QLD Certificates

Instructions in this article relate to **Certificates,** which can be found by searching or selecting them from the StrataMax desktop.

Certificates will automatically be set to the correct certificate based on the State and Module set in the *Building Information* menu of the building. In Queensland, there are two types of certificates, the *Disclosure Statement* and the *Information Certificate (Section 205)* of the Body Corporate Community Management Act 1997. There is also a *Section 40* certificate for specific building types.

> From August 1, 2025, the updated Property Law Act will be in effect, removing the requirement for Disclosure Statements and Information Certificates for buildings managed in Queensland.

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.

Field Population

The below information 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)*.

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.
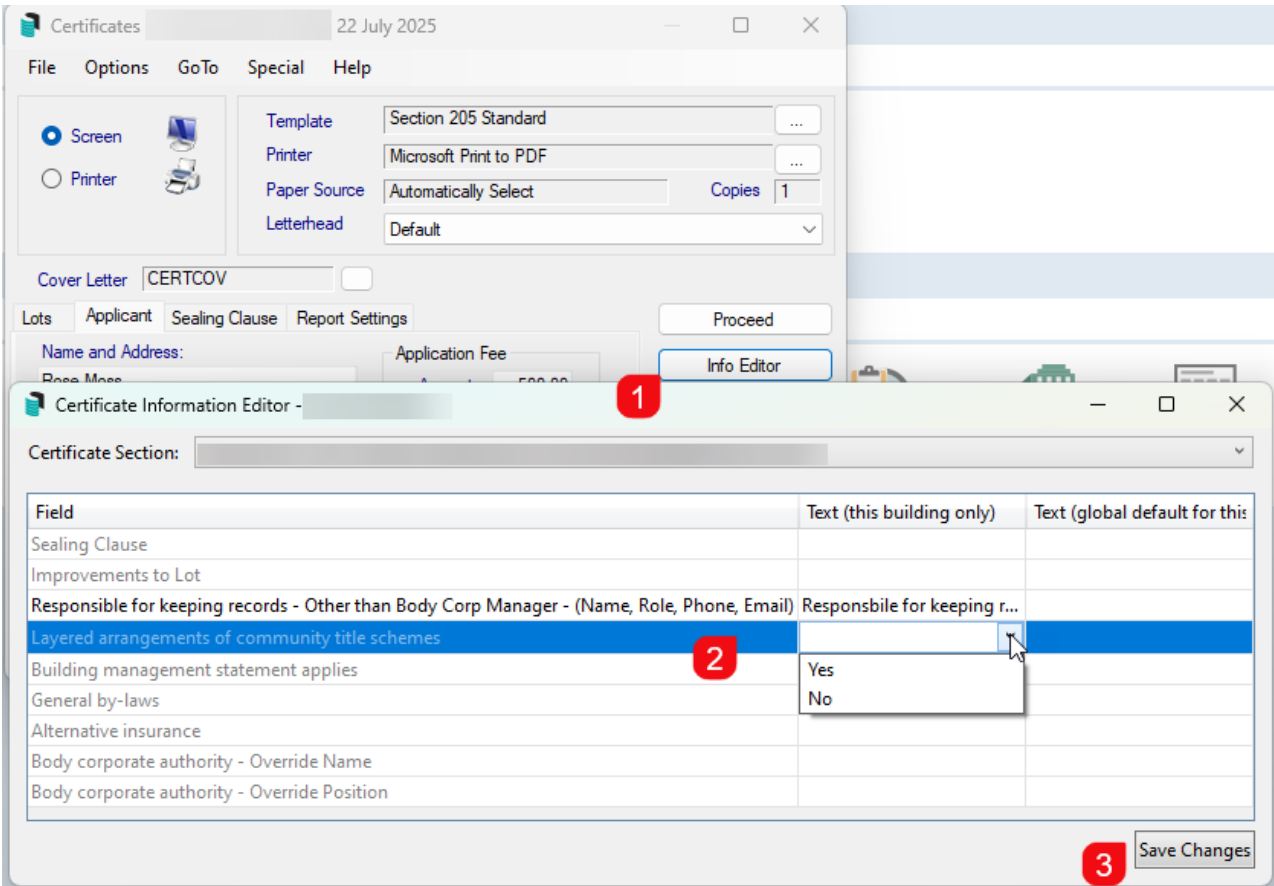
Building management statement

