



Building card – Registers tab

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INTRODUCTION

The registers tab allows you to record and print any building authorisations, assets owned by the building, details of any contracts and leases, funding proposals and compliance records.

Building

S/Plan*12

Manager*Bella Carstairs

Folio*

Building Type *Strata

Building Sub Type*Residential

Building Class

Total UOE*561

Active☒

Debt Collection☒

All Inclusive Fees☐

Payment Plan☐

Address

Street No

Street Name*Roma Road

Address 2

SuburbHAMILTON

State*NSW

Building NameRiverside

P/Code2303

Total Lots - 56 (Primary - 56, Secondary - 0)

Settings

Dates

Charges

Info

Financials

Budget

Notes

Documents

Registers

Alerts

Work Orders

Insurance Claims

Emails

Log of Changes

▸ Assets Register

▸ Authorisations Affecting Lots

▸ Common Authorisations

▸ Compliance Register

▸ Contracts Register

▸ Common Property Rights By-Laws

▸ Funding Proposals

▸ Leases and Licenses

▸ Lot Authorisations

▸ Unregistered By-Laws

Print Registers

Opening Balances

Info Certificates

Schedules

Financial Reports

Edit

Done

ASSETS REGISTER

1. From the registers tab, click on the accordion called *Assets Register*.
2. **+Add** to add record a new asset.
3. Enter the description of the asset.
4. Enter the details of the asset type.
5. Enter the method of acquisition.
6. Enter the date of acquisition.
7. Use the search icon to find and select the supplier the item was purchased from.
8. Enter the original cost.
9. Enter the current market value.
10. Enter the cost to date.
11. *Save*.

Building

C.T.S.* 270976

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 120

Total Int Ent* 120

Active ☒ **All Inclusive** ☐

Address

Street No 63 **Street Name*** Cavill Avenue

Address 2

Suburb SURFERS PARADISE **State*** QLD

Building Name Moorings on Cavill **P/Code** 4217

Plan 270976 **Parish** SURFERS PARADISE **County**

Registers

Exclusive Use Allocations

Lot Authorisations

Common Authorisations

Authorisations Affected Lots

Assets Register

Asset Details

Active ☒

Description Life Fitness A30 Treadmill

Asset Type Gym Equipment

Acquisition

Method Purchase **Date** 01/02/2017

Supplier Gym Equipment Australia

Cost

Original Cost \$2,500.00 **Cost To Date** \$1,500.00

Market Value \$1,000.00

Save **Cancel**

Cost To Date **Market Value**

All **Active** **Inactive**

+ Add **View**

The assets you recorded can be viewed from the *Registers* tab by opening *Assets Registers*.

1. Highlight the asset you want and click *View* (or double click on the asset you want to view).
2. You can toggle your view between *All*, *Active* and *Inactive* assets.
3. *+Add* to continue adding more assets. You can add as many as you want.

Building

C.T.S.* 270976

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 120

Total Int Ent* 120

Active ☒ **All Inclusive** ☐

Address

Street No 63 **Street Name*** Cavill Avenue

Address 2

Suburb SURFERS PARADISE **State*** QLD

Building Name Moorings on Cavill **P/Code** 4217

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Registers

Exclusive Use Allocations

Lot Authorisations

Common Authorisations

Authorisations Affecting Lots

Assets Register

Description	Date Acquired	Original Cost	Cost To Date	Market Value
Life Fitness A30 Treadmill	1/2/2017	\$2,500.00	\$1,500.00	\$1,000.00

2 All Active Inactive

1

3 + Add View

Contracts Register

AUTHORISATIONS AFFECTING LOTS

Here you can record any authorisations that affect lots.

1. From the registers tab, click on the accordion called *Authorisations Affecting Lots*.
2. *+Add* to add a new authorisation.
3. Use the search icon to find the lot that is affected.
4. Enter the date of the authorisation.
5. Enter a brief description.
6. Enter the full details of any conditions. There is a limit of 800 characters.
7. *Save* when you are ready.

The screenshot displays the 'Buildings' interface in PropertyIQ, specifically the 'Registers' tab. The top navigation bar includes tabs for Settings, Dates, Charges, Info, Financials, Budget, Notes, Documents, Registers (highlighted), Alerts, Work Orders, and Log of Changes. Below the navigation bar, there's a section for 'Authorisations Affecting Lots' with a table showing columns for Date, Lot, Description, and Conditions. A modal window titled 'Authorisation Affecting Lot' is open, showing fields for Lot Details (Lot: 3 Boltech Pty Ltd), Resolution Date (03/02/2017), Description (Resident access to Terrace), and Conditions (4.4 Resident access to Terrace adjoining lots 3 and 4). The modal also has an 'Active' checkbox and buttons for '+ Add', 'View', 'Save', and 'Cancel'.

