

# ACT Certificates

Last Modified on 20/08/2025 12:29 pm AEST

Instructions in this article relate to **Certificates**, which can be found by searching or selecting the icon from the StrataMax desktop. This article should be used in conjunction with the main [Certificates article](#) when creating or setting up certificates in StrataMax.

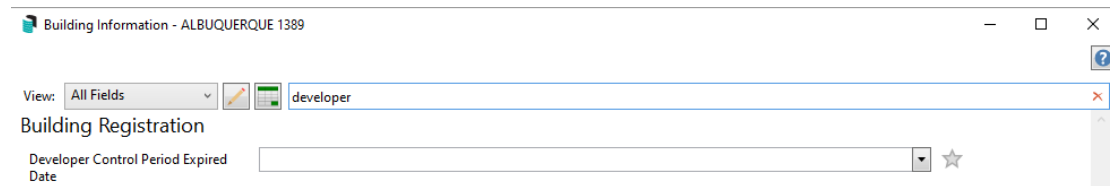
Certificates will automatically be set to the correct certificate based on the State and Module set in the [Building Information](#) menu. The Certificate for building type 'UP' - ACT Unit Titles Management accommodates the legislative requirements under the Unit Titles Legislation Amendment Act 2020 (The Act) which took effect 1 November 2020.

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1. Search or select **Certificates**.
  2. Tag the lot in the *Lots* tab.
  3. Select the applicant in the [Applicants](#) tab. Using either the *Select Applicant* to pick a non-owner contact, or *Select Owner as Applicant* to pre-fill from the lot selected's contact information.
  4. If this is not set for default and is required, type in the fee in the 'Application Fee' field. Select whether the fee has been or has not been paid, which will be output on the cover page if included.
  5. In the *Report Settings* tab, select the additional reports to include, for example, the Contracts Register. Once selected, click *Always* to set it as the Default. For infrequent requests that do not require these reports to be included, untick the reports before producing the Disclosure Statement.
  6. Review the 'Print Seal and Signature' box in the *Sealing Clause* tab to include or exclude any saved Seal and Signatures.
  7. Set any other information or general report settings you require using *Info Editor* or *Document Inclusion*.
  8. Click *Proceed*.

A copy of the Certificate will be available in [DocMax](#) and on the [Roll](#) as an attachment.

## Date Developer Control Expired field

There is a field in the [Building Information](#) menu called 'Date Developer Control Expired' which is included on the ACT Certificate for building types 'UP'. To add a date to this field, open the [Building Information](#) menu, search for the 'Developer Control Expired Date' field and add the required date.



The date will then be shown on the Certificate when printed.

#### Developer Control Period (Section 119(1)(f))

Developer Control Period Expiry Date: 01 January 2020

## Additional Fields - Section 119 (1) items (g),(h),(j),(k)

Fields are available in the Certificate to provide more information to potential owners as per legislative requirements. The sections are as below:

- Borrowed Money (Section 119(1)(g))
- Sustainability Infrastructure (Section 119(1)(h))
- Crown Lease Extension Application (Section 119(1)(j))
- Ongoing Development Approval (Section 119(1)(k))
- If any of the utility services within the units plan are a part of an embedded network.
- Statement about which utility service the embedded network applies to and the name of the embedded network provider.

To edit the information provided in these sections, use the Info Editor in the Certificates module. Please see instructions below:

1. Search or select **Certificates** icon.
2. Click the *Info Editor* button on the right.
3. Click the 'Text' field for the section you would like to edit.
4. Add the required text.
  - Text can be added for a specific building (this building only) or can be added as a global default for all buildings. Local text will override Global text.

Certificate Information Editor -

Certificate Section: Section 119A - ACT - Unit Titles (Management) Act 2011

Field	Text (this building only)	Text (global default for this
Sealing Clause		
Corporation borrowings	NIL	
Corporation sustainability infrastructure	NONE	
Application to the Planning and Land Authority for an extension of the crown lease	NOT APPLICABLE	
Ongoing development approval conditions	NONE	
Name of the embedded network provider		Global Text will show here
Which utility service the embedded network applies to	Supplier name here	

Save Changes

5. Click the *Save Changes* button.

6. The updated text will then be displayed on the Certificate when produced.

#### Sustainability Infrastructure (Section 119(1)(h))

Whether the corporation has installed sustainability infrastructure and who owns it:

Global Text will show here

#### Crown Lease Extension Application (Section 119(1)(j))

Whether the corporation has applied to the Planning and Land Authority for an extension of the crown lease:

Global Text will show here

#### Ongoing Development Approval (Section 119(1)(k))

Whether the units plan is subject to ongoing Development Approval conditions:

Global Text will show here

## ACT Unit Plan Rental Certificate - Insulation Status and Value

Within the *Lot* area of the *Roll*, there are fields that can assist with recording the Insulation Status and Insulation R-value. These fields are used in the output of information required for the ACT Unit Plan Rental Certificates which are soon to be released.