If a Building Management Statement applies to the Body Corporate, it can be set in the *Info Editor* under **Certificates,** which can be populated globally or for a specific building.
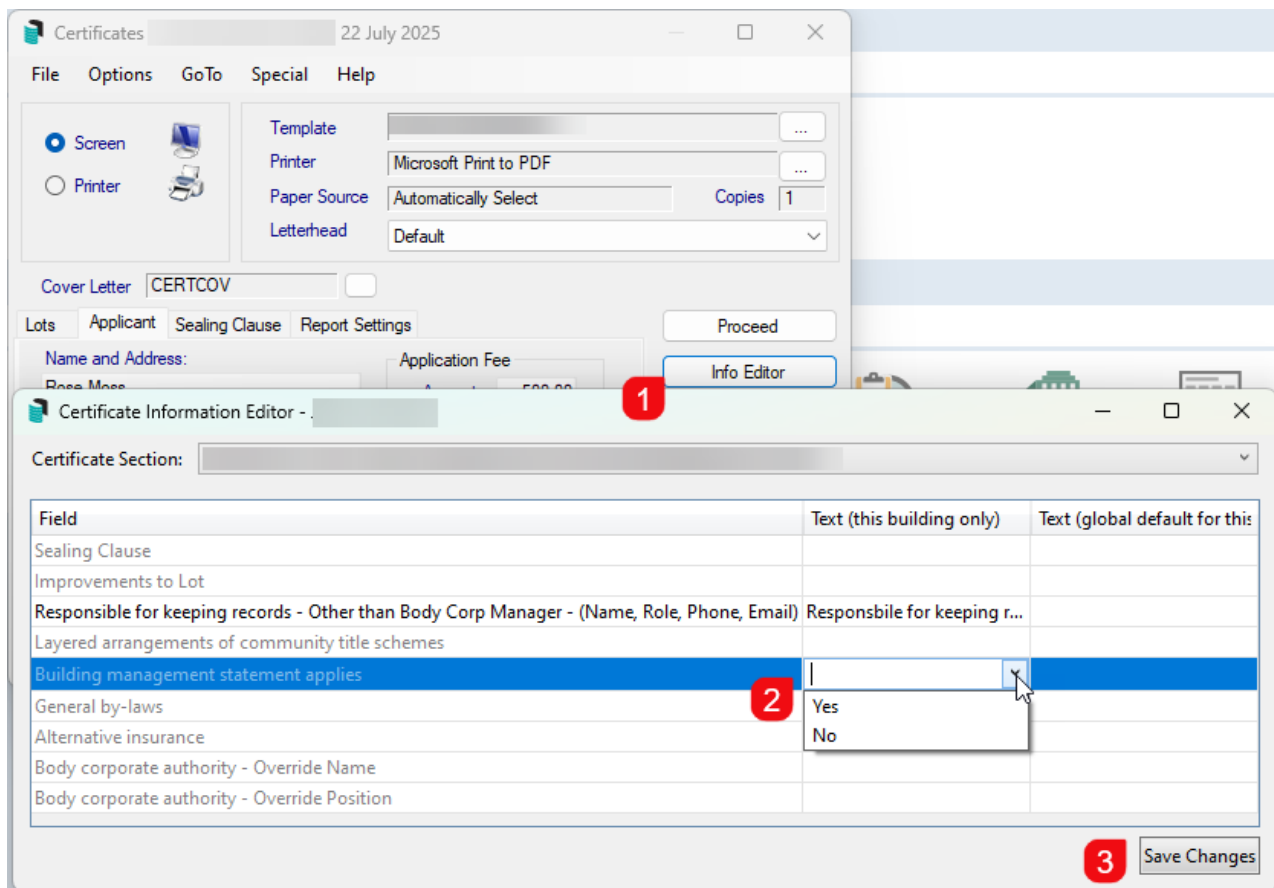
General by-laws

If there are General by-laws, this information can be added from *Info Editor* in **Certificates**, which can be populated globally or for a specific building.

