



Levies/Fees

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INTRODUCTION TO LEVIES/FEES

Levies are the funds that lot owners pay to the strata scheme. They are usually paid by instalments throughout the financial year of the building. Levies are usually known as fees in Victoria

PropertyIQ manages two types of levies:

STANDARD LEVIES/FEES

Standard levies are commonly split into:

Administration Fund – to cover all the general expenses involved in running a strata scheme, such as building insurance, common area gardening, maintaining pools and lifts etc.

Sinking/Maintenance/Reserve/Capital Works Fund – money set aside for larger capital works type expenses, e.g. painting all the outside surfaces of the building, replacing fencing etc. The name of this fund depends on which state the building is located, but it has the same purpose.

Note – Most strata schemes hold all these funds in the same bank account, but the amounts held for each purpose must be separately accountable.

The recommended method for striking standard levies/fees is by using the budget function on the building card, but there may be circumstances where you need to strike standard levies using the special levy function. For example, if you take on the management of a building part way through its financial year.


See the manual “Budgets” for full details on how to strike a budget.

SPECIAL LEVIES









Are used to raise extra funds, and generally used if something unexpected happens and there are not sufficient funds in the sinking fund. For example, if a major structural issue is identified unexpectedly.

PropertyIQ simplifies the creation (striking) of these levies by utilising the budget function. Budgets are generated from the Building Card - Budgets tab. For detailed information about budgets, see the manual – “Budgets”.












VIEWING A LOT OWNER’S LEVIES

To view a lot owner’s current position, go to the  Menu













1. Click on Lots/Owners
2. Type in some key letters to search for the appropriate owner
3. Double click on the owner’s name or click *View* to open the lot owner record.

PropertyIQ Strata         Currency: Logged in as: Bella Cartbars
Role: Administrator
0.156.0.26772018

Lots

	C.T.S.	Lot	Unit	CRN	Owner	Street No	Street Name	Building Name	Strata Manager Name	Corr. Method	Delivery Method
					<input type="text" value="car"/>						
	777	1	1	0000000658	Ella Carter	7	Lucky Road	Southern Cross	Anne Fluvia	Owner	Post
	1001	6	6	0000000735	Carolyn Bocelli	259	Hammersley Road	Vibe Shenton Park	Anne Fluvia	Owner	Post
	1288	2	22	0000000320	Ben Carpenter	59	Albert Crescent	Bankisia Gardens	Adrian Bolton	Owner	Email/Post
	00002	001	001	0000000476	Gary & Carol Smith	1	Main Street	Mrs Main	Lisa Kellerman	Owner	Post
	10453	8	8	0000000011	Jermaine Carter	13	Mitroian Drive	The Tempo	Training Manager	Owner	Post
	18421	2	2	0000000002	Jermaine Carter	1014	Phillips Drive	Jacksons Hill	Adrian Bolton	Agent	Email
	65236	1	1	0000000019	Jermaine Carter	31	Malware Place	Victory Tower	Anne Fluvia	Owner	Post
	888777	5	5	0000000298	Caroline Liu	15	Florence	Hornsby Towers	Anne Fluvia	Owner	Post
	888777	12	12	0000000325	Carolyn Samuels	15	Florence	Hornsby Towers	Anne Fluvia	Owner	Post
	439435P1	4	4	0000000083	Carla Pearle	12	Test Street	The Club	Brett Earle	Owner	Post

1 selected
Show Legend

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

1. Select *Ledger* to view all owner transactions
2. Click on *Levies* to view all the levies for that lot owner
3. Click on *Receipts* to view all the receipts for that lot owner

C.T.S.*

888777 Hornsby Towers 15 Florence Street

Lot*

1

Unit

201

Street No

15

Street Name*

Florence Street

Suburb*

HORNSBY

Accessory Unit

UOE*

10

CRN

0000000294

Owner Info

NOTE: This lot owner is linked to 1 other owners

Owner Name*

Franca Swanden

(Ah)

Email

frayeg@propertyiq.com.au

(Bh)

Salutation

Mobile

0423 324 343 Bob

Contact Name

Fax

Paid to

30/09/2016

Last Settled

01/02/2018

Committee Member:

Y

Committee Member Status:

Active

Change Owner

Unlink Owner

Contact

Info

Delivery

Settings

Ledger

Notes

Documents

Alerts

SMS

Emails

Log of Changes

Schedule:

