

QLD Certificate Changes

Last Modified on 19/08/2025 2:36 pm AEST

From August 1st 2025, the updated Property Law Act comes into effect and this will mean the removal of the Disclosure Statement from StrataMax and the StrataMax portal and changes to certificates produced from StrataMax for buildings managed in Queensland. The following page is designed to provide an early insight into what certificates will be changed, and where information will merge from, and what new areas will be introduced to Info Editor based on new requirements.

Refer to the following page for updated instructions relating to the [Queensland certificates](#).

The below is subject to change pending any further legislative amendments and / or changes based on StrataMax requirements.

The categories noted below 'Embedded Network' and 'Caretaker/Letting' in the Contracts Register and 'Lot Owner-Exclusive Use' and 'Lot Owner-CP Improvement' have been added to the category pick lists allowing data to be updated to reflect these requirements in preparation for 1st of August.

BCCM Form 13 Information Certificate (Section 205) being replaced by Form 33.

Please find the related areas of the certificate and where the data is planned to merge from.

Body corporate manager

Information is merged from the Body Corp. Manager office bearer record and Account Manager.

Accessing records

By default The body corporate manager named above will be ticked. An Info Editor field for if it is someone else.

Lot and plan details

Information is merged from the roll records. Lots may have differing Plan Numbers and format which is setup in the [Lot Editor](#).

Regulation Module

Information is merged from the Regulatory Module field in [Building Information](#).

Layered arrangements of community title schemes

A new field will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

Building management statement

A new field will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

General by-laws

A new field will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

Exclusive use areas

Information from the [Common Property Register](#) will be used. New categories to distinguish between Lot Owner Common Property Improvements a lot owner is responsible for, and Lot Owner Exclusive use will be added.

Records in the Common Property Register with the category of 'Lot Owner-Exclusive Use' will report here. The fields merged will include Date of Resolution, Lot, Description and Conditions.

As an alternative to using register records, new Info Editor fields will be added that can be used to reference documentation attached via document inclusions.

The screenshot shows the 'Common Property Register' application window for user 'Craig Keep' with ID '354235'. The interface includes a menu bar with 'File' and 'Help', and a toolbar with navigation arrows. A 'Code' field contains '0000001' and a 'Description' field is empty. A table with 17 rows and 2 columns is displayed, with a dropdown menu open for the 'Category' field (row 4). The dropdown menu lists several options, with 'Lot Owner-Exclusive Use' selected. To the right of the table are buttons for 'New', 'Delete', 'Report', 'Exit', 'Save', and 'Cancel'. Below the table, there is an 'Entry Assistant' section with the text 'Select from list' and an 'Overwrite' button. The status bar at the bottom shows '2 of 20'.

Name	Data
3 Reference Name	
4 Category	Item
5 Date of Resolution	Lot Owner
6 Type of Resolution	Letting Agent
7 Authority Given to	Resident Manager
8 Address (1)	Lot Owner-CP Improvement
9 Address (2)	Lot Owner-Exclusive Use
10 Address (3)	
11 Description of Area authorised for	
12 Conditions	
13 Conditions	
14 Conditions	
15 Adjudicator Order to Consent	
16 Lot A/c Affected	
17 Lot Number Affected	

Lot entitlements

Information is merged from the roll records.

Statement of accounts

The old year financial statements will be attached automatically.

Owner contributions and amounts owing

Information is merged from Levy Management and Levy Invoice Code Setup. The field Certificate Section in Levy Invoice Code Setup determines where balances appear.

Sinking fund forecast and balance

Information is merged from the Inspections Register record where the inspection relates to Sinking Fund Report. The new inspections register being released allows any inspection type to be set as the default for Sinking Fund Report, which will be used to identify which record to merge the date from. As an alternative to using register records, a new Info Editor field will be added.

