QLD Certificates

Last Modified on 21/08/2025 4:04 pm 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 certificate.

Certificates now use Report Distribution (preview) with improvements for document inclusion. If you are experiencing file size issues with the current version, please contact our Support Team (support@stratamax.com) to schedule an update to version v5.6.136. See below for some options to assist in the interim.

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.

Report Distribution - DIAMONDS FOR	EVER - KEEP 1563	-				What's New
Certificate Accounts: 02100001			0			
Report Set: 🗸 🗸	➤ ▼ Page Numbers □ Consolidate by Contact	Distribution Method				StrataCash Hub
Gertificate Cover Letter [certcov5] Cert	ificate Cover Letter No Tax	× 🗹 🖶 Post Microsoft Print to PDF	⇔			
Gertificate Certificate - OLD Body Corp	o. Community Mat Act	Email Correspondence	\$			_
Certificate Attachment	, U	X Save Report Test Profile	25			
Carlinger in	B		T	550		
Configuration	- 0	Certificate Information Editor - DIAMONI	JS FOREVER - K	EEP		- U X
Seal/Sig Location	Cast/Cir. Lassian	Certificate Section: QLD - Body Corporate	and Community	y Management Act 1997		~
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Remove Seal/Sig.	Kemove Seal/Sig.	Improvements to Lot			Improvement to the Lot	
Remove Global Seal/Sig.	Remove Global Seal/Sig.	Responsible for keeping records - Other that	n Body Corp Ma	nager - (Name, Role, Phone, Email)	improvement to the cor	
Certificate Settings		Layered arrangements of community title so	hemes		Yes	No
 Calculate Current Interest 		Building management statement applies			Yes	No
 Current Levies Only 	3	General by-laws			The community managem.	The community managem
Minimum Asset Value	100.00	Alternative insurance				No
Substitute Account Manager		Body corporate authority - Override Name				Fred Smith
		Body corporate authority - Override Position	(Director
✓ Attach CMS Document		Sinking Fund Forecast				Ver
Document Inclusion	Document Inclusion	Common Property Exclusive Use - If yes				listed in the community m
Info Editor	Info Editor	Common Property Lot Owner Improvement	s			instea in the commandy min
Cover Letter		Embedded Network				
Add Cover Letter						
Manager's Cover Letter for Non-	Registered					
Custom Text						
	Close					Save Changes

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.

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 Edito*r 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*lnfo 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 <u>Common Property Register</u> 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

