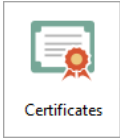


QLD Certificates

Last Modified on 09/05/2024 5:12 pm AEST



Instructions in this article relates to **Certificates** which can be found by searching or selecting it 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.

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 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.

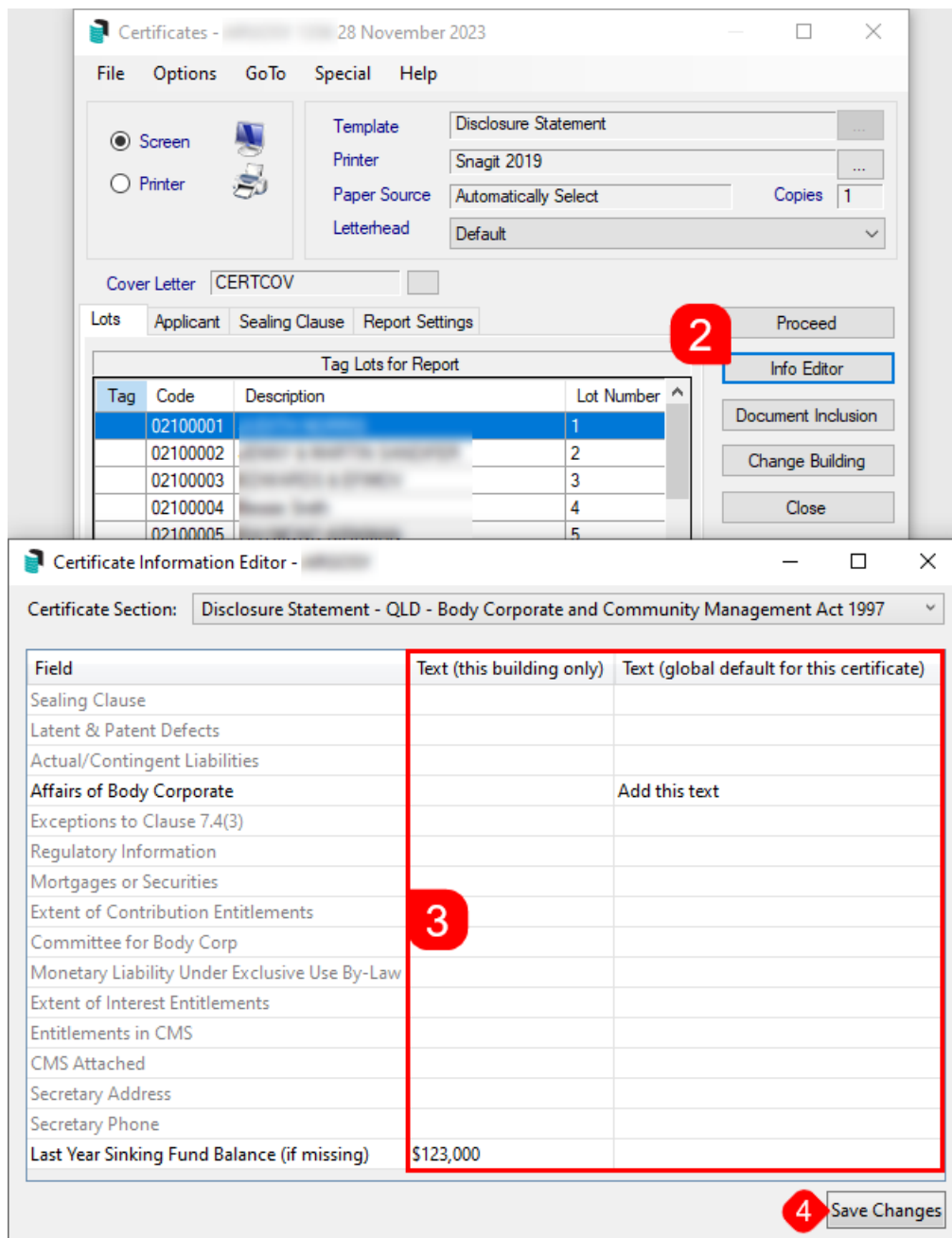
The wording here will vary between buildings depending on whether the Contribution and Interest entitlements for lots are the same or different. In the case where Contribution and Interest entitlements are different there is an expectation that separate levies will be created for this purpose and should 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The two data fields being used for items 1 and 2 have previously been used for other purposes that are no longer valid.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 enable 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 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 updated 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 set there by default. Select whether the fee has been or has not been paid, so that the correct one is marked.
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: There is a function that will allow any utility setup to be added to the Certificate from the *Document Inclusion* list. A note can also be added on the cover letter.

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. Select whether the fee has been or has not been paid, so that the correct one is marked.
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.