PropertyIQ™

Debt Collection V2

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INTRODUCTION TO DEBT COLLECTION V2

Debt collection V2 allows you to customise your due notice and debt collection settings, so you can configure and generate due notices, arrears notices, final notices and legal notices based on your own requirements. Debt collection V2 also allows customisation at a building and lot level so you can tailor debt collection to suit the different needs across your portfolio.

Some of the benefits of the new process are:

- You can set up default debt collection settings for Arrears, Final and Legal notices at a global or folio level to ensure consistency and to remove the need to enter criteria every time you process a due notices run.
- Debt collection stages have been introduced, so that a lot can only be in one stage at a given time.

- You now have the option to force notices to be issued sequentially. For example, you can select that a lot owner must have received an arrears notice before they are included in a final or legal notice run. This means that lot owners don't receive multiple notices (and charges) of the same type.

- The arrears report now includes the lot's stage and debt collection notes.

- You can now exclude an individual lot from a debt collection run even if the building the lot belongs to is ticked for debt collection

A lot can only be in one of the following four stages at any time.

1. None / blank – the lot has not been issued an arrears, final or legal notice.
2. Arrears – the lot has been issued an arrears notice
3. Final– the lot has been issued a final notice
4. Legal – the lot has been issued a legal notice

ENABLING DEBT COLLECTION V2

Email support@propertyiq.com.au and advise you want Debt Collection V2 enabled.

When the support team enable the functionality for you, they can also enable an *Auto Set Debt Collection* as a one off. If this is enabled, PropertyIQ will:

1. Look for all **currently unpaid levies** for each lot and the *highest level* notice type (with legal being the highest and arears being the lowest) that has been sent for the lot's currently unpaid levies. It will ignore due or special levy that have been sent for *upcoming* notices.
2. Set the stage based on the **highest notice type** (legal, final or arrears) that has been generated for that lot's currently unpaid levies.

Examples:

- A lot has two overdue levies. One levy's last notice type was an arrears notice. The other levy's last notice type was legal. The lot's debt collection state is set to *legal*
- A lot has two levies. One is not yet due, and the last notice sent for that levy was a due notice. The other is overdue and the last notice sent for that levy was a final notice. The lot's debt collection stage is set to *Final*
- The lot card's log of changes will show the details of the change. i.e. the user, time and details
- If a lot was previously sent an arrears, final or legal notice but no longer has any levies in arrears – their debt collection stage is blank

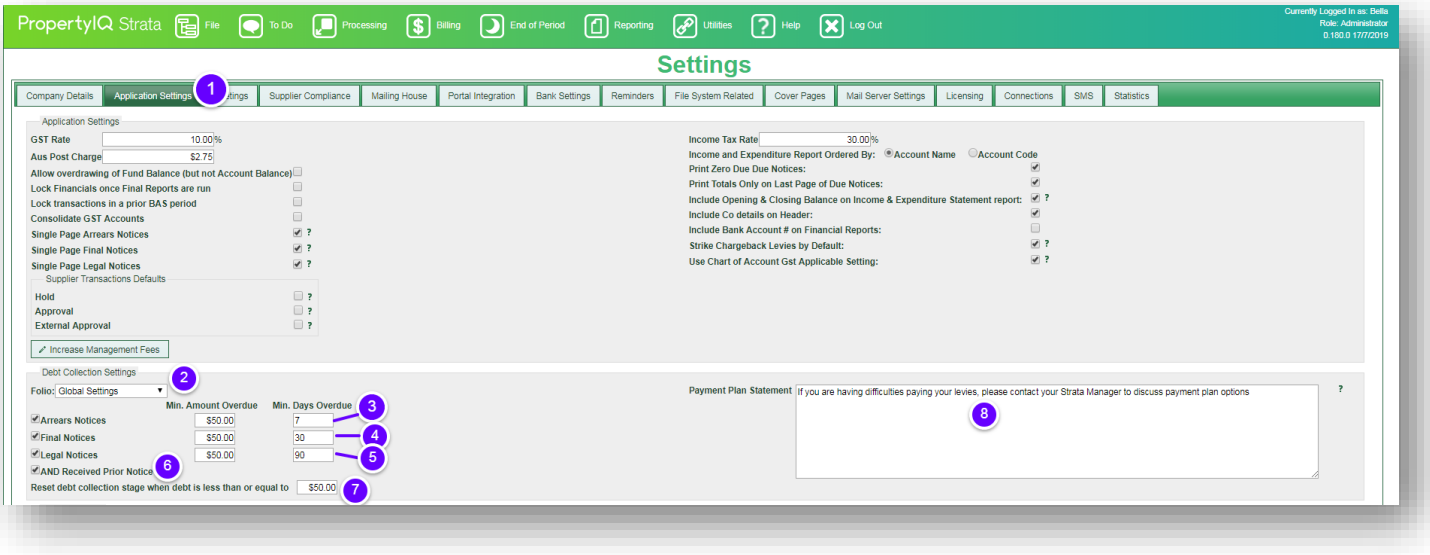
If you don't want *Auto Set Debt Collection Stage* enabled and you usually use all three debt collection stages, we recommend that you include all three stages (arrears, final and legal) when conducting your first debt collection run, as the first run will set the debt collection stage for each lot and this will ensure the debt collection stage is set correctly.

Please advise whether you want auto set debt collection enabled or not when you email the support team with your request to enable Debt Collection V2

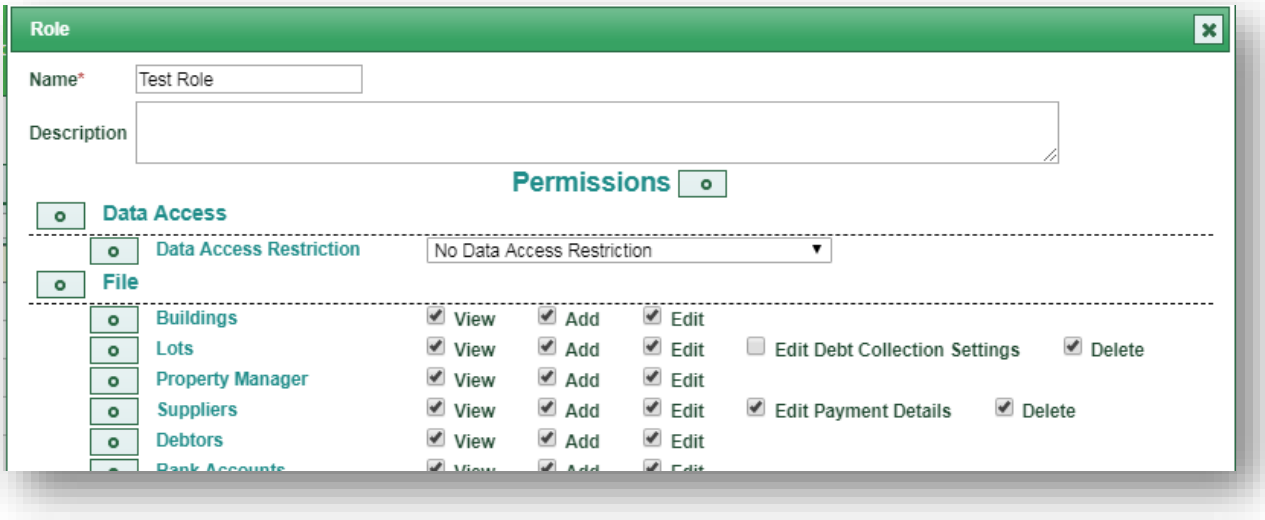
APPLICATION SETTINGS

To get started, go to *Settings*. You can select global (right across your company) settings or select folio preferences if you use folios in your company.

1. Select Application Settings
2. If you use folios, select the folio you want to set preferences for from the dropdown list. If you want to set preferences that apply right across your company, select *Global*
3. If you want to send arrears notices, tick *Arrears Notices* and select the criteria for generating arrears notices. In this screenshot, lot owners with a debt of $50 or more that is seven days or more overdue would receive an arrears notice.
4. If you want to send final notices, tick *Final Notices* and select the criteria for sending final notices. In this screenshot, lot owners with a debt of $50 or more that is 30 days or more overdue would receive a final notice.
5. If you want to send legal notices, tick *Legal Notices* and select the criteria for sending legal notices. In this screenshot, lot owners with a debt of $50 or more that is 90 days or more overdue will receive a legal notice.
6. If *And received prior notice* is ticked, lot owners will only receive the relevant notice if the prior stage notice has been sent and they meet the criteria for the debt collection stage. For example, in this screenshot, if a lot owner has a debt of $50 or more that is 30 days or more overdue **and** they have already received an arrears notice, they would qualify to be send a final notice. Note: If you only have one stage selected, then this function will not affect your notice generation.
7. Enter the amount here that will reset the arrears stage of the lot when the lots total arrears balance falls below this value. For example, if the lot's debt collection stage was "Arrears" and the lot owner made a payment that reduced their arrears balance below $50, then the lots stage would be reset from "Arrears" to blank/none.
8. Enter the wording you want to show on your notices about repayment plan options. If you want this wording to appear on your notices, you also need to ensure the merge field {{&Payment_Plan_Statement}} is included on your notice templates. Note: this is the text that will appear on the notices for all buildings that have Payment Plan ticked on their building card unless they have individual payment plan text entered on the building card. See debt collection details on a building card below

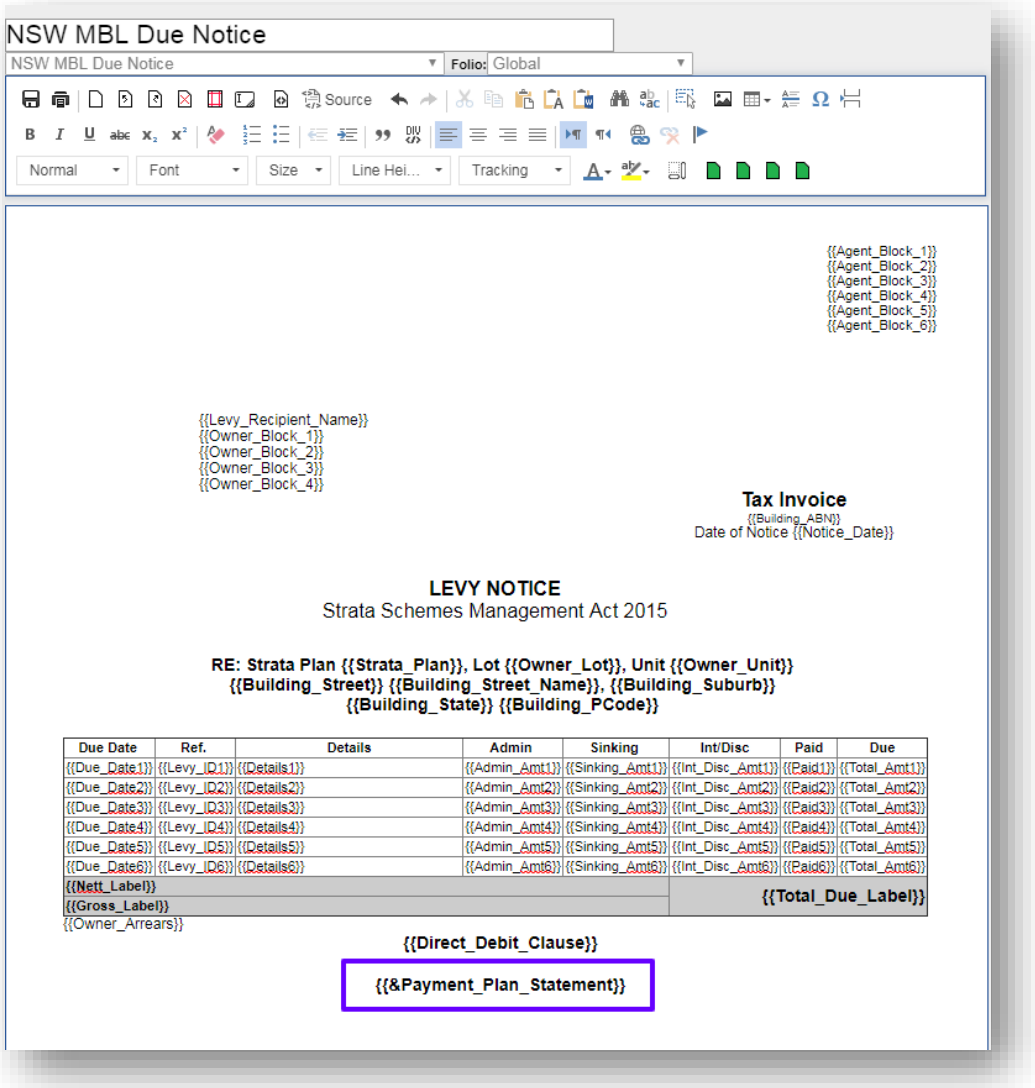


Edit Debt Collection permission is needed to be able to edit the debt collection stage, debt collection notes, repayment plan details or legal action details on a lot card. Administrators have this permission by default, but you may need to edit other roles.



