



# Information Certificates – New South Wales

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## INTRODUCTION

An information certificate is a legal document that discloses specified information about a lot. Usually it is requested by solicitors and conveyancers on behalf of a prospective purchaser when a lot is being sold.

As these documents have different titles, depending on what State or Territory they are in, PropertyIQ uses the name information certificates across all States.

In New South Wales, there are two information certificates

Section 26 Certificate – Community, Neighbourhood, Precinct Buildings

Section 184 Certificate – all other Buildings

You can generate information certificates singly from a lot owner's card or you can generate information certificates in bulk from a building card.

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## INFORMATION CERTIFICATE TEMPLATE

Before generating information certificates, you should ensure the standard merge templates are configured for your company. For full details about templates, see the manual "Templates"

PropertyIQ Strata Currently Logged In as: ams  
Role: Super Administrator  
0.183.1.2/9/2019

## Templates

Standard Merge Templates Custom Merge Templates Standard Email Templates Custom Email Templates

NSW QLD VIC TAS SA NT WA ACT ALL Macquarie Bank Westpac ALL

Name	Type	State	Bank Type	Folio	Selected
NSW Section 26 Certificate	NSW Section 26 Certificate	NSW			<input checked="" type="checkbox"/>
Superseded	NSW Section 109 Certificate	NSW			<input checked="" type="checkbox"/>
NSW Section 184 Certificate	NSW Section 184 Certificate	NSW			<input checked="" type="checkbox"/>

## GENERATING AN INDIVIDUAL INFORMATION CERTIFICATE

You can generate an information certificate from the lot owner card.

Go to and select lots/owners.

PropertyIQ Strata Currently Logged In as: ams  
Role: Super Administrator  
0.183.1.2/9/2019

Diary

February 2017

File

Buildings

Type: All Types User: All Users All Buildings Include Inactive Buildings Print

File

File 18 - Reminder

PropertyIQ Strata Currently Logged In as: Faye Goodman  
Role: Administrator  
0.183.1.2/9/2017

## Lots

Lot	Unit	GRN	Owner	Street No	Street Name	Building Name	Strata Manager Name	Can. Method	Delivery Method
270876	1	0000000106	Alison Stender	63	Caill Avenue	Imvor	Training Manager	Owner	Post
270876	2	0000000107	Stana Stender	63	Caill Avenue	Meetings on Caill	Training Manager	Owner	Post
270876	3	0000000108	Stefan-Pol LTD	63	Caill Avenue	Meetings on Caill	Training Manager	Owner	Post
270876	4	0000000109	Calla Chan	63	Caill Avenue	Meetings on Caill	Training Manager	Owner	Post

1 selected

Import Link Lot Owners Change Owners Email Merge Export Data Source Add Mailing Labels Bulk SMS Add View

1. Enter some key letters to find the lot you are looking for
2. Highlight the lot owner. View (or double click on the lot owner) to open the lot card

The screenshot shows the 'Lot/Owner' application window. The 'Owner Info' tab is selected, displaying the following information:

- Owner Name:** Belvedere Spiteri
- (Ah):** 02 9845 4566
- (Bh):**
- Mobile:** 0411 323 354
- Fax:**
- Committee Member:** Y
- Email:** mystrataclients@gmail.com
- Salutation:** Mr
- Contact Name:** Belvedere
- Paid to:**
- Last Settled:**
- Committee Member Status:** Active

At the bottom of the window, a row of buttons includes 'Lot Owner Page', 'Email', 'Info Certificate' (circled in purple), 'Last Info Certificate', 'Edit', and 'Done'.

Select *Info Certificate* to start the info certificate generation.

1. If the building has more than one contribution schedule, you can choose to either print for a single schedule or consolidated schedules
2. Today's date is the default, but you can use the calendar to update or overtype with a different date
3. Enter the details of the person authorising the certificate
4. Enter the details of the person requesting the certificate
5. Select which register reports you want to print. Selected register reports will be generated as a PDF and attached to the information certificate.
6. The details of levies for this lot show here. You can click on the cross to remove a line item. Note: this does not delete the levy, it just removes the detail from the information certificate
7. *Generate*. This opens the info certificate template for editing

