QLD Certificates

Last Modified on 06/08/2025 5:07 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.

Certificates will soon be available in 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.

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)*.

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.

Certificates	-		22 Ju	ly 2025			\times			
File Option	s GoTo	Special	Help							
ScreenPrinter	N N	Template Printer Paper Se Letterhe	e ource ad	Microsoft Print to PDF Automatically Select Default	Co	opies [*	··· ··· 1			
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ots Applica	t Sealing	Clause Rep	ort Sett	ings	Pr	roceed				
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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.

Certificates		22 Ju	ly 2025	_	\times			
File Options	GoTo	Special Help						
ScreenPrinter		Template Printer Paper Source Letterhead	Section 205 Standard Microsoft Print to PDF Automatically Select Default	Copies	···· ···· 1 ~			
Cover Letter	CERTCOV							
ots Applican	Sealing	Clause Report Set	ings	Proceed	d			
Name and Add	ress:		Application Fee	Info Edit	or	- Ann	-	
Certificate Sect	ion:				Text	(this building only)	Text (global	default for this
Sealing Clause					IEXI	(this building only)	lext (global	default for this
Improvements	to Lot							
Responsible fo	r keeping	records - Other tha	an Body Corp Manager - (Name, Role, Phone, Em	ail) Resp	onsbile for keeping r		
Layered arrang	ements of	community title s	chemes	6		T		
Building mana	gement st	atement applies		2	Yes	U U		
General by-law	/5				No			
Alternative ins	urance							
Body corporat	e authority	- Override Name						
Body corporate	e authority	 Override Positio 	n					
							3	Save Changes

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 globally or for a specific building and only applies to Form 33.

Certificates 22	July 2025	— 🗆 🗙		
File Options GoTo Special He	p			
Screen Screen Screen Printer Printer Paper Source Letterhead	Microsoft Print to PDF Automatically Select Default	 Copies 1		
Cover Letter CERTCOV				
Lots Applicant Sealing Clause Report S	ettings	Proceed		
Name and Address:	Application Fee	Info Editor		
Certificate Information Editor	A . 500.00	1		- 0 X
Certificate Section:		-		~
Field		le	ext (this building only)	lext (global default for this
Improvements to Lot				
Responsible for keeping records - Other	han Body Corp Manager - (Nam	e. Role. Phone. Email) Re	sponsbile for keeping r	
Layered arrangements of community titl	e schemes			
Building management statement applies			X	
General by-laws		2 v	es	3
Alternative insurance		N	lo	
Body corporate authority - Override Nam	e			
Body corporate authority - Override Posi	tion			
				3 Save Changes

General by-laws

If there are General by-laws, this information can be set from*lnfo Editor* 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