REPAYMENT PLAN STATEMENT ON TEMPLATES

To include the payment plan statement working on your templates, ensure this merge field is included on your standard merge templates for the notice types you want it to appear on.



LOT OWNER NOTICE TEMPLATES

These are the standard merge templates that are utilised for Debt Collection V2 processes. The standard merge templates you need for lot owners are listed below.

If you are sending notices for **strata title buildings**, the merge templates you need are:

- (your State) MBL Due Notice
- (your State) MBL Arrears Notice
- (your State) MBL Final Notice
- (your State) MBL Legal notice.

If you are sending notices for **company title buildings**, the merge templates you need are:

- (your State MBL Due Notice (Co)
- (your State) MBL Arrears Notice (Co)
- (your State) MBL Final Notice (Co)
- (your State) MBL Legal notice (Co)

If you are sending notices for **community title buildings**, the merge templates you need are:

- (your State MBL Due Notice (Ca)
- (your State) MBL Arrears Notice (Ca)
- (your State) MBL Final Notice (Ca)
- (your State) MBL Legal notice (Ca)

DEBTORS NOTICE TEMPLATES

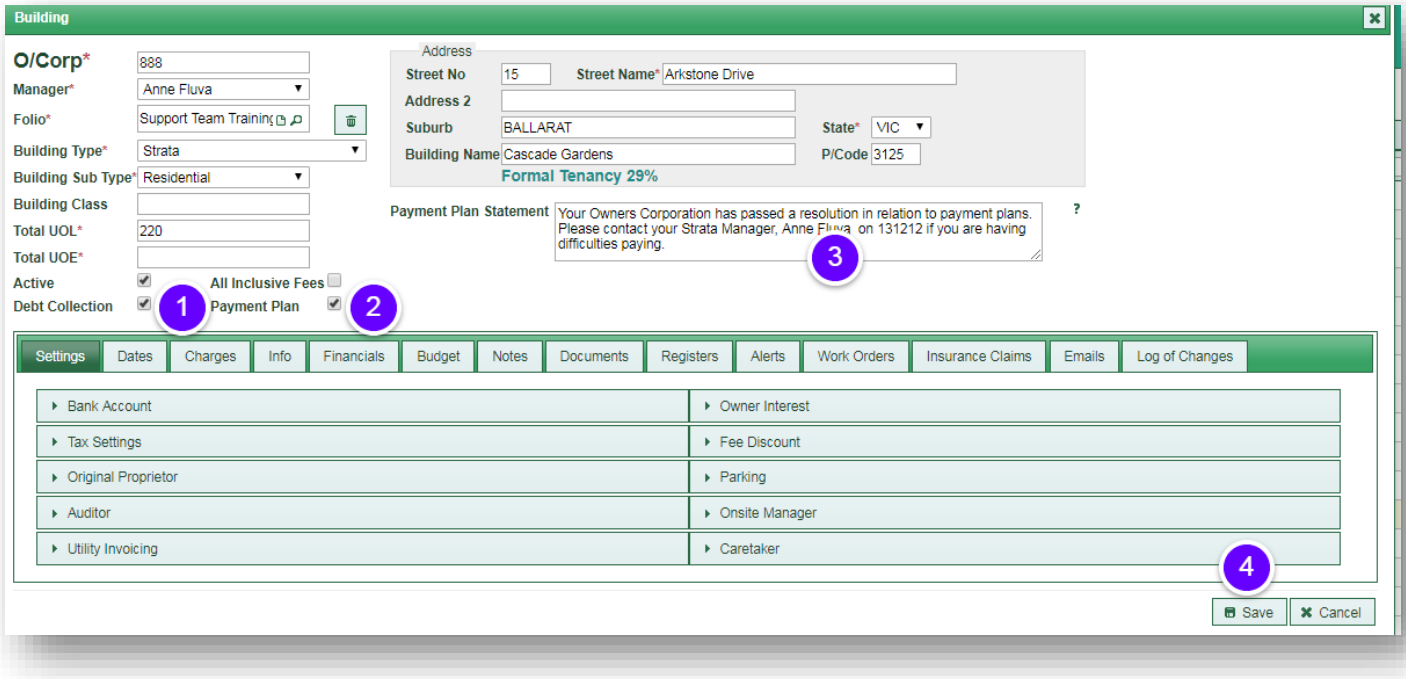
Debtor statements for all buildings use the same Standard Merge Template:

- Debtor Statement

DEBT COLLECTION DETAILS ON A BUILDING CARD

The next step is to enter your debt collection preferences for each building.

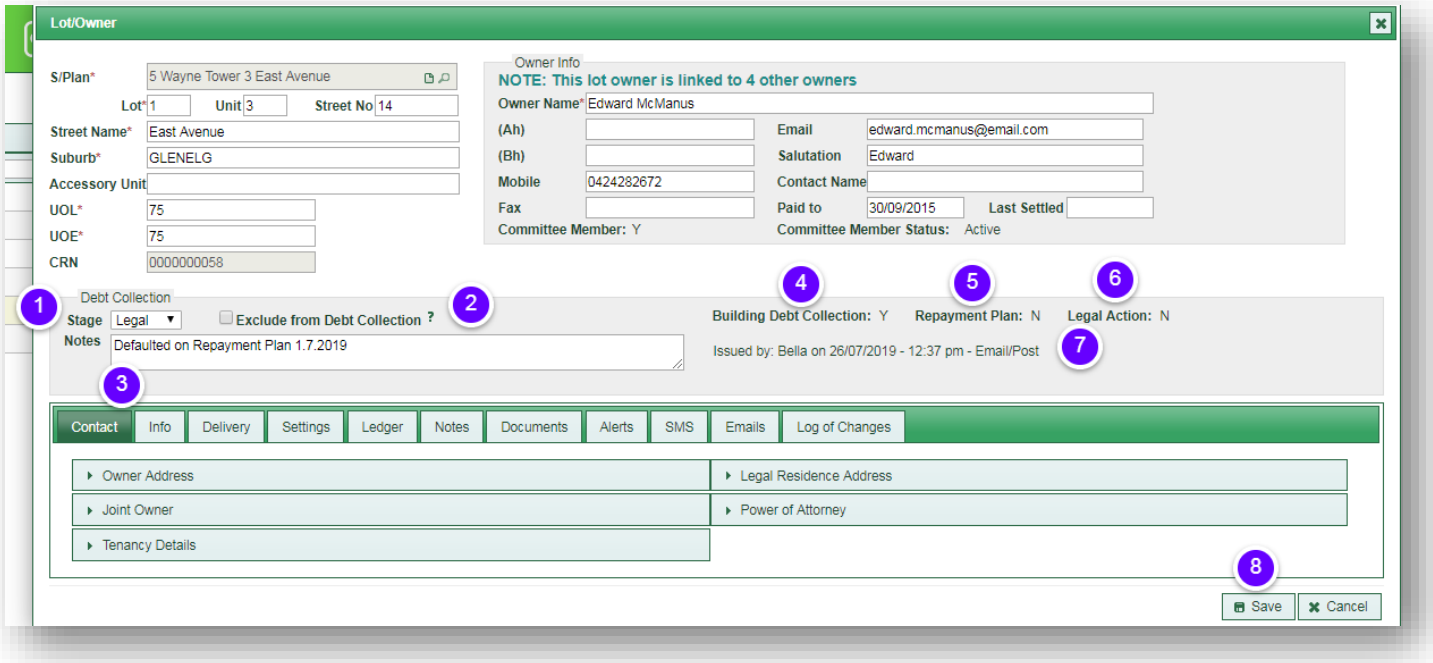
1. Tick *Debt Collection* to include this building in all debt collection runs
2. Tick *Payment Plan* to include the payment plan message you entered in your application settings in the {{&Payment_Plan_Statement merge field on your notices.
3. You can choose to enter a payment plan statement here that is individual to the building. Any text you enter here will show in the {{&Payment_Plan_Statement}} merge field on your notices. Note: If you have ticked Payment Plan but do not enter any text here. The payment plan message you entered in your application settings will show in the {{&Payment_Plan_Statement}} on your notices.
4. *Save*



DEBT COLLECTION DETAILS ON A LOT OWNER CARD

To edit the debt collection settings on the lot owner card, you must have the user permission for 'Edit Debt Collection Settings. See the section above Security and User Permissions

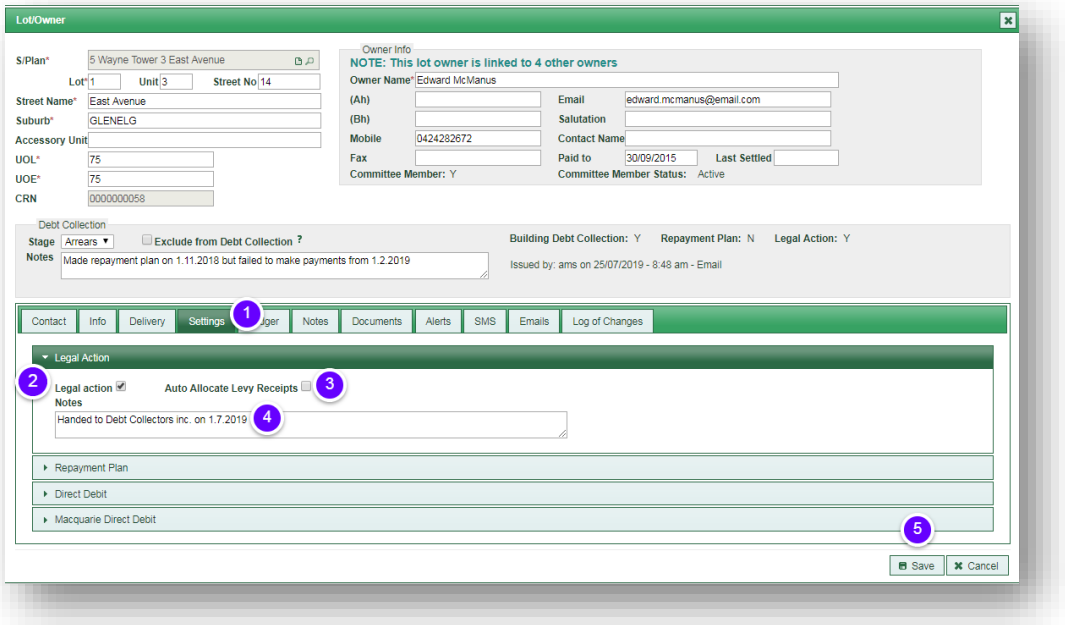
1. The debt collection stage for this owner shows here. This will update automatically when you send a debt collection notice. For example, if the last notice sent was a legal notice, the debt collection stage shows as *Legal.*
2. You can choose to exclude an individual lot owner from the debt collection process here, even if the building is ticked to be included in debt collection. Hover your mouse over the question mark to see the explanation "If this is ticked, lot owner will not receive arrears/final/legal notices"
3. You can enter notes here when the lot card is in *Edit* mode
4. A "Y" indicates that the building is included in any debt collection processes, a "N" indicates that the building is not included in any debt collection processes. If the building is not included, then no lots in that building will receive arrears final and legal notices.
5. If you have entered information in the *Settings* tab of the lot owner card>Repayment Plan, a "Y" shows here, if not an "N" shows here
6. If you have entered information in the *Settings* tab of the lot owner card>Legal Action, a "Y" shows here, if not an "N" shows here
7. If you have issued arrears, final or legal notices for this lot, the last issued time and the issuer show here
8. *Save*



