



Guide to QLD Legislation changes 2025

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OVERVIEW

On **1 August 2025**, Queensland implements a new *Property Law Act 2023* that introduces significant changes to property law, particularly regarding seller disclosure requirements in strata title schemes.

These changes affect prescribed certificates and are introduced in the *Body Corporate and Community Management (Body Corporate Certificates) and Other Legislation Amendment Regulation 2024*. You can view the regulation [here](#).

We've reviewed the impact of these changes on PIQ and have summarised these below.

- **For schemes under BCCMA**
 - The existing 'Section 205 Information Certificate' template will be renamed to 'Information Certificate' in PIQ and it can continue to be provided for updated financial information and arrears at settlement.
 - The existing 'Section 206 Disclosure Statement' template will be replaced with the new 'Body Corporate Certificate (disclosure)' in PIQ and it can be provided on request to an interested person for the sale of the lot. The Body Corporate Certificate accompanies the new PLA Form 2 'Seller disclosure statement' that is issued separately by the seller under the *Property Law Act 2023*.
- **For schemes under BUGTA**
 - The existing 'Section 40 Certificate' template will be replaced with the new 'Body Corporate Certificate (disclosure) (BUGT)' in PIQ and it can be provided on request to an interested person for the sale of the lot. The Body Corporate Certificate accompanies the new PLA Form 2 'Seller disclosure statement' that is issued separately by the seller under the *Property Law Act 2023*.

To help you comply with these new requirements, you'll see the below changes in PIQ in the **July 2025** release.

1. **New system default templates** for the *Information Certificate*, *Body Corporate Certificate (disclosure)* and *Body Corporate Certificate (disclosure)(BUGT)*.
2. **New merge fields** to help with the pre-population of information in the certificate templates.
3. **New data fields** on the building card to capture information required in the certificates.

You can read more information about these changes in this guide and in our detailed release notes [here](#).



To start using the new certificates and ensure information correctly populates in certificates, there are **important actions you need to take before 1 August 2025**.

See section '[What you need to do](#)' for instructions.

DISCLAIMER

This information has been prepared to assist you to get the most out of the PropertyIQ system. The information contained in this document does not constitute legal, financial, tax, accounting or any other advice, and nor should it be construed as such. Compliance with any laws which apply to you is your responsibility. You should obtain legal, financial, tax, accounting or any other advice before making any decision regarding this information. The PropertyIQ Products are versatile and adaptable to different jurisdictions and requirements. Accordingly, PropertyIQ does not certify or guarantee compliance with any Laws which might apply to you, and PropertyIQ disclaims all such liability. The use of this information by you is at your complete discretion and is wholly your responsibility. PropertyIQ accepts no liability for any loss howsoever caused arising from reliance upon the information contained in this document.

Information Certificate (formerly Section 205 certificate)

The default system template 'Section 205 Information Certificate' template has been renamed to 'Information Certificate' in PIQ and can continue to be provided to interested parties upon request, which includes updated financial information and arrears for settlement.

In the new template, any references to Section 205 and redundant BCCM Form numbers have been removed. Minor updates to formatting have also been made for improved readability.

WHAT YOU NEED TO DO - APPLY NEW TEMPLATE

You can view and start using the new template by logging into PropertyIQ and

1. Go to *File > Templates > Standard Merge Templates*
2. Select **+New** button
3. Search and locate the *Type* 'QLD Information Certificate' from the list
4. Enter a relevant template name
5. Select **+Create** button
6. In the *Selected* column, **tick the checkbox** against the newly created template to **ENABLE** it so that it's used for all generated certificates moving forward.

Body Corporate and Community Management Act 1997

BODY CORPORATE INFORMATION CERTIFICATE
as at {{Certificate_Date}}

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 below lot. 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.