All Schedules

Lot 1 Unit 201 Franca Swanden

As At

17/08/2018

Paid to 30/9/2016. Arrears: \$2,831.60 (Int. \$0.00) Total Arrears: \$2,831.60 Credit: \$624.15

Balance: \$2,207.45

All

Levies

Receipts

Opening Balance

Date	Type	Ref #	Details	Account	Principle	Paid	Interest Due	Interest Paid	Discount/...	Total	Status	Balance
16/8/2019	Std Levy	472	Standard Levy Main Contributio...	Total	\$426.65	\$0.00	\$0.00	\$0.00	\$0.00	\$426.65	Not yet due	\$0.00
			From: 16/08/2019 To: 15/11/2019	Levy Income	\$426.65	\$0.00	\$0.00	\$0.00	\$0.00	\$426.65		
			Main Contribution Schedule	Levy Income	Cap...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
16/5/2019	Std Levy	471	Standard Levy Main Contributio...	Total	\$426.65	\$0.00	\$0.00	\$0.00	\$0.00	\$426.65	Not yet due	-\$426.65
			From: 16/05/2019 To: 15/08/2019	Levy Income	\$426.65	\$0.00	\$0.00	\$0.00	\$0.00	\$426.65		
			Main Contribution Schedule	Levy Income	Cap...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
10/4/2019	Std Levy	470	Standard Levy Main Contributio...	Total	\$426.65	\$0.00	\$0.00	\$0.00	\$0.00	\$426.65	Not yet due	-\$853.30
			From: 16/02/2019 To: 15/05/2019	Levy Income	\$426.65	\$0.00	\$0.00	\$0.00	\$0.00	\$426.65		
			Main Contribution Schedule	Levy Income	Cap...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
30/11/2018	Std Levy	539	Standard Levy Main Contributio...	Total	\$608.75	\$524.15	\$0.00	\$0.00	\$0.00	\$84.60	Paid in a...	-\$1,279.95
			From: 17/11/2018 To: 16/02/2019	Levy Income	\$296.25	\$296.25	\$0.00	\$0.00	\$0.00	\$0.00		
			Main Contribution Schedule	Levy Income	Cap...	\$312.50	\$227.90	\$0.00	\$0.00	\$84.60		

Print

Lot Owner Page

Email

Info Certificate

Last Info Certificate

Edit

Done

VIEWING THE OWNER POSITIONS FOR A WHOLE BUILDING



Go to

1. Select *Buildings*
2. Type some key letters to narrow your search
3. Double click on the selected building or click *View* to open the building card

PropertyIQ Strata

File To Do Processing Billing End of Period Reporting Utilities Log Out

Currently Logged in as: Stella Cantares Role: Administrator 9/15/2025 9:26:17 AM

Buildings

All Active InActive

	C.T.S.	Building Name	Street No	Street Name	Suburb	State	Post Code	Manager	Lots	Folio
<input type="checkbox"/>	88									
<input type="checkbox"/>	1288	Bankisia Gardens	59	Albert Crescent	BURWOOD	NSW	2014	Adrian Bolton	4	Group B Folio
<input type="checkbox"/>	8888	SeaView Towers 1	212	View Road	CALLOUNDRA	QLD	4255	Kimberley Johnston	3	
<input type="checkbox"/>	68888	Small Building 688	688	High	DEE WHY	NSW	2000	Rohit Sachdeva	8	Folio 688
<input type="checkbox"/>	115188	Breakers North CTS 115188	50	Old Burleigh Road	SURFERS PARADISE	QLD	4217	Lisa Kellerman	10	Folio 2
<input type="checkbox"/>	688678	Westmead Tower	1-5	Pye Street	WESTMEAD	NSW	2145	Anne Fluva	8	Rohit's Folio ...
<input checked="" type="checkbox"/>	888777	Hornsby Towers	15	Florence Street	HORNSBY	NSW	2077	Anne Fluva	17	Support Team...
<input type="checkbox"/>	888888	Sea View Towers	15	View Street	NOOSA	QLD	4554	Adrian Bolton	80	
<input type="checkbox"/>	988883	Gallo Gardens	132	Crown St	DARLINGHURST	NSW	2010	RC Tajeda	2	Support Team...

