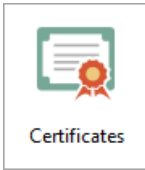


QLD Certificates

Last Modified on 18/05/2026 10:03 am 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. These documents can be set as a report set via Report Distribution and can include other standard documents to include for each certificate.

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.

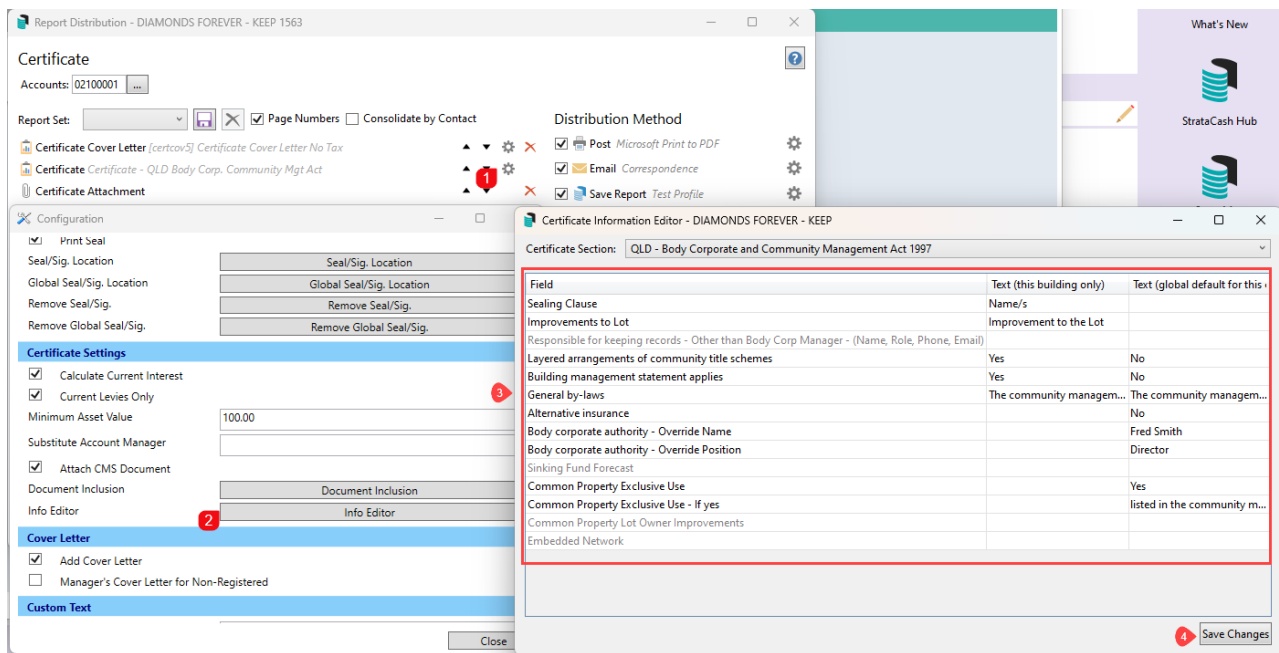
This certificate does not include information about:

- 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.

Info Editor

Some of these areas below are available to be set in *Info Editor*, which can be accessed from the

cogwheel on the **Certificates**, in Report Distribution. The same information is available to be viewed, added to, or edited in the **Building Information** screen, under the Certificate info section.



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)*. Accessing *Info Editor* is available from the **Certificates** cogwheel in the Report Distribution screen, and the fields are either text or selectable statements for each section. The same field information for *this building only* is available in **Building Information** / Certificate Info section.

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

General by-laws

If there are General by-laws, there is an *Info Editor* field available to set a standard statement 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

There is an *Info Editor* field available for the *Improvements to Lot* that can be set for this building only or globally. This will assist with setting a standard statement.

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.

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.