Exclusive use areas

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

Common Property Register — DIAMONDS FOREVER - KEEP 1563

File   Help

Code: 00000002   Description: Carparks

	Name	Data
3	Reference Name	CARPARKS
4	Category	Lot Owner-Exclusive Use
5	Date of Resolution	09/07/25
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
13	Conditions	Conditions 2
14	Conditions	Conditions 3
15	Adjudicator Order to Consent	
16	Lot A/c Affected	
17	Lot Number Affected	

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New
Delete
Report
Exit

Save
Cancel

Entry Assistant
Enter a date (dd/mm/yy)

Today

Overwrite

Common Property Register — DIAMONDS FOREVER - KEEP 1563

File   Help

Code: 00000003   Description: Lot 4 Exclusive Use

	Name	Data
3	Reference Name	LOT 4 EXCLUSIVE USE
4	Category	Lot Owner-Exclusive Use
5	Date of Resolution	23/07/25
6	Type of Resolution	Special
7	Authority Given to	Lot 4
8	Address (1)	
9	Address (2)	
10	Address (3)	
11	Description of Area authorised for use	Description goes here
12	Conditions	Conditions 1
13	Conditions	Conditions 2
14	Conditions	Conditions 3
15	Adjudicator Order to Consent	
16	Lot A/c Affected	02100004
17	Lot Number Affected	4

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New
Delete
Report
Exit

Save
Cancel

Entry Assistant
Enter any characters (30)

Switch

Overwrite

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 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 type will merge the last sinking fund report date into the Certificate. The current sinking fund balance will be updated from the financial information at the time the certificate is produced.

An alternative *Info Editor* field will be added to register this information.

The body corporate is usually responsible for maintaining common property in a good and structurally sound condition. An owner is usually responsible for maintaining common property or assets that their lot has been allocated exclusive use of, or for maintaining improvements to common property or utility infrastructure that is only for the benefit of their lot. The body corporate may have additional maintenance responsibilities, depending on the plan of subdivision the scheme is registered under. For more information, visit www.qld.gov.au/buyingbodycorporate.

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 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.

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Details of authorised improvements to the common property that the owner of the lot is responsible

Improvements to common property that the lot owner is responsible for

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 register can be set to be included too 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 required to report any assets over $1000.00 can be set to merge with this register and the Certificates / File / Configure.
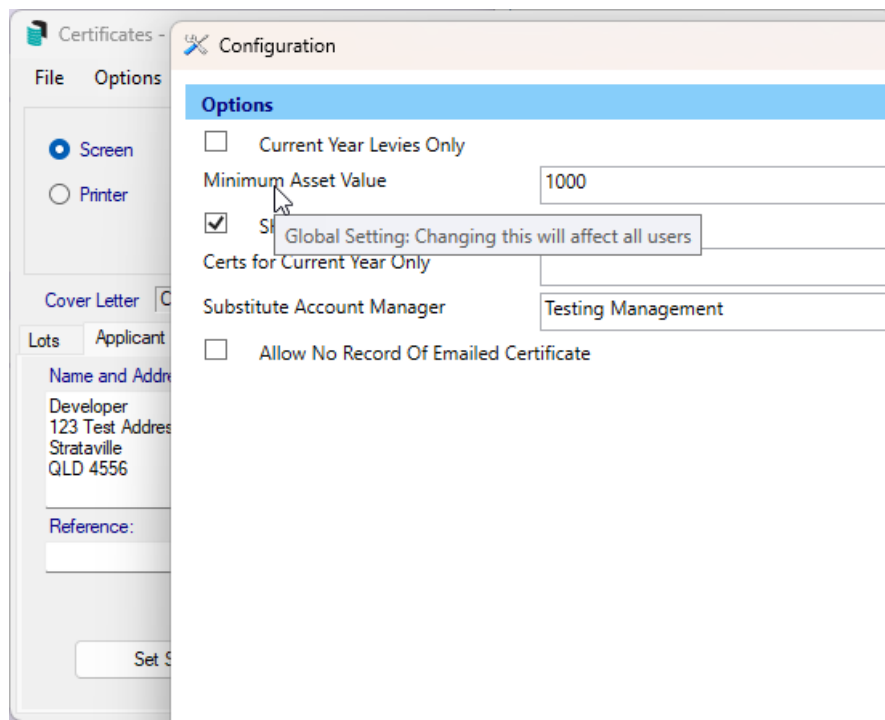
Body corporate insurance policies

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.