Name of Scheme	{{Building_Name}}			CTS No	{{CTS}}
Lot No	{{Lot}}	Type	{{Format_Plan}}	Plan No	{{Plan_No}}

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
{{A1DateRange}}	{{A1Amount}}	{{A1DueDate}}	{{A1DatePaid}}	{{A1Disc}}	{{A1DiscDate}}	{{A1NoteDate}}

PropertyIQ Strata Currently Logged In

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

Templates

Standard Merge Templates		Custom Merge Templates		Standard Email Templates		Custom Email Templates		Text	
NSW	QLD	VIC	TAS	SA	NT	WA	ACT	ALL	Macquarie Bank Westpac ALL
Name	Type	State	Bank Type	Folio	Selected				
QLD Information Certificate (2025)	QLD Information Certificate	QLD			<input type="checkbox"/>				

Body Corporate Certificate (disclosure) (formerly Section 206/Section 40 certificates)

For schemes under BCCMA

- The default system template 'Section 206 Disclosure Statement' template has been replaced with the new 'Body Corporate Certificate (disclosure)' in PIQ.
- This template has been created based on the new QLD Government approved BCCM Forms 33 and 34, with this one template to be used for all BCCM scheme types (including Two-Lot Schemes). The QLD Government approved BCCM forms can be viewed [here](#).
- It can be provided on request to an interested person for the sale of the lot and accompanies the new PLA Form 2 'Seller disclosure statement' that is issued separately by the seller under the *Property Law Act 2023*.

For schemes under BUGTA

- The default system template 'Section 40 Certificate' template has been replaced with the new 'Body Corporate Certificate (disclosure) (BUGT)' in PIQ.
- This template has been created based on the new QLD Government approved BUGTA Form 18. The QLD Government approved BUGTA form can be viewed [here](#).
- It can be provided on request to an interested person for the sale of the lot and accompanies the new PLA Form 2 'Seller disclosure statement' that is issued separately by the seller under the *Property Law Act 2023*.

WHAT YOU NEED TO DO - APPLY NEW TEMPLATES

You can view and start using the new templates by logging into PropertyIQ and

1. Go to *File > Templates > Standard Merge Templates*
2. Select *+New* button
3. Search and locate the *Type* 'QLD Body Corporate Certificate (disclosure)' or 'QLD Body Corporate Certificate (disclosure)(BUGT)' from the list
4. Enter a relevant template name
5. Select *+Create* button
6. In the *Selected* column, **tick the checkbox** against the newly created template to **ENABLE** it so that it's used for all generated certificates moving forward.

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Reporting

Utilities

Help

Log Out

Currency Log

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
QLD Information Certificate (2025)	QLD Section 205 Certificate	QLD			<input checked="" type="checkbox"/>
QLD Body Corporate Certificate (disclosure) (2025)	QLD Body Corporate Certificate (disclosure)	QLD			<input checked="" type="checkbox"/>

Body Corporate Certificate (disclosure) – Explained in detail

Page 1

- New BCCM Form references and title
- General information mandated to be disclosed

<small>Body Corporate and Community Management Act 1997 BCCM Form 33; BCCM Form 34</small>			
BODY CORPORATE CERTIFICATE			
The information in this certificate is issued on {{Certificate_Date}} .			
Name of Scheme	{{Building_Name}} CTS {{CTS}}	Lot	{{Lot}}

WARNING - Do not sign a contract to buy a property in a community titles scheme until you have read and understood the information in this certificate. Obtain independent legal advice if needed.

For the sale of a lot included in a community titles scheme under the *Body Corporate and Community Management Act 1997*. You may rely on this certificate against the body corporate as conclusive evidence of matters stated in the certificate, except any parts where the certificate contains an error that is reasonably apparent.

This certificate contains important information about the lot and community titles scheme named in the certificate, including:

- becoming an owner and contacting the body corporate
- details of the property and community titles scheme
- by-laws and exclusive use areas
- lot entitlements and financial information
- owner contributions and amounts owing
- common property and assets
- insurance
- contracts and authorisations.

This certificate does not include information about:

- physical defects in the common property or buildings in the scheme;
- body corporate expenses and liabilities for which the body corporate has not fixed contributions;
- current, past or planned body corporate disputes or court actions;
- orders made against the body corporate by an adjudicator, a tribunal or a court;
- matters raised at recent committee meetings or body corporate meetings;
- the lawful use of lots, including whether a lot can be used for short-term letting; or
- for schemes under specified two-lot schemes module, body corporate decisions made by lot owner agreements (other than lot owner agreements about agreed body corporate expenses).

Search applicable planning laws, instruments and documents to find out what your lot can be used for. If you are considering short-term letting your lot, contact your solicitor, the relevant local government or other planning authority to find out about any approvals you will need or if there are any restrictions on short-term letting. It is possible that lots in the community titles scheme are being used now or could in future be used lawfully or unlawfully for short-term or transient accommodation.