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

	Description				
000002 🝙 🛋 🖡	Carparks				New
N	Data				Delete
Name		- Save			Report
Catagony	Let Owner Evolutive Lles	-			ricpon
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	Condtions 1	Entry Assistant			
Conditions	Conditions 2	Enter a date (dd/mm/y	y)		
Conditions	Conditions 3				
Adjudicator Order to Consent			Today		
Lot A/c Affected		-	Today		
Lot Number Affected		-			
of 20 ommon Property Register DIAMON	IDS FOREVER - KEEP 1563	Overwrite		-	
of 20 ommon Property Register DIAMON Help	NDS FOREVER - KEEP 1563	Overwrite		_	
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of 20 ommon Property Register DIAMON Help 0000003 () ()	NDS FOREVER - KEEP 1563	Overwrite		-	New
of 20 ommon Property Register DIAMON Help 0000003 () () ()	Data	Overwrite 9 Use			New Delete
of 20 ommon Property Register DIAMON Help 0000003	Description Lot 4 Exclusive Data Lot 4 Exclusive USE	Overwrite OUSE Save			New Delete Report
of 20 ommon Property Register DIAMON Help 0000003	Description Lot 4 Exclusive Lot 4 Exclusive Lot 4 Exclusive Use Lot Owner-Exclusive Use	Overwrite OUse Save			New Delete Report
of 20 ommon Property Register DIAMON Help 0000003	Description Lot 4 Exclusive Data Lot 4 Exclusive Lot Ommer-Exclusive Use 23/07/25	Use Cancel			New Delete Report
of 20 ommon Property Register DIAMON Help 0000003 () () () Name Reference Name Category Date of Resolution Type of Resolution	Description Description Lot 4 Exclusive Data LOT 4 EXCLUSIVE USE LOT 0 Wner-Exclusive Use 23/07/25 Special	Overwrite Overwrite Save Cancel			New Delete Report Exit
of 20 ommon Property Register DIAMON Help 00000003	Description Lot 4 Exclusive Data Lot Owner-Exclusive Use 23/07/25 Special Lot 4	Overwrite OUSE Save Cancel			New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	IDS FOREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 Exclusive Use 23/07/25 Special Lot 4	Overwrite OUSE Save Cancel			New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	Description Description Lot 4 Exclusive Data LOT 4 EXCLUSIVE USE Lot Owner-Exclusive Use 23/07/25 Special Let 4	Overwrite			New Delete Report Exit
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of 20 ommon Property Register DIAMON Help 0000003	Description Data Lot 4 Exclusive Data Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1	Use Cancel			New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	Description Description Lot 4 Exclusive Data Lot 4 Exclusive Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2	Use Save Cancel			New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003 ① ① ① ① Name Reference Name Category Date of Resolution Type of Resolution Type of Resolution Authority Given to Address (1) Address (2) Address (3) Description of Area authorised for use Conditions Conditions	Description Data Data Lot 4 Exclusive Data Lot 4 Exclusive Use 23/07/25 Special Let 4 Description goes here Conditions 1 Conditions 2 Conditions 3	Overwrite Save Cancel Entry Assistant Enter any characters (3	80)		New Delete Exit
of 20 ommon Property Register DIAMON Help 0000003	IDS FOREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 3	Use Save Cancel Entry Assistant Enter any characters (3	30)		New Delete Exit
of 20 ommon Property Register DIAMON Help 0000003 Name 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 Conditions Conditions Adjudicator Order to Consert Lat A/A // Referend	IDS FOREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 3 02100004	Use Save Cancel	30) Switch		New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	ADS FOREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 Exclusive Use Lot Owner-Exclusive Use 23/07/25 Special Let 4 Description goes here Conditions 1 Conditions 2 Conditions 3 0210004 4	Overwrite	NO) Switch		New Delete Exit

Field output on all certificates:

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	<u>-8,095.20</u> 498,357.24	0.00	
	STA				
	SIA	I LIVILIAT OF INCOME AND E	Actual	Actual	

Sinkir	ng fund forecast and balance - maintenance and replacement of common property / assets
The bo replace fund bu likely s time m	dy corporate must have a sinking fund to pay for future capital expenses, such as repairs or ment of common property and assets. The body corporate must raise enough money in its sinking udget each year to provide for spending for the current year and to reserve an amount to meet pending for 9 years after the current year. If there is not enough money in the sinking fund at the aintenance is needed, lot owners will usually have to pay additional contributions.
Prior to meet li	signing a contract, you should consider whether the current sinking fund balance is appropriate to kely future capital expenditure.
Does t expens	he body corporate have a current sinking fund forecast that estimates future capital ses 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
Currer	t sinking fund balance (as at date of certificate): <mark>\$ 500,755.75</mark>
An alternative Info	<i>Editor</i> field is available (v5.6.135)