The authorisations you recorded can be viewed from the registers tab by selecting *Authorisations Affecting Lots*

1. Highlight the authorisation you want and click *View* (or double click on the authorisation you want to view).
2. You can toggle your view between *All*, *Active* and *Inactive* authorisations.
3. *+Add* to continue adding more authorisations. You can add as many as you want.

C.T.S.*
Manager*
Folio*
Building Type*
Building Sub Type*
Building Class
Module
Type
Total UOE*
Total Int Ent*
Active

☒ **All Inclusive**

Address
Street No
Street Name*
Address 2
Suburb
Building Name
Plan
State*
PI Code
Parish
County

Settings

Dates

Charges

Info

Financials

Budget

Notes

Documents

Registers

Alerts

Work Orders

Log of Changes

Exclusive Use Allocations

Lot Authorisations

Common Authorisations

Authorisations Affecting Lots

All

Active

Inactive

Date	Lot	Description	Conditions
3/2/2017	3	Resident access to Terrace	4.4 Resident access to Terrace adjoining lots 3 ...

+ Add

View

COMMON AUTHORISATIONS

Here you can record any common authorisations.

1. From the *Registers* tab, click on the accordion called *Common Authorisations*.
2. *+Add* to add a new common authorisation.
3. Use the search icon to find the lot that has the authorisation.
4. Enter the date of the authorisation.
5. Enter a brief description.
6. Enter the full details of any conditions. There is a limit of 800 characters.
7. *Save*.

The screenshot displays the 'Building' form in the PropertyIQ system. The 'Registers' tab is selected and highlighted with a red circle. The 'Common Authorisations' accordion is expanded, and a new authorisation is being added. The form is divided into several sections:

- Building Information:** C.T.S.* (270976), Manager* (Training Manager), Folio* (Group Training), Building Type* (Strata), Building Sub Type* (Residential), Building Class, Module (Accommodation), Type (Mixed), Total UOE* (120), Total Int Ent* (120), and Active (checked).
- Address:** Street No (63), Street Name* (Cavill Avenue), Address 2, Suburb (SURFERS PARADISE), State* (QLD), Building Name (Moorings on Cavill), P/Code (4217), Plan (270976), Parish (SURFERS PARADISE), and County.
- Common Authorisation Form:** A modal window with the following fields:
 - Active:** Checked.
 - Lot Details:** Lot* (3 Boltech Pty Ltd) with a search icon (3).
 - Resolution Date:** 02/02/2017 (4).
 - Description:** Common Authorisation for Lot 3 (5).
 - Conditions:** By-Law 2.3 must be adhered to (6).
 - Buttons:** Save (7) and Cancel.
- Table:** A table with columns 'Date', 'Description', and 'Conditions'. It includes 'All', 'Active', and 'Inactive' filters. An '+ Add' button is visible (2).

The common authorisations you recorded can be viewed from the registers tab by clicking on *Common Authorisations*.

1. Highlight the authorisation you want to view and click *View* (or double click on the authorisation).
2. You can toggle your view between *All*, *Active* and *Inactive* authorisations.
3. *+Add* to continue adding more authorisations. You can add as many as you want.

The screenshot displays the 'Building' form in the PropertyIQ system. The top section contains fields for building details: C.T.S.* (270976), Manager* (Training Manager), Folio* (Group Training), Building Type* (Strata), Building Sub Type* (Residential), Building Class, Module (Accommodation), Type (Mixed), Total UOE* (120), Total Int Ent* (120), and Active status (checked). The Address section includes Street No (63), Street Name* (Cavill Avenue), Address 2, Suburb (SURFERS PARADISE), State* (QLD), Building Name (Moorings on Cavill), P/Code (4217), Plan (270976), Parish (SURFERS PARADISE), and County.

Below the form is a navigation bar with tabs: Settings, Dates, Charges, Info, Financials, Budget, Notes, Documents, Registers, Alerts, Work Orders, and Log of Changes. The 'Registers' tab is selected.

The 'Registers' tab contains three expandable sections: Exclusive Use Allocations, Lot Authorisations, and Common Authorisations. The 'Common Authorisations' section is expanded, showing a table with columns: Date, Lot, Description, and Conditions. A single row is visible with the date 2/2/2017, Lot 3, and the description 'Common Authorisation for Lot 3'. The conditions are 'By-Law 2.3 must be adhered to'.