The community management statement
Each community titles scheme has a community management statement (CMS) recorded with Titles Queensland, which contains important information about the rights and obligations of the owners of lots in the scheme. The seller must provide you with a copy of the CMS for the scheme before you sign a contract.

The Office of the Commissioner for Body Corporate and Community Management
The Office of the Commissioner for Body Corporate and Community Management provides an information and education service and a dispute resolution service for those who live, invest or work in community titles schemes. Visit www.qld.gov.au/bodycorporate. You can ask for a search of adjudicators orders to find out if there are any past or current dispute applications lodged for the community titles scheme for the lot you are considering buying www.qld.gov.au/searchofadjudicatorsorders.

Becoming an owner
When you become an owner of a lot in a community titles scheme, you:

- automatically become a member of the body corporate and have the right to participate in decisions about the scheme;
- must pay contributions towards the body corporate's expenses in managing the scheme; and
- must comply with the body corporate by-laws.

You must tell the body corporate that you have become the owner of a lot in the scheme within 1 month of settlement. You can do this by using the "BCCM Form 8 – Information for body corporate roll". Fines may apply if you do not comply.

For schemes under specified two-lot schemes module, a body corporate under the Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011 consists of the owners of the two lots in the scheme. The two lot owners make body corporate decisions by agreement (called 'lot owner agreements').

How to get more information
You can inspect the body corporate records which will provide important information about matters not included in this certificate. To inspect the body corporate records, you can contact the person responsible for keeping body corporate records (see below), or you can engage the services of a search agent. Fees will apply. Planning and development documents can be obtained from the relevant local government or other planning authority. Some relevant documents, such as the development approval, may be available from the body corporate, depending on when and how the body corporate was established.

- **General information** on the building, lot and body corporate manager
- **Layered arrangements** – The {{Layered_Arrangement}} merge field will show as *Yes* or *No* or *blank* based on the answer entered on the building card under *Info tab>Info Certificates accordion*. Read more [here](#).
- **Building management statement** – The {{Building_Management_Statement}} merge field will show as *Yes* or *No* or *blank* based on the answer entered on the building card under *Info tab>Info Certificates accordion*. Read more [here](#).

Contacting the body corporate

The body corporate is an entity made up of each person who owns a lot within a community titles scheme.

Name and number of community titles scheme	{{Building_Name}} CTS {{CTS}}
Address of community titles scheme	{{Building_Street_Address}}, {{Building_Suburb}} {{Building_State}} {{Building_PCode}}
Body corporate manager	Bodies corporate often engage a body corporate manager to handle administrative functions. The body corporate manager for the scheme: {{Agent_Block1}} {{Agent_Block2}} {{Agent_Block3}} {{Agent_Block4}} {{Agent_Block5}} {{Agent_Block6}}
Accessing records	Who is responsible for keeping the body corporate's records? - The body corporate manager named above.

Property and community titles scheme details

Lot number	{{Lot}}
Plan number	{{Plan_No}}
Plan of subdivision	{{Format_Plan}} The plan of subdivision applying to a lot determines maintenance and insurance responsibilities.
Regulation module	{{Regulation_Module}} There are 5 regulation modules for community titles schemes in Queensland. The regulation module that applies to the scheme determines matters such as the length of service contracts and how decisions are made. More information is available from www.qld.gov.au/buyingbodycorporate .
Layered arrangements of community titles schemes	A layered arrangement is a grouping of community titles schemes, made up of a principal scheme and one or more subsidiary schemes. Find more information at www.qld.gov.au/buyingbodycorporate . Is the scheme part of a layered arrangement of community titles schemes? - {{Layered_Arrangement}} If yes, you should investigate the layered arrangement to obtain further details about your rights and obligations. The name and number of each community titles scheme part of the layered arrangement should be listed in the community management statement for the scheme given to you by the seller.
Building management statement	A building management statement is a document, which can be put in place in certain buildings, that sets out how property and shared facilities are accessed, maintained and paid for by lots in the building. It is an agreement between lot owners in the building that usually provides for supply of utility services, access, support and shelter, and insurance arrangements. A lot can be constituted by a community titles scheme's land. Does a building management statement apply to the community titles scheme? - {{Building_Management_Statement}} If yes, you can obtain a copy of the statement from Titles Queensland at www.titlesqld.com.au . You should seek legal advice about the rights and obligations under the building management statement before signing the contract – for example, this can include costs the body corporate must pay in relation to shared areas and services.