Field ealing Clause mprovements to Lot tesponsible for keeping ayered arrangements of tuilding management st	records - Other than Body Corp Manager - (Name, Role, Pho f community title schemes tratement andisc	one, Email)	Text (this building only) Name/s Improvement to the Lot	Text (global default for this certificate)	
rield ealing Clause mprovements to Lot esponsible for keeping ayered arrangements of suilding management si	records - Other than Body Corp Manager - (Name, Role, Pho f community title schemes tratement andisc	one, Email)	lext (this building only) Name/s Improvement to the Lot	lext (global default for this certificate)	
ealing Clause mprovements to Lot lesponsible for keeping ayered arrangements o suilding management st	1 records - Other than Body Corp Manager - (Name, Role, Pho of community title schemes tatement anolise	one, Email)	Name/s Improvement to the Lot		
mprovements to Lot Responsible for keeping ayered arrangements o Ruilding management st) records - Other than Body Corp Manager - (Name, Role, Pho of community title schemes tatement annlier	one, Email)	Improvement to the Lot		
tesponsible for keeping ayered arrangements o suilding management st	j records - Other than Body Corp Manager - (Name, Role, Pho of community title schemes tatement applier	one, Email)			
ayered arrangements o uilding management st	of community title schemes				
uilding management st	tatement annlier		Yes		
	accinent applies		Yes		
eneral by-laws			The community management statement includes		
Iternative insurance					
ody corporate authority	ty - Override Name			Fred Smith	
ody corporate authority	ty - Override Position			Director	
inking Fund Forecast			i obtain a copy from the body corporate records 👻		
Common Property Exclu	usive Use	Yes - you	can obtain a copy from the body corporate records		
Common Property Exclu	usive Use - If yes	No			
Common Property Lot C	Owner Improvements				
mbedded Network					

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 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 (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	
 Screen 	Current Year Levies Only	
O Printer	Minimum Asset Value	1000
	Si Global Setting: Changin	g this will affect all users
	Certs for Current Year Only	
Cover Letter C	Substitute Account Manager	Testing Management
Lots Applicant	Allow No Record Of Emaile	d Certificate
Name and Addre		
Developer 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.

) C	ontracts Register Craig Keep 3542:	5		
File Code	Help 801	Descripti Care	on taker Co	ontrac
	Name	Data		^
3	Reference Name	CARETAKER	CONTRACT	
4	Category			
5	Contractor Name	Item		
6	Contractor Address (1)	Administration		
7	Contractor Address (2)	Building/Letting		
8	Contractor Address (3)	Bulk Electricity		
9	Details of Duties	Caretaker		
10	Delegated Powers	Cleaning		
11	Estimated Cost of Contract	Equipment Hire		
12	Estimated Cost of Remuneration	Finance/Loan		
13	Estimated Cost of Outlays	General Cleaning		~
14	Basis of Remuneration	OF	Clear Cano	
15	Commencement Date	OK	Cicario	-

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

P C	ontracts Register Craig Keep 3542	35		
File Code	Help 801	•	LETTING AC	REE
	Name		Data	>
3	Reference Name		LETTING AGREEMENT	
4	Category			
5	Contractor Name	Item		
6	Contractor Address (1)	Equip	oment Hire	
7	Contractor Address (2)	Finan	ice/Loan	
8	Contractor Address (3)	Gene	eral Cleaning	-
9	Details of Duties	Incon	ne	-
10	Delegated Powers	Lease	e	
11	Estimated Cost of Contract	Lettin	ıg	-
12	Estimated Cost of Remuneration	Maint	enance	
13	Estimated Cost of Outlays	Mana	agement Agreement	~
14	Basis of Remuneration		Ok Clear Cano	
15	Commencement Date			-

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.

