

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, PropertylQ 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.

INFORMATION CERTIFICATE TEMPLATE

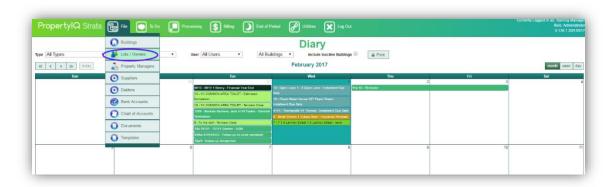
Before generating information certificates, you should ensure the standard merge templates are configured for your company. For full details about templates, see the manual "Templates"

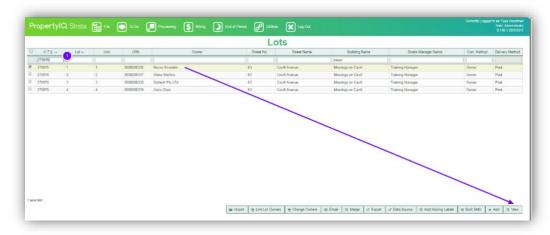


GENERATING AN INDIVIDUAL INFORMATION CERTIFICATE

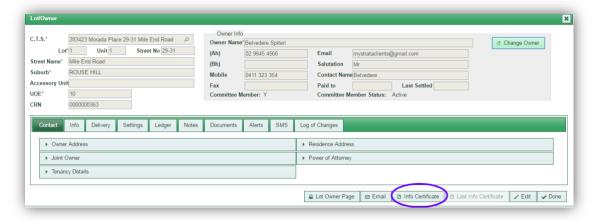
You can generate an information certificate from the lot owner card.

Go to and select lots/owners.



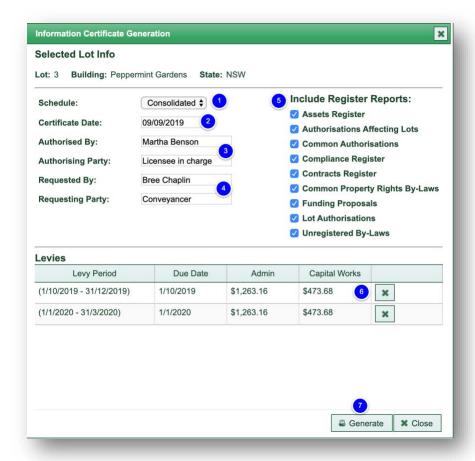


- 1. Enter some key letters to find the lot you are looking for
- 2. Highlight the lot owner. View (or double click on the lot owner) to open the lot card



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



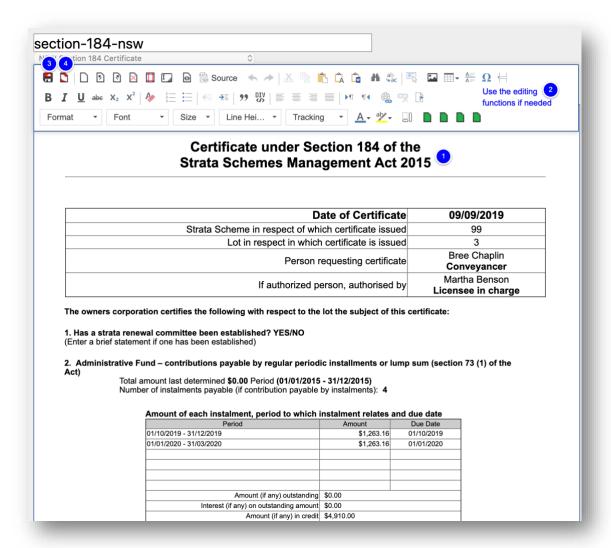
SECTION 184 CERTIFICATE

- 1. Peruse the document and edit carefully where needed
- 2. Use the editing functions to edit the document if required. For full details about editing documents, see the manual "Templates".
- 3. Click here to save a draft copy of the certificate.
- 4. 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.