- Statement about **bylaws** and advising the bylaws document is attached.
- **Exclusive use areas** – This discloses if there is any exclusive use allocations for the scheme (not just for the relevant lot). The `{{Exclusive_Use_Allocations}}` merge field will show as Yes or No based on information entered in the 'Exclusive Use Allocations' building register. Read more [here](#).
- **Lot entitlements** – Displays the building's total entitlements, and entitlements of the relevant lot.
- Statement about **levies and debts** that may be payable by the lot.

By-laws and exclusive use areas

The body corporate may make by-laws (rules) about the use of common property and lots included in the community titles scheme. You must comply with the by-laws for the scheme. By-laws can regulate a wide range of matters, including noise, the appearance of lots, carrying out work on lots (including renovations), parking, requirements for body corporate approval to keep pets, and whether smoking is permitted on outdoor areas of lots and the common property. However, by-laws cannot regulate the type of residential use of lots that may lawfully be used for residential purposes. You should read the by-laws before signing a contract.

What by-laws apply?

The by-laws that apply to the scheme are specified in the community management statement for the scheme provided to you by the seller. The community management statement will usually list the by-laws for the scheme. If the statement does not list any by-laws, Schedule 4 of the *Body Corporate and Community Management Act 1997* will apply to the scheme. In some older schemes, the community management statement may state that the by-laws as at 13 July 2000 apply. In these cases, a document listing the by-laws in consolidated form must be given with this certificate.

General by-laws	The by-laws are listed in the community management statement, or a consolidated set of by-laws is given with this certificate.
Exclusive use areas	<p>Individual lots may be granted exclusive use of common property or a body corporate asset, for example, a courtyard, car park or storage area. The owner of a lot to whom exclusive use rights are given will usually be required to maintain the exclusive use area unless the exclusive use by-law or other allocation of common property provides otherwise.</p> <p>Are there any exclusive use by-laws or other allocations of common property in effect for the community titles scheme? <code>- {{Exclusive_Use_Allocations}}</code></p> <p>If yes, the exclusive use by-laws or other allocations of common property for the schemes are listed in the community management statement and/or given with this certificate.</p>

Lot entitlements and financial information

Lot entitlements are used to determine the proportion of body corporate expenses each lot owner is responsible for. The community management statement contains two schedules of lot entitlements – a contribution schedule of lot entitlements and an interest schedule of lot entitlements, outlining the entitlements for each lot in the scheme. The contribution schedule lot entitlement for a lot (as a proportion of the total for all lots) is used to calculate the lot owner's contribution to most body corporate expenses, and the interest schedule lot entitlement for a lot (as a proportion of the total for all lots) is used to calculate the lot owner's contribution to insurance expenses in some cases. Lots may have different lot entitlements and therefore may pay different contributions to the body corporate's expenses.

You should consider the lot entitlements for the lot compared to the lot entitlements for other lots in the scheme before you sign a contract of sale.

Contribution schedule	Contribution schedule lot entitlement for the lot: <code>{{Lot_UOE}}</code> Total contribution schedule lot entitlements for all lots: <code>{{Total_UOE}}</code>
Interest schedule	Interest schedule lot entitlement for the lot: <code>{{Lot_IntEnt}}</code> Total interest schedule lot entitlements for all lots: <code>{{Total_IntEnt}}</code>
Statement of accounts	The most recent statement of accounts prepared by the body corporate for the notice of the annual general meeting for the scheme is given with this certificate.
Owner contributions (levies)	<p>- The contributions (levies) paid by each lot owner towards body corporate expenses is determined by the budgets approved at the annual general meeting of the body corporate.</p> <p>- You need to pay contributions to the body corporate's administrative fund for recurrent spending and the sinking fund for capital and non-recurrent spending.</p> <p>- If the Commercial Module applies to the community titles scheme, there may also be a promotion fund that owners of lots have agreed to make payments to.</p> <p>- WARNING: You may have to pay a special contribution if a liability arises for which no or inadequate provision has been made in the body corporate budgets.</p> <p>- The contributions payable by the owner of the lot that this certificate relates to are listed over the page.</p>
Body corporate debts	<p>If any contributions or other body corporate debt (including penalties or reasonably incurred recovery costs) owing in relation to the lot are not paid before you become the owner of the property, YOU WILL BE LIABLE TO PAY THEM TO THE BODY CORPORATE.</p> <p>Before signing the contract, you should make sure that the contract addresses this or provides for an appropriate adjustment at settlement.</p>

- **Admin Fund contributions** – Displays total Admin contributions for the current financial year, if any discount or penalty interest is applicable, and individual admin levies in the table. The *Paid* column will show 'Fully Paid', 'Partly Paid' or 'Not Paid' based on the paid status of the levy.