1 selected

Show Legend

Export Add View

1. Go to the *Financials* Tab
2. Click *Owner Positions*, to view the positions of all owners
3. Click on the owner's name
4. Click *View Ledger*
5. Click *View Lot* to view a lot owner's card

Building

O/Corp*

4343

Manager*

Anne Fluva

Folio*

VIC BRANCH

Building Type*

Strata

Building Sub Type*

Residential

Building Class

Mixed

Total UOL*

620

Total UOE*

1500

Active

☒

All Inclusive Fees

☐

Debt Collection

☒

Payment Plan

☐

Address

Street No

15

Street Name*

Claredon Road

Address 2

Suburb

YARRA VALE

State*

VIC

Building Name

The Yarra

P/Code

3042

Settings

Dates

Charges

Info

Financials

Budget

Notes

Documents

Registers

Alerts

Work Orders

Insurance Claims

Emails

Log of Changes

Financial Year

01/07/2018 to 30/06/2019

(Current)

Bank Balances

Trial Balance

Owner Positions

Up To Date

17/08/2018

Totals

OC1

OC2

Lot	Unit	UOL	Owner	Opening	+ Annual	+ Special	- Paid	= Closing	Interest Paid
1		133	Annabel Crozier	\$7,340.80	\$0.00	\$0.00	\$6,895.16	\$445.64	\$84.84
2	2	100	Annabel Crozier	\$8,978.60	\$0.00	\$0.00	\$3,115.94	\$5,862.66	\$50.06
3	3	100	Annabel Crozier	\$8,978.60	\$0.00	\$0.00	\$2,466.54	\$6,512.06	\$25.46
4	4	100	Blair Fitzgibbons	\$7,311.80	\$0.00	\$0.00	\$7,441.51	-\$129.71	\$102.49
5	5	100	Gerry Krone	\$4,645.20	\$0.00	\$0.00	\$0.00	\$4,645.20	\$0.00
25	25	100	Sam Holger	\$4,645.20	\$0.00	\$0.00	\$0.00	\$4,645.20	\$0.00

View Ledger

View Lot

Opening Balances


Schedules

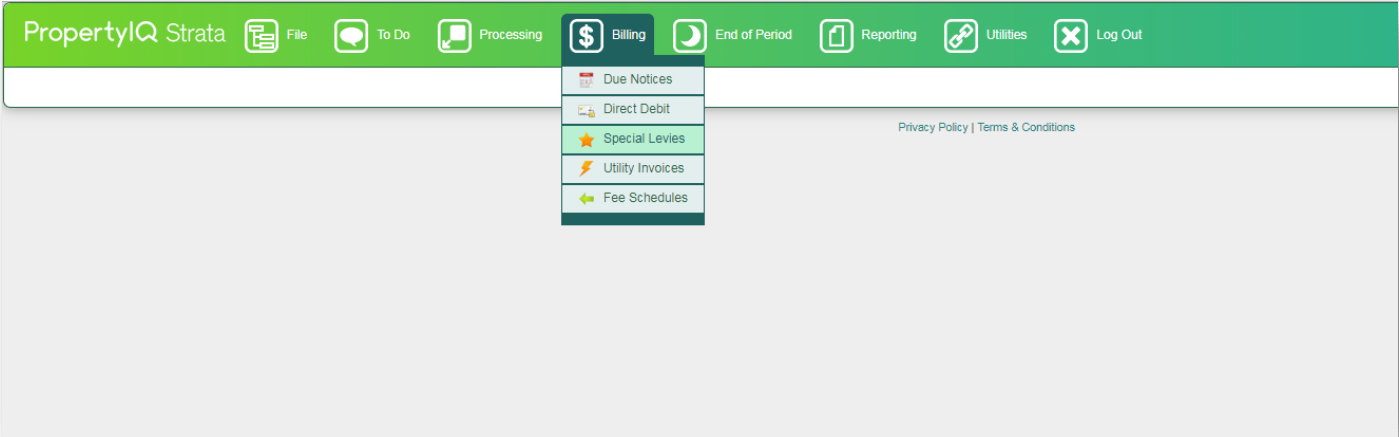
Financial Reports

Edit

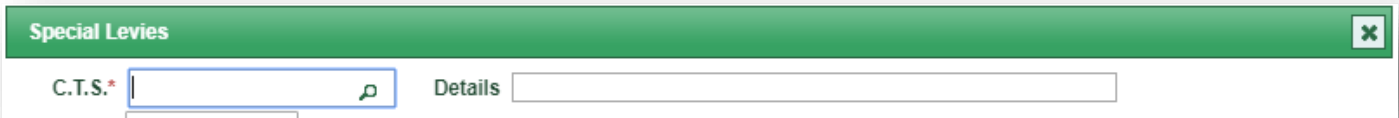
Done

RAISING A SPECIAL LEVY

Go to  and select *Special Levies*



Click the search icon to search for the strata plan you want to create the special levy for.