nop			
	Description		New
0000002 🔳 🖝 🗨) Carparks		1404
			Delete
Name	Data		
Reference Name	CARPARKS	- Save	Report
Category	Lot Owner-Exclusive Use		
Date of Resolution	09/07/25	Cancel	Exit
Type of Resolution	Special		
Authority Given to	Fred	_	
Address (1)	Address 1	_	
Address (2)	Address 2	-	
Address (3)	Address 3	-	
Description of Area authorised for use	Carpark	-	
Conditions	Conditions 1	Entry Assistant	
Conditions	Conditions 2	- Enter a date (dd/mm/yy)	
Adjudicator Ordento Consent	Conditions 5		
Lot A/c Affected		Today	
Lot Number Affected		-	
of 20			
of 20 ommon Property Register DIAMONE Help	25 FOREVER - KEEP 1563		
ormmon Property Register DIAMONE Help 10000003	Description Lot 4 Exclusive	e Use	- C
of 20 common Property Register DIAMONE Help 00000003 () () () Name	Description Lot 4 Exclusive Data	e Use	- D New Delete
ommon Property Register DIAMONE Help 0000003	Description Lot 4 Exclusive Data Lot 4 EXCLUSIVE USE	e Use	- C
ommon Property Register DIAMONE Help 0000003	DESCREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 exclusive USE Lot Owner-Exclusive Use	e Use	- Delete Report
ormmon Property Register DIAMONE Help 00000003	DESCREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 Exclusive USE Lot Owner-Exclusive Use 23/07/25	e Use	- Delete Report Ext
ormmon Property Register DIAMOND Help 0000003	Description Description Lot 4 Exclusive Data Lot 4 Exclusive Use Lot Owner-Exclusive Use 23/07/25 Special	Use Save Cancel	- C New Delete Report Exit
ommon Property Register DIAMONE Help 0000003	Description Description Lot 4 Exclusive Lot 4 Exclusive Lot 0/mer-Exclusive Use 23/07/25 Special Lot 4	e Use	- C New Delete Report Est
ormon Property Register DIAMONE Help 0000003	Description Lot 4 Exclusive Data Lot 4 Exclusive USE Lot Owner-Exclusive USE Lat Owner-Exclusive Use 23/07/25 Special Lot 4	e Use	- C New Delete Report Exit
ormmon Property Register DIAMOND Help 00000003 () () () Name Reference Name Category Date of Resolution Type of Resolution Type of Resolution Authority Given to Address (2)	DESCREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 Exclusive Use 23/07/25 Special Lot 4	e Use	- Delete Report Ext
of 20 ommon Property Register DIAMONE Help 0000003 To the second	Description Description Lot 4 Exclusive Data Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description	Save Cancel	- C
ommon Property Register DIAMONE Help 0000003	Description Data Lot 4 Exclusive Data Lot 4 Exclusive Lot 0/14 Exclusive USE Lot 0/14 Exclusive Lot 0/14 Exclusive Description goes here Conditions 1	a Use	- C New Delete Report Est
ormmon Property Register DIAMONE Help 0000003	Description Data Deta Lot 4 ExcLusive Data Lot 4 ExcLusive Data Lot 4 ExcLusive Data Lot 4 Description goes here Conditions 1 Conditions 2	Save Cancel	- C
ommon Property Register DIAMOND Help 00000003	DESCREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 Exclusive USE Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 3	B Use Save Cancel	- C
ormmon Property Register DIAMONE Help 0000003 () () () () () Name Reference Name Category Date of Resolution Type of Resolution Authority Given to Address (1) Address (2) Address (2) Address (2) Conditions Conditions Conditions	Description Data Lot 4 Exclusive Data Lot 4 Exclusive Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 3	Save Cancel	- C
of 20 Common Property Register DIAMONE Help O000003 Common Property Register DIAMONE Reference Name Category Date of Resolution Type of Resolution Authorty Given to Address (1) Address (2) Address (3) Description of Area authorised for use Conditions Co	Description Data Data Lot 4 Exclusive Data Lot 4 Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 3 02100004	Save Cancel	- C
ormmon Property Register DIAMOND Help 0000003 Name Reference Name Category Date of Resolution Type of Resolution Authorty Siven to Address (2) Address (3) Decorption of Area authorised for use Conditions Conditions Conditions Conditions Address Heted	Description Lot 4 Exclusive Data Lot 4 Exclusive Data Lot 4 Exclusive USE Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 2 Conditions 3 02100004 4	Save Cancel	- C
ommon Property Register DIAMONE Help 0000003	Description Data Lot 4 Exclusive Data Lot 4 Exclusive Data Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 3 02100004 4	Save Cancel	- C New Delete Report Ext

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

00	000001 🔳 👄 🔿	Fred Jones			New
	Name	Data			Delete
			11	Sa <u>v</u> e	Report
3 1	Hererence Name	FRED JUNES			nopon
4 (Date of Develotion	Lot Owner-CP Improvement	-	Cancel	Evit
	Date of Resolution	01/0//25 Cassiel			Lon
0	Type or Resolution	Special	-		
/ / 0 /	Authority Given to	Address 1	·		
	Address (1)	Address 1			
	Addmas (2)	Address 2	- 11		
1	Description of Area authorized for use	Camark	·		
2 0	Conditions	Keen camark	- 11		
2 0	Conditions	tidu	- 11	Entry Assistant	
	Conditions	log	- 1	Enter any characters (50)	
5 /	Adjudicator Order to Consent	30/06/25	-		
6	of A/c Affected	02100001		Switch	
7	Lot Number Affected	1	-		
200 B		- · · · · · · · · · · · · · · · · · · ·	-		

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 01/07/25 Carpark Conditions 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.