COE COURSES COULD SOPERAL FIELD				
Screen Printer Printer	Section 205 Standard Microsoft Print to PDF Automatically Select Default	 Copies 1		
Cover Letter CERTCOV				
ots Applicant Sealing Clause Report Set	tinas	Proceed		
Tan Lata fao Dao				
Tag Code Description	Lot Number	Info Editor		
02100001 DEVELOPER	1	Document Inclusio	n	
Certificate Information Editor - DIAMON	NDS FOREVER - KEEP			
ertificate Section: Section 205 - QLD - B	ody Corporate and Community Ma	anagement Act 199	7	
ïeld			Text (this building only)	Text (global default for this certificate)
ealing Clause		1	Name/s	
nprovements to Lot		1	Improvement to the Lot	
esponsible for keeping records - Other the	an Body Corp Manager - (Name, R	ole, Phone, Email)		
ayered arrangements of community title s	schemes	,	Yes	
uilding management statement applies		•	Yes	
			The community management statement includes	
eneral by-laws			the community management statement includes	
ieneral by-laws Iternative insurance			the community management statement includes	
ieneral by-laws Iternative insurance ody corporate authority - Override Name			me community management statement includes	Fred Smith
eneral by-laws Iternative insurance ody corporate authority - Override Name ody corporate authority - Override Positio	าก		me community management statement includes	Fred Smith Director
ieneral by-laws Iternative insurance iody corporate authority - Override Name iody corporate authority - Override Positio ing Fund Forecast	วก		me community management statement includes	Fred Smith Director
ieneral by-laws Iternative insurance ody corporate authority - Override Name ody corporate authority - Override Positio j ing Fund Forecast ummon Property Exclusive Use	on		me community management statement includes	Fred Smith Director
iternal by-laws Iternative insurance ody corporate authority - Override Name ody corporate authority - Override Positic j ing Fund Forecast ommon Property Exclusive Use iommon Property Exclusive Use - If yes	n		me community management statement includes	Fred Smith Director
ideneral by-laws Uternative insurance lody corporate authority - Override Name lody corporate authority - Override Positic ing Fund Forecast mmon Property Exclusive Use Common Property Exclusive Use - If yes Common Property Lot Owner Improvement	on nts		me community management statement includes	Fred Smith Director
General by-laws Alternative insurance Body corporate authority - Override Name Body corporate authority - Override Positic Ding Fund Forecast Common Property Exclusive Use Common Property Exclusive Use - If yes Common Property Lot Owner Improvemer Embedded Network	on nts		me community management statement includes	Fred Smith Director

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.

File Options GoTo Special Help Screen Printer Porter Printer Printer Printer Template Cover Letter Decument Inclusion - DiaMonDs For RevEr - KEP Certificate Attachment - Certificate Attachment (This building only) Certificate Attachment - Certificate Attachment (This building only) Certificate Attachme	🧃 G	ertificates -	DIAMON	DS FOI	REVER - KEE	P 1563 29 July 2025			×			
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Title Type Certificate Attachment - Certificate Attachment (This building only) General General	Certi	ificate Sectio	on: Sec	tion 20	5 - QLD - Bo	ody Corporate and Com	munity Manag	ement Act 19	97			~
Certificate Attachment - Certificate Attachment (This building only)	Tit	le						Туре				
	Ce	rtificate Atta	chment	- Certif	icate Attacł	ment (This building on	ily) 🥼	General	~ Q 🗙 🔺			
	en l											
	<u> </u>											
2 Add Document (This Building Only) Add Document (Global)	re						2 + Add	Document (T	his Building Only	/) 🕂 Add Doc	ument (G	lobal)

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's financial statements will be included. If there is no old year, use the *Report Settings* tab to include the current year if needed.

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.

Version v5.6.135 - Info Editor: Additional fields available

From version v5.6.135, there will be some additional fields to allow overrides:

Certificate Section: Section 200 - QLD - Body Corporate and Community Management Act 15	191		
Field	Text (this building only)	Text (global default for this certificate)	
Sealing Clause	Name/s		
Improvements to Lot	Improvement to the Lot		
Responsible for keeping records - Other than Body Corp Manager - (Name, Role, Phone, Email)			
Layered arrangements of community title schemes	Yes		
Building management statement applies	Yes		
General by-laws	The community management statement includes		
Alternative insurance			
Body corporate authority - Override Name		Fred Smith	
Body corporate authority - Override Position		Director	
Sinking Fund Forecast			
Common Property Exclusive Use			
Common Property Exclusive Use - If yes			
Common Property Lot Owner Improvements			
Embedded Network			

BUGTA Form 18

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.

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.