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.
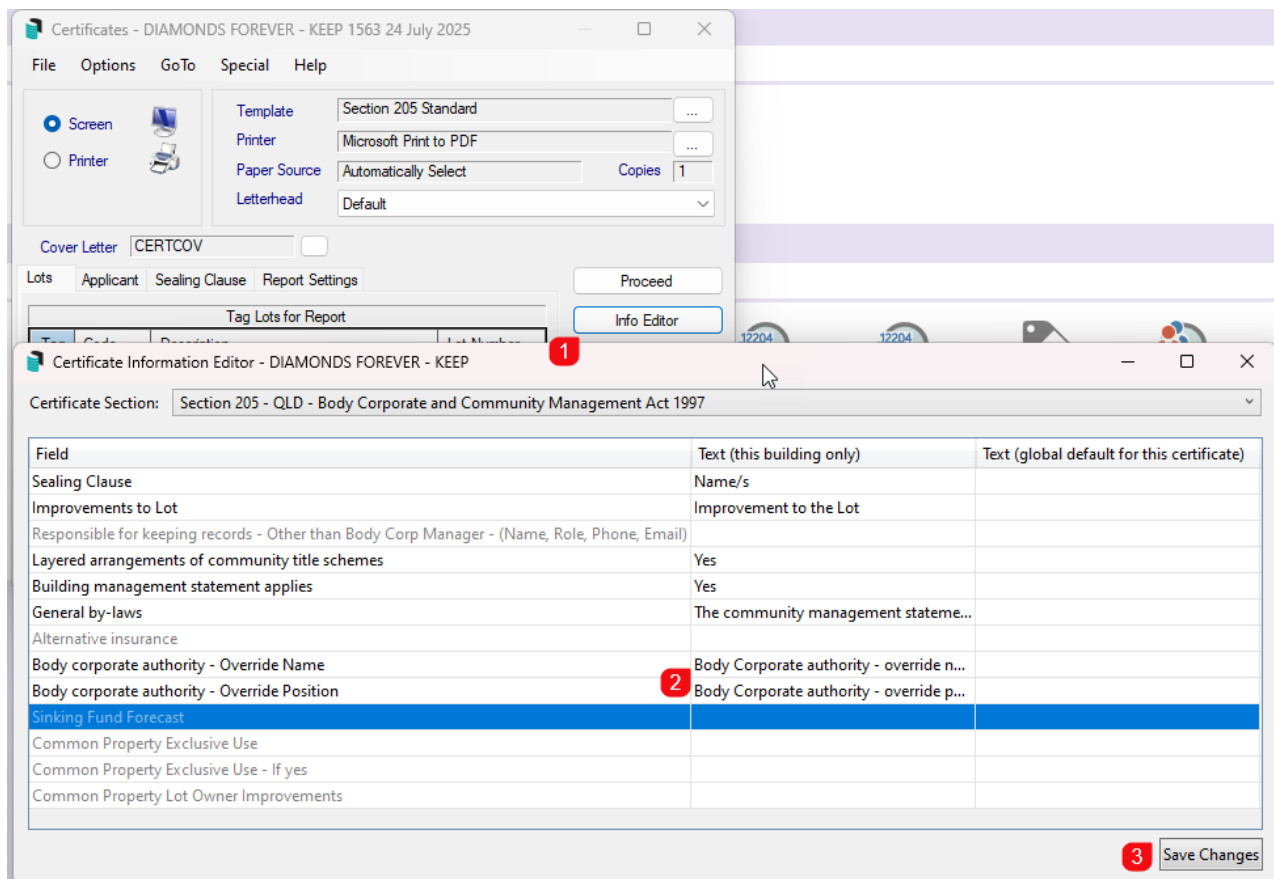
INSERT SCREENSHOT OF CERTIFICATE OUTPUT

Copies of documents given with this certificate

Document Inclusion allows you to attach documents to this building only or globally.

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 register can be set to be included from the *Report Settings* Tab.

The old year financial statements will be included.

Details of amounts payable to the body corporate for another reason (if applicable) - Information is merged from the lots ledger. Any additional information must 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.

From August 1st 2025, the Disclosure Statement and Information Certificate are no longer accepted.

Info Editor for Disclosure Statement

Body Corporate and Community Management and Other Legislation Amendment Bill 2010

Assent to the above Bill of 14th April 2011. There are four new sections pursuant to the amendments to the Act regarding section 206 (2)(b) (Disclosure Statements).

Summary of Section 206(2)(b) is below;

- Details on levies for Contribution entitlements.
- Details on levies for Interest entitlements.
- Statement regarding entitlements in the Community Management Statement.
- Attach a copy of the current registered Community Management Statement.

Wording for items 1 and 2 must be provided by you, whereas items 3 and 4 have been preset in the template.

Extent of Contribution Entitlements
The wording here needs to describe the content of annual levies in relation to the Contribution entitlements for the building.

Extent of Interest Entitlements
The wording here needs to describe the content of annual levies in relation to the Interest entitlements for the building.