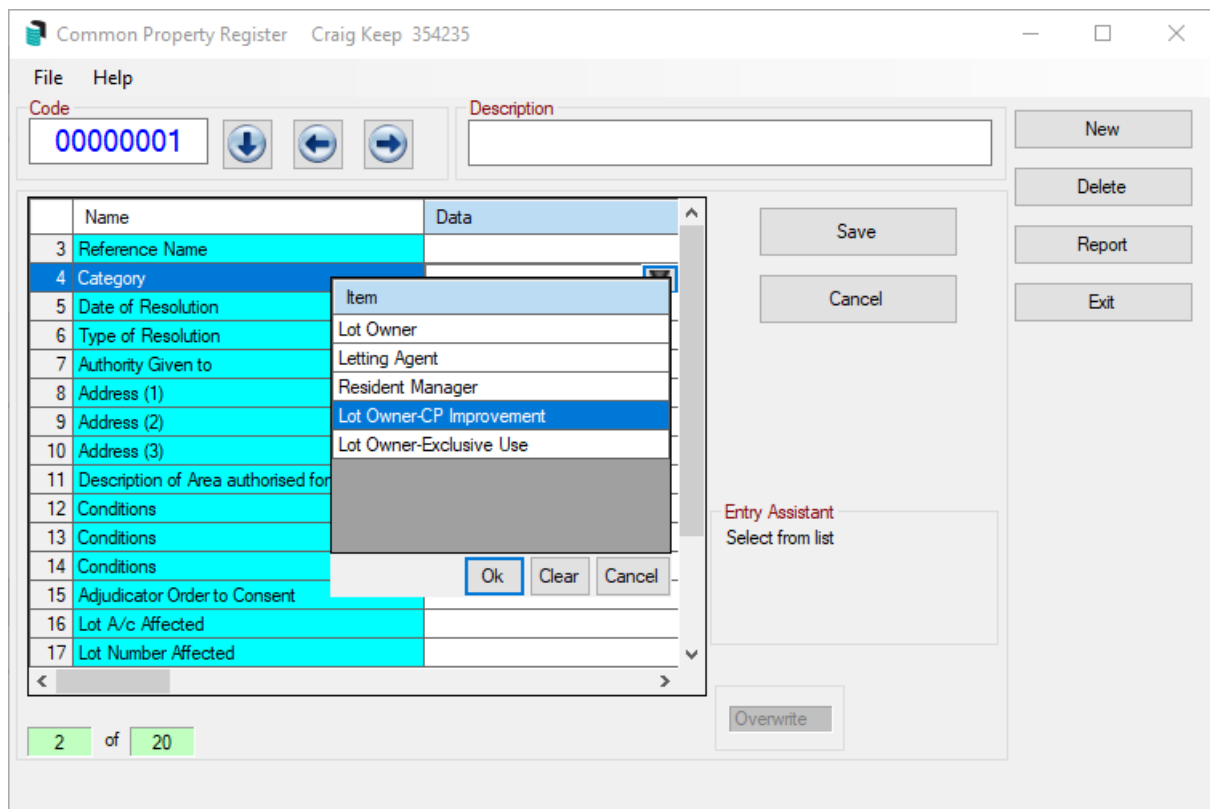
The current sinking fund balance will be merged from financial information at the time of the certificate being produced.

Improvements to common property the lot owner is responsible for

Information from the [Common Property Register](#) will be used. New categories to distinguish between Lot Owner Common Property Improvements a lot owner is responsible for, and Lot Owner Exclusive use will be added.

Records in the Common Property Register with the category of 'Lot Owner-CP Improvement' will report here. The fields merged will include Date of Resolution, Description and Conditions.

As an alternative to using register records, new Info Editor fields will be added that can be used to reference documentation attached via document inclusions.



Body corporate assets

Information is merged from the [Asset Register](#).

Body corporate insurance policies

Information is merged from the [Insurance](#) policies.

Alternative insurance

A new field will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

Caretaking service contractors and letting agents

Information from the Contracts Register will be used to populate this area.

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

Contracts Register Craig Keep 354235

File Help

Code: 801 Description: Caretaker Contract

Name	Data
3 Reference Name	CARETAKER CONTRACT
4 Category	<ul style="list-style-type: none"> Item Administration Building/Letting Bulk Electricity Caretaker Cleaning Equipment Hire Finance/Loan General Cleaning
5 Contractor Name	
6 Contractor Address (1)	
7 Contractor Address (2)	
8 Contractor Address (3)	
9 Details of Duties	
10 Delegated Powers	
11 Estimated Cost of Contract	
12 Estimated Cost of Remuneration	
13 Estimated Cost of Outlays	
14 Basis of Remuneration	
15 Commencement Date	

Ok Clear Cancel

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

Contracts Register Craig Keep 354235

File Help

Code: 801 Description: LETTING AGREEMENT

Name	Data
3 Reference Name	LETTING AGREEMENT
4 Category	<ul style="list-style-type: none"> Item Equipment Hire Finance/Loan General Cleaning Income Lease Letting Maintenance Management Agreement
5 Contractor Name	
6 Contractor Address (1)	
7 Contractor Address (2)	
8 Contractor Address (3)	
9 Details of Duties	
10 Delegated Powers	
11 Estimated Cost of Contract	
12 Estimated Cost of Remuneration	
13 Estimated Cost of Outlays	
14 Basis of Remuneration	
15 Commencement Date	

Ok Clear Cancel

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

Contracts Register Craig Keep 354235

File Help

Code: 801 Description: Caretaker Contract

Name	Data
3 Reference Name	CARETAKER CONTRACT
4 Category	Caretaker/Letting
5 Contractor Name	Item
6 Contractor Address (1)	Security
7 Contractor Address (2)	Supply
8 Contractor Address (3)	Utility Oncharging
9 Details of Duties	Utility Supply
10 Delegated Powers	Utilities
11 Estimated Cost of Contract	Waste Management
12 Estimated Cost of Remuneration	Embedded Network
13 Estimated Cost of Outlays	Caretaker/Letting
14 Basis of Remuneration	
15 Commencement Date	

Ok Clear Cancel

Embedded network electricity supply

Information would merge from the Contracts Register, new category 'Embedded Network' will be added to clearly distinguish between records that need to report on certificates, and those that do not.