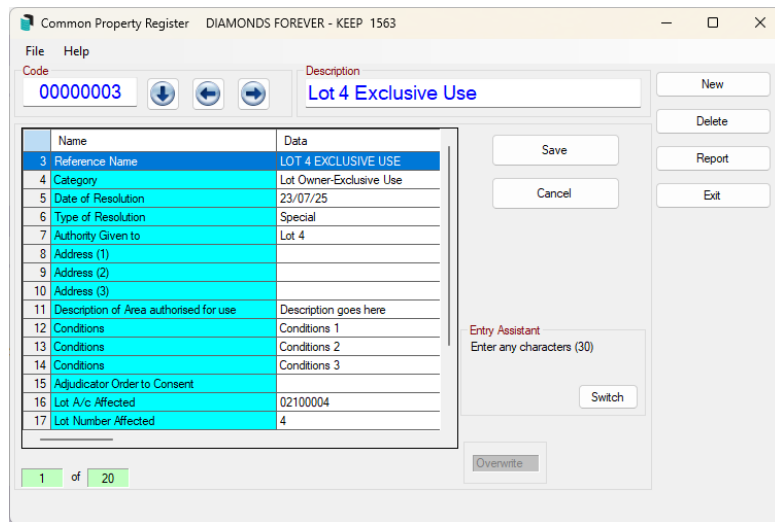
Other Field info available for merging - Description of Area authorised for use (any character), Conditions 1-3 (30 characters each), Lot A/c Affected (selectable list), Lot Number Affected (5-digit number).

Example: Lot Owner- Exclusive Use

The screenshot shows the 'Common Property Register' application window for 'DIAMONDS FOREVER - KEEP 1563'. The interface includes a menu bar (File, Help), a Code field with '00000002', and a Description field with 'Carparks'. A table displays the following data:

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	Conditions 1
13 Conditions	Conditions 2
14 Conditions	Conditions 3
15 Adjudicator Order to Consent	
16 Lot A/c Affected	
17 Lot Number Affected	

Additional interface elements include 'New', 'Delete', 'Report', 'Exit', 'Save', 'Cancel', 'Entry Assistant' (with a date input field and 'Today' button), and an 'Overwrite' button. The status bar at the bottom indicates '13 of 20' records.



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.

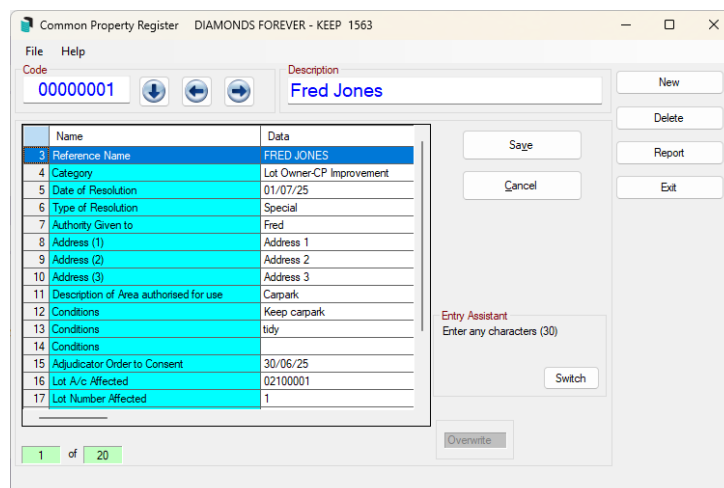
Are there any exclusive use by-laws or other allocations of common property in effect for the community titles scheme?

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	Conditions 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'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. The discount % is based off what has been setup for Default Discount % in *Levy Invoice Code Setup*.

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

Building: DIAMONDS FOREVER - KEEP 1563

Feedback ?