LEGAL ACTION DETAILS ON THE LOT OWNER CARD

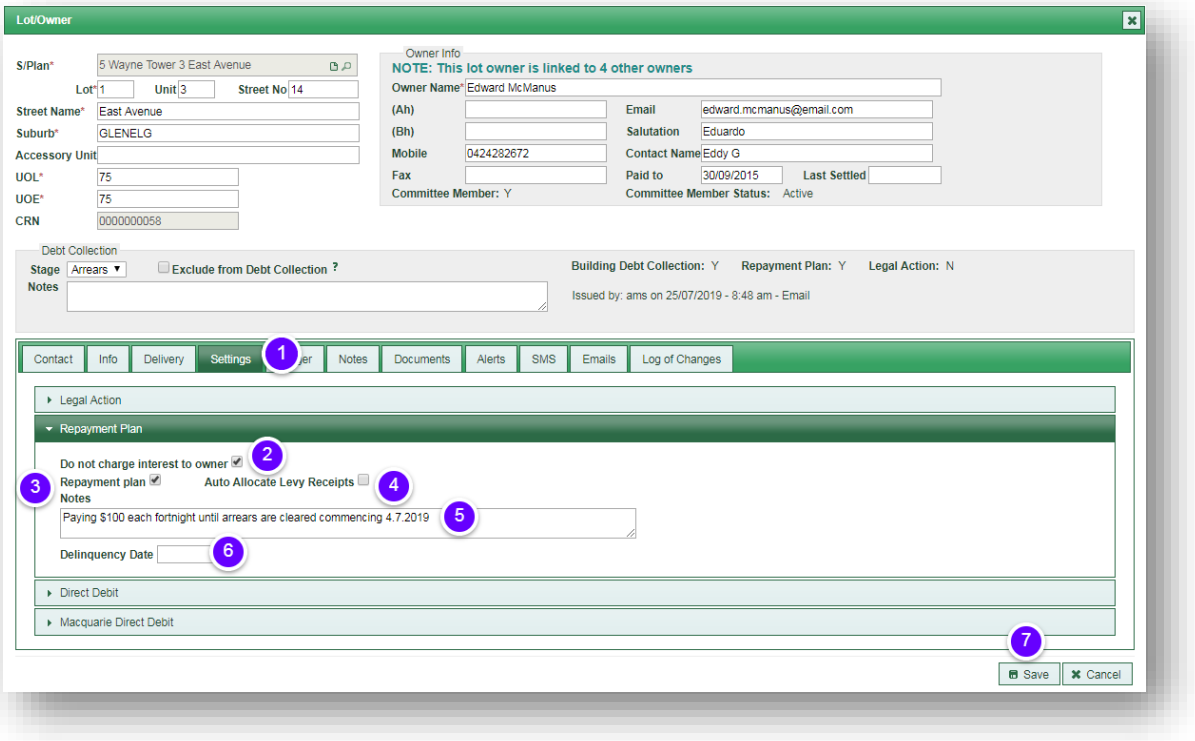
Legal action details you enter here are viewable from the *Due Notices* screen when you are sending arrears, final and legal notices and can also be set to affect the receipting behaviour of any payments the lot owner makes.

1. Select the *Settings* tab on the lot owner card
2. Tick here to enable legal action notes to show on the Due Notices screen when processing arrears, final or legal notices for this lot
3. If *Auto Allocate levy Recepts is ticked*, then any fund received from the lot owner will auto allocate as per your company wide auto allocation rules entered in your Settings>Application Settings. If this is not ticked, any funds received by the lot owner will show on the Unallocated tab on the .txn processing screen. For full details about receipting, see the manual "How to Receipt – Processing .txn files"
4. Enter any notes here when the lot card is in Edit mode. Notes you enter here can be viewed from the Due Notices screen when processing arrears, final or arrears notices for this lot
5. *Save*



REPAYMENT PLAN DETAILS ON THE LOT OWNER CARD

1. Select the *Settings* tab on the lot owner card
2. If *Do not charge interest to owner* is ticked, no interest will accumulate for this lot owner, regardless of whether the building has interest rules enabled.
3. Tick here to enable Repayment Plan notes to show on the Due Notices screen when processing arrears, legal or final notices for this lot
4. If *Auto Allocate levy Recepts is ticked*, then any fund received from the lot owner will auto allocate as per your company wide auto allocation rules entered in your Settings>Application Settings. If this is not ticked, any funds received by the lot owner will show on the Unallocated tab on the .txn processing screen. For full details about receipting, see the manual "How to Receipt – Processing .txn files"
5. Enter any notes here when the lot card is in Edit mode. Notes you enter here can be viewed from the Due Notices screen when processing arrears, final or arrears notices for this lot
6. If the lot owner defaults on their agreement, you can enter the delinquency date here. This is just for your information and does not affect any functionality
7. *Save*



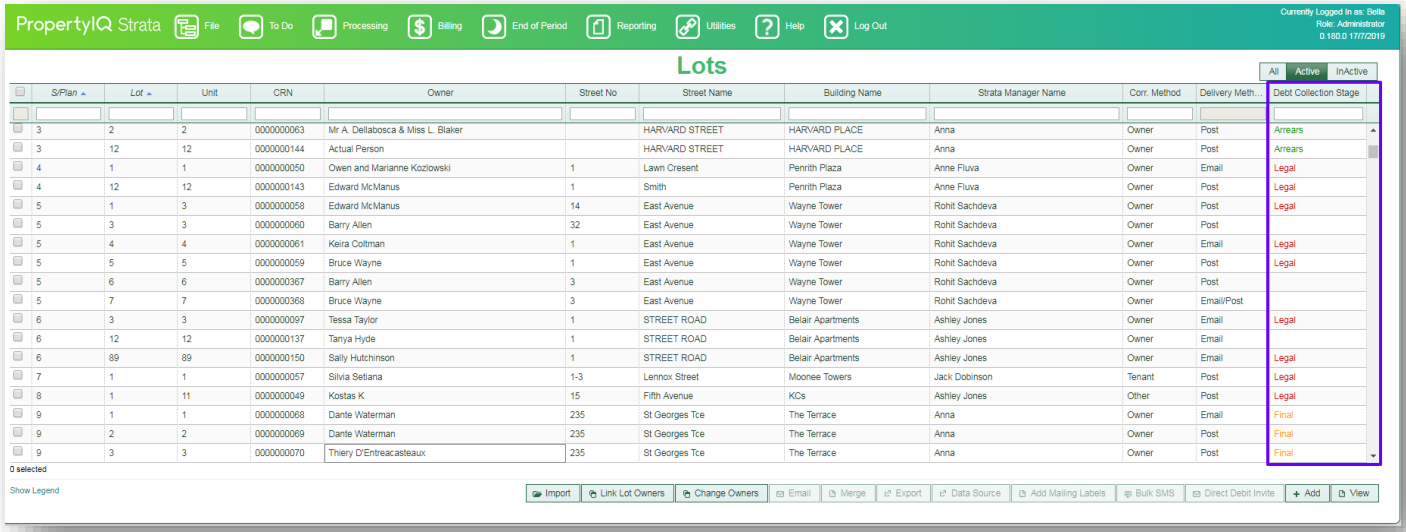
WHAT HAPPENS WHEN A CHANGE OF OWNER IS PROCESSED FOR A LOT?

When a change of owner is processed, the debt collection settings you have entered are cleared.

DEBT COLLECTION STAGE ON THE LOTS OWNERS SCREEN

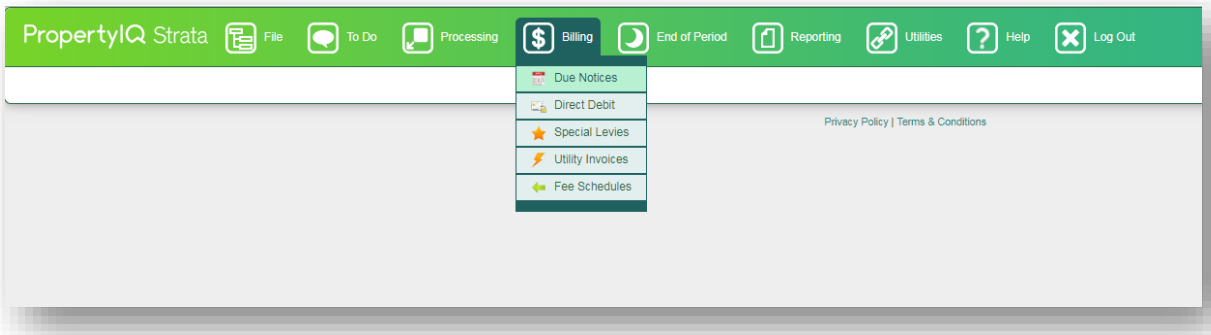
The debt collection stage of each lot owner shows on the lot owners screen. You can sort the screen by lot owner debt collection stage by clicking on the column heading or enter some key letters in the top line to filter the screen to a single debt collection stage.

Note: You will only see the debt collection stages you have enabled in your Application Settings.



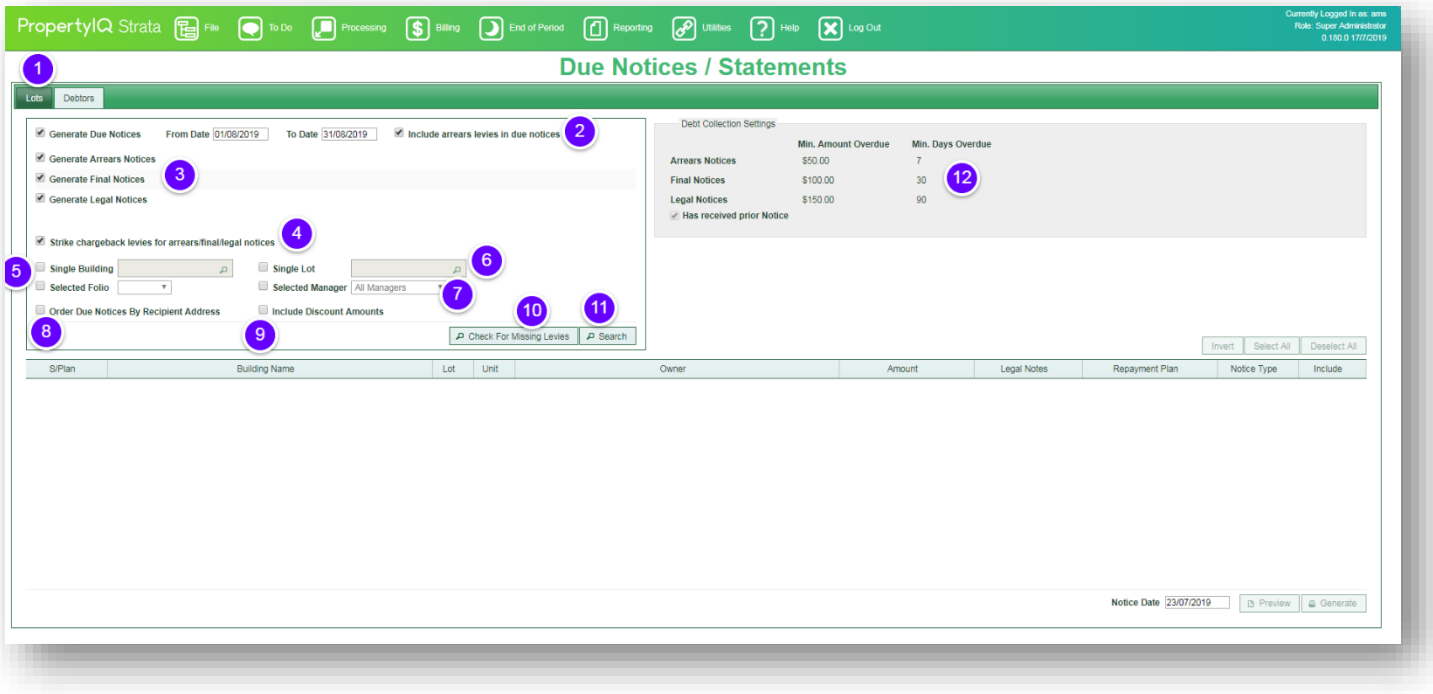
SENDING UPCOMING AND DEBT COLLECTION NOTICES

To get started, go to and select *Due/Fee Notices*.