At the top right of the 'Common Authorisations' section, there are three buttons: All, Active, and Inactive. The 'Active' button is highlighted with a red circle and a red '2'. A red arrow points from the 'Active' button to the 'View' button at the bottom right of the table, which is also highlighted with a red circle and a red '3'. A red '1' is placed over the 'Lot' column header.

At the bottom right of the 'Common Authorisations' section, there are two buttons: '+ Add' and 'View'.

COMPLIANCE REGISTER

The Compliance Register allows you to record compliance items such as fire safety inspections and pool compliance inspections.

1. To get started go to the *Registers* tab and open the *Compliance Register* accordion.
2. To make a new entry, click on the *+Add* button.

Building

C.T.S.* 54356

Manager* Training Manager

Folio*

Building Type* Strata

Building Sub Type* Residential

Building Class high rise

Module Standard

Type SFP

Total UOE* 120

Total Int Ent* 120

Active ☒ **All Inclusive** ☐

Address

Street No 22 **Street Name*** Harbour Street

Address 2

Suburb HAMILTON **State*** QLD

Building Name Harbour Tower **PI/Code** 4007

Plan 34 **Parish** Brisbane **County** Sth Qld

Settings Dates Charges Info Financials Budget Notes Documents **Registers** Alerts Work Orders Log of Changes

▶ Exclusive Use Allocations

▶ Lot Authorisations

▶ Common Authorisations

▶ Authorisations Affecting Lots

▶ Assets Register

▶ Contracts Register

▶ Funding Proposals

▼ Compliance Register **1**

All Active Inactive

Supplier	Type	Inspection Required	Inspection Due Date	Notes

2
+ Add **View**

Print Registers

1. The item will be active by default, but you can untick later if you want to.
2. Use the search icon to search for a supplier to attach.
3. Enter some key letters in any of the empty boxes on the top line to refine your search.
4. Click on a supplier to highlight them and then double click to select them.
5. You can also add or edit suppliers from here.
6. Select a *Compliance Type* from the dropdown (mandatory field).
NOTE: The options are preset by the default list of *Compliance Types* that you can manage from *Utilities>Settings>Compliance tab*. If you need to create, edit or delete any types from this list, go to the *Utilities>Settings>Compliance tab>Building Compliance Types list*.
7. Tick here if an inspection is required.
8. Select a *Status* from the dropdown.
NOTE: The options are preset by the default list of *Compliance Statuses* that you can manage from *Utilities>Settings>Compliance tab*. If you need to create, edit or delete any types from this list, go to the *Utilities>Settings>Compliance tab>Building Compliance Statuses list*.
9. If an inspection is required, click here to open the calendar and select the date of the last inspection.
10. If an inspection is required, click here to open the calendar and select the date the next inspection is due.
11. You can enter notes and a brief description here.
12. Click *Save*.

1. You can view and edit an item you have already recorded by clicking on it to highlight it (or double click on it to view)
2. To add more items click on the *+Add* button.
3. *View* button to open and view an item you have highlighted on the screen.

CONTRACTS REGISTER

Here you can record any contracts that the building has with suppliers.

1. From the registers tab, click on the accordion called *Contracts Register*.
2. The active box will be ticked by default (you can inactivate later if needed).
3. Use the search icon to find the supplier.
4. Enter the contract commencement date.
5. Enter the contract termination date.
6. Enter the terms of the contract.
7. Tick here if you have a copy of the agreement on file.
8. Enter details of any options.
9. Enter the workers compensation number if applicable.
10. Enter details of the duties/scope of the contract.
11. If there are designated powers, eg. for a building manager, type the details here.
12. Enter the basis of remuneration here.
13. If this is a finance contract, you can enter the details here.
14. *Save*.

The screenshot displays the 'Building' form in the PropertyIQ system, specifically the 'Registers' tab. The 'Contracts Register' section is expanded, showing a 'Contract Details' form. Numbered callouts (1-14) indicate the steps for entering contract information:

- 1. Contracts Register (tab)
- 2. Active checkbox
- 3. Supplier search icon
- 4. Commencement Date
- 5. Termination Date
- 6. Terms
- 7. Copy Of Agreement On File checkbox
- 8. Options
- 9. Workers Comp No
- 10. Details Of Duties
- 11. Delegated Powers
- 12. Basis Of Remuneration
- 13. Finance section (Name Of Financier, Date Of Advice, Date Of Withdrawal)
- 14. Save button

The form includes various input fields for building details (C.T.S., Manager, Folio, Building Type, etc.), address (Street No, Street Name, Suburb, etc.), and contract specifics. The 'Contracts Register' tab is highlighted in the top navigation bar.

