 'Lot Owner-CP Improvement' will be reported here.

Mandatory Fields: Reference Name, Category, Date of Resolution, Type of Resolution, Authority Given to.

Other Field info available for merging - Description of Area authorised for use (any character), Conditions 1-3 (30 characters each), Lot A/c Affected (selectable list), Lot Number Affected (5-digit number).

Body corporate assets

The ***Asset Register*** information be included in this section.

Body corporate insurance policies

The information is merged from the ***Insurance*** policies.

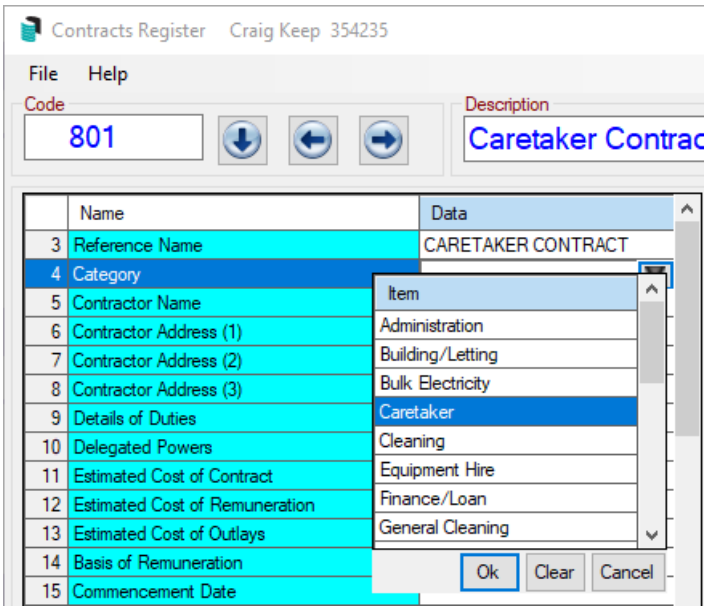
Caretaking service contractors and letting agents

The Contracts Register will merge information into the relevant area on the certificate for Caretaker, Letting Agents and the combination type.

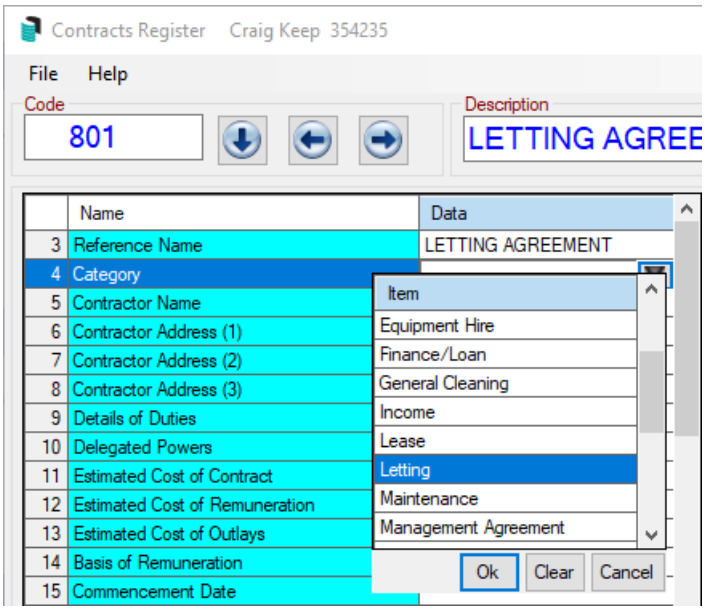
The caretaker and letting agents will only be identified if the Contract is current; if it is not appearing and you expect it should be check the Expiry Date field and ensure this is not in the past. In the date field, click the calendar icon and ensure the two digit year has not been entered so the date reflects 19... rather than 20... Refer here for further information.

In the Certificates menu; ensure no limits have been set on Contract information that is used for Certificates in *Goto / Edit Contracts Limits*.

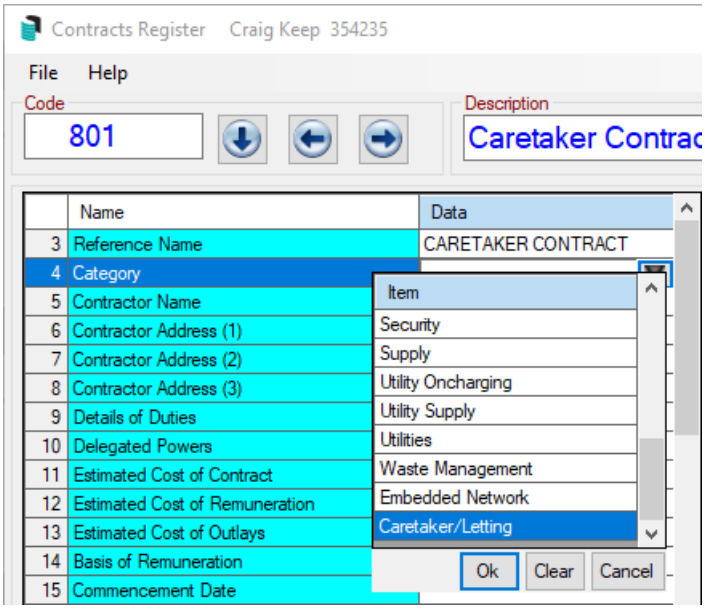
For the Caretaking Services Contractor, the category of the ***Contract Register*** record must be Caretaker.



For the Letting Agent, the category of the Contract Register record must be*Letting*.

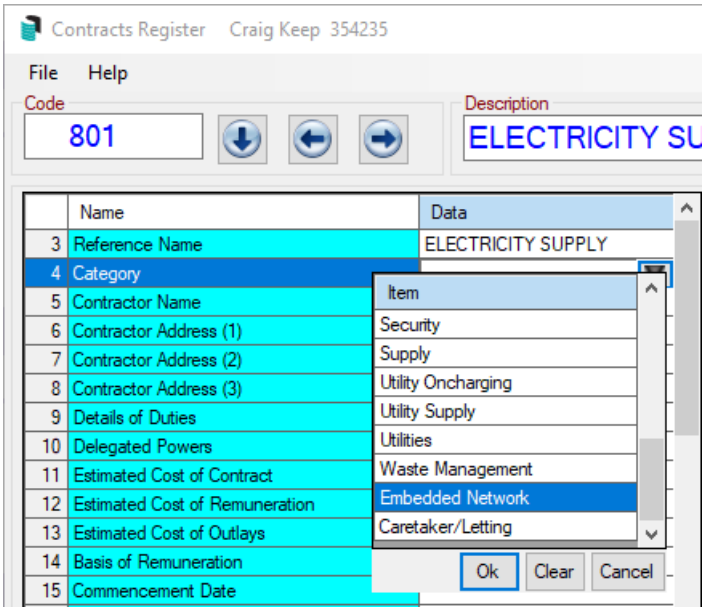


If a contract is for both Caretaking and Letting, the category of*Caretaker/Letting* must be used.



Embedded network electricity supply

The *Embedded Network* category will distinguish between records that require reporting on certificates and those that do not.



Body Corporate Authority

The Office Bearer Body Corporate Manager's name will be used; however,*Info Editor* includes an override field to report a different company or personal name if required. This can be set for this building only or as a global default.

Body corporate authority

This certificate is signed and given under the authority of the body corporate.

Name/s Fred Smith

Positions/s held Director

Date 31/07/2025

Signature/s _____