Inspection Types available

Name	Category	Frequency	Next Planned	Next Due	Last Inspected	Last Condition	Notes
Sinking Fund Forecast	Sinking Fund	10 Yearly	15/08/2030	22/08/2030	22/08/2020	Satisfactory	

Add/Edit Building Inspection Type - DIAMONDS FOREVER - KEEP 1563

<input type="checkbox"/>	Name	Frequency	Category	Code	Default For	Next Planned	In-Use
<input checked="" type="checkbox"/>	Sinking Fund Forecast	10 Yearly	Sinking Fund	605	Sinking Fund R	15/08/2030	

Edit Sinking Fund Forecast Type

Type Name: Sinking Fund Forecast

Frequency: 10 Yearly

Abbreviation Code: 605

Category: Sinking Fund

Default Inspection: Sinking Fund Report

Next Planned: 15/08/2030

Add/Edit Notes Accept Cancel

+ Add Type Import Type Delete Merge Edit Categories Close

+ Add New Inspection Add/Edit Inspection Types Inspection 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

STATEMENT OF INCOME AND EXPENDITURE

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

An alternative *Info Editor* field is available.

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	obtain a copy from the body corporate records	
Common Property Exclusive Use	Yes - you can obtain a copy from the body corporate records	
Common Property Exclusive Use - If yes	No	
Common Property Lot Owner Improvements		
Embedded Network		

Improvements to common property that the lot owner is responsible for

There are *Info Editor* fields available for the *Common Property Exclusive Use* and *Common Property Exclusive Use - If yes* that can be set for this building only or globally. This will assist with setting a standard statement.

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.

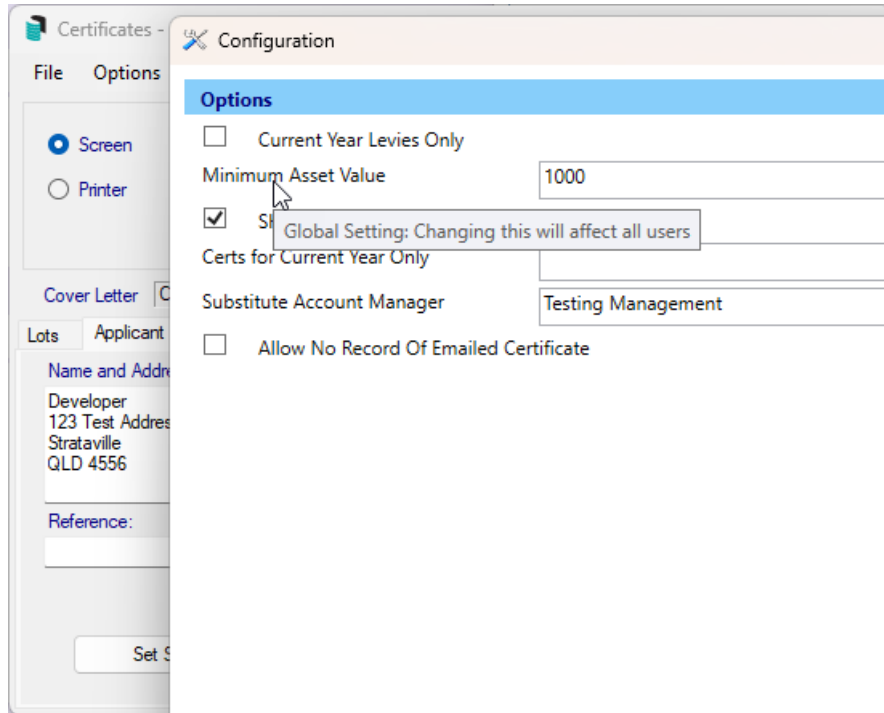
Records in the Common Property Register with the category 'Lot Owner-CP Improvement' will be reported here.

Mandatory Fields: Reference Name, Category, Date of Resolution, Type of Resolution, Authority Given to.

