



Information Certificates – Queensland

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INTRODUCTION

An information certificate is a legal document that discloses specified information about a lot. Usually is required to provide information about a lot when it 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 Queensland, there are two information certificates

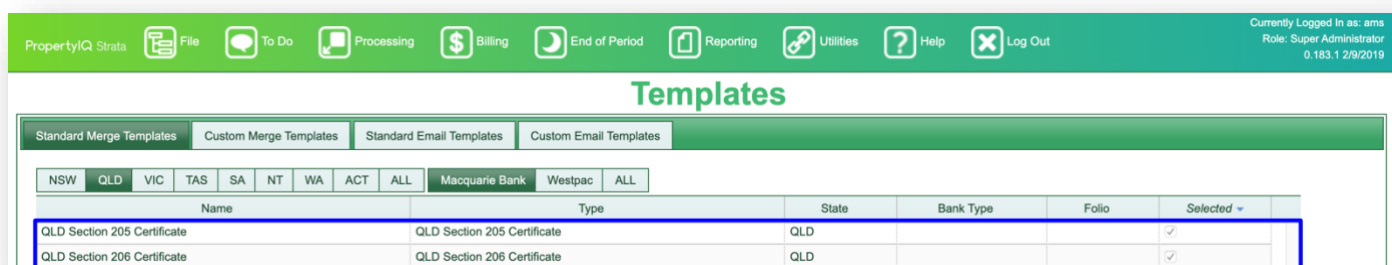
Section 205 Certificate

Section 206 Certificate

You can generate information certificates from a lot owner's card.


INFORMATION CERTIFICATE TEMPLATE

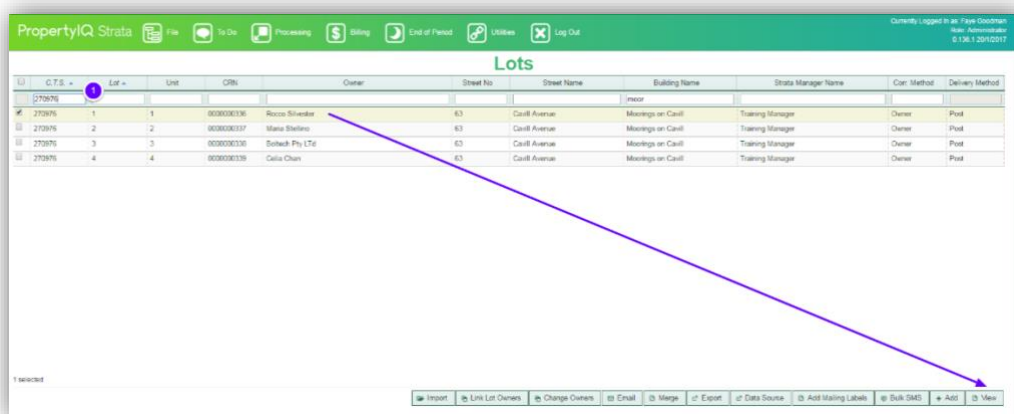
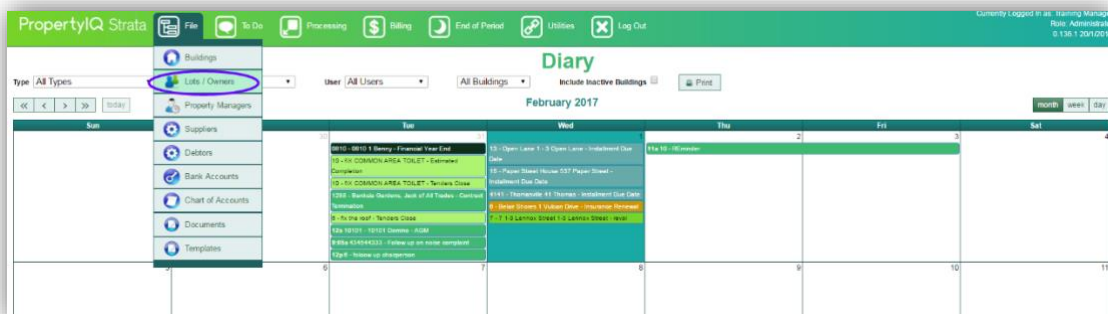
Before generating information certificates, you should ensure the standard merge template is configured for your company. For full details about templates, see the manual "Templates"