File Options Go To Special Help • Screen • Printer • Printer • Paper Source • Automatically Select • Copies • Letterhead • Default • Cover Letter • CERTCOV • Lots • Applicant • Sealing Clause • Rose Moss • Molecad St • Mount: • 500.00 • 1 • Field • Sealing Clause Improvements to Lot Proceed 2		- -	×
Screen Image: Screen Screen Image: Screen Screen Screen Image: Screen Scr		<u>-</u>	
Cover Letter CERTCOV Lots Applicant Sealing Clause Proceed Name and Address: Application Fee Info Editor Rose Moss Amount: 500.00 1 IMAL cod St Amount: 500.00 1 Certificate Information Editor - Certificate Section:		<u>_</u>	
Lots Applicant Sealing Clause Report Settings Proceed Name and Address: Application Fee Info Editor Rose Moss Amount: 500.00 1 Image: Certificate Information Editor - Image: Certificate Section: Image: Certificate Section: Image: Certificate Section: Field Sealing Clause Image: Certificate Section: Image: Certificate Section: Image: Certificate Section:		<u>(</u>	
Name and Address: Application Fee Info Editor Rose Moss Amount: 500.00 1 Info Editor Amount: 500.00 1		<u>_</u>	
Certificate Information Editor - Certificate Section: Field Sealing Clause Improvements to Lot		-	
Field Sealing Clause Improvements to Lot			
Sealing Clause 2	Text ((this bui	Text (global
Improvements to Lot 2			
Responsible for keeping records - Other than Body Corp Manager - (Name, Role, Phone, Email) Respo	onsbil	
Layered arrangements of community title schemes			
Building management statement applies			
General by-laws			
Alternative insurance			
Body corporate authority - Override Name			
Body corporate authority - Override Position			

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

By-Laws may be added via *Document Inclusion*. There is a statement regarding the by-laws in this section.

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

пер	Description		
0000000	Comparks		New
1			Delete
Name	Data	Save	
Reference Name	CARPARKS		Report
Category	Lot Owner-Exclusive Use	Cancel	
Date of Resolution	09/07/25		Exit
Type of Resolution	Special	-	
Authority Given to	Fred	-	
Address (1)	Address 1	-	
Address (2)	Address 2	-	
Address (3)	Audress 3	-	
Conditions	Condtions 1	-	
Conditions	Conditions 1	Entry Assistant	
Conditions	Conditions 2	Enter a date (dd/mm/yy)	
Adjudicator Order to Consent	Conditions 5		
Lot A/c Affected		Toda	y
Lot Number Affected		-	
		-	
ommon Property Register DIAMON	NDS FOREVER - KEEP 1563	Uverwite	
of 20 ommon Property Register DIAMON Help	NDS FOREVER - KEEP 1563	UVerwite	- 0
of 20	NDS FOREVER - KEEP 1563		
ormon Property Register DIAMON Help 00000003	NDS FOREVER - KEEP 1563	e Use	- C
of 20 ommon Property Register DIAMON Help 00000003 () ()	NDS FOREVER - KEEP 1563	e Use	- D
of 20 ommon Property Register DIAMON Help 0000003	NDS FOREVER - KEEP 1563	e Use	- C New Delete Report
of 20 ommon Property Register DIAMON Help 0000003	Description Lot 4 Exclusive Data Lot 4 Exclusive Use Lot Over-Exclusive Use	e Use	- C New Delete Report
of 20 ommon Property Register DIAMON Help 0000003	Description Lot 4 Exclusive Data LOT 4 Exclusive Use Lot Owner-Exclusive Use 23/07/25	e Use	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003 Rame Reference Name Category Date of Resolution Type of Resolution	Description Description Lot 4 Exclusive Data Lot 4 Exclusive Use 23/07/25 Special	e Use	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003 Name Reference Name Category Date of Resolution Type of Resolution Type of Resolution Atthory Given to	Description Deta Deta Lot 4 Exclusive Use 23/07/25 Special Lot 4	e Use	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003 Name Reference Name Category Date of Resolution Type of Resolution Type of Resolution Authority Given to Address (1)	NDS FOREVER - KEEP 1563 Description Lot 4 Exclusive Data LOT 4 EXCLUSIVE USE Lot Owner-Exclusive Use 23/07/25 Special Lot 4	a Use	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	Description Description Lot 4 Exclusive Data LOT 4 Exclusive Use 23/07/25 Special Lot 4	e Use	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	Deta Deta Lot 4 Exclusive 23/07/25 Special Lot 4	e Use	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	NDS FOREVER - KEEP 1563 Description Lot 4 Exclusive Data Lot 4 Exclusive Lot Owner-Exclusive Use 23/07/25 Special Lot 4 Description goes here	B Use	- C New Delete Report Ext
of 20 ommon Property Register DIAMON Help 0000003	Description Deta Data Dot 4 Exclusive Description Lot 4 Exclusive Description Lot 4 Description goes here Conditions 1 Description Descrip	B Use Cancel	- C New Delete Report Ext
of 20 ommon Property Register DIAMON Help 0000003	NDS FOREVER - KEEP 1563	e Use Save Cancel	- C
of 20 ommon Property Register DIAMON Help 0000003 ① ① ① ① Name Reference Name Category Date of Resolution Type of Resolution Authorty Given to Address (2) Address (3) Description of Area authorised for use Conditions Conditions Conditions	NDS FOREVER - KEEP 1563	B Use Save Cancel	- C
of 20 ommon Property Register DIAMON Help 0000003	NDS FOREVER - KEEP 1563 Description Lot 4 Exclusive Data U0T 4 Exclusive Exclusive Use 23/07/25 Special Lot 4 Description goes here Conditions 1 Conditions 2 Conditions 3	Use Save Cancel	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003	NDS FOREVER - KEEP 1563	e Use Save Cancel Entry Assistant Enter any characters (30) Swetch	- C New Delete Report Exit
of 20 ommon Property Register DIAMON Help 0000003 ① ① ① ① Reference Name Category Date of Resolution Athorty Given to Address (2) Address (3) Description of Area authorised for use Conditions Condit	NDS FOREVER - KEEP 1563	B Use Save Cancel	n - C