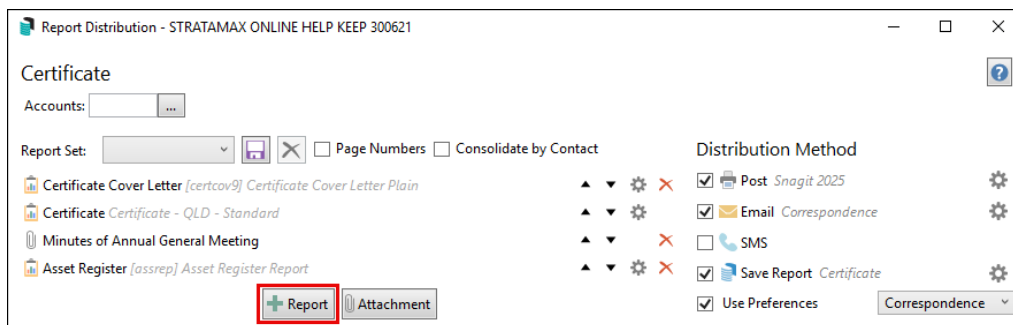
Other Field info available for merging - Description of Area authorised for use (any character), Conditions 1-3 (30 characters each), Lot A/c Affected (selection list), Lot Number Affected (5-digit number).

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.



The Asset Register report can be included with the Certificate by selecting the **Report** button and adding the Asset Register to the Certificate package. This can be saved as a Report Set for continuous use.



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.

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

The screenshot shows the 'Contracts Register' application window for user 'Craig Keep' with ID '354235'. The 'Code' field contains '801' and the 'Description' field contains 'Caretaker Contract'. A table with 15 rows is displayed, with the 'Category' dropdown menu open for row 4. The 'Category' dropdown menu lists the following items: Administration, Building/Letting, Bulk Electricity, Caretaker (selected), Cleaning, Equipment Hire, Finance/Loan, and General Cleaning. The 'Ok', 'Clear', and 'Cancel' buttons are visible at the bottom right of the table.

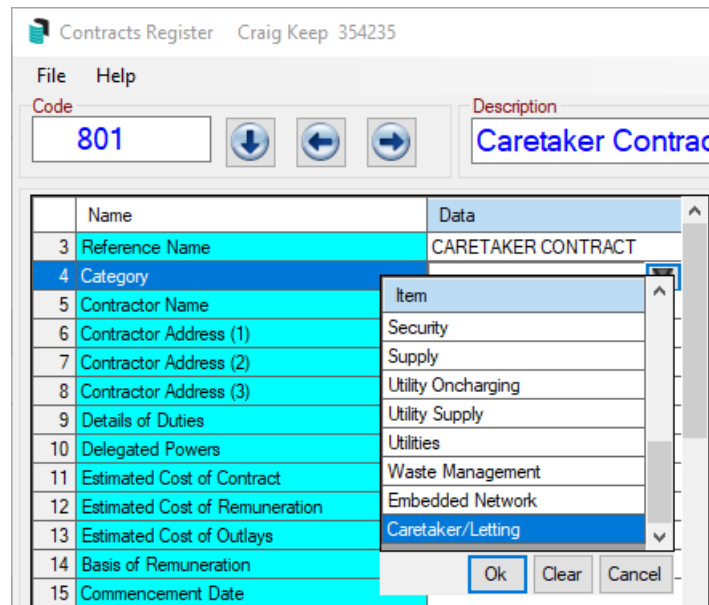
Name	Data
3 Reference Name	CARETAKER CONTRACT
4 Category	Caretaker
5 Contractor Name	Item
6 Contractor Address (1)	Administration
7 Contractor Address (2)	Building/Letting
8 Contractor Address (3)	Bulk Electricity
9 Details of Duties	Caretaker
10 Delegated Powers	Cleaning
11 Estimated Cost of Contract	Equipment Hire
12 Estimated Cost of Remuneration	Finance/Loan
13 Estimated Cost of Outlays	General Cleaning
14 Basis of Remuneration	
15 Commencement Date	

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

The screenshot shows the 'Contracts Register' application window for user 'Craig Keep' with ID '354235'. The 'Code' field contains '801' and the 'Description' field contains 'LETTING AGREEMENT'. A table with 15 rows is displayed, with the 'Category' dropdown menu open for row 4. The 'Category' dropdown menu lists the following items: Equipment Hire, Finance/Loan, General Cleaning, Income, Lease, Letting (selected), Maintenance, and Management Agreement. The 'Ok', 'Clear', and 'Cancel' buttons are visible at the bottom right of the table.