Contracts Register Craig Keep 354235

File Help

Code: 801 Description: ELECTRICITY SUPPLY

Name	Data
3 Reference Name	ELECTRICITY SUPPLY
4 Category	Embedded Network
5 Contractor Name	Item
6 Contractor Address (1)	Security
7 Contractor Address (2)	Supply
8 Contractor Address (3)	Utility Oncharging
9 Details of Duties	Utility Supply
10 Delegated Powers	Utilities
11 Estimated Cost of Contract	Waste Management
12 Estimated Cost of Remuneration	Embedded Network
13 Estimated Cost of Outlays	Caretaker/Letting
14 Basis of Remuneration	
15 Commencement Date	

Ok Clear Cancel

Body Corporate Authority

The Office Bearer Body Corporate Manager name will be used, however new Info Editor fields will be available to override this with a different company or personal name if required.

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 most recent statement of accounts - 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.

Form 26 Information Certificate being replaced by Form 34 (two lot schemes)

Please find the related areas of the certificate and where the data is planned to merge from.

Lot and plan details

Information is merged from the roll records. Lots may have differing Plan Numbers and format which is setup in the [Lot Editor](#).

Building management statement

A new field will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

Body corporate manager

Information is merged from the Body Corp. Manager office bearer record and Account Manager.

Accessing records

By default, the body corporate manager named above will be ticked.

General by-laws

A new field will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

Exclusive use areas

Information from the [Common Property Register](#) will be used. New categories to distinguish between Lot Owner Common Property Improvements a lot owner is responsible for, and Lot Owner Exclusive use will

be added.

Records in the Common Property Register with the category of 'Lot Owner-Exclusive Use' will report here. The fields merged will include Date of Resolution, Lot, Description and Conditions.

As an alternative to using register records, new Info Editor fields will be added that can be used to reference documentation attached via document inclusions.

Lot entitlements

Information is merged from the roll records.

Financial Accounts

By default Yes will be ticked for does the body corporate keep one or more financial institution accounts.

The financial institution will be merged from Bank Account Setup, and the current amount held will be populated from banking.

A new field for the name of the person/s authorised to operate the account will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

Owner contributions and amounts owing

Information is merged from Levy Management and Levy Invoice Code Setup. The field Certificate Section in Levy Invoice Code Setup determines where balances appear.

Improvements to common property the lot owner is responsible for

Information from the [Common Property Register](#) will be used. New categories to distinguish between Lot Owner Common Property Improvements a lot owner is responsible for, and Lot Owner Exclusive use will be added.

Records in the Common Property Register with the category of 'Lot Owner-CP Improvement' will report here. The fields merged will include Date of Resolution, Description and Conditions.

As an alternative to using register records, new Info Editor fields will be added that can be used to reference documentation attached via document inclusions.

Body corporate assets

Information is merged from the [Asset Register](#).

Embedded network electricity supply

Information would merge from the Contracts Register, new category 'Embedded Network' will be added to clearly distinguish between records that need to report on certificates, and those that do not.

Body corporate insurance policies

Information is merged from the [Insurance](#) policies.

Alternative insurance

A new field will be entered into Info Editor in the Certificates menu that can be populated globally or for a specific building.

Body Corporate Authority

The Office Bearer Body Corporate Manager name will be used, however, new Info Editor fields will be available to override this with a different company or personal name if required.

BUGTA Form 18 Body Corporate Certificate

Please find the related areas of the certificate and where the data is planned to merge from.

Body corporate manager

Information is merged from the Body Corp. Manager office bearer record and Account Manager.

Secretary of the body corporate

Information is merged from the Secretary office bearer record.

Accessing records

By default The body corporate manager named above will be ticked.

Lot and plan details

Information is merged from the roll records. Lots may have differing Plan Numbers and format which is setup in the [Lot Editor](#).

Development details is based on the building setup in Building Information.

By-laws and exclusive use areas

By-laws may be add via Document Inclusion.

Information from the Common Property Register for all lots is used to populate the exclusive use areas. Records in the Common Property Register with the category of 'Lot Owner-Exclusive Use' will report here. The fields merged will include Date of Resolution, Lot, Description and Conditions.

Lot entitlements

Information is merged from the roll records.

Statement of Accounts

The old year financial statements will be attached automatically.

Owner contributions and amounts owing

Information is merged from Levy Management and Levy Invoice Code Setup. The field Certificate Section in Levy Invoice Code Setup determines where balances appear.

Sinking fund forecast and balance

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As an alternative to using register records, new Info Editor fields will be added that can be used to reference documentation attached via document inclusions.

Body corporate assets

Information is merged from the [Asset Register](#).

Body corporate insurance policies

Information is merged from the [Insurance](#) policies.

Service contractors and letting agents

Information from the Contracts Register will be used to populate this area.

For the Letting Agent, the category of the Contract Register record must be Letting. If the letting agent is carrying out the maintenance and repairs for the body corporate, the category of the Contract Register record must then be Building/Letting.

Embedded network electricity supply

Information would merge from the Contracts Register, new category 'Embedded Network' will be added

to clearly distinguish between records that need to report on certificates, and those that do not.

Body Corporate Authority

The Office Bearer Body Corporate Manager name will be used, however, new Info Editor fields will be available to override this with a different company or personal name if required.