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

Name Data 3 Reference Name FRED JONES 4 Category Lxt Owner-CP Improvement 5 Date of Resolution 01/07/25 6 Type of Resolution Secold 7 Authorty Given to Freed 8 Address (1) Address 1 9 Address (2) Address 2 0 Address (3) Address 3 11 Description of Area authorised for use Capark	Delete Report Exit
Name Data Name Data 3 Reference Name FRED/ONES 4 Cotegory Lot Owner-CP Improvement 5 Date of Resolution 01/07/25 6 Type of Resolution Special 7 Authorty Strewn to Fred 8 Address (1) Address 1 9 Address (3) Address 3 10 Description of Area authorised for use Capark	Report Exit
3 Reference invalue FRED JOINES 4 Category Lxt Owner-CP Improvement 5 Date of Resolution 01/07/25 6 Type of Resolution Special 7 Address (1) Address 1 8 Address (2) Address 2 10 Address 3 3 11 Description of Area authorised for use Capark	Exit
Late cycle Late Winter Cr. Improvements Cancel 6 Type of Resolution 01/07/25 G General Cr.	Exit
10 are of resolution 01/07/23 6 Type of Resolution Special 7 Authorty 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 Capark	
Open Resolution Special 7 Authorts (Swers to Fred 8 Address (1) Address 1 9 Address (2) Address 2 0 (Jokes (3) Address 3 11 Description of Area authorised for use Capark	
Particity Generation Preco Planting Generation Address 1 9 Address (2) Address 2 0 Address (3) Address 3 1 Description of Area authorised for use Capark	
Address (1) Address 1 9 Address 2 0 Address 3 11 Description of Area authorised for use Capark	
Outress (2) Address 2 [0] Address (3) Address 3 [1] Description of Area authorised for use Capark	
11 Description of Area authorised for use Carpark	
2 Conditions	
3 Conditions tidy	
4 Conditions	
5 Adjudicator Order to Consent 30/06/25	
6 Lot A/c Affected 02100001 Switch	
7 Lot Number Affected 1	Switch
	Switch