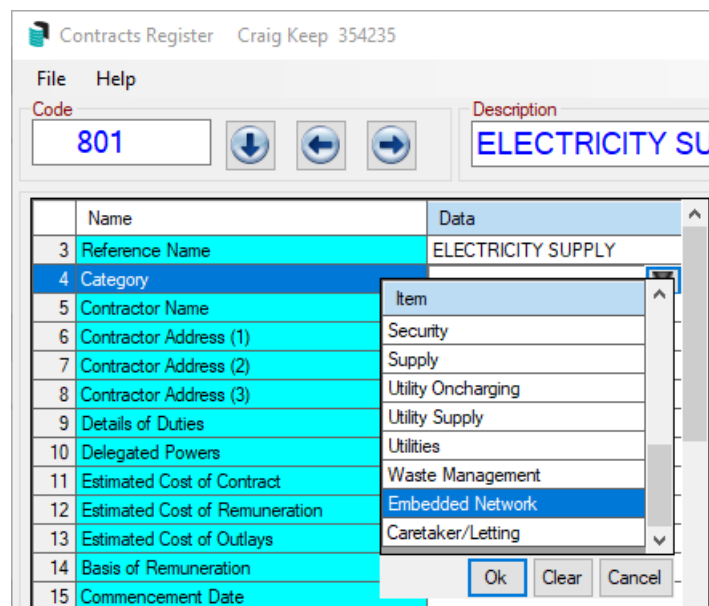
Name	Data
3 Reference Name	LETTING AGREEMENT
4 Category	Letting
5 Contractor Name	Item
6 Contractor Address (1)	Equipment Hire
7 Contractor Address (2)	Finance/Loan
8 Contractor Address (3)	General Cleaning
9 Details of Duties	Income
10 Delegated Powers	Lease
11 Estimated Cost of Contract	Letting
12 Estimated Cost of Remuneration	Maintenance
13 Estimated Cost of Outlays	Management Agreement
14 Basis of Remuneration	
15 Commencement Date	

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. This can be set for this building only or as a global default.

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 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 **Financial Statements** can be included with the + *Report* button and a preferred set applied using the cogwheel on this template.

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.

BUGTA Form 18

The BUGTA Form 18 template will be used automatically only if the building has been configured properly in **Building Information**.

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. If the secretary contact has multiple emails, the purpose for Committee Correspondence will be used.

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*.

By-Laws and Exclusive use areas

There are *Info Editor* fields available which will assist with setting standard statements for each of these sections.

By-Laws may be added via *Document Inclusion*.

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

The screenshot shows a software window titled 'Common Property Register - DIAMONDS FOREVER - KEEP 1563'. The interface includes a menu bar with 'File' and 'Help', a 'Code' field containing '00000002', and a 'Description' field containing 'Carparks'. A table lists various fields and their values:

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	Conditions 1
13 Conditions	Conditions 2
14 Conditions	Conditions 3
15 Adjudicator Order to Consent	
16 Lot A/c Affected	
17 Lot Number Affected	

On the right side of the window, there are buttons for 'New', 'Delete', 'Report', 'Exit', 'Save', and 'Cancel'. Below these buttons is an 'Entry Assistant' section with the text 'Enter a date (dd/mm/yy)' and a 'Today' button. At the bottom left, there is a status bar showing '13 of 20'.

