

Information Certificates – Tasmania

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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 Tasmania , the information certificate is called a Section 83 certificate.

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


INFORMATION CERTIFICATE TEMPLATE

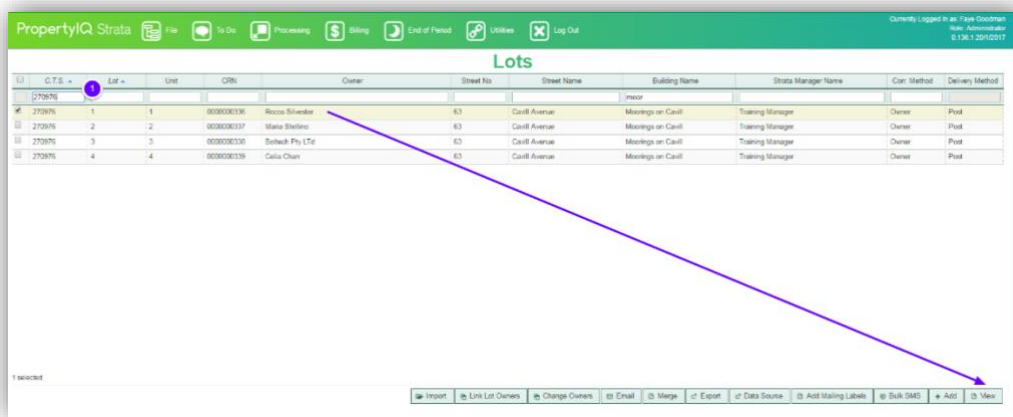
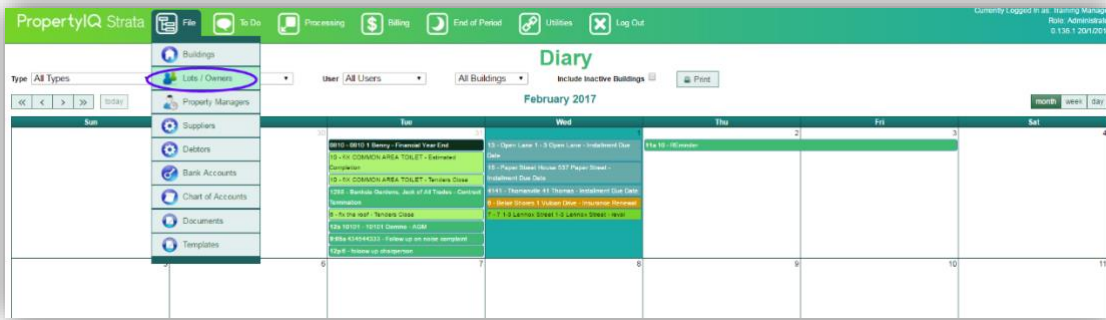
Before generating information certificates, you should ensure the standard merge template is configured for your company. For full details about templates, see the manual "Templates"



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* 161616 The Derwent 53 Hobart Street

Lot* 2 Unit 202 Street No 53

Street Name* Hobart Street

Suburb* HOBART

Accessory Unit

UOE* 50

CRN 0000000104

Owner Info

Owner Name* Angelina Capriosa [Change Owner](#)

(Ah) Email angelinacapriosa@hotmail.com.au

(Bh) Salutation

Mobile 0414 343 232 Contact Name

Fax Paid to Last Settled

Committee Member: N

Debt Collection

Stage ☐ Exclude from Debt Collection ?

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

Notes

Navigation Bar: 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

Bottom Bar: 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. Enter the details of the requesting party
4. Enter any liabilities, legal action or other matters that need to be disclosed
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 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
7. *Generate*. This opens the info certificate template for editing

Information Certificate Generation

Selected Lot Info

Lot: 2 **Building:** The Derwent **State:** TAS

Schedule: Consolidated

Certificate Date: 11/09/2019

Requested By: Felix Arden

Requesting Party: Solicitor

Requesting Party Addr1: Level 1/20 Alison Road

Requesting Party Addr2:

Requesting Party Addr3: LAUNCESTON TAS 72

Requesting Party Addr4:

Known Liabilities: None

Legal Action: None

Other Matters: None

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	Maintenance	
(1/10/2017 - 31/12/2017)	1/10/2017	\$0.00	\$0.00	<input checked="" type="checkbox"/>
(1/1/2018 - 31/3/2018)	1/1/2018	\$0.00	\$0.00	<input checked="" type="checkbox"/>
(1/4/2018 - 30/6/2018)	1/4/2018	\$0.00	\$0.00	<input checked="" type="checkbox"/>

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-83-tas

Section 83 Certificate

Use the editing functions
to edit the document if required

Date 11/09/2019

Felix Arden
Level 2/20 Barrington Dr
LAUNCESTON TAS 7250

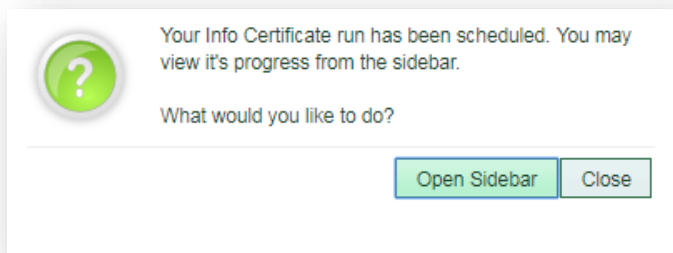
Dear Felix Arden

Request for Information Re Sale of Property Lot 2 Strata Plan 161616

In accordance with Section 83 (5) of the Strata Titles Act 1998, I certify:

Period	Amount	Due Date
01/07/2017 - 30/09/2017	\$0.00	01/07/2017
01/10/2017 - 31/12/2017	\$0.00	01/10/2017
01/01/2018 - 31/03/2018	\$0.00	01/01/2018
01/04/2018 - 30/06/2018	\$0.00	01/04/2018
Amount (if any) outstanding	\$0.00	
Interest (if any) on outstanding amount	\$0.00	
Amount (if any) in credit	\$0.00	

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.