Refine your search
Double click on the building you want to select or click on Select at the bottom of the screen

Buildings

Buildings

AllActiveInActive

<input type="checkbox"/>	C.T.S. ▴	Building Name	Stre...	Street Name	Suburb	State	Post...	Manager	Lots	Folio
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="ya"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	4343	The Yarra	15	Claredon Road	YARRA VALE	VIC	3042	Anne Fluva	6	VIC...
<input type="checkbox"/>	6143	Yarra Gardens	838	Bourke Street	MELBOURNE	VIC	3008	Training Manager	4	

1. The building you selected shows here
2. Enter the Description details
3. Select the type of Levy – NOTE: Each State has different options. The levy type you choose will determine where it appears when you produce an information certificate.
4. If the building has multiple contribution schedules, select the schedule this levy is for from the dropdown list
5. Select the template you want to use. If you chose special Levy as the type, the special levy template defaults here
6. Enter the total amount you need to raise from the levy into the administration fund
7. The default levy income chart of accounts code for that fund and schedule shows here. Click on the search icon to search for a different chart of accounts code.
8. If the building is not registered for GST, then the status of the levy is free and can't be altered. If the building is GST registered, you can choose the status of the levy from the dropdown list
9. Enter the total amount you want to raise from the levy into the maintenance/sinking/reserve/capital works fund here
10. The default levy income chart of accounts code for that fund and schedule shows here. Click on the search icon to search for a different chart of accounts code
11. If the building is not registered for GST, then the status of the levy is free and can't be altered. If the building is GST registered, you can choose the status of the levy from the dropdown list.
12. Choose the calculation method here:
 - Prorata – will allocate the special levy amounts based on each unit's UOE
 - Divide evenly – divides the levy amount between all units in the Strata Scheme evenly
 - Fixed – charges each owner the full amount of the levy being struck
 - Manual – allows you to manually type in an amount to charge each lot owner
13. Enable rounding – You can choose a rounding amount in your settings. Once this is chosen the enable rounding function will round to that amount e.g. nearest 5c
14. Attracts Interest – Interest will be calculated on overdue levies based on the interest rules you entered for that building (if any)
15. Allow discount – discounts will be calculated on levies based on the discount rules you entered for that building (if any)
16. Enter the date you want to appear on the levy notice
17. Use the dropdown list to select how many instalments the levy will have
18. Use the calendar to enter the dates each instalment is due
19. Enter the date the building determined the levy
20. Click here if the you want the instalment number to show on the levy notice
21. Click in the box on the top line to levy all lots. If you don't need to levy all lots you can click them individually.
22. Click *Print* to print a levy summary report
23. Click Preview to generate PDF previews of each levy notice
24. Click the *Don't Deliver* box if you *do not* want the levy notices to be sent immediately
25. Once you are ready, click *Strike Levies* to complete the process
26. Click Close to exit the special levies screen

Special Levies



C.T.S.* 4343 The Yarra 15 Claremont Details Special levy for urgent drainage works

Section Special Levy Section under which levy is struck

Schedule OC1

Template Type Special Levy

Amount to Levy

Admin \$0.00 Account A Levy Income GST: Free

Maint \$10,000.00 Account S Levy Income GST: Free

Total \$10,000.00

Method

- ☒ Prorata
☐ Divide Evenly
☐ Fixed
☐ Manual

Options

- ☒ Enable Rounding
☐ Attracts Interest
☐ Allow Discount

Dates

Notice Date 01/08/2018
 Instalments 2
 Due Dates 01/10/2018
 01/01/2019

Date Determined 17/08/2018

☒ Append Instalment Num to Particulars

Lot	Unit	Owner	UoE	Admin	Sinking	Per Instalment	Instalments	Total Levied	
1		Annabel Crozier	120	\$0.00	\$967.75	\$967.75	x2	\$1,935.50	
2	2	Annabel Crozier	100	\$0.00	\$806.45	\$806.45	x2	\$1,612.90	
3	3	Annabel Crozier	100	\$0.00	\$806.45	\$806.45	x2	\$1,612.90	
4	4	Blair Fitzgibbons	100	\$0.00	\$806.45	\$806.45	x2	\$1,612.90	
5	5	Gerry Krone	100	\$0.00	\$806.45	\$806.45	x2	\$1,612.90	
25	25	Sam Holger	100	\$0.00	\$806.45	\$806.45	x2	\$1,612.90	