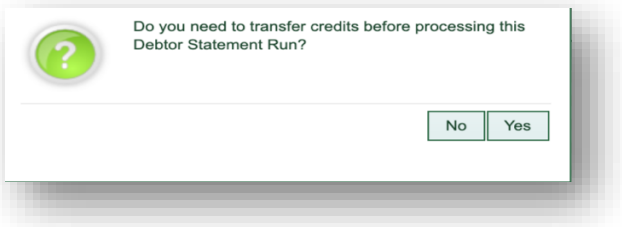


LOT NOTICES

1. The *Lots* tab is the default
2. To generate Due (upcoming) Notices, select here, enter the due date range for those notices. If you tick to include arrears levies in upcoming levy notices, any arrears will show on the due notices
3. Tick to select the sending of Arrears, Final, and Legal notices
4. If this box is ticked and the building has a chargeback set up on its variable charges schedule to chargeback a lot owner when one of these notices is sent, the charge will be created upon creation of the notice
5. You can choose to send notices for a single building or a single folio
6. If you choose to send notices for a single building, you can select a single lot
7. You can choose to send notices for a single manager
8. The default order is by strata plan, but you can select here to order by recipient address
9. If the building has enabled discounts, you can select here to show discounts on the levy notices
10. *Check for Missing Levies* to search for buildings that should have levies due, but don't. See Check for Missing Levies below
11. *Search* to find levies that meet your search criteria
12. Your debt collection settings show here. You can't alter them from this screen, but you can alter them from *Settings>Application Settings*



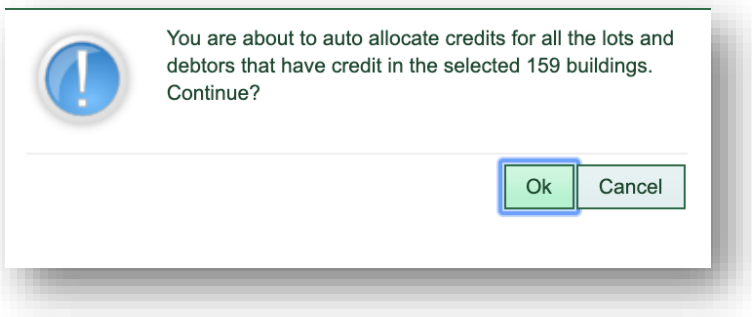
When you select Search, you will be prompted to transfer credits.



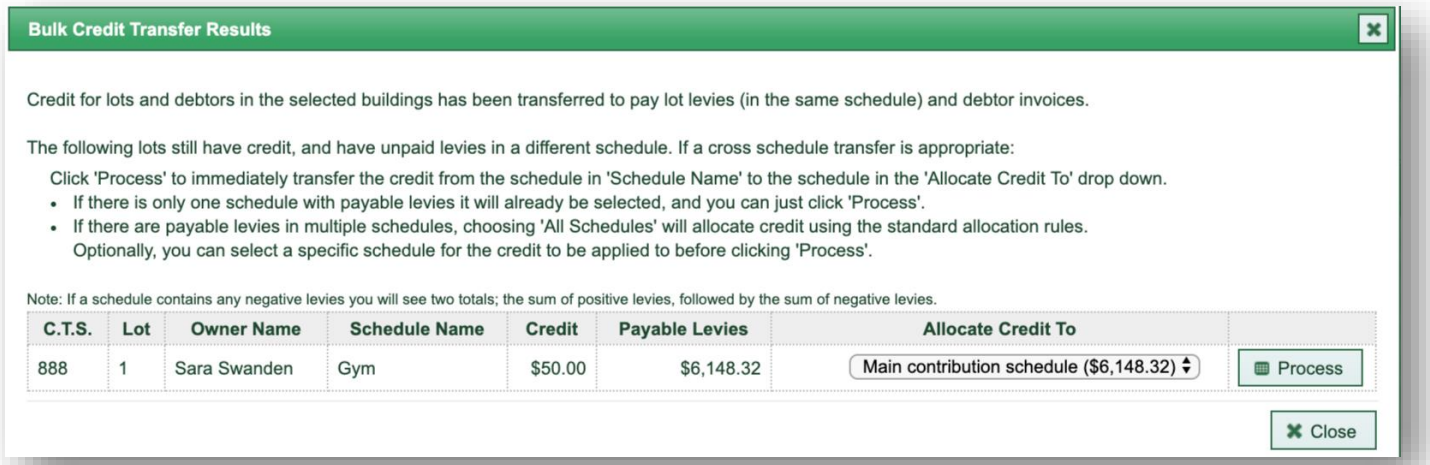
The transfer credits process looks for lot owners or debtors that have a credit showing on their ledger that has not been allocated against a levy/fee or invoice.

1. Today's date defaults, but you can alter the date. The bulk credit transfer process allocates against principal amounts as per the allocation settings you have set for .txn processing in Settings>Application Settings.
2. You can select to transfer credits for all buildings by ticking on the top line or you can select to transfer credits for individual buildings by selecting/deselecting singly.
3. Credits will be transferred for active buildings by default
4. Process to commence the bulk credit transfer
5. Finish to exit the screen once credits have been transferred
6. Close to exit without processing

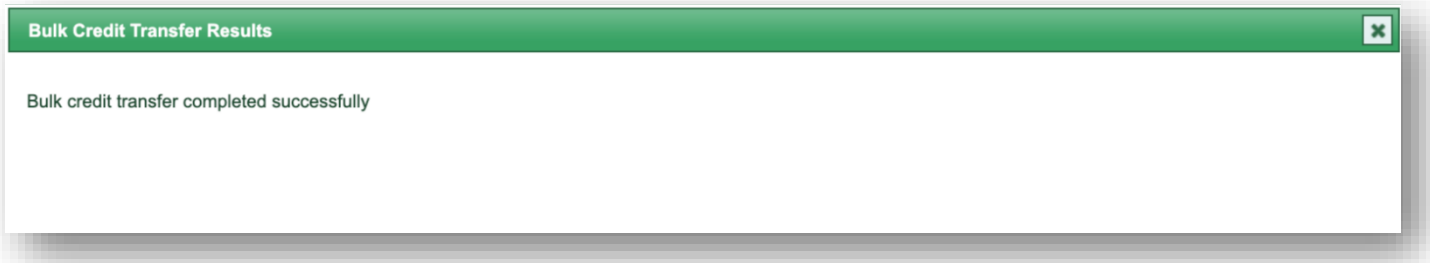
Confirm you want to proceed:



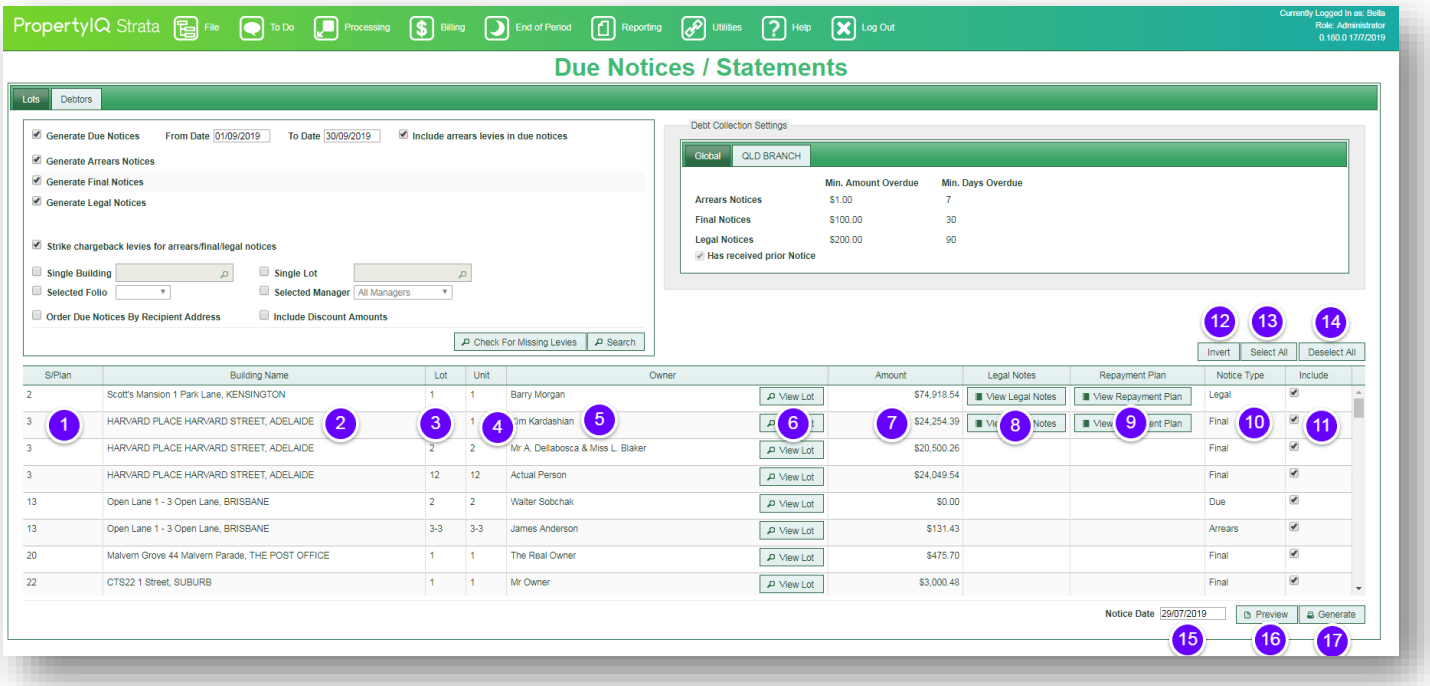
Read the instructions on the screen and confirm your preferences in relation to any credits relating to multi-schedule buildings then select *Process.*



You will receive confirmation that the credit transfer process is complete, and your search results when then be displayed on screen.