You can view the contracts you have recorded from the registers tab by opening *Contracts Register*

1. Highlight the contract you want and click *View* (or double click on the contract you want to view).
2. You can toggle your view between *All*, *Active* and *Inactive* contracts.
3. *+Add* to continue adding more contracts. You can add as many as you want.

Building

C.T.S.* 270976

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 120

Total Int Ent* 120

Active ☒ **All Inclusive** ☐

Address

Street No 63 **Street Name*** Cavill Avenue

Address 2

Suburb SURFERS PARADISE **State*** QLD

Building Name Moorings on Cavill **P/Code** 4217

Plan 270976 **Parish** SURFERS PARADISE **County**

Registers

Exclusive Use Allocations

Lot Authorisations

Common Authorisations

Authorisations Affecting Lots

Assets Register

Contracts Register

Commenced	Contractor	Terms	Duties	Termination
1/2/2017	Hornsby Garden Maintenance	one year	Mow and trim all common area garde...	31/1/2018

+ Add **View**

EXCLUSIVE USE ALLOCATIONS – ALL STATES EXCEPT NSW (COMMON PROPERTY RIGHTS BY-LAWS - NSW)

This accordion is where you can record resolutions for exclusive use/common property rights granted to a Lot.

1. **+Add** button to add a new.
2. The item will be active by default, but you can untick later to make it inactive.
3. Use the search icon to find the lot the resolution applies to.
4. Select the lot owner.
5. Enter the date the item was resolved.
6. Enter a brief description.
7. Enter the detailed wording. There is a limit of 800 characters.
8. **Save**.

The screenshot displays the PropertyIQ software interface. On the left, the 'Building' tab is active, showing details for 'C.T.S.*' with address '270976'. The 'Manager' is 'Anne Fluva' and the 'Folio' is 'QLD Branch'. The 'Building Type' is 'Residential' and the 'Module' is 'Accommodation'. The 'Type' is 'Mixed' and the 'Total UOE' is '200'. The 'Total Int Ent' is '200'. The 'Active' checkbox is checked, and the 'All Inclusive Fees' checkbox is unchecked. The 'Debt Collection' checkbox is checked, and the 'Payment Plan' checkbox is unchecked.

In the center, the 'Exclusive Use Allocations' form is open. It has a green header and a 'Settings' tab. The 'Active' checkbox is checked. The 'Lot Details' section shows 'Lot: 5/5 Costa Gianapolous'. The 'Resolution Date' is '01/05/2017'. The 'Description' field contains 'Exclusive Use of Terrace 2'. The 'By Law' field contains 'That the Owner of unit 5 be permitted to place their own outdoor furniture on Terrace 2'. The 'Save' button is highlighted with a green border.

On the right, the 'Lots' table is displayed. It has columns for 'S/P', 'Lot', 'Unit', 'CRN', 'Owner', 'Stre...', 'Street Name', 'Building Na...', 'Strata Manager N...', 'Corr...', and 'Del...'. The table lists 8 lots, all owned by 'Costa Gianapolous'. The 'Lot' column is highlighted with a green border.

At the bottom, there are several tabs: 'Opening Balances', 'Schedules', 'Financial Reports', 'Edit', and 'Done'. The 'Print Registers' button is also visible.

The recorded items can be viewed from the registers tab by opening *Exclusive Use Registers*.

1. Highlight the item you want and click *View* (or double click on the item you want to view).
2. You can toggle your view between *All*, *Active* and *Inactive* items.
3. *+Add* to continue adding more items. You can add as many as you want.

Building

C.T.S.* 270976

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 120

Total Int Ent* 120

Active ☒ **All Inclusive** ☐

Address

Street No 63 **Street Name*** Cavill Avenue

Address 2

Suburb SURFERS PARADISE **State*** QLD

Building Name Moorings on Cavill **PI/Code** 4217

Plan 270976 **Parish** SURFERS PARADISE **County**

Registers

Exclusive Use Allocations

2 **All** **Active** **Inactive**

Date	Lot	Description	By-Laws
1/2/2017	4	Lot 4 Permanent exclusive use of Visitor Carpar...	Exclusive use of Visitor Carpark 4 is granted to ...

1

3 **+ Add** **View**

FUNDING PROPOSALS

Here you can record any building funding proposals. To get started go to the registers tab and open *Funding Proposals*.

1. From the *Registers* tab, click on the accordion called *Funding Proposals*.
2. The *Active* box will be ticked by default (you can inactivate later if needed).
3. Enter the date of the funding proposal.
4. Enter the title of the proposal.
5. Enter the particulars.
6. Click *Save*.