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.

nspection Types	available						
Name	Category Sinking Fund	Frequency	Next Planned	Next Due	Last Inspecte	ed Last Conditio	on Notes
Add/Edit Building In:	spection Type - DIAN	IONDS FOREV	'ER - KEEP 1563				
Name	Frequ	ency Cat	egory	Code I	Default For	Next Planned	In-Use
	Type Nar Frequen Abbrevia Category Default I	me [: cy [ntion Code] nspection [Sinking Fund Foreca 10 Yearly 605 Sinking Fund Sinking Fund Report	st	•		
	Next Pla	nned Add/E	dit Notes Acc	ept Car	▼		
	+ A	dd Type	Import Type	Delete	Merge E	dit Categories	Close

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

Interactive Reports				-	>
Financial Statements for DIAMONDS					
FOREVER - KEEP		BALANCE SHEET			
			Actual 30/04/25	Actual 31/08/24	
	004	OWNERS FUNDS	2 200 54	11050.00	
	004	Administrative Fund	2,398.51	-14,950.00	
	005	Sinking Fund	-500,755.75	-483,255.00	
		TOTAL THESE FUNDS ARE REPRESENTED BY	-498,357.24	-498,205.00	
		CURRENT ASSETS			
	012	Cash At Bank	501,755.00	498,205.00	
	0220002	Levies - Prepayments	3,441.06	0.00	
	0221	Levies In Arrears	1,141.38	0.00	
	0222	Other Arrears	115.00	0.00	
		TOTAL ASSETS	506,452.44	498,205.00	
		LIABILITIES			
	0960002	Levies - Prepayments	-3,441.06	0.00	
	0961	Levies In Advance	-4,654.14	0.00	
		TOTAL LIABILITIES NET ASSETS	-8,095.20	0.00	
	STA				
	SIA	I LIVILIAT OF INCOME AND E	Actual	Actual	

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 (v5.6.135).

Certificate Inform	nation Editor - DIAMONDS FOREVER - KEEP			-		×
Certificate Section:	Section 205 - QLD - Body Corporate and Community Manageme	nt Act 19	97			~
Field			Text (this building only)	Text (global default for this certificate)		
Sealing Clause			Name/s			
Improvements to Lo	t		Improvement to the Lot			
Responsible for keep	ping records - Other than Body Corp Manager - (Name, Role, Phon	e, Email)				
Layered arrangemen	nts of community title schemes		Yes			
Building manageme	ent statement applies		Yes			
General by-laws			The community management statement includes			
Alternative insuranc	e					
Body corporate auth	nority - Override Name			Fred Smith		
Body corporate auth	nority - Override Position			Director		
Sinking Fund Foreca			obtain a copy from the body corporate records			
Common Property B	Exclusive Use	Yes - you	can obtain a copy from the body corporate records			
Common Property B	Exclusive Use - If yes	No				
Common Property L	ot Owner Improvements					
Embedded Network						
				2	ave Ch	anges

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.

Certificates -	🔀 Configuration	
File Options	Options	
O Screen	Current Year Levies Only	
O Printer	Minimum Asset Value	1000
	St Global Setting: Changing t	his will affect all users
Cover Letter		
	Substitute Account Manager	Testing Management
Lots Applicati	Allow No Record Of Emailed (Certificate
Name and Addre		
123 Test Addres		
Strataville		
QLD 4556		
Reference:		
Set S		

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.

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.