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

1 of 20

Buttons: New, Delete, Report, Exit, Save, Cancel, Overwrite

Entry Assistant: Enter any characters (30) [Switch]

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	Conditions 1 Conditions 2 Conditions 3
23/07/25	4 Description goes here	Conditions 1 Conditions 2 Conditions 3

Example: Lot Owner -CP Improvement

Common Property Register DIAMONDS FOREVER - KEEP 1563

File Help

Code: 00000001 Description: Fred Jones

Name	Data
3 Reference Name	FRED JONES
4 Category	Lot Owner-CP Improvement
5 Date of Resolution	01/07/25
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	Keep carpark
13 Conditions	tidy
14 Conditions	
15 Adjudicator Order to Consent	30/06/25
16 Lot A/c Affected	02100001
17 Lot Number Affected	1

1 of 20

Buttons: New, Delete, Report, Exit, Save, Cancel, Overwrite

Entry Assistant: Enter any characters (30) [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	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'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. The discount % is based off what has been setup in *Levy Invoice Code Setup*.

Also refer to *Certificate Configuration Settings* for Levy Year or Financial Year settings.

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

Building: DIAMONDS FOREVER - KEEP 1563

Feedback ?

Inspection Types available

Name	Category	Frequency	Next Planned	Next Due	Last Inspected	Last Condition	Notes
Sinking Fund Forecast	Sinking Fund	10 Yearly	15/08/2030	22/08/2030	22/08/2020	Satisfactory	

Add/Edit Building Inspection Type - DIAMONDS FOREVER - KEEP 1563

<input type="checkbox"/>	Name	Frequency	Category	Code	Default For	Next Planned		In-Use
<input checked="" type="checkbox"/>	Sinking Fund Forecast	10 Yearly	Sinking Fund	605	Sinking Fund R	15/08/2030		

Edit Sinking Fund Forecast Type

Type Name: Sinking Fund Forecast

Frequency: 10 Yearly

Abbreviation Code: 605

Category: Sinking Fund

Default Inspection: Sinking Fund Report

Next Planned: 15/08/2030

Add/Edit Notes Accept Cancel

+ Add Type Import Type Delete Merge Edit Categories Close

+ Add New Inspection Add/Edit Inspection Types Inspection 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

STATEMENT OF INCOME AND EXPENDITURE

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 that the lot owner is responsible for

There is an *Info Editor* field available *Common Property Lot Owner Improvements* which will assist with setting a standard statement for this section.

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.

The screenshot shows the 'Contracts Register' window for user 'Craig Keep' with ID '354235'. The 'Code' field contains '801' and the 'Description' field contains 'Caretaker Contract'. The main table has the following data:

Name	Data
3 Reference Name	CARETAKER CONTRACT
4 Category	Caretaker
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	
15 Commencement Date	

The 'Category' dropdown menu is open, showing a list of items with 'Caretaker' selected. The 'Ok', 'Clear', and 'Cancel' buttons are visible at the bottom right.

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

The screenshot shows the 'Contracts Register' window for user 'Craig Keep' with ID '354235'. The 'Code' field contains '801' and the 'Description' field contains 'LETTING AGREEMENT'. The main table has the following data:

Name	Data
3 Reference Name	LETTING AGREEMENT
4 Category	Letting
5 Contractor Name	Item
6 Contractor Address (1)	Equipment Hire
7 Contractor Address (2)	Finance/Loan
8 Contractor Address (3)	General Cleaning
9 Details of Duties	Income
10 Delegated Powers	Lease
11 Estimated Cost of Contract	Letting
12 Estimated Cost of Remuneration	Maintenance
13 Estimated Cost of Outlays	Management Agreement
14 Basis of Remuneration	
15 Commencement Date	

The 'Category' dropdown menu is open, showing a list of items with 'Letting' selected. The 'Ok', 'Clear', and 'Cancel' buttons are visible at the bottom right.

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

The *Embedded Network* category will distinguish between records that require reporting 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'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.

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 _____