Building

C.T.S.* 270976

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 120

Total Int Ent* 120

Active ☒ **All Inclusive** ☐

Address

Street No 63 **Street Name*** Cavill Avenue

Address 2

Suburb SURFERS PARADISE **State*** QLD

Building Name Moorings on Cavill **P/Code** 4217

Plan 270976 **Parish** SURFERS PARADISE **County**

Registers

Exclusive Use Allocations

Lot Authorisations

Common Authorisations

Authorisations Affecting Lots

Assets Register

Contracts Register

Funding Proposals

All Active Inactive

Date	Title	Particulars
	Funding Proposal	

Funding Proposal

Active ☒ **Date Determined*** 02/02/2017

Title* Funding Proposal for major landscaping projet

Particulars

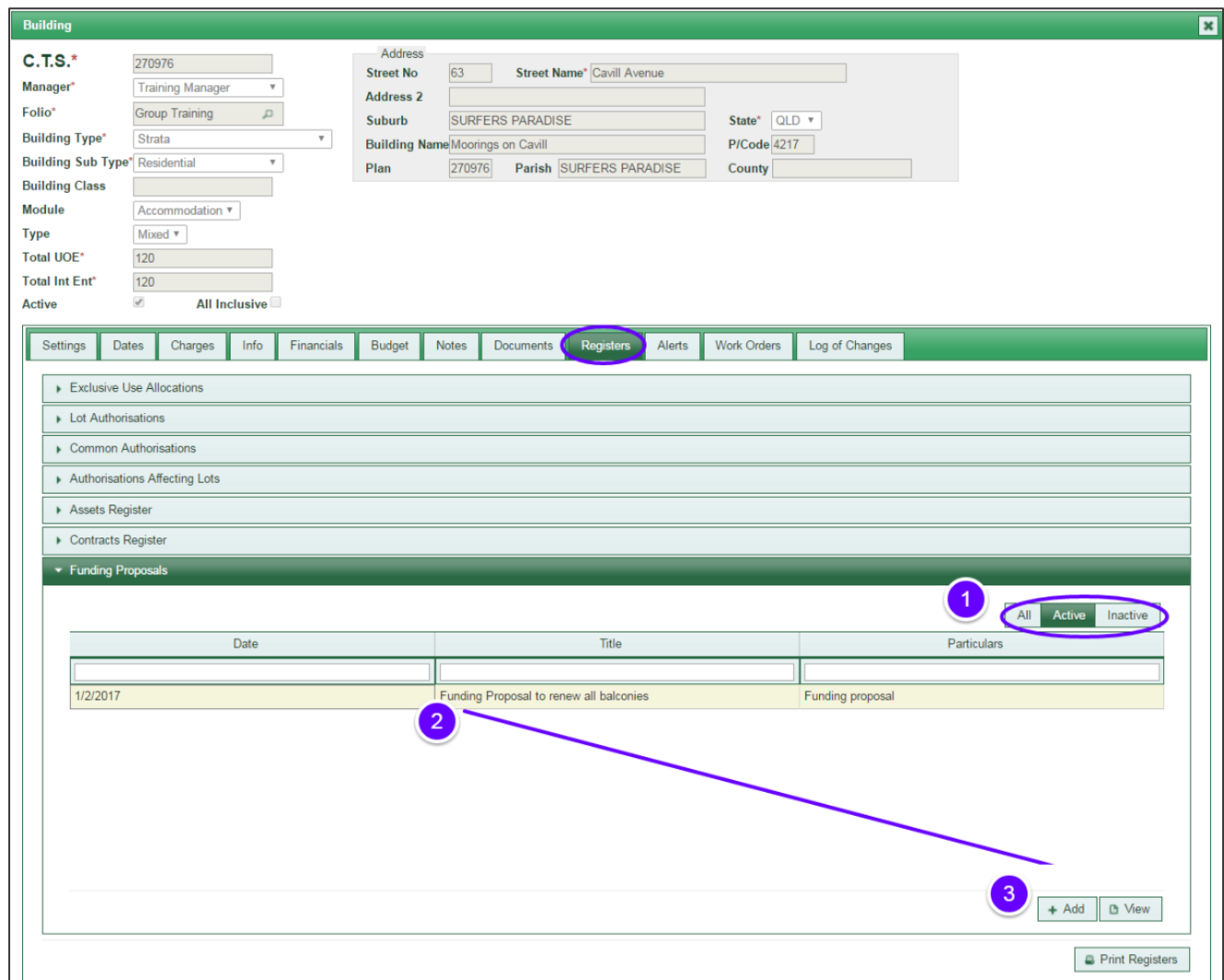
Funding proposal to build new retaining walls and revamp pool area.