Information Certificate Generation

**Selected Lot Info**

Lot: 3    Building: Peppermint Gardens    State: NSW

Schedule: Consolidated

Certificate Date: 09/09/2019

Authorised By: Martha Benson

Authorising Party: Licensee in charge

Requested By: Bree Chaplin

Requesting Party: Conveyancer

5 Include Register Reports:

- Assets Register
- Authorisations Affecting Lots
- Common Authorisations
- Compliance Register
- Contracts Register
- Common Property Rights By-Laws
- Funding Proposals
- Lot Authorisations
- Unregistered By-Laws

**Levies**

Levy Period	Due Date	Admin	Capital Works	
(1/10/2019 - 31/12/2019)	1/10/2019	\$1,263.16	\$473.68	6
(1/1/2020 - 31/3/2020)	1/1/2020	\$1,263.16	\$473.68	

7

Generate    Close

## SECTION 184 CERTIFICATE

- Peruse the document and edit carefully where needed
- Use the editing functions to edit the document if required. For full details about editing documents, see the manual “Templates”.
- Click here to save a draft copy of the certificate.
- Click here to save the final document. This generates a document in the lot owner card – document tab.



You can save a draft of the document and return to this at a later stage.

section-184-nsw

Section 184 Certificate

**Certificate under Section 184 of the Strata Schemes Management Act 2015**

<b>Date of Certificate</b>	<b>09/09/2019</b>
Strata Scheme in respect of which certificate issued	99
Lot in respect in which certificate is issued	3
Person requesting certificate	Bree Chaplin <b>Conveyancer</b>
If authorized person, authorised by	Martha Benson <b>Licensee in charge</b>

The owners corporation certifies the following with respect to the lot the subject of this certificate:

**1. Has a strata renewal committee been established? YES/NO**  
(Enter a brief statement if one has been established)

**2. Administrative Fund – contributions payable by regular periodic instalments or lump sum (section 73 (1) of the Act)**

Total amount last determined **\$0.00** Period (01/01/2015 - 31/12/2015)  
Number of instalments payable (if contribution payable by instalments): **4**

Period	Amount	Due Date
01/10/2019 - 31/12/2019	\$1,263.16	01/10/2019
01/01/2020 - 31/03/2020	\$1,263.16	01/01/2020
Amount (if any) outstanding	\$0.00	
Interest (if any) on outstanding amount	\$0.00	
Amount (if any) in credit	\$4,910.00	

## SECTION 26 CERTIFICATE

1. Peruse the document and edit carefully where needed
2. Use the editing functions to edit the certificated if required. For full details about editing functions, see the manual "Templates"
3. Click here to save a draft copy of the certificate.
4. Click here to save the final document. This creates a PDF in the documents tab of the lot owner card



You can save a draft of the document and return to this at a later stage.

section-26-nsw

NSW Section 26 Certificate

Use the editing functions to edit the document if needed

**CERTIFICATE UNDER SECTION 26 AND CLAUSE 2 OF SCHEDULE 4**  
**FORM 1**  
**COMMUNITY LAND MANAGEMENT ACT, 1989**

<b>Date of Certificate</b>	<b>09/09/2019</b>
Deposited Plan Number	283423
Lot in respect in which certificate is issued	2
Person requesting certificate	
If authorized person, authorised by	

**1. CERTIFIES:**

**1.1 The name and address of each member of its Executive Committee is:**

Name	Address
Belvedere Spiteri	Unit 1/29-31 Mile End Road ROUSE HILL NSW 2155

## GENERATING BULK INFORMATION CERTIFICATES

You can create information certificates in bulk from the building card. To get started, click *Info Certificates* from a building card.

**Building**

**S/Plan\*** 888777

**Manager\*** Training Manager

**Folio\*** Group B Folio

**Building Type\*** Company

**Building Sub Type\*** Residential

**Building Class**

**Total UOE\*** 220

**Active** ☒ **All Inclusive Fees** ☐

**Debt Collection** ☒ **Payment Plan** ☐

**Address**

**Street No** 15 **Street Name\*** Florence

**Address 2**

**Suburb** HORNSBY **State\*** NSW

**Building Name** Hornsby Towers **P/Code** 2077

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

▶ Bank Account	▶ Owner Interest
▶ Tax Settings	▶ Levy Discount
▶ Original Proprietor	▶ Parking
▶ Auditor	▶ Onsite Manager
	▶ Caretaker