] (ontracts Register Craig Keep 3542	35		
File	Help			
Code	•		Description	
	801		Carotakor Cont	trac
			Caretaker Corr	uac
	Name		Data	^
3	Reference Name		CARETAKER CONTRACT	_
4	Category			1
5	Contractor Name	Item	<u>^</u>	-
6	Contractor Address (1)	Admir	nistration	-
7	Contractor Address (2)	Buildi	ing/Letting	-
8	Contractor Address (3)	Bulk	Electricity	-
9	Details of Duties	Caret	aker	-
10	Delegated Powers	Clear	ning	
11	Estimated Cost of Contract	Equip	oment Hire	
12	Estimated Cost of Remuneration	Finan	nce/Loan	
13	Estimated Cost of Outlays	Gene	eral Cleaning 🗸 🗸	
14	Basis of Remuneration		Ok Clear Cancel	
15	Commencement Date		UK Clear Cancer	-

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

] C	ontracts Register Craig Keep 3542	35		
File Code	Help		Description	
	801	€	LETTING AC	REE
	Name		Data	^
3	Reference Name		LETTING AGREEMENT	
4	Category			
5	Contractor Name	Item		
6	Contractor Address (1)	Equip	ment Hire	
7	Contractor Address (2)	Finan	ce/Loan	-
8	Contractor Address (3)	Gene	ral Cleaning	-
9	Details of Duties	Incon	ne	-
10	Delegated Powers	Lease	e	
11	Estimated Cost of Contract	Lettin	g	-
12	Estimated Cost of Remuneration	Maint	enance	
13	Estimated Cost of Outlays	Mana	igement Agreement	~
14	Basis of Remuneration		Ok Clear Can	
15	Commencement Date		UK Clear Cano	-

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

P C	ontracts Register Craig Keep 3542	35		
File Code	Help 801	•	Description Caretaker Co	ntrac
	Name		Data	>
3	Reference Name		CARETAKER CONTRACT	
4	Category			T.
5	Contractor Name	Item	1	<u></u>
6	Contractor Address (1)	Secu	rity	
7	Contractor Address (2)	Supp	ly	-
8	Contractor Address (3)	Utility	Oncharging	-
9	Details of Duties	Utility	Supply	-
10	Delegated Powers	Utilitie	es	-
11	Estimated Cost of Contract	Wast	e Management	-
12	Estimated Cost of Remuneration	Embe	edded Network	-
13	Estimated Cost of Outlays	Caret	aker/Letting	~
14	Basis of Remuneration		Ok Clear Cano	al
15	Commencement Date			_

Embedded network electricity supply

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

J C	ontracts Register Craig Keep 3542	35		
File Code	Help 801	•		'Y SL
	Name		Data	^
3	Reference Name		ELECTRICITY SUPPLY	
- 4	Category			
5	Contractor Name	Item		
6	Contractor Address (1)	Secur	ity	
7	Contractor Address (2)	Supply	y	
8	Contractor Address (3)	Utility	Oncharging	
9	Details of Duties	Utility	Supply	
10	Delegated Powers	Utilitie	s	
11	Estimated Cost of Contract	Waste	e Management	
12	Estimated Cost of Remuneration	Embe	dded Network	
13	Estimated Cost of Outlays	Careta	aker/Letting	\sim
14	Basis of Remuneration		Ok Clear Can	
15	Commencement Date			-

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 viaDocument 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 Edito*r 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 <u>Common Property Register</u> 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

P c	ommon Property Register DIAMONDS	FOREVER - KEEP 1563		-		×
File	Help					
Code		Description				
0	000002	Carparks			New	
-		Carpanto				
		-	1		Delete	
	Name	Data	Save		_	
3	Reference Name	CARPARKS			Report	
4	Category	Lot Owner-Exclusive Use			_	
5	Date of Resolution	09/07/25	Cancel		Exit	
6	Type of Resolution	Special				
7	Authority Given to	Fred				
8	Address (1)	Address 1				
9	Address (2)	Address 2				
10	Address (3)	Address 3				
11	Description of Area authorised for use	Carpark				
12	Conditions	Condtions 1	Entry Assistant			
13	Conditions	Conditions 2	Enter a date (dd/mm/yy)			
14	Conditions	Conditions 3				
15	Adjudicator Order to Consent					
16	Lot A/c Affected		Today			
17	Lot Number Affected					
-						
			Overwrite			
13	of 20					