Save **Cancel**

+ Add **View**

You can view the funding proposals you have recorded from the *Registers* tab by opening *Funding Proposals*.

1. You can toggle your view between *All*, *Active* or *Inactive* proposals.
2. Highlight the funding proposal you want to view and click *View* (or double click on the proposal you want to view).
3. *+Add* to add more funding proposals. You can add as many as you want.



Building

C.T.S.* 270976

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 120

Total Int Ent* 120

Active ☒ **All Inclusive** ☐

Address

Street No 63 **Street Name*** Cavill Avenue

Address 2

Suburb SURFERS PARADISE **State*** QLD

Building Name Moorings on Cavill **P/Code** 4217

Plan 270976 **Parish** SURFERS PARADISE **County**

Registers

Exclusive Use Allocations

Lot Authorisations

Common Authorisations

Authorisations Affecting Lots

Assets Register

Contracts Register

Funding Proposals

1 All Active Inactive

Date	Title	Particulars
1/2/2017	Funding Proposal to renew all balconies	Funding proposal

2 3

+ Add View

Print Registers

1. From the *Registers* tab, click on the accordion called *Leases and Licenses*.
2. Click *+Add* to add a new lease or license.
3. If the lease or license has been granted to a Lot, you can click on the search icon to search for the lot.
4. If the lease or license has been granted to a third party or entity, you can enter the Name and Address here.
There is a limit of 100 characters for the Name field and 800 characters for the Address field.
5. Enter the commencement date.
6. Enter the expiry date.
7. Enter the term.
8. Enter the rent amount.
9. Enter a short description of the lease or license. There is a limit of 800 characters.
10. *Sublessee for leases*: If you've been notified of the sublessee and want to record it, you can enter the Name and Address of the sublessee here.
There is a limit of 100 characters for the Name field and 800 characters for the Address field.
11. *Save*.

NOTE: At least **one** of these fields must be entered before you can save.

The screenshot displays the PropertyIQ software interface. At the top, a green header bar contains the 'Building' title and a close button. Below this, a form for building details is visible, including fields for S/Plan, Manager, Folio, Building Type, Building Sub Type, Building Class, Total UOE, and checkboxes for Active, Debt Collection, All Inclusive Fees, and Payment Plan. A secondary form for address details includes Street No, Street Name, Address 2, Suburb, State, Building Name, and P/Code. A tabbed interface below the forms includes 'Registers', which is highlighted with a purple box. Under the 'Registers' tab, a list of registers is shown, with 'Leases and Licenses' selected and marked with a purple circle '1'. A modal window titled 'Leases And Licenses' is open, containing the following fields and callouts:

- Entity** section: 'Lot' with a search icon (callout 3) and 'Other' with 'Name' (callout 4) and 'Address' (callout 4) fields.
- Details** section: 'Commencement Date' (callout 5), 'Expiry Date' (callout 6), 'Term' (callout 7), 'Rent' (callout 8), and 'Description' (callout 9).
- Sublessee** section: 'Sublessee Name' (callout 10) and 'Sublessee Address' (callout 10).
- Buttons: 'Save' (callout 11) and 'Cancel' at the bottom right of the modal.

 In the background, to the right of the modal, there are buttons for 'All', 'Active', and 'Inactive', and a '+ Add' button with a search icon (callout 2) and a 'View' button.

The leases and licenses you recorded can be viewed from the registers tab by clicking *Leases and Licenses*.

1. Highlight the item you want and click *View* (or double click to view).
2. You can toggle your view between *All*, *Active* and *Inactive* items.
3. *+Add* to continue adding more items. You can add as many as you want.

SettingsDatesChargesInfoFinancialsBudgetNotesDocumentsRegistersAlertsWork OrdersInsurance ClaimsEmailsLog of Changes

▶ Assets Register

▶ Authorisations Affecting Lots

▶ Common Authorisations

▶ Compliance Register

▶ Contracts Register

▶ Common Property Rights By-Laws

▶ Funding Proposals

▼ Leases and Licenses

2

AllActiveInactive

Date	Lot	Description	Term
1/12/2023	2	Lease of 1x common property carpark - allocate...	12 months

1

3

+ AddView

▶ Lot Authorisations

▶ Unregistered By-Laws

Print Registers

LOT AUTHORISATIONS

1. From the *Registers* tab, click on the accordion called *Lot Authorisations*.
2. Click *+Add* to add a new authorisation.
3. Click on the search icon to search for the lot owner that has the authorisation.
4. Enter the date of the authorisation.
5. Enter a brief description.
6. Enter the full details of any conditions. There is a limit of 800 characters.
7. *Save*.