06.09.2019



SECTION 26 CERTIFICATE

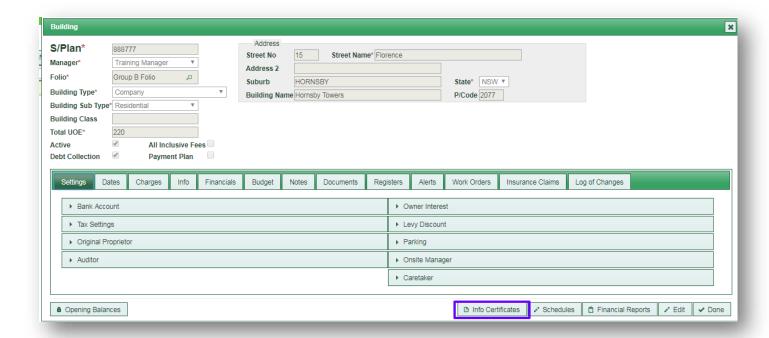
- 1. Peruse the document and edit carefully where needed
- 2. Use the editing functions to edit the certificated if required. For full details about editing functions, see the manual "Templates"
- 3. Click here to save a draft copy of the certificate.
- 4. Click here to save the final document. This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

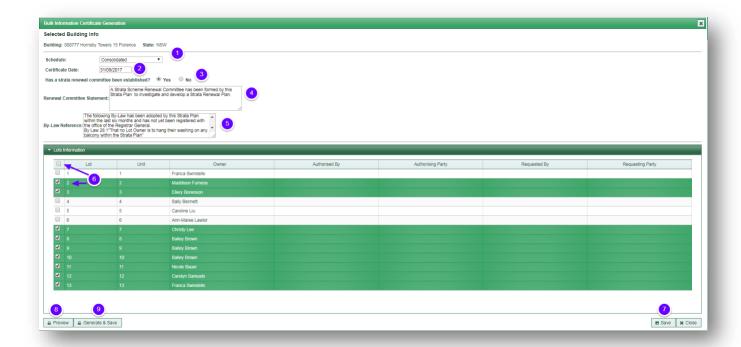
tion 26 Certif		\$		
D D € U abe X₂ nat ▼ Fe		Source		Use the editing functions to edit the document if needed
CE	:RTIFICAT		CTION 26 AND CLAUSE 2 OF S FORM 1 LAND MANAGEMENT ACT, 1989	SCHEDULE 4
	09/09/2019			
Deposited Plan Number				283423
	Lot in respect in which certificate is issued 2			
		and address of each m	ember of its Executive Committee is:	
В	elvedere 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.

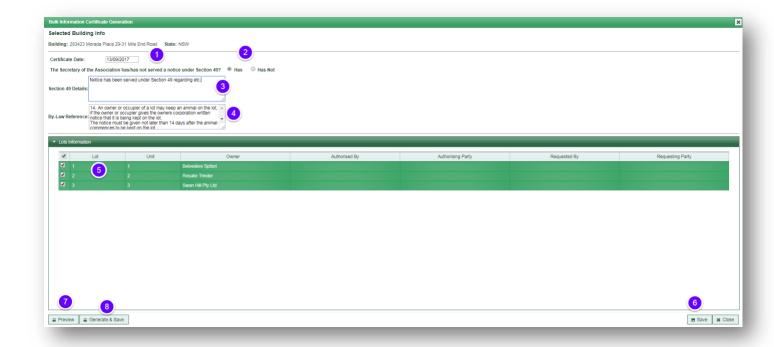


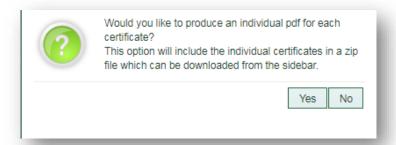
- 1. The default is to produce a consolidated certificate. If the building has more than one contribution schedule, you can select a single schedule from the dropdown list
- 2. Choose the certificate date from the calendar
- 3. Tick to select if a strata renewal committee has been formed for this building
- 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.



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.





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



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