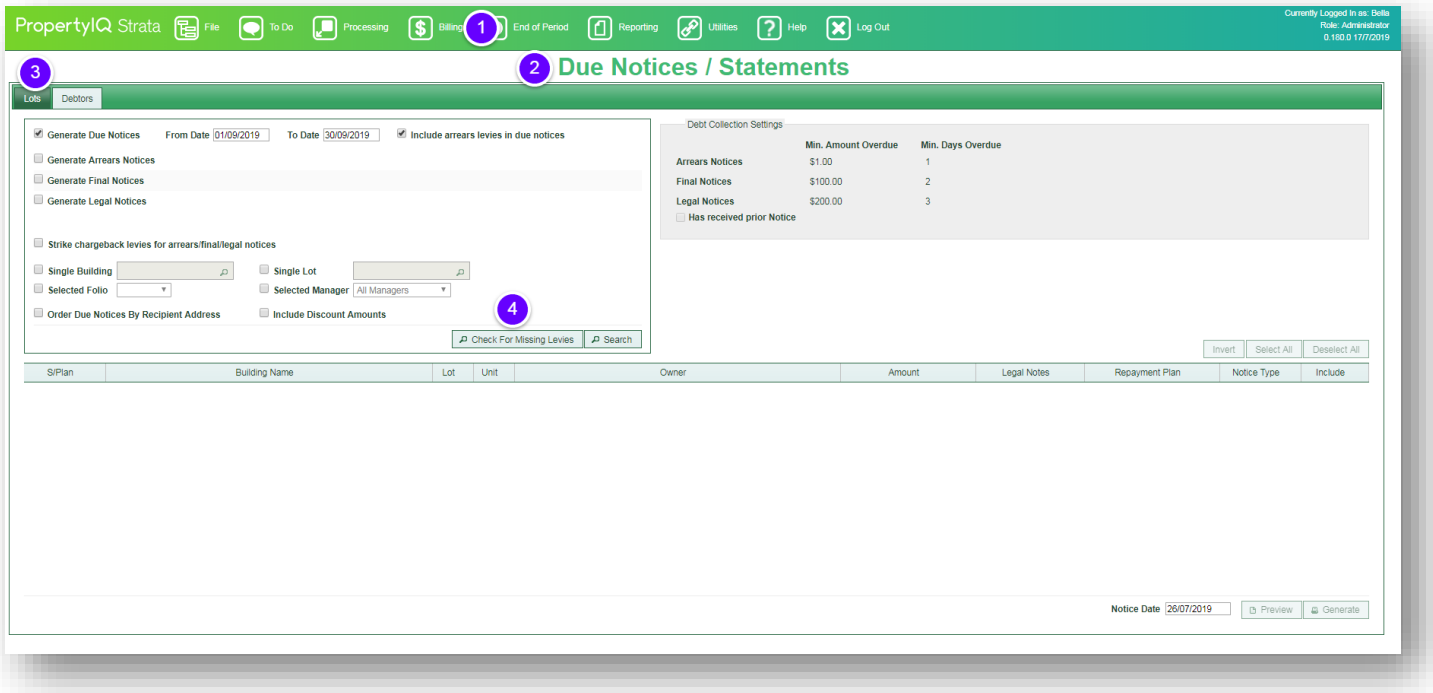
1. The Strata Plan or OC number each notice relates to shows here
2. If the building each notice is attached has a name, it shows in this column
3. The lot number each notice relates to shows here
4. The unit number each notice relates to shows here
5. The owner each notice relates to shows here
6. *View Lot* opens the lot owner card for viewing
7. The total amount the lot owner owes for all overdue levies (as shown on their ledger) shows here
8. If the lot owner has legal notes entered on their lot card Settings tab, you can click here to view the details of the legal notes
9. If the lot owner has repayment plan notes entered on their lot card Settings tab, you can click here to view the details of the repayment plan notes.
10. The notice type shows here
11. Notices that are included have a tick in this column
12. *Invert* reverses your current selection. I.E. If you have two notices on the screen and select Invert, those two notices are deselected, and the remaining invoices are selected
13. *Select All* selects all notices on the screen
14. *Deselect All* deselects all notices on the screen
15. The notice date defaults to today's date but you can alter it if you need to
16. *Preview* to generate a preview of all notices. This creates a job in your job centre on the right of your screen. It is recommended that you preview and check notices before generating.
17. *Generate* to generate the notices. This creates a job in your job centre on the right of your screen and will email all the lot owners that have elected to receive notices by email. It will create a PDF for all lot owners that receive their notices by post. (if you use Bing mailing house, it will send a job to Bing for the lot owners that receive their notices by post.)



CHECK FOR MISSING LEVIES

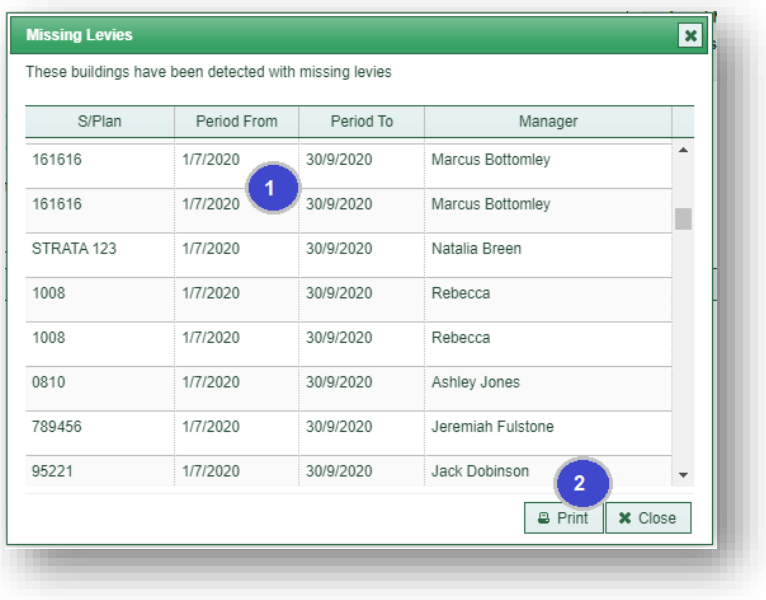
The check for missing levies function on the Billing>*Due Notice* screen looks at buildings that should have levies due for the selected period but don't. This will give you an indication that you may have missed the budget process or the creation of special levies for a building. You should then make further investigations to find the reason for the missing levies.

1. Go to the Billing Menu and
2. Select Due/Fee Notices
3. Select the *Lots* tab – this is the default tab
4. *Check for Missing Levies*



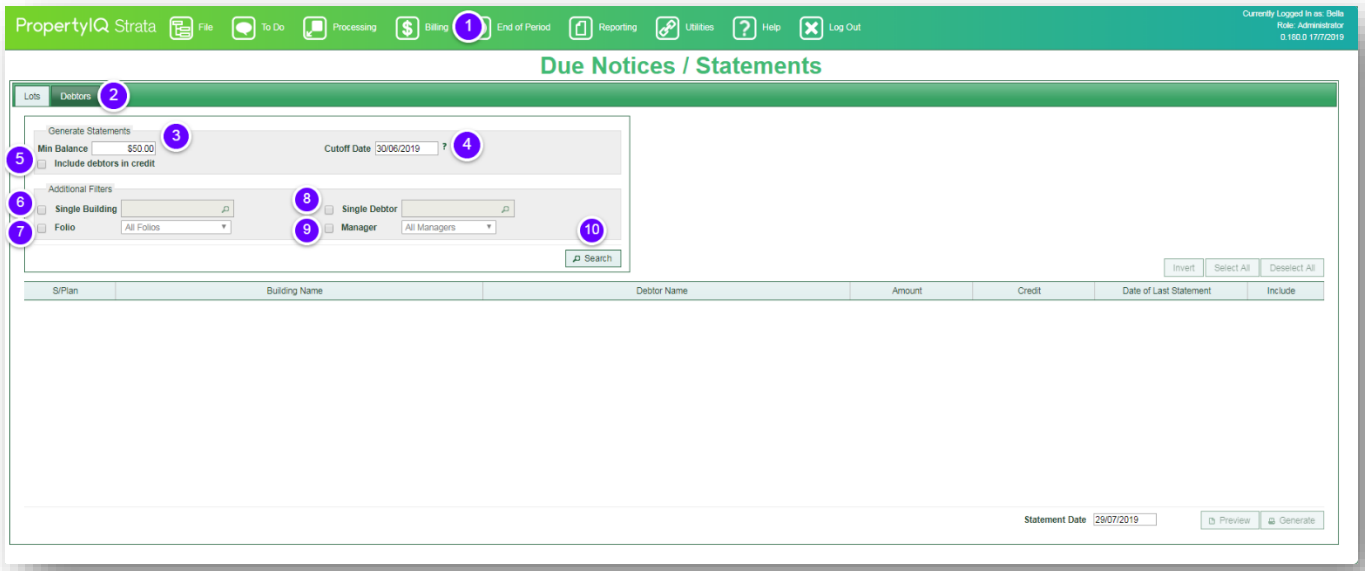
Buildings that *should* have levies due during the selected period but don't have any due in this period show on this list. For example the criteria entered was for levies due between 1.9.2019-30.9.2019. Based on each building's start of financial year and its levy frequency, the identified buildings should have a levy due in this period but don't. Note: you will need to investigate each building individually to determine why they don't have levies due.

1. The buildings that have been detected as having missing levies show here
2. Print to create a PDF in a new tab showing the buildings that have missing levies.

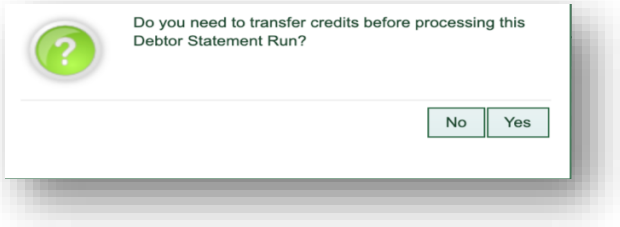


DEBT COLLECTION FOR DEBTORS

1. Go to the Billing menu and select *Due Notices*
2. Select the *Debtors* tab
3. Enter a minimum balance. In this example, only debtors who have an invoice with an outstanding balance of at least $50 will receive a statement.
4. Enter a cut-off date. In this example, only debtors that have an outstanding transaction due prior to the cut off date will be included. Hover your mouse over the question mark to view the working "This will select any debtor who has an outstanding transaction that is due prior to this cut-off date."
5. If this is ticked, debtors with a credit balance will receive a statement showing their credit balance
6. The default is to send debtor statements for debtor transactions for all buildings, but you can select to send debtor statements for debtor transactions for a single building. Use the search icon to search for a single building.
7. The default is to send debtor statements for debtor transactions for all folios, but if you use folios, you can select to send debtor statements for debtor transactions for a single folio. Select the folio from the dropdown list.
8. The default is to send debtor statements for all debtors, but you can select to send debtor statements for a single debtor. Use the search icon to search for a single debtor
9. The default is to send debtor statements for all managers, but you can send debtor statements for a single manager. Select the manager from the dropdown list.
10. Search to find debtor transactions that fit your search criteria