**Opening Balances** **Info Certificates** **Schedules** **Financial Reports** **Edit** **Done**

1. The default is to produce a consolidated certificate. If the building has more than one contribution schedule, you can select a single schedule from the dropdown list
2. Choose the certificate date from the calendar
3. Tick to select if a strata renewal committee has been formed for this building
4. If a strata renewal committee has been formed, you can enter a statement here
5. If you need to disclose any new by-laws for the building, enter them here
6. You can click in boxes to select lots individually or click in the box on the top line to select all
7. *Save* to save a draft that you can edit later
8. *Preview* creates a preview in the job centre on the right of your screen
9. *Generate and Save* when you are ready. You will have the option to produce an individual PDF for each certificate. This will create a zip file from which you can print each certificate individually or you can generate a Bulk PDF.

**Bulk Information Certificate Generation**

**Selected Building Info**

Building: 885777 Hornsby Towers 15 Florence State: NSW

Schedule: Consolidated

Certificate Date: 31/09/2017

Has a strata renewal committee been established? ☒ Yes ☐ No

Renewal Committee Statement: A Strata Scheme Renewal Committee has been formed by this Strata Plan to investigate and develop a Strata Renewal Plan.

By-Law Reference: The following By-Law has been adopted by this Strata Plan within the last six months and has not yet been registered with the office of the Registrar General.  
By-Law 26.1 "That no Lot Owner is to hang their washing on any balcony within the Strata Plan"

**Lots Information**

Lot	Unit	Owner	Authorised By	Authorising Party	Requested By	Requesting Party
<input type="checkbox"/> 1	1	Franca Swindells				
<input checked="" type="checkbox"/> 2	2	Maddison Furness				
<input checked="" type="checkbox"/> 3	3	Elery Bonerson				
<input type="checkbox"/> 4	4	Sally Bennett				
<input type="checkbox"/> 5	5	Caroline Liu				
<input type="checkbox"/> 6	6	Ann-Maree Lawlor				
<input checked="" type="checkbox"/> 7	7	Christy Lee				
<input checked="" type="checkbox"/> 8	8	Bailey Brown				
<input checked="" type="checkbox"/> 9	9	Bailey Brown				
<input checked="" type="checkbox"/> 10	10	Bailey Brown				
<input checked="" type="checkbox"/> 11	11	Nicole Bauer				
<input checked="" type="checkbox"/> 12	12	Carolyn Samuels				
<input checked="" type="checkbox"/> 13	13	Franca Swindells				

Preview Generate & Save Save Close

## SECTION 26 CERTIFICATE

1. The date defaults to today's date, but you can alter on the calendar if you need to
2. Tick if a notice has been issued under Section 49
3. Enter the Section 49 details
4. Enter the any law reference here
5. You can click in the boxes to select lots individually or click in the box on the top line to select all
6. *Save* to save a draft that you can come back to later
7. *Preview* to preview the certificates. This will create a job in your task bar
8. *Generate and Save* when you are ready. You will have the option to produce an individual PDF for each certificate. This will create a zip file from which you can print each certificate individually or you can generate a Bulk PDF.



**Bulk Information Certificate Generation**

**Selected Building Info**

Building: 283423 Morada Place 29-31 Mile End Road State: NSW

Certificate Date: 13/09/2017

The Secretary of the Association has not served a notice under Section 49? ☒ Has ☐ Has Not

Section 49 Details: Notice has been served under Section 49 regarding etc.

By-Law Reference: 14. An owner or occupier of a lot may keep an animal on the lot, if the owner or occupier gives the owners corporation written notice that it is being kept on the lot. The notice must be given not later than 14 days after the animal commences to be kept on the lot.

**Lots Information**

	Lot	Unit	Owner	Authorised By	Authorising Party	Requested By	Requesting Party
<input checked="" type="checkbox"/>	1	1	Belvedere Spitzer				
<input checked="" type="checkbox"/>	2	2	Rosalee Trinder				
<input checked="" type="checkbox"/>	3	3	Swan Hill Pty Ltd				

Preview Generate & Save Save Close

**?** Would you like to produce an individual pdf for each certificate?  
This option will include the individual certificates in a zip file which can be downloaded from the sidebar.

Yes No

A task is created in the job centre on the right of your screen

**?** Your Info Certificate run has been scheduled. You may view it's progress from the sidebar.

What would you like to do?

Open Sidebar Close

The completed info certificate document is saved in the documents tab of each lot owner card certificates were produced for.