Building

C.T.S.* 270976
Manager* Training Manager
Folio* Group Training
Building Type* Strata
Building Sub Type* Residential
Building Class
Module Accommodation
Type Mixed
Total UOE* 120
Total Int Ent* 120
Active ☒ **All Inclusive** ☐

Address
Street No 63 **Street Name*** Cavill Avenue
Address 2
Suburb SURFERS PARADISE **State*** QLD
Building Name Moorings on Cavill **PI Code** 4217
Plan 270976 **Parish** SURFERS PARADISE **County**

Registers

Lot Authorisations 1

Date	Lot	Description	Conditions
1/2/2017	1		Subject to this by-law, owners and occupiers ma...

Lot Authorisation

Active ☒

Lot Details
Lot: 1 Rocco Silvester
Resolution Date 01/02/2017
Description
 Permission to keep a dog in Lot 1
Conditions
 Subject to this by-law, owners and occupiers may keep up to 2 Household Pets on their lot.

+ Add **View**

Save **Cancel**

The lot authorisations you recorded can be viewed from the registers tab by clicking *Lot Authorisations*

4. Highlight the authorisation you want and click *View* (or double click on the authorisation you want to view).
5. You can toggle your view between *All*, *Active* and *Inactive* authorisations.
6. *+Add* to continue adding more authorisations. You can add as many as you want.

The screenshot displays the 'Building' form in the PropertyIQ system. The top section contains fields for building details: C.T.S. (270976), Manager (Training Manager), Folio (Group Training), Building Type (Strata), Building Sub Type (Residential), Building Class, Module (Accommodation), Type (Mixed), Total UOE (120), Total Int Ent (120), and Active status (checked). The Address section includes Street No (63), Street Name (Cavill Avenue), Address 2, Suburb (SURFERS PARADISE), State (QLD), Building Name (Moorings on Cavill), P/Code (4217), Plan (270976), Parish (SURFERS PARADISE), and County.

The bottom section shows the 'Registers' tab selected, with a sub-tab 'Lot Authorisations'. A table lists the authorisations:

Date	Lot	Description	Conditions
1/2/2017	1	Permission to keep a dog in Lot 1	Subject to this by-law, owners and occupiers ma...

Annotations on the screenshot include:

- 1. A purple arrow pointing to the first row of the table.
- 2. A purple circle around the 'All', 'Active', and 'Inactive' tabs.
- 3. A purple circle around the '+ Add' and 'View' buttons at the bottom right.

UNREGISTERED BY-LAWS

1. From the *Registers* tab, click on the accordion called *Unregistered By-Laws*.
2. Click *+Add* to add a new bylaw.
3. Click on the search icon to search for the lot owner that has the bylaw.
4. Enter the resolution date of when the bylaw was approved.
5. Enter a brief description.
6. Enter the full details of the bylaw.
7. *Save*.

The screenshot displays the PropertyIQ software interface. At the top, a navigation bar includes tabs for Settings, Dates, Charges, Info, Financials, Budget, Notes, Documents, Registers (highlighted with a purple box), Alerts, Work Orders, Insurance Claims, Emails, and Log of Changes. Below this, a list of registers is shown, with 'Unregistered By-Laws' selected and marked with a purple circle 1. A modal window titled 'Unregistered By-Laws' is open, containing the following fields and controls:

- Active:** A checked checkbox.
- Lot Details:** A section containing a search icon (marked with a purple circle 3) and a text field with 'Lot: 2 John Smith' (marked with a purple circle 3).
- Resolution Date:** A date field containing '07/10/2023' (marked with a purple circle 4).
- Description:** A text area containing 'Description of bylaw, meeting resolution and pending lodgement.' (marked with a purple circle 5).
- By Law:** A section containing a text area for 'Bylaw text' (marked with a purple circle 6).
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the modal (marked with a purple circle 7).

On the right side of the modal, there are filters for 'All', 'Active', and 'Inactive'. Below the modal, a table with columns 'Description' and 'By-Laws' is visible. At the bottom right of the main interface, there is a '+ Add' button (marked with a purple circle 2) and a 'View' button. A 'Print Registers' button is located at the very bottom right.

The unregistered by-laws you recorded can be viewed from the registers tab by clicking *Unregistered By-Laws*.

1. Highlight the bylaw you want and click *View* (or double click on the bylaw you want to view).
2. You can toggle your view between *All*, *Active* and *Inactive* bylaws.
3. *+Add* to continue adding more bylaws. You can add as many as you want.