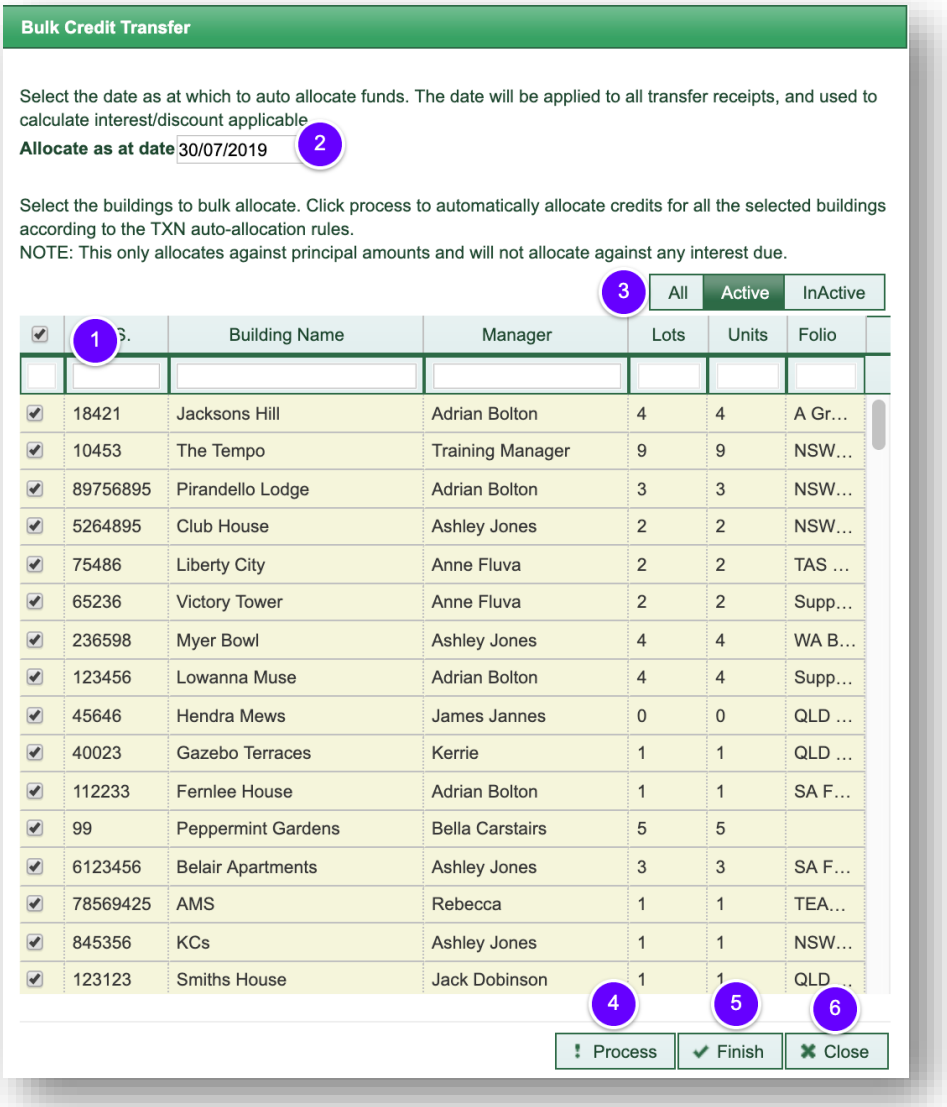


When you select *Search*, you will be prompted to transfer credits.

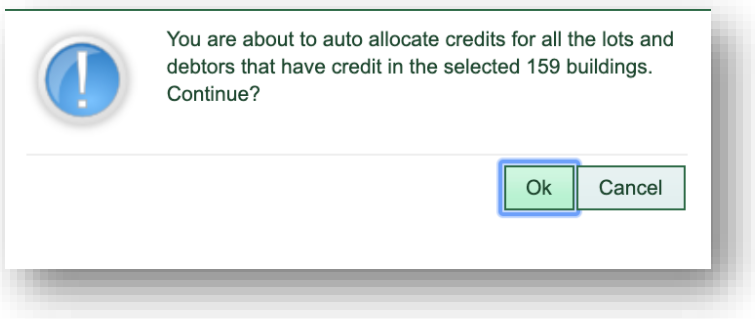


The transfer credits process looks for lot owners or debtors that have a credit showing on their ledger that has not been allocated against a levy/fee or invoice.

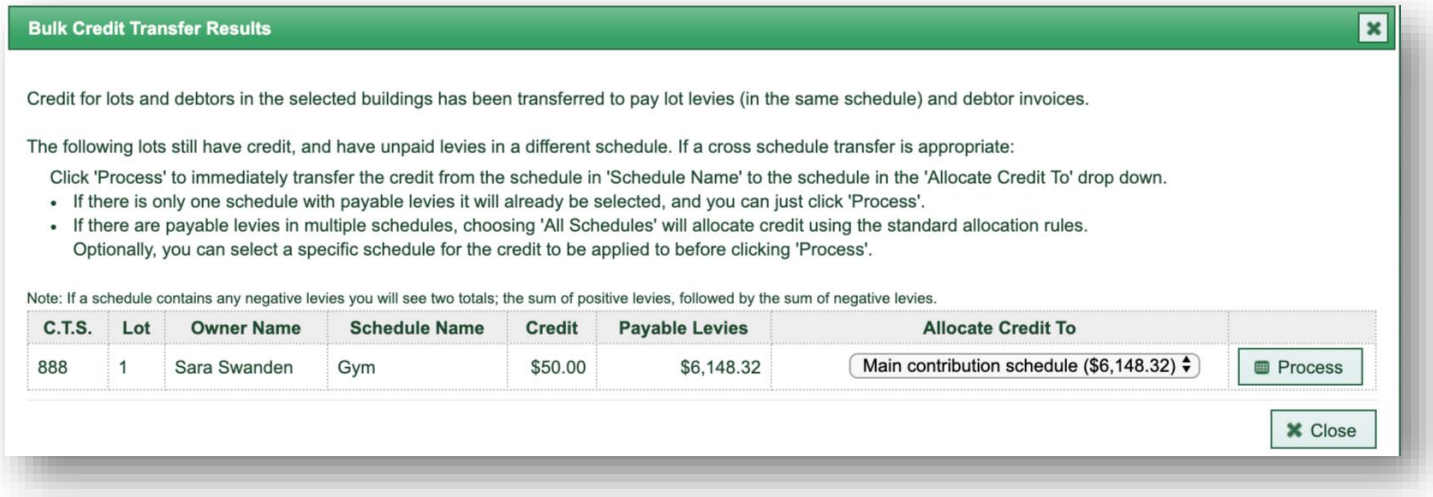
1. You can select to transfer credits for all buildings by ticking on the top line or you can select to transfer credits for individual buildings by selecting/deselecting singly.
2. Today's date defaults, but you can alter the date. The bulk credit transfer process allocates against principal amounts as per the allocation settings you have set for .txn processing in Settings>Application Settings.
3. Credits will be transferred for active buildings by default
4. Process to commence the bulk credit transfer
5. Finish to exit the screen once credits have been transferred
6. Close to exit without processing



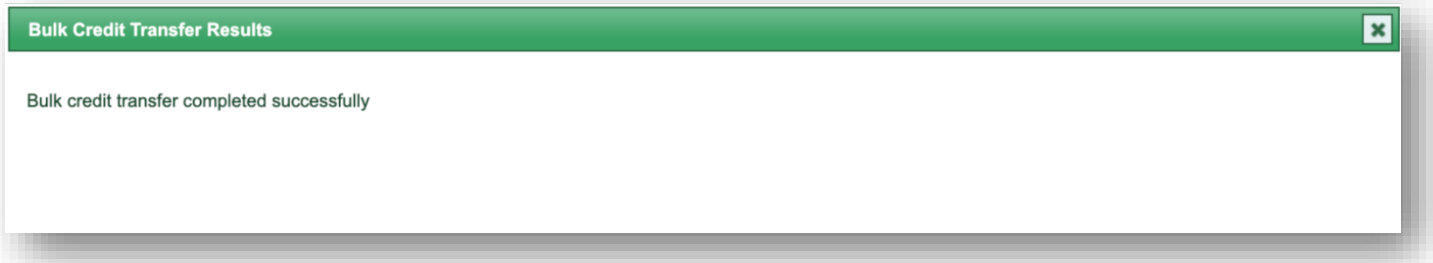
Confirm you want to proceed:



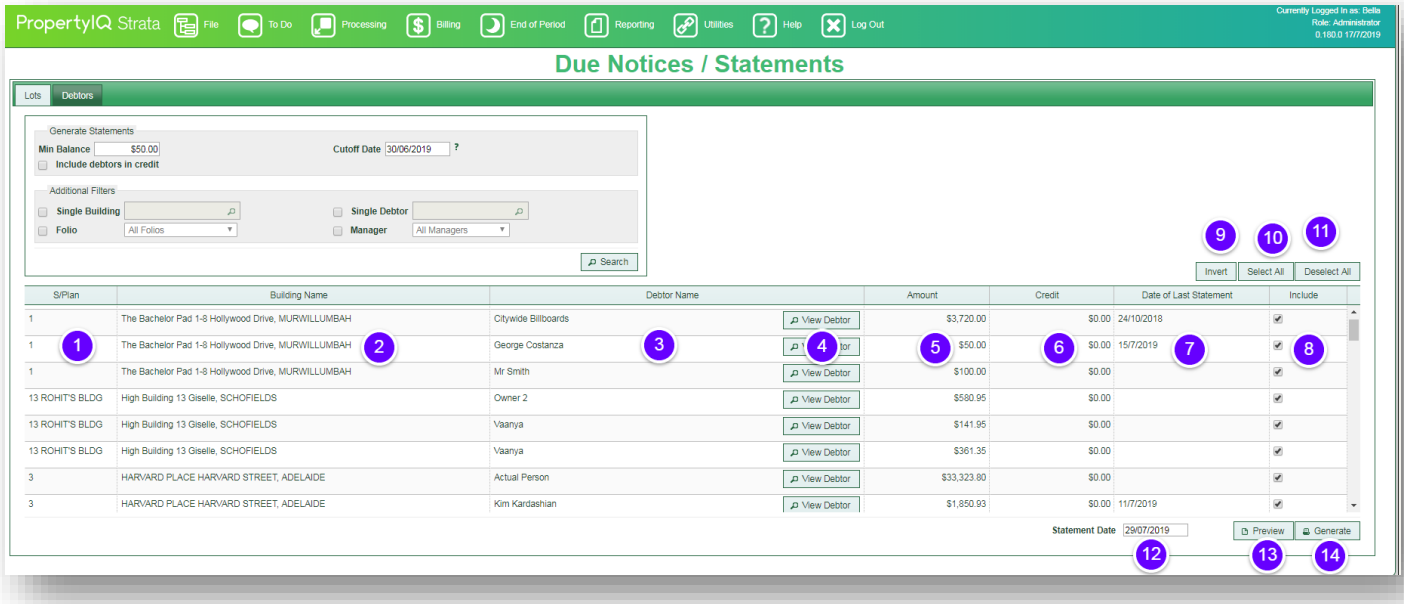
Read the instructions on the screen and confirm your preferences in relation to any credits relating to multi-schedule buildings then select *Process.*



