

# PropertyIQ™

## Company title buildings

### TABLE OF CONTENTS

What is company title? .....	0
Setting the building type to Company .....	0
Templates for Company Title Buildings .....	1

#### WHAT IS COMPANY TITLE?

Strata title was introduced in Australia in 1961, but prior to that company title was the most common way that individuals could “own” a unit in a building. In company title buildings, the building is owned by a company and the shareholders buy shares in the company that gives them the right to live in their unit. Sydney and Melbourne still have substantial numbers of company title buildings. You can successfully manage company title buildings with PropertyIQ by making a few amendments to your building and lot owner cards.

#### SETTING THE BUILDING TYPE TO COMPANY

When adding your building, ensure that the building type is set to *Company*.

The screenshot shows the 'Building' form in PropertyIQ. The 'Building Type' dropdown is highlighted with a red box and set to 'Company'. Other fields include 'S/Plan' (1288), 'Manager' (Training Manager), 'Folio' (Group Training), 'Address' (59 Albert Crescent), 'Suburb' (BURWOOD), 'State' (NSW), 'Building Name' (Banksia Gardens), and 'PI/Code' (2014). The 'Building Sub Type' is set to 'Residential'. The 'Total UOE' is 120. The 'Active' checkbox is checked, and 'All Inclusive' is unchecked. The 'Debt Collection' checkbox is checked, and 'Payment Plan' is unchecked. The bottom section contains a table with various settings: Bank Account, Tax Settings, Original Proprietor, Auditor, Owner Interest, Levy Discount, Parking, Onsite Manager, and Caretaker. The 'Save' and 'Cancel' buttons are at the bottom right.

Once the building type is set to company, the lot owner cards will have additional data entry fields

1. Although company title units don't technically have units of entitlement, you will still need to enter something in the UOL field or PropertyIQ won't allow you to save the lot. We suggest that you enter the number of shares in this field
2. Enter the number of shares in this field
3. Enter the share numbers in this field.

**Lot/Owner**

C.T.S.\* 1288 Banksia Gardens 59 Albert Crescent

Lot\* 2 Unit 22 Street No 59

Street Name\* Albert Crescent

Suburb\* BURWOOD

Accessory Unit

UOE\* 30

CRN 000000320

No. of Shares 30

Share Numbers 31-60

**Owner Info**

Owner Name\* Ben Carpenter

(Ah) Email bencarpenter@gmail.com

(Bh) Salutation

Mobile Contact Name

Fax Paid to 01/01/2017 Last Settled

Committee Member: Y Committee Member Status: Active

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

Owner Address Residence Address

Joint Owner Power of Attorney

Tenancy Details

Save Cancel

## TEMPLATES FOR COMPANY TITLE BUILDINGS

Company Title buildings need different Standard Merge Templates for:

- Meeting Notices
- Minutes
- Levy/Fee notices
- Arrears notices
- Final notices
- Legal notices
- Utility notices
- Special levy notices

You can identify the company title template by the letters (Co) after their name. Note that company title templates are blank and you'll need to edit them to suit your individual needs. For full details about templates, see the manual "Templates"

PropertyIQ Strata

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

Currently Logged In as: Belle Cantani Role: Admin 08/02/2020 8:16:11 1/2/2020

**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 +											
Special Notice NSW MBL											
NSW MBL Special Notice											
Arrears Notice NSW MBL (CA)											
NSW MBL Arrears Notice (CA)											
Final Notice NSW MBL (CA)											
NSW MBL Final Notice (CA)											
Legal Notice NSW MBL (CA)											
NSW MBL Legal Notice (CA)											
Special Notice NSW MBL (CA)											
NSW MBL Special Notice (CA)											
Access Register Notice NSW MBL (CA)											
NSW MBL Access Register Notice (CA)											
Due Notice NSW MBL (Co)											
NSW MBL Due Notice (Co)											
Arrears Notice NSW MBL (Co)											
NSW MBL Arrears Notice (Co)											
Final Notice NSW MBL (Co)											
NSW MBL Final Notice (Co)											
Legal Notice NSW MBL (Co)											
NSW MBL Legal Notice (Co)											
Special Notice NSW MBL (Co)											
NSW MBL Special Notice (Co)											
Access Register Notice NSW MBL (Co)											
NSW MBL Access Register Notice (Co)											
NSW Annual General Meeting Notice											
NSW Annual General Meeting Notice											
NSW Section 184 Certificate											
NSW Section 184 Certificate											
NSW AGM Notice											
NSW Annual General Meeting Notice											
NSW MBL Final Notice											
NSW MBL Final Notice											
NSW MBL Legal Notice											
NSW MBL Legal Notice											
AGM From Strata Co											
NSW AGM Minutes Notice (CA)											
NSW MBL Special Notice											
NSW MBL Special Notice											

+ New Clone Edit Delete Preview