Totals 620 \$0.00 \$5,000.00 \$5,000.00 x2 \$10,000.00 6

Print

Preview

☒ Dont Deliver

Strike Levies

Save

VIC Company

VIC address 1 SYDNEY NSW 2000 ABN: 645626346

Ph: 43346346 Email: rohits@propertyiq.com.au

Printed: 17/08/2018 03:15 pm

User: Bella Carstairs

Page 1

Levy Schedule Report C.T.S. 4343 "THE YARRA"


Particulars: Special levy for urgent drainage works

2 Instalments

Type: Special Levy

Lot	Unit	Owner	Admin	Sinking	Instalment	Total
1		Annabel Crozier	\$0.00	\$967.75	\$967.75	\$1,935.50
2	2	Annabel Crozier	\$0.00	\$806.45	\$806.45	\$1,612.90
3	3	Annabel Crozier	\$0.00	\$806.45	\$806.45	\$1,612.90
4	4	Blair Fitzgibbons	\$0.00	\$806.45	\$806.45	\$1,612.90
5	5	Gerry Krone	\$0.00	\$806.45	\$806.45	\$1,612.90
25	25	Sam Holger	\$0.00	\$806.45	\$806.45	\$1,612.90
Overall Totals			\$0.00	\$5,000.00	\$5,000.00	\$10,000.00

Once you click *Strike Levies* you will receive a prompt to confirm that you wish to proceed with striking the levy



Are you sure you wish to Strike this Special Levy?



When you click *Yes*, the program will create the levies and create PDF or email notices according to the delivery method selected for that lot owner. The job shows in your job centre on the right side of your screen.

Special Notice Run

Completed Time: November 28th 2016, 4:10 pm

Results:

- No Lot Owners to Direct Debit
- [Special Levy Notices 2016-11-28 \(0001-0004\).pdf](#)
- There are no notices to be emailed.

 Today
  Jobs

CANCELLING AND EDITING LEVIES



Go to and select Adjustments

you will first need to select the building you want to work with as you can only create adjustments for one building at a time.

1. Type some key letters to refine the search and find the building you want
2. Click and then double click on the building to select it

The screenshot shows the 'Adjustments' window in the PropertyIQ Strata software. The window has a green header with the title 'Adjustments'. Below the header, there are several tabs: 'Lot Transfers', 'Inter Lot Transfers', 'Lot Refunds / Reimbursements', and 'Buildings'. The 'Buildings' tab is selected. On the left side, there is a search bar with the text 'Lot:' and a 'Credit Balance' section. The main area displays a table of buildings. The table has columns: 'Building Name', 'Street Name', 'Suburb', 'State', 'Postcode', 'Manager', 'Lots', 'Units', and 'Folio'. Two buildings are listed: '1288' and '1289'. The '1289' row is highlighted in yellow. A red circle with the number '1' is placed over the 'Building Name' column header, and a red circle with the number '2' is placed over the '1289' row. On the right side, there is a 'Total Outstanding' section with a 'Total' row. At the bottom right, there is a 'Process' button.

EDITING AND CANCELLING LEVIES

The Levy Maintenance screen allows you to view edit, delete or cancel levies singly or in bulk.



All adjustments must be performed for a single building at a time, so you need to select the building first. You can edit some areas for paid levies but can't alter details such as the amount owing.

1. The select building shows here
2. Select the levy maintenance screen
3. Select the levy maintenance tab is the default
4. You can also view the log of changes tab
5. Click to open the boxes and select a date range using the calendar
6. Select a single item by clicking individually or select all
7. The selected items are highlighted on the screen
8. The number of selected items shows here
9. *View* to view an individual selected item
10. *Edit* to edit selected item(s)
11. *Cancel* to cancel selected items