You will receive confirmation that the credit transfer process is complete

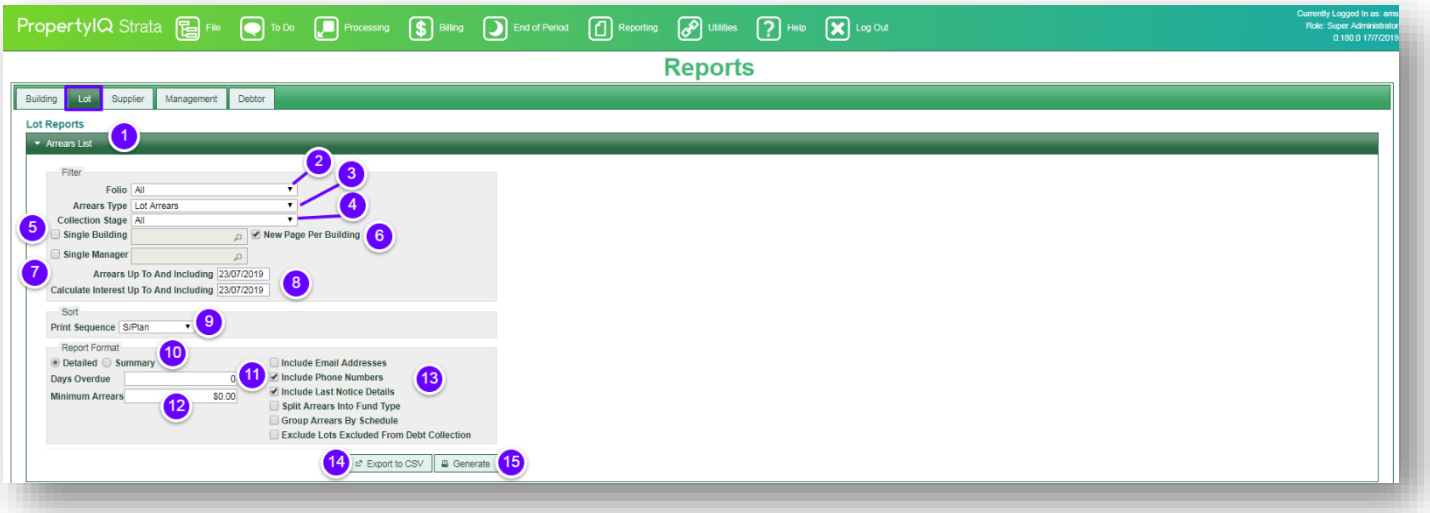


1. The strata plan or OC the transaction relates to shows here
2. If the building has a name, it shows in this column
3. The debtor name shows here
4. You can click on these buttons to open and view the debtor card.
5. The amount the debtor owes that fits your criteria shows in this column
6. If the debtor has any credit amounts they show in this column
7. If the debtor has received a previous statement, the date of their last statement shows here
8. By default, all debtors that meet your search criteria are included
9. The *Invert* button reverses your current selection. I.E. If you have two statements selected on the screen and select Invert, those two statements are deselected, and the remaining invoices are selected.
10. The *Select All* button selects all statements
11. The *Deselect All* button deselects all statements
12. The statement date defaults to today's date but you can alter if you need to
13. *Preview* to generate a preview of all statements. This creates a job in your job centre on the right screen. It is recommended that you preview and check statements before generating.
14. *Generate* to generate the statements. This creates a job in your job centre on the right of your screen and will email all the debtors that have elected to receive statements by email. It will create a PDF for all debtors that receive their statements by post. (if you use Bing Mailing house it will send a job to Bing for debtors that receive their statements by post)



ARREARS REPORTS

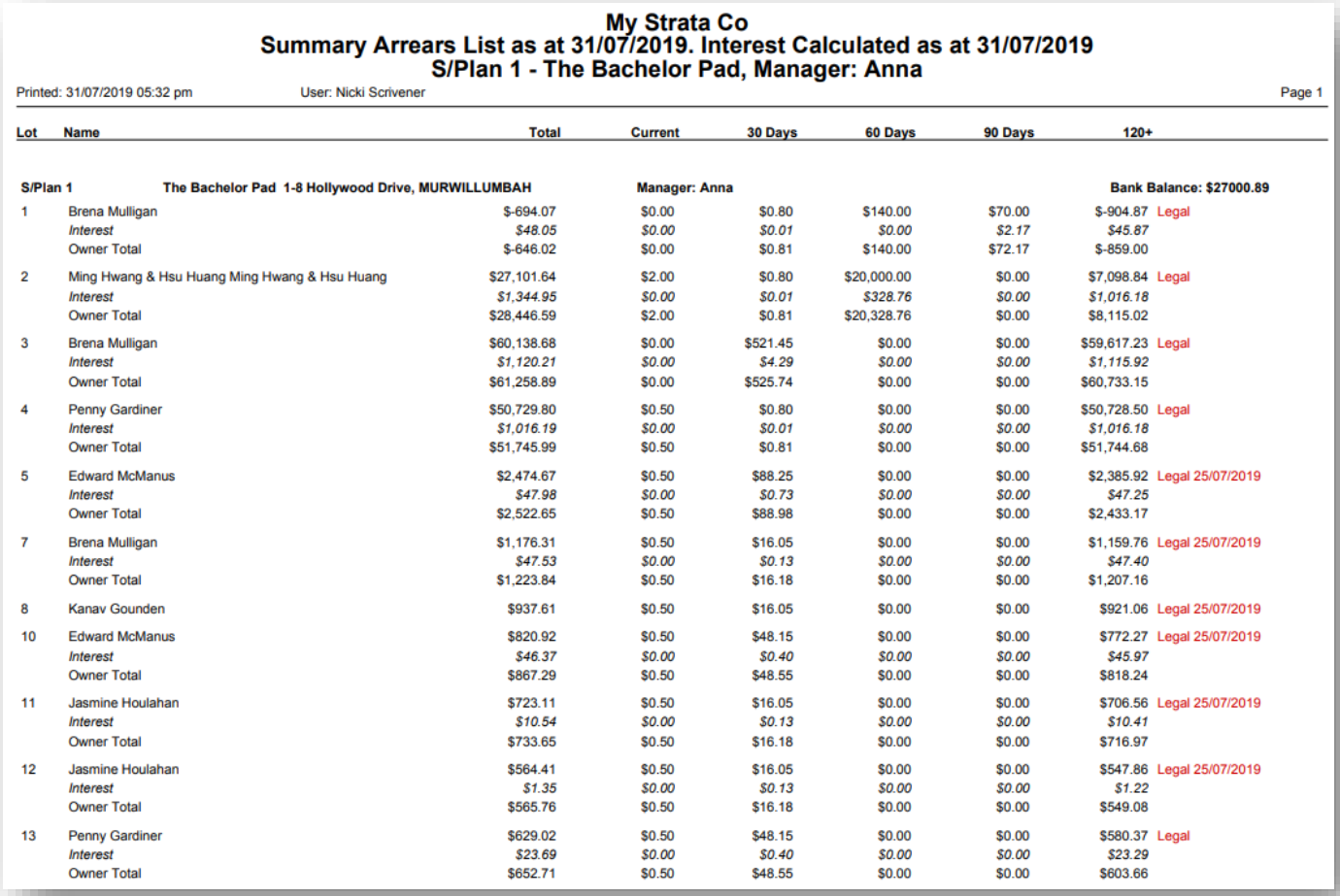
1. From the Reports menu, select Lots and Arrears List
2. If you use folios in your company, you can choose which folio you want to generate an arrears list for
3. Select the arrears type. The choices are:
    i. Lot Arrears
    ii. Debtor Arrears
4. Select the collection stage. The choices are:
    i. All
    ii. Arrears
    iii. Final
    iv. Legal
5. You can choose to print for all buildings or for a single building. If you choose *Single Building,* use the search icon to find the building you want to print arrears for
6. If you are printing more than a single building, tick here to generate a new page for each building
7. You can choose to print for all managers or for a single manager. If you choose *Single Manager,* use the search icon to find the manager you want to print arrears for
8. Choose the dates you want to calculate up to for Arrears and Interest. The dates default to today's date
9. Select the print sequence. The choices are:
    i. Strata Plan
    ii. Building name
10. Choose the report format – whether detailed or summary
11. Select a minimum number of days overdue. For example, if you entered 7 here, only lots or debtors that have amounts at least 7 days overdue will appear on your report
12. Enter a minimum individual arrears amount. For example, if you entered 50 here, only lots or debtors that owe an individual levy/invoice of at least $50 will appear on your report
13. Choose the inclusions here – note you can choose to exclude owners from the report that have *exclude from debt collection* ticked on their lot card
14. *Export to CSV* to create the report in excel spreadsheet format
15. *Generate* to create the report in PDF format



PDF REPORT

If you choose Generate, the arrears report is created as a PDF in a new tab.

The *Summary* report looks something like this:



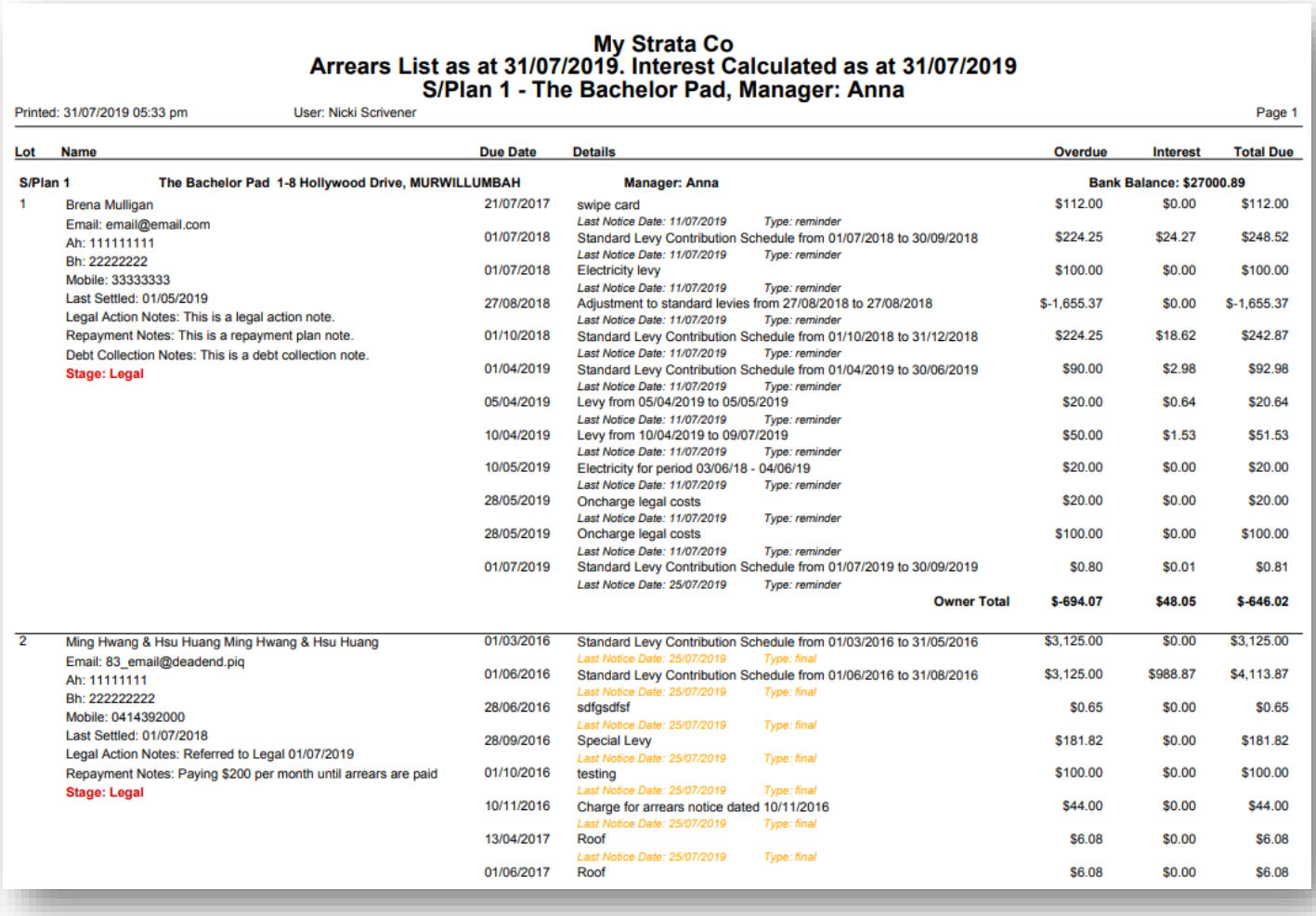
My Strata Co
Summary Arrears List as at 31/07/2019. Interest Calculated as at 31/07/2019
S/Plan 1 - The Bachelor Pad, Manager: Anna