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 <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 -					þ	Feedb	ack 👔
Inspection Types av	ailable								
Name	Category	Frequer	ncy	Next Planned	Next Due	Last Inspec	ted Last Condit	ion N	otes
Sinking Fund Forecast	Sinking Fund	10 Yearly	у	15/08/2030	22/08/2030	22/08/2020) Satisfactory		
Add/Edit Building Inspec	tion Type - DIAM(ONDS FO	REVER -	KEEP 1563			_		×
	-								•
Name Sinking Fund Forecast	Frequer 10 Vest	ncy	Categor	y	Code	Default For Sinking Fund P	Next Planned	~	In-Use
		y .	Sinking	runa	003		13/06/2030	1	66
	📄 Edit Si	inking Fu	nd Fore	cast Type		×			
	Type Nam	e	Sinki	ing 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	ld/Edit N	lotes Acc	ept C	ancel			
	+ Add	d Type	Impo	ort Type 🛛 🗙	Delete	Merge	Edit Categories	0	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				.	
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		
			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): <mark>\$ 500,755.75</mark>

Certificate Inform	nation Editor - DIAMONDS FOREVER - KEEP				-		×
Certificate Section:	Section 205 - QLD - Body Corporate and Community Managem	ient Act 19	197				Ŷ
Field			Text (this building only)	Text (global default for this c	ertificate)	
Sealing Clause			Name/s				
Improvements to Lo	ot		Improvement to the Lot				
Responsible for keep	ping records - Other than Body Corp Manager - (Name, Role, Pho	ne, 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			
			· · ·				
Common Property E	Exclusive Use	Yes - you	a can obtain a copy from the body corporate records				
Common Property E	Exclusive Use - If yes	No					
Common Property L	ot Owner Improvements						
Embedded Network							
						Save Ch	ang

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 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.

] 0	ontracts Register Craig Keep 3542	35		
File Code	Help 801	•	Description Caretaker Co	ontrac
	Name		Data	^
3	Reference Name		CARETAKER CONTRACT	
4	Category			-
5	Contractor Name	Item		
6	Contractor Address (1)	Admir	histration	
7	Contractor Address (2)	Buildi	ng/Letting	
8	Contractor Address (3)	Bulk	Electricity	-
9	Details of Duties	Caret	aker	
10	Delegated Powers	Clean	ing	
11	Estimated Cost of Contract	Equip	ment Hire	
12	Estimated Cost of Remuneration	Finan	ce/Loan	
13	Estimated Cost of Outlays	Gene	ral Cleaning	~
14	Basis of Remuneration	-	Ok Clear Cano	al
15	Commencement Date			

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

J C	ontracts Register Craig Keep 3542	35		
File Code	Help 801	•	LETTING AC	GREE
	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		Cical Carl	-

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 801	•	Description Caretaker Co	ontrac
	Name		Data	>
3	Reference Name		CARETAKER CONTRACT	
4	Category			
5	Contractor Name	Item		
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.

👌 Ci	ontracts Register Craig Keep 3542	35		
File Code	Help 801	•		Y SL
	Name		Data	^
3	Reference Name		ELECTRICITY SUPPLY	
4	Category			T
5	Contractor Name	Item		
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	el .
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.

,			
Screen Screen Printer Printer Printer Paper Source Letterhead	Section 205 Standard Microsoft Print to PDF Automatically Select Default		
Cover Letter CERTCOV			
ts Applicant Sealing Clause Report Sett	F	Proceed	
Tag Lots for Repo	ort In	fo Editor	
Tag Code Description	Lot Number	and had also	
02100001 DEVELOPER	1 Docum	ient inclusion	
Certificate Information Editor - DIAMON	IDS FOREVER - KEEP		— 🗆
artificate Section	ady Corporate and Community Manageme	ant A ct 1997	
Section 205 QED D	buy corporate and community manageme		
ield		Text (this building only)	Text (global default for this certificate)
		Name/s	
ealing Clause		rearrie 2	
ealing Clause mprovements to Lot		Improvement to the Lot	
ealing Clause nprovements to Lot Lesponsible for keeping records - Other tha	an Body Corp Manager - (Name, Role, Phor	Improvement to the Lot	
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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

Building Information - CMS fields