GENERATING AN 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

Lot/Owner

S/Plan* 2709 Moorings on Cavill 63 Cavill Avenue 

Lot* 3 **Unit** 3 **Street No** 63

Street Name* Cavill Avenue

Suburb* SURFERS PARADISE


Accessory Unit

UOE* 40

Int Ent*

CRN 0000000338

Owner Info

Owner Name* Boltech Pty Ltd 

(Ah) **Email** boltech@boltech.con.au

(Bh) **Salutation**

Mobile 0411 232 242 **Contact Name** Justin Morgan

Fax **Paid to** **Last Settled**

Committee Member: Y **Committee Member Status:** Active

Debt Collection

Stage Legal ☐ **Exclude from Debt Collection ?**

Notes

Building Debt Collection: Y **Repayment Plan:** Y **Legal Action:** N







Issued by: ams on 25/07/2019 - 8:49 am

Contact **Info** **Delivery** **Settings** **Ledger** **Notes** **Documents** **Alerts** **SMS** **Emails** **Log of Changes**

► **Owner Address** ► **Legal Residence Address**

► **Joint Owner** ► **Power of Attorney**

► **Tenancy Details**

 **Lot Owner Page**  **Email**  **Info Certificate**  **Last Info Certificate**  **Edit**  **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. Select whether this is a Section 205 or a Section 206 certificate
4. Enter the details of the invoice receiver
5. Enter the invoice amount
6. Enter any GST included in the invoice amount
7. Enter the invoice paid and reference details
8. Select which register reports you want to print. Selected register reports will be generated as a PDF and attached to the information certificate.
9. The details of standard 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
10. The details of insurance 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
11. *Generate*. This opens the info certificate template for editing

Information Certificate Generation



Selected Lot Info

Lot: 3 Building: Moorings on Cavill State: QLD

Schedule:

Consolidated 1

Certificate Date:

09/09/2019 2

Type:

☒ Section 205 ☐ Section 206 3

Invoice Receiver Name

Grelco Conveyancing 4

Invoice Receiver Address Line 1

Suite 3/30 Alison Tce

Invoice Receiver Address Line 2

Invoice Receiver Address Line 3

NERANG QLD 4233

Invoice Amount

\$65.35 5

Invoice Included GST

\$0.00 6

Invoice Reference

454 7

Invoice Paid Label

PAID

8 Include Register Reports:

- ☒ Assets Register
- ☒ Authorisations Affecting Lots
- ☒ Common Authorisations
- ☒ Compliance Register
- ☒ Contracts Register
- ☒ Exclusive Use Allocations
- ☒ Funding Proposals
- ☒ Lot Authorisations
- ☒ Unregistered By-Laws

Levies

Levy Period	Due Date	Admin	Sinking	
(1/10/2018 - 31/1/2019)	1/10/2018	\$3,000.00	\$800.00 9	

Insurance Levies

Levy Period	Due Date	Admin	Sinking	
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10

11



Generate



Close

EDITING THE DOCUMENT

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.

section-205-qld

tion 205 Certificate

Use the editing functions to edit if required

Body Corporate and Community Management Act 1997
Section 205(5) Form: BCCM 13 Version 6

BODY CORPORATE INFORMATION CERTIFICATE

as at 09/09/2019 Page 1 of 4

PART A

This certificate sets out the amounts payable to the body corporate in the body corporate's current financial year, including any amounts due but unpaid, in respect of the following lot -

Name of Scheme	Moorings on Cavill			CTS No	2709
Lot No		Type	MIXED	Plan No	270976

Section 205(5) of the Act provides that the person obtaining this certificate may rely on it against the body corporate as conclusive evidence of the matters stated, except for errors reasonably apparent. The legislation provides that a new owner becomes jointly and severally liable for any contribution, instalment, penalty or other amount payable to the body corporate that is due but unpaid when they become the owner.

1. ANNUAL CONTRIBUTIONS

Description of amounts payable by owner to the Administrative Fund

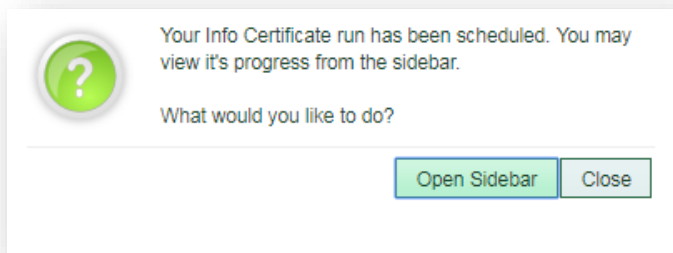
Period	Amount	Due Date	Date Paid	Discount	If Paid by	Date of Notice
01/10/2018 - 31/01/2019	\$3,000.00	01/10/2018		\$120.00	06/10/2018	

Items marked with *** are not included in Annual Contributions total or Number of Instalments. They may also be Subject to ratification at the next General Meeting

Monthly penalty on overdue contributions: 0%

Total Annual Contributions	\$3,000.00	Number of Instalments	1	Total Amount Overdue	\$8,023.60
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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.