Printed: 31/07/2019 05:32 pm User: Nicki Scrivener Page 1

Lot	Name	Total	Current	30 Days	60 Days	90 Days	120+	
S/Plan 1	**The Bachelor Pad 1-8 Hollywood Drive, MURWILLUMBAH**		**Manager: Anna**				**Bank Balance: $27000.89**	
1	Brena Mulligan	$-694.07	$0.00	$0.80	$140.00	$70.00	$-904.87	Legal
	Interest	*$48.05*	*$0.00*	*$0.01*	*$0.00*	*$2.17*	*$45.87*	
	Owner Total	$-646.02	$0.00	$0.81	$140.00	$72.17	$-859.00	
2	Ming Hwang & Hsu Huang Ming Hwang & Hsu Huang	$27,101.64	$2.00	$0.80	$20,000.00	$0.00	$7,098.84	Legal
	Interest	*$1,344.95*	*$0.00*	*$0.01*	*$328.76*	*$0.00*	*$1,016.18*	
	Owner Total	$28,446.59	$2.00	$0.81	$20,328.76	$0.00	$8,115.02	
3	Brena Mulligan	$60,138.68	$0.00	$521.45	$0.00	$0.00	$59,617.23	Legal
	Interest	*$1,120.21*	*$0.00*	*$4.29*	*$0.00*	*$0.00*	*$1,115.92*	
	Owner Total	$61,258.89	$0.00	$525.74	$0.00	$0.00	$60,733.15	
4	Penny Gardiner	$50,729.80	$0.50	$0.80	$0.00	$0.00	$50,728.50	Legal
	Interest	*$1,016.19*	*$0.00*	*$0.01*	*$0.00*	*$0.00*	*$1,016.18*	
	Owner Total	$51,745.99	$0.50	$0.81	$0.00	$0.00	$51,744.68	
5	Edward McManus	$2,474.67	$0.50	$88.25	$0.00	$0.00	$2,385.92	Legal 25/07/2019
	Interest	*$47.98*	*$0.00*	*$0.73*	*$0.00*	*$0.00*	*$47.25*	
	Owner Total	$2,522.65	$0.50	$88.98	$0.00	$0.00	$2,433.17	
7	Brena Mulligan	$1,176.31	$0.50	$16.05	$0.00	$0.00	$1,159.76	Legal 25/07/2019
	Interest	*$47.53*	*$0.00*	*$0.13*	*$0.00*	*$0.00*	*$47.40*	
	Owner Total	$1,223.84	$0.50	$16.18	$0.00	$0.00	$1,207.16	
8	Kanav Gounden	$937.61	$0.50	$16.05	$0.00	$0.00	$921.06	Legal 25/07/2019
10	Edward McManus	$820.92	$0.50	$48.15	$0.00	$0.00	$772.27	Legal 25/07/2019
	Interest	*$46.37*	*$0.00*	*$0.40*	*$0.00*	*$0.00*	*$45.97*	
	Owner Total	$867.29	$0.50	$48.55	$0.00	$0.00	$818.24	
11	Jasmine Houlahan	$723.11	$0.50	$16.05	$0.00	$0.00	$706.56	Legal 25/07/2019
	Interest	*$10.54*	*$0.00*	*$0.13*	*$0.00*	*$0.00*	*$10.41*	
	Owner Total	$733.65	$0.50	$16.18	$0.00	$0.00	$716.97	
12	Jasmine Houlahan	$564.41	$0.50	$16.05	$0.00	$0.00	$547.86	Legal 25/07/2019
	Interest	*$1.35*	*$0.00*	*$0.13*	*$0.00*	*$0.00*	*$1.22*	
	Owner Total	$565.76	$0.50	$16.18	$0.00	$0.00	$549.08	
13	Penny Gardiner	$629.02	$0.50	$48.15	$0.00	$0.00	$580.37	Legal
	Interest	*$23.69*	*$0.00*	*$0.40*	*$0.00*	*$0.00*	*$23.29*	
	Owner Total	$652.71	$0.50	$48.55	$0.00	$0.00	$603.66	

The *Detailed* report looks something like this. It includes additional information about each lot.

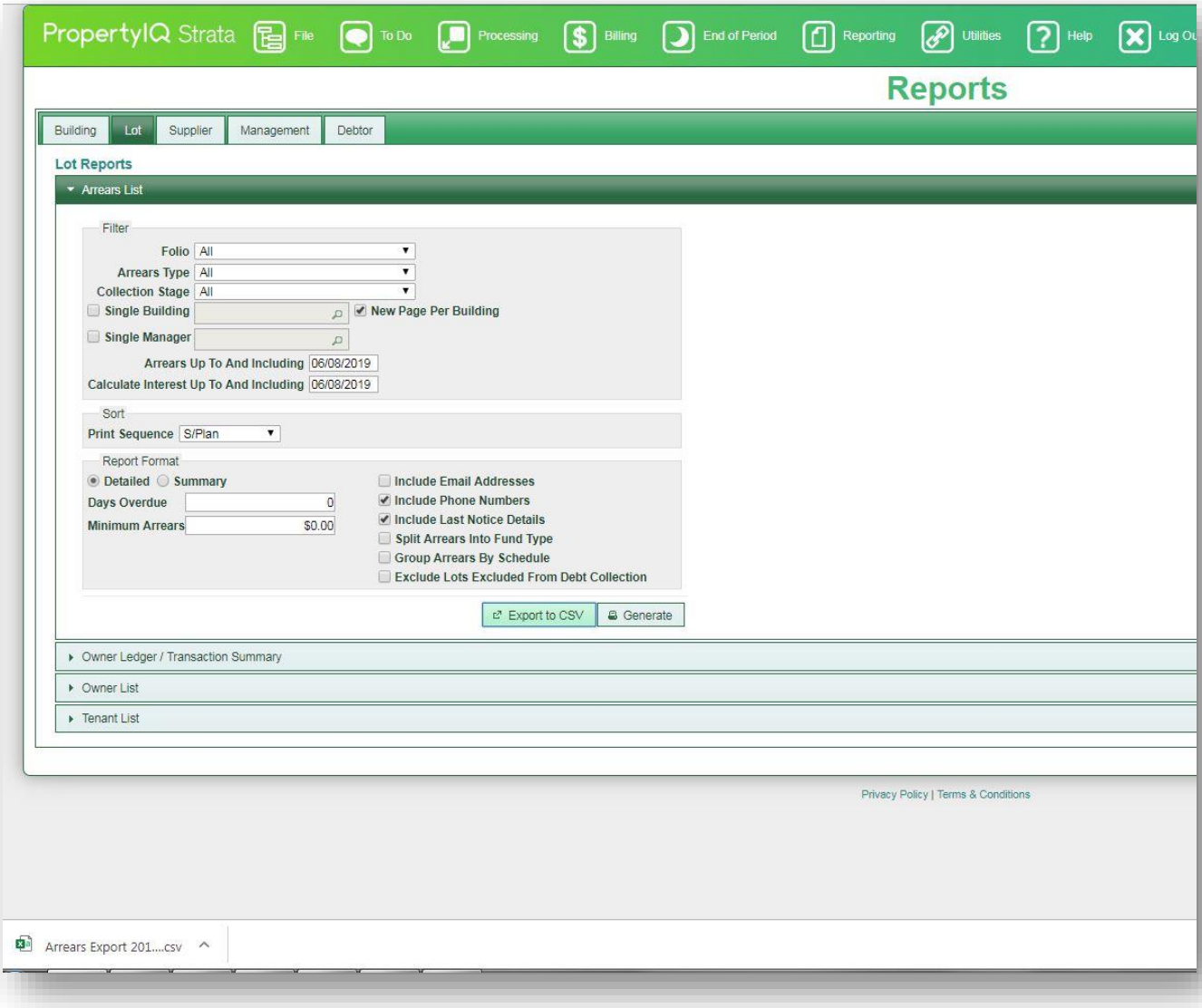
- Last settled date
- Legal action notes
- Repayment plan notes
- Debt collection notes
- Debt collection stage



My Strata Co
Arrears List as at 31/07/2019. Interest Calculated as at 31/07/2019
S/Plan 1 - The Bachelor Pad, Manager: Anna

Printed: 31/07/2019 05:33 pm User: Nicki Scrivener Page 1

Lot	Name	Due Date	Details	Overdue	Interest	Total Due
S/Plan 1	**The Bachelor Pad 1-8 Hollywood Drive, MURWILLUMBAH**		**Manager: Anna**		**Bank Balance: $27000.89**	
1	Brena Mulligan Email: email@email.com Ah: 111111111 Bh: 22222222 Mobile: 33333333 Last Settled: 01/05/2019 Legal Action Notes: This is a legal action note. Repayment Notes: This is a repayment plan note. Debt Collection Notes: This is a debt collection note. **Stage: Legal**	21/07/2017	swipe card *Last Notice Date: 11/07/2019 Type: reminder*	$112.00	$0.00	$112.00
		01/07/2018	Standard Levy Contribution Schedule from 01/07/2018 to 30/09/2018 *Last Notice Date: 11/07/2019 Type: reminder*	$224.25	$24.27	$248.52
		01/07/2018	Electricity levy *Last Notice Date: 11/07/2019 Type: reminder*	$100.00	$0.00	$100.00
		27/08/2018	Adjustment to standard levies from 27/08/2018 to 27/08/2018 *Last Notice Date: 11/07/2019 Type: reminder*	$-1,655.37	$0.00	$-1,655.37
		01/10/2018	Standard Levy Contribution Schedule from 01/10/2018 to 31/12/2018 *Last Notice Date: 11/07/2019 Type: reminder*	$224.25	$18.62	$242.87
		01/04/2019	Standard Levy Contribution Schedule from 01/04/2019 to 30/06/2019 *Last Notice Date: 11/07/2019 Type: reminder*	$90.00	$2.98	$92.98
		05/04/2019	Levy from 05/04/2019 to 05/05/2019 *Last Notice Date: 11/07/2019 Type: reminder*	$20.00	$0.64	$20.64
		10/04/2019	Levy from 10/04/2019 to 09/07/2019 *Last Notice Date: 11/07/2019 Type: reminder*	$50.00	$1.53	$51.53
		10/05/2019	Electricity for period 03/06/18 - 04/06/19 *Last Notice Date: 11/07/2019 Type: reminder*	$20.00	$0.00	$20.00
		28/05/2019	Oncharge legal costs *Last Notice Date: 11/07/2019 Type: reminder*	$20.00	$0.00	$20.00
		28/05/2019	Oncharge legal costs *Last Notice Date: 11/07/2019 Type: reminder*	$100.00	$0.00	$100.00
		01/07/2019	Standard Levy Contribution Schedule from 01/07/2019 to 30/09/2019 *Last Notice Date: 25/07/2019 Type: reminder*	$0.80	$0.01	$0.81
			Owner Total	**$-694.07**	**$48.05**	**$-646.02**
2	Ming Hwang & Hsu Huang Ming Hwang & Hsu Huang Email: 83_email@deadend.piq Ah: 11111111 Bh: 222222222 Mobile: 0414392000 Last Settled: 01/07/2018 Legal Action Notes: Referred to Legal 01/07/2019 Repayment Notes: Paying $200 per month until arrears are paid **Stage: Legal**	01/03/2016	Standard Levy Contribution Schedule from 01/03/2016 to 31/05/2016 *Last Notice Date: 25/07/2019 Type: final*	$3,125.00	$0.00	$3,125.00
		01/06/2016	Standard Levy Contribution Schedule from 01/06/2016 to 31/08/2016 *Last Notice Date: 25/07/2019 Type: final*	$3,125.00	$988.87	$4,113.87
		28/06/2016	sdfgsdfsf *Last Notice Date: 25/07/2019 Type: final*	$0.65	$0.00	$0.65
		28/09/2016	Special Levy *Last Notice Date: 25/07/2019 Type: final*	$181.82	$0.00	$181.82
		01/10/2016	testing *Last Notice Date: 25/07/2019 Type: final*	$100.00	$0.00	$100.00
		10/11/2016	Charge for arrears notice dated 10/11/2016 *Last Notice Date: 25/07/2019 Type: final*	$44.00	$0.00	$44.00
		13/04/2017	Roof *Last Notice Date: 25/07/2019 Type: final*	$6.08	$0.00	$6.08
		01/06/2017	Roof	$6.08	$0.00	$6.08

EXPORT TO CSV

If you choose to export to CSV, PropertyIQ will generate an Excel spreadsheet in .csv format. This will appear in your downloads.