1. Select *Edit*
2. Use the calendar to alter the due date if required
3. If you have altered the due date, you can select *Realign period Dates*. In this example if you chose to realign period dates, the period would change to 1.11.2020 to 31.1.2020
4. The period shows here
5. You can edit the details here
6. You can alter the section under which the levy is struck by clicking on the dropdown menu and choosing a different section
7. If the building has more than one contribution schedule, you can alter the schedule the levy is for by clicking on the dropdown menu and choosing a different schedule
8. You can alter the date determined by clicking in the box to open the calendar and enter a new date determined
9. Tick the *Allow Discount* box to alter the discount status
10. Tick the *Attracts Interest* box to alter the interest status
11. Select to apply changes to the GST status
12. Click on the search icon to alter the chart of accounts code any admin fund amounts are allocated to
13. Click on the search icon to alter the chart of accounts code any capital works/sinking/reserve/maintenance fund amounts are allocated to
14. In this example, the levies selected were originally for differing amounts so you can't alter the amount due. If all levies selected are unpaid and have the same due amount you can edit the amount due in bulk, otherwise you would need to edit each levy individually.
15. *Save* your changes
16. *Cancel* to exit without saving your changes

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: Belia Gordon Role: Administrator 01/11/2019 15:55/2019

c.t.s. 888 Cascade Gardens 15 Arkstone Drive Adjustments

Lot Transfers Credit Transfers Debtor Transfers Lot Refunds Bank Adjustments Journals Building Transfers Cancel Cheques Levy Maintenance Supplier Transactions

Levy Maintenance Log of Changes

From Date: 01/09/2017 To Date:

Lot	Unit	Owner	Due Date	Period From	Period To	Details	Schedule	Admin Account	Sinking Account	GST Status	Discount Status	Interest	Levy Section	Admin Amount	Sinking Amount	Status
2	2	Maddison Furness	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$432.50	\$250.00	Unpaid
3	3	Ellery Borenson	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$432.50	\$250.00	Unpaid
4	4	Sally Bennett	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$432.50	\$250.00	Unpaid
5	5	Caroline Liu	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$865.00	\$500.00	Unpaid
6	6	Ann-Maree Lawlor	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$865.00	\$500.00	Unpaid
7	7	Christy Lee	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$865.00	\$500.00	Unpaid
8	8	Bailey Brown	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$865.00	\$500.00	Unpaid
9	9	Bailey Brown	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$216.25	\$125.00	Unpaid
10	10	Bailey Brown	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$216.25	\$125.00	Unpaid
30	11	Nicole Bauer	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$432.50	\$250.00	Unpaid
12	12	Carolyn Samuels	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$432.50	\$250.00	Unpaid
13	13	Sara Swanden	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$865.00	\$500.00	Unpaid
14	14	Garth Sorensen	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$432.50	\$250.00	Unpaid
15	15	Caterina Boigarde	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$432.50	\$250.00	Unpaid
16	16	Cora Pendlebury	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$648.75	\$375.00	Unpaid
21	21	Grahamstown Pty Ltd	17/11/2020	17/11/2020	16/2/2021	Standard Levy Main Contributi...	Main co						Standard	\$648.75	\$375.00	Unpaid

16 selected

View Edit Cancel Levies

Edit Levies

Bulk Editing 16 Levies

Due Date: 01/11/2020 Realign Period Dates

Period From: 17/11/2020 Period To: 16/02/2021

Details: Standard Levy Main Contribution Schedule

Section: Standard Levy

Schedule: Main contribution schedule

Date Determined: 01/05/2019

☒ Allow Discount ☒ Attracts Interest

GST Status: ☐ Apply GST ☐ Remove GST ☒ No Change

Accounts: Admin Account: Levy Income Maint Account: Levy Income

Save Cancel

Please Note: As you have multiple levies selected, only the fields shown can be altered. If the fields you wish to change are not shown above, please edit in individual levy edit mode.

VIEWING AND EDITING A SINGLE LEVY

1. All adjustments must be done for a single building at a time, so select the building first
2. Go to the levy maintenance tab
3. Levy maintenance is the default
4. You can click on the boxes to open the calendar and select a date range
5. Type some key letters in any of the empty boxes on the top line to refine your search
6. Click in one of the boxes on the left to select the levy you want to view and edit
7. Click View to view the levy you have selected

PropertyIQ Strata Currently Logged in as: ana
Role: Super Administrator
8/14/2017 2:29:50 PM

1288 Banksia Gardens 59 Albert Crescent 1 **Adjustments** 2

Lot Transfers Inter Lot Transfers Lot Refunds / Reimbursements Bank Adjustments Journals Building Transfers Cancel Levies Cancel Cheques **Levy Maintenance**