0	0000003 💽 🕤 🔿	Lot 4 Exclusive	U	se	New	
_	Neme	Data	_		Delete	
2	Name Defenses Nega		1	Save	Report	
3	Category	LOT 4 EXCLUSIVE USE			riopon	
5	Date of Resolution	23/07/25	•	Cancel	Exit	
6	Type of Resolution	Special	•			
7	Authority Given to	Lot 4	•			
, 8	Address (1)	2014	•			
9	Address (2)					
0	Address (3)		•			
1	Description of Area authorised for use	Description goes here	1			
2	Conditions	Conditions 1	1	Entry Assistant		
3	Conditions	Conditions 2	1	Enter any characters (30)		
4	Conditions	Conditions 3	-			
5	Adjudicator Order to Consent					
6	Lot A/c Affected	02100004	-	Switch		
_	Lot Number Affected	4	-			
7						

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

0	0000001 💽 🕤 🔿	Fred Jones			New	
_	Name	Data	-		Delete	
3	Reference Name	FRED JONES		Sa <u>v</u> e	Report	
4	Category	Lot Owner-CP Improvement	- 11			
5	Date of Resolution	01/07/25	- 11	Cancel	Exit	
6	Type of Resolution	Special				
7	Authority Given to	Fred				
8	Address (1)	Address 1				
9	Address (2)	Address 2				
10	Address (3)	Address 3				
11	Description of Area authorised for use	Carpark				
12	Conditions	Keep carpark		Entry Assistant		
13	Conditions	tidy		Enter any characters (30)		
14	Conditions					
15	Adjudicator Order to Consent	30/06/25				
16	Lot A/c Affected	02100001		Switch		
17	Lot Number Affected	1	_			

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
01/07/25	Carpark

Conditions Keep carpark tidy

Lot entitlements

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

Statement of accounts

The <u>old year's financial statements</u> 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.

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.

Inspections - DIAMONDS	FOREVER - KEEP	1563					_		\times
Building: DIAMONDS FOR	EVER - KEEP 156	i3 -					P	Feedba	ack 🕜
Inspection Types av	ailable								
Name	Category	Frequer	су	Next Planned	Next Due	Last Inspec	ted Last Condit	ion N	otes
Sinking Fund Forecast	Sinking Fund	10 Yearly	/	15/08/2030	22/08/2030	22/08/2020) Satisfactory		
Add/Edit Building Inspect	tion Type - DIAM(ONDS FO	RFVFR -	KFFP 1563			_		×
- Addy care balloning inspec	don type - bisting	5110010		NEET 1900					
									0
Name	Freque	ncy	Categor	у	Code	Default For	Next Planned		In-Use
Sinking Fund Forecast	10 Yearl	y S	Sinking	Fund	605	Sinking Fund R	15/08/2030	1	69
	🔋 Edit S	inking Fu	nd Fore	cast Type		×			
	Type Nam	e	Sinki	ng Fund Foreca	st				
	Frequency	,	10 Y	early		•			
	Abbreviati	on Code	605						
	Category		Sink	ing Fund		-			
	Default Ins	spection	Sink	ing Fund Report	t	•			
	Next Plan	ned	15/0	8/2030		-			
		Ad	d/Edit N	lotes Acc	ept C	ancel			
	+ Add	d Type	Impo	ort Type 🛛 🗙	Delete	Merge	Edit Categories	(Close
<									>
			🕂 Add	New Inspection	Ad	d/Edit Inspectio	n Types Ins	pection	Report