SettingsDatesChargesInfoFinancialsBudgetNotesDocumentsRegistersAlertsWork OrdersInsurance ClaimsEmailsLog of Changes

▶ Assets Register

▶ Authorisations Affecting Lots

▶ Common Authorisations

▶ Compliance Register

▶ Contracts Register

▶ Common Property Rights By-Laws

▶ Funding Proposals

▶ Leases and Licenses

▶ Lot Authorisations

▼ Unregistered By-Laws

2

AllActiveInactive

Date	Lot	Description	By-Laws
7/10/2023	2	Description of bylaw, meeting resolution and pe...	Bylaw text

1

3

+ AddView

Print Registers

PRINT & EXPORT REGISTERS

1. Select *Print Registers*.
2. Select the register reports you want to print.
3. Select *Export* to generate an excel file in your downloads folder.
4. Select *Print* to generate a PDF document in a new tab.

Building

S/Plan* 12
Manager* Bella Carstairs
Folio*
Building Type* Strata
Building Sub Type* Residential
Building Class
Total UOE* 561
Active ☒ **All Inclusive Fees** ☐
Debt Collection ☒ **Payment Plan** ☐

Address
Street No
Street Name* Roma Road
Address 2
Suburb HAMILTON **State*** NSW
Building Name Riverside **P/Code** 2303
Total Lots - 56 (Primary - 56, Secondary - 0)

Print Registers

☒ Assets Register
☒ Authorisations Affecting Lots
☐ Common Authorisations
☒ Compliance Register
☐ Contracts Register
☐ Common Property Rights By-Laws
☐ Funding Proposals
☐ Leases and Licenses
☒ Lot Authorisations
☐ Unregistered By-Laws

Export **Print** **Close**

Print Registers

Printed reports: If you select more than one register, each one will be a separate document within the PDF file.

Park Avenue Strata Pty Ltd Level 15, ONE ONE ONE, 111 Eagle Street BRISBANE NSW 4000 ABN: 72 608 194 707 Ph: 07 3737 3102 Email: enquiries@parkavenuestrata.com.au Printed: 06/07/2017 10:37 am User: Faye Goodman				Asset Register 888777 Hornsby Towers 15 Florence				Page 1
Description	Type	Acquisition Method	Date Acquired	Acquired From	Original Cost	Cost to Date	Market Value	
Pool equipment	equipment	purchase	01/07/16	Pool Equipment Supplies	\$1,000.00	\$0.00	\$800.00	
a4 treadmill			04/06/17	Gym Equipment Australia	\$10,000.00	\$0.00	\$500.00	

Exported reports: If you select more than one register, each one will be a separate sheet within the excel file.

36								
27								
	assetsRegister	authorisationsAffectingLots	complianceRegister	lotAuthorisations				

ATTACH REGISTERS TO INFORMATION CERTIFICATES

You can include register reports as an attachment to an information certificate.

If you attach reports to a draft information certificate, PropertyIQ will retain your selections when the final certificate is generated. For Queensland buildings, this is available for both the Section 205 and the Section 206 certificates.

The following reports may contain some information that *is* specific to a lot and some information that *is not* specific to any lot:

- Authorisations affecting lots
- Common authorisations
- Exclusive use allocations (all States except NSW)
- Common property rights by-laws (NSW)
- Leases and licenses
- Lot authorisations
- Unregistered by-laws

For these reports, information related to the lot the information certificate is being produced for *will* show on the report as well as information that does not relate to any lot. Information related to another lot *will not* show on the report when it is attached to an information certificate.

For more information about information certificates, see the detailed manuals for information certificates in each state/territory.

Information Certificate Generation

Selected Lot Info
Lot: 1 Building: The Bachelor Pad State: NSW

Schedule: Consolidated
Certificate Date: 07/12/2023
Authorised By:
Authorising Party:
Requested By:
Requesting Party:

Include Register Reports:
☒ Assets Register
☐ Authorisations Affecting Lots
☐ Common Authorisations
☐ Compliance Register
☐ Contracts Register
☐ Common Property Rights By-Laws
☐ Funding Proposals
☒ Leases and Licenses
☒ Lot Authorisations
☐ Unregistered By-Laws
Include Other Reports:
☐ Insurance Claim Register

Levies

Levy Period	Due Date	Admin	Capital Works	
(1/10/2023 - 31/10/2023)	25/9/2023	\$50.00	\$60.00	<input checked="" type="checkbox"/>
(1/10/2023 - 31/10/2023)	6/11/2023	\$20.00	\$30.00	<input checked="" type="checkbox"/>
(1/10/2023 - 31/10/2023)	1/12/2023	\$10.00	\$20.00	<input checked="" type="checkbox"/>

Generate

Close