Levy Maintenance Log of Changes 3

From Date: 01/01/2017 To Date: 4

Lot	Unit	Owner	Due Date	Period From	Period To	Details	Schedule	Admin Account	Cap. Works Account	GST Status	Discount Status	Interest	Levy Section	Admin Amount	Cap. Works Amount	Status
1	1	Anna Liu	30/11/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$277.80	\$111.10	Unpaid
2	22	Ben Carpenter	30/11/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$277.80	\$111.10	Unpaid
3	3	Anna Liu	30/11/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$555.55	\$222.20	Unpaid
4	4	Burton Investments Pr...	30/11/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$555.55	\$222.20	Unpaid
1	1	Anna Liu	31/10/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$277.80	\$111.10	Unpaid
2	22	Ben Carpenter	31/10/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$277.80	\$111.10	Unpaid
3	3	Anna Liu	31/10/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$555.55	\$222.20	Unpaid
4	4	Burton Investments Pr...	31/10/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$555.55	\$222.20	Unpaid
1	1	Anna Liu	30/9/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$277.80	\$111.10	Part Paid
2	22	Ben Carpenter	30/9/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$277.80	\$111.10	Unpaid
3	3	Anna Liu	30/9/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$555.55	\$222.20	Unpaid
4	4	Burton Investments Pr...	30/9/2017			Special Levy for urgent balco...	Contribution Sched...	Special Levy Income	Special Levy Income	✓	✗	✗	Special	\$555.55	\$222.20	Unpaid
3	3	Anna Liu	17/8/2017			Charge for arrears notice date...	Contribution Sched...	Arrears Notice Inco...	Levy Income	✗	✗	✗	Special	\$2.00	\$0.00	Unpaid
4	4	Burton Investments Pr...	17/8/2017			Charge for arrears notice date...	Contribution Sched...	Arrears Notice Inco...	Levy Income	✗	✗	✗	Special	\$2.00	\$0.00	Unpaid
1	1	Anna Liu	15/8/2017			Charge for arrears notice date...	Contribution Sched...	Arrears Notice Inco...	Levy Income	✗	✗	✗	Special	\$2.00	\$0.00	Unpaid
3	3	Anna Liu	15/8/2017			Charge for arrears notice date...	Contribution Sched...	Arrears Notice Inco...	Levy Income	✗	✗	✗	Special	\$2.00	\$0.00	Unpaid
4	4	Burton Investments Pr...	15/8/2017			Charge for arrears notice date...	Contribution Sched...	Arrears Notice Inco...	Levy Income	✗	✗	✗	Special	\$2.00	\$0.00	Unpaid
1	1	Anna Liu	1/8/2017			special levy for drainage works	Contribution Sched...	Special Levy Income	Levy Income	✗	✗	✗	Special	\$333.33	\$0.00	Unpaid

1 selected 7 View Edit

The edit levy box will pop up and you can click on *Edit* to edit the single levy

Edit Levy

Ref #54

Due Date*30/11/2017

Details*Special Levy for urgent balcony repairs

SectionSection 81(4) - Special Contributions

Schedule*Contribution Schedule

Date Determined30/08/2017

☐ Allow Discount

☐ Attracts Interest

GST Status

☐ Apply GST

☐ Remove GST

☒ No Change

Accounts

Admin	Amount	\$277.80	Account	Special Levy Income
Cap. Works	Amount	\$111.10	Account	Special Levy Income

Edit

Done

CANCELLING OR DELETING LEVIES FROM THE LEVY MAINTENANCE SCREEN

The cancel button will either cancel the selected levies/fees by creating a negative levy/fee to offset the original notice **or** delete the selected levies/fees from PropertyIQ, depending on the status of the levy/fee

1. Refine the screen to only show the levies you want to cancel
2. If you want to delete all the levies showing on the screen tick the box in the top line, otherwise tick individual boxes to select only the levies you want to delete
3. Select *Cancel Levies*