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

Interactive Reports				-	×
					[
Financial Statements for DIAMONDS				8	
FOREVER - KEEP		BALANCE SHEET			
			Actual 30/04/25	Actual 31/08/24	
		OWNERS FUNDS			
	004	Administrative Fund	2,398.51	-14,950.00	
	005	Sinking Fund	-500,755.75	-483,255.00	
		TOTAL	-498,357.24	-498,205.00	
		THESE FUNDS ARE REPRESENTED BY			
		CURRENT ASSETS			
	012	Cash At Bank	501,755.00	498,205.00	
	0220002	Levies - Prepayments	3,441.06	0.00	
	0221	Levies In Arrears	1,141.38	0.00	
	0222	Other Arrears	115.00	0.00	
		TOTAL ASSETS	506,452.44	498,205.00	
		LIABILITIES			
	0960002	Levies - Prepayments	-3,441.06	0.00	
	0961	Levies In Advance	-4,654.14	0.00	
		TOTAL LIABILITIES	-8,095.20	0.00	
		NET ASSETS	498,357.24	498,205.00	
	STA	TEMENT OF INCOME AND E	XPENDITURE		
	0.7.		Actual	Actual	

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.

] C	ontracts Register Craig Keep 3542	35	
File	Help 801	•	Caretaker Contrac
	Name		Data ^
3	Reference Name		CARETAKER CONTRACT
4	Category		
5	Contractor Name	Item	
6	Contractor Address (1)	Admir	nistration
7	Contractor Address (2)	Buildi	ng/Letting
8	Contractor Address (3)	Bulk	Electricity
9	Details of Duties	Caret	aker
10	Delegated Powers	Clean	ling
11	Estimated Cost of Contract	Equip	oment Hire
12	Estimated Cost of Remuneration	Finan	ice/Loan
13	Estimated Cost of Outlays	Gene	ral Cleaning 🗸 🗸
14	Basis of Remuneration		Ok Clear Cancel
15	Commencement Date		

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

P C	ontracts Register Craig Keep 3542	235	
File Code	Help 801	Description LETTING AG	REE
	Name	Data	^
3	Reference Name	LETTING AGREEMENT	
4	Category		
5	Contractor Name	Item	\sim
6	Contractor Address (1)	Equipment Hire	
7	Contractor Address (2)	Finance/Loan	-
8	Contractor Address (3)	General Cleaning	-
9	Details of Duties	Income	-
10	Delegated Powers	Lease	-
11	Estimated Cost of Contract	Letting	
12	Estimated Cost of Remuneration	Maintenance	
13	Estimated Cost of Outlays	Management Agreement	~ T
14	Basis of Remuneration	Ok Clear Cappe	4
15	Commencement Date		

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

] C	ontracts Register Craig Keep 3542	35		
File Code	Help		Description	
	801	€	Caretaker Con	trac
	Name		Data	^
3	Reference Name		CARETAKER CONTRACT	
4	Category	here		7
5	Contractor Name	item	<u> </u>	
6	Contractor Address (1)	Secu	irity	
7	Contractor Address (2)	Supp	ly	Γ
8	Contractor Address (3)	Utility	/ Oncharging	
9	Details of Duties	Utility	/ Supply	
10	Delegated Powers	Utilitie	es	
11	Estimated Cost of Contract	Wast	te Management	-
12	Estimated Cost of Remuneration	Embe	edded Network	
13	Estimated Cost of Outlays	Caret	taker/Letting	
14	Basis of Remuneration		Ok Clear Cancel	
15	Commencement Date			_

Embedded network electricity supply

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

) C	ontracts Register Craig Keep 3542	35		
File Code	Help 801	•		'Y SL
	Name		Data	^
3	Reference Name	E	ELECTRICITY SUPPLY	
4	Category			
5	Contractor Name	Item		
6	Contractor Address (1)	Securit	у	
7	Contractor Address (2)	Supply		
8	Contractor Address (3)	Utility C	Incharging	
9	Details of Duties	Utility S	Supply	
10	Delegated Powers	Utilities		
11	Estimated Cost of Contract	Waste	Management	-
12	Estimated Cost of Remuneration	Embed	ded Network	-
13	Estimated Cost of Outlays	Caretal	ker/Letting	\sim
14	Basis of Remuneration		Ok Clear Can	cel
15	Commencement Date		Cicul Carl	

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