The wording here will vary between buildings depending on whether the Contribution and Interest entitlements for lots are the same or different. In the case where Contribution and Interest entitlements are different, there is an expectation that separate levies will be created for this purpose and should be reflected in the wording.

The two data fields being used for items 1 and 2 have previously been used for other purposes that are no longer valid. If data exists in these fields, they can be deleted or overwritten with the required statements. The content should be checked for each certificate before issuing.

It is up to the user to determine the exact wording that should be used in these sections.

Instructions for Inserting the New Wording for Disclosure Statements

1. In the Certificates menu click *Options > Disclosure Statement.*

2. Click on *Info Editor.* This will display the fields for 'Disclosure Statement - QLD - Body Corporate and Community Management Act 1997'. If it doesn't, select this from the drop-down list.

3. Double-click the required field to enabled editing. The wording can be entered in either the field for 'this building only' or 'global default for this certificate'.

4. Click *Save Changes* and the edited field will become inactive again. Close the 'Certificate Information Editor' window.

View instructions on adding a CMS to the Statement under the heading *Document Inclusion*.

Register Information

The Disclosure Statement will include Common Property Authorisations in the section Improvements on *Common Property for which Buyer will be Responsible* based on information entered into the **Common Property** Register. Information will be included if the register record is setup for the lot the Disclosure Statement is printed for, or if the register record is set to All Lots in the Common Property Register field called *Lot A/C Affected*. The other fields that merge onto the Disclosure Statement are the *Date of Resolution*, *Description of Area Authorised for Use* and *Condition* fields.

The Disclosure Statement will include the Asset Register report if assets have been entered in the *Asset Register*, and refer to this at the section called Body Corporate Assets Required to be recorded on register.

Printing a Disclosure Statement

The Disclosure Statement is provided as a solution to section 163. The information used may not entirely satisfy the requirements. However, you can enter additional information just before printing.

Use the Info Editor to record details of any mortgages, liens (legal claim on the property), or other charges against the Body Corporate and it will automatically be printed on any Disclosure Statements printed for this building.

1. In **Certificates**, go to the *Options* menu > *Disclosure Statement*.
2. Tag the lot in the *Lots* tab.
3. Select the applicant in the *Applicants* tab. Once selected, the Applicant's details and address can be edited here by updating the details in the 'Name and Address' field, and then clicking on *Save Changes to Applicant Data.*
4. In the section 'Application Fee', type in the fee amount if this is required and has not been set by default. Set the paid flag. This information is included in the cover letter, which can be used as a Tax Invoice where needed.
5. In the *Report Settings* tab, select the additional reports to include, for example, the **Contracts Register**. Once selected, click *Always* to set as the Default. For infrequent requests that do not require these reports to be included, untick the reports prior to producing the Disclosure Statement.
6. Set any other Disclosure Statement or general report settings as you require using the Info Editor screen (see above section) or *Document Inclusion*.
7. Click *Proceed.*

A copy of the Certificate will be available in **DocMax** and on the **Roll** as an attachment.

Printing an Information Certificate

StrataMax will automatically select the certificate template which is appropriate for the building type, state, and regulatory module (see in **Building Information**). The default certificate for Queensland is the Information Certificate, instructions on printing a disclosure statement can be found above.

Before printing a certificate ensure the following:

- **Office Bearers** and **Insurance** information is up to date.
- All receipts for the subject lot have been posted.
- Utility Groups: A function is available to add any utility setup to the Certificate from the *Document Inclusion* list. A note can also be added to the cover letter.
- If the Utility Group is a 'Marina' type, which uses levies, the Certificate area will allow for that lot to be tagged and a separate certificate to be generated, ready to include with the main certificate where needed.

1. Tag the lot in the *Lots* tab.
2. Select the applicant in the *Applicants* tab. Once selected the Applicant's details and address can be edited here by updated the details in the 'Name and Address' field and then clicking on *Save Changes to Applicant Data.*
3. In the section 'Application Fee', type in the fee amount if this is required and has not set there by default. Set the paid flag. This information is included in the cover letter, which can be used as a Tax Invoice where needed.
4. In the *Report Settings* tab, select the additional reports to include, for example the **Contracts Register**. Once selected, click *Always* to set as the Default. For infrequent requests that do not require these reports to be included untick the reports prior to producing the Disclosure Statement.
5. Set any other Disclosure Statement or general report settings as you require using Info Editor or *Document Inclusion*.
6. Click *Proceed.*

A copy of the Certificate will be available in **DocMax** and available on the **Roll** as an attachment.