PropertyIQ Strata

Adjustments

Levy Maintenance

From Date: 01/03/2017 To Date: 17/03/2019

Lot	Unit	Owner	Due Date	Period From	Period To	Details	Schedule	Admin Account	Sinking Account	GST Status	Discount Status	Interest	Levy Section	Admin Amount	Sinking Amount	Status
2	2	Maddison Furness	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$432.50	\$250.00	Unpaid
3	3	Elery Sorenson	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$432.50	\$250.00	Unpaid
4	4	Sally Bennett	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$432.50	\$250.00	Unpaid
5	5	Caroline Liu	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$665.00	\$500.00	Unpaid
6	6	Ann-Marie Laylor	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$665.00	\$500.00	Unpaid
7	7	Christy Lee	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$665.00	\$500.00	Unpaid
8	8	Bailey Brown	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$665.00	\$500.00	Unpaid
9	9	Bailey Brown	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$216.25	\$125.00	Unpaid
10	10	Bailey Brown	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$216.25	\$125.00	Unpaid
30	11	Nicole Bauer	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$432.50	\$250.00	Unpaid
12	12	Carolyn Samuels	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$432.50	\$250.00	Unpaid
13	13	Sara Swanden	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$665.00	\$500.00	Unpaid
14	14	Garth Sorenson	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$432.50	\$250.00	Unpaid
15	15	Caterina Bogarde	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$432.50	\$250.00	Unpaid
16	16	Cora Pendlebury	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$648.75	\$375.00	Unpaid
21	21	Grahamstown Pty Ltd	17/8/2020	17/8/2020	15/11/2020	Standard Levy Main Contribut.	Main contribution s.	Levy Income	Levy Income	✓	✓	✓	Standard	\$648.75	\$375.00	Unpaid

16 selected

View Edit Cancel Levies

DELETING/REMOVING LEVIES

Levies/fees will be deleted when you select *Cancel* if they fit these criteria:

- The levy/fee has never been included in a due, arrears, final, legal or special notice to an owner
- The levy fee has never been paid or partly paid
- It is due in the current financial year.

If a levy is deleted, it is removed entirely from the lot owner's ledger

1. Click in the *cancellation date* box to open the calendar and enter the cancellation date
2. *Proceed* to confirm you wish to proceed with the deletion

Cancel Levies

Cancellation Date* 25/03/2019

You are cancelling levies that can be removed, these will be removed entirely from the ledger.

Do you wish to proceed?

Proceed Cancel

CANCELLING LEVIES

Levies/fees are cancelled (but not deleted) when you select *Cancel* if the levy has been fully or partly paid at any time, or if it has previously been included in any a due, arrears, final, legal or special notice to an owner

- Any receipts that have been allocated to your selected levies/fees show as an unallocated credit on the owner's ledger.
- A negative levy/fee is automatically created on the owner's ledger to offset the cancelled levy/fee

An audit trail of all transactions shows on the lot owner's ledger. This includes the information about the original levy/fee, the negative levy/fee, and any transfers to/from credit)

- Click in the *cancellation date* box to open the calendar and enter the cancellation date
- Proceed* to confirm you wish to proceed with the cancellation

Cancel Levies

Cancellation Date* 25/03/2019

You are trying to cancel levies that cannot be deleted because of one or more of the following rules

1. it has been included in a due notice (reminder / arrears / final / legal / special)
2. if it has been paid / partly paid
3. is due in a prior financial year / BAS period / final reports period

These levies cannot be removed, but instead will be cancelled by creating and allocating against a negative levy.

Do you wish to proceed?

Proceed **Cancel**

LEVY MAINTENANCE LOG OF CHANGES

The log of changes tab records all changes that have been made to levies

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

Customer Logged in as: ams Role: Super Administrator 0.147.3 9/10/2017

SP101 The Bachelor Pad 1-7 Hollywood Drive

Adjustments

Lot Transfers Inter Lot Transfers Lot Refunds / Reimbursements Bank Adjustments Journals Building Transfers Cancel Levies Cancel Cheques **Levy Maintenance**

Levy Maintenance Log of Changes

From 09/09/2017 To 09/10/2017 User All Users

Action	User	Time	Route	Lot	Levy Ref #
IS update	ams	05/10/2017 - 9:04 pm	POST levies/maintenanceSave	3	161
Column: Schedule		Value Before: LRT Maintenance	Value After: Contribution Schedule		
IS update	ams	05/10/2017 - 9:04 pm	POST levies/maintenanceSave	4	157
IS update	ams	05/10/2017 - 9:04 pm	POST levies/maintenanceSave	4	156
IS update	ams	05/10/2017 - 9:04 pm	POST levies/maintenanceSave	1	153
IS update	ams	05/10/2017 - 9:04 pm	POST levies/maintenanceSave	1	152
IS update	ams	05/10/2017 - 9:04 pm	POST levies/maintenanceSave	3	160
IS update	ams	05/10/2017 - 9:02 pm	POST levies/maintenanceSave	3	161
IS update	ams	05/10/2017 - 9:02 pm	POST levies/maintenanceSave	3	160
IS update	ams	05/10/2017 - 9:02 pm	POST levies/maintenanceSave	4	157
IS update	ams	05/10/2017 - 9:02 pm	POST levies/maintenanceSave	4	156