Note: The Admin Fund table will be used to display both standard contribution levies **AND** insurance levies.

- **Sinking Fund contributions** – Displays total Sinking contributions for the current financial year, if any discount or penalty interest is applicable, and individual sinking levies in the table. The *Paid* column will show 'Fully Paid', 'Partly Paid' or 'Not Paid' based on the paid status of the levy.

Note: You can add more rows to the Sinking Fund table by customising your template (up to 12 sets of merge fields are available)

Owner contributions and amounts owing

Administrative fund contributions

Total amount of contributions (before any discount) for Lot {{Lot}} for the current financial year	{{AdminTotal}}
Number of instalments	{{AF}}
Monthly penalty for overdue contributions (if applicable)	{{Penalty}}
Discount for on-time payments (if applicable)	{{Discount}}

Due Date	Details	Amount	Discount	Paid
{{A1DueDate}}	{{A1Details}}	{{A1Amount}}	{{A1Disc}} if paid by {{A1DiscDate}}	{{A1Paid}}
{{A2DueDate}}	{{A2Details}}	{{A2Amount}}	{{A2Disc}} if paid by {{A2DiscDate}}	{{A2Paid}}
{{A3DueDate}}	{{A3Details}}	{{A3Amount}}	{{A3Disc}} if paid by {{A3DiscDate}}	{{A3Paid}}
{{A4DueDate}}	{{A4Details}}	{{A4Amount}}	{{A4Disc}} if paid by {{A4DiscDate}}	{{A4Paid}}
{{A5DueDate}}	{{A5Details}}	{{A5Amount}}	{{A5Disc}} if paid by {{A5DiscDate}}	{{A5Paid}}
{{A6DueDate}}	{{A6Details}}	{{A6Amount}}	{{A6Disc}} if paid by {{A6DiscDate}}	{{A6Paid}}
{{A7DueDate}}	{{A7Details}}	{{A7Amount}}	{{A7Disc}} if paid by {{A7DiscDate}}	{{A7Paid}}
{{A8DueDate}}	{{A8Details}}	{{A8Amount}}	{{A8Disc}} if paid by {{A8DiscDate}}	{{A8Paid}}
{{A9DueDate}}	{{A9Details}}	{{A9Amount}}	{{A9Disc}} if paid by {{A9DiscDate}}	{{A9Paid}}
{{A10DueDate}}	{{A10Details}}	{{A10Amount}}	{{A10Disc}} if paid by {{A10DiscDate}}	{{A10Paid}}
{{A11DueDate}}	{{A11Details}}	{{A11Amount}}	{{A11Disc}} if paid by {{A11DiscDate}}	{{A11Paid}}
{{A12DueDate}}	{{A12Details}}	{{A12Amount}}	{{A12Disc}} if paid by {{A12DiscDate}}	{{A12Paid}}

Sinking fund contributions

Total amount of contributions (before any discount) for Lot {{Lot}} for the current financial year	{{SinkingTotal}}
Number of instalments	{{SF}}
Monthly penalty for overdue contributions (if applicable)	{{Penalty}}
Discount for on-time payments (if applicable)	{{Discount}}

Due Date	Details	Amount	Discount	Paid
{{S1DueDate}}	{{S1Details}}	{{S1Amount}}	{{S1Disc}} if paid by {{S1DiscDate}}	{{S1Paid}}
{{S2DueDate}}	{{S2Details}}	{{S2Amount}}	{{S2Disc}} if paid by {{S2DiscDate}}	{{S2Paid}}
{{S3DueDate}}	{{S3Details}}	{{S3Amount}}	{{S3Disc}} if paid by {{S3DiscDate}}	{{S3Paid}}
{{S4DueDate}}	{{S4Details}}	{{S4Amount}}	{{S4Disc}} if paid by {{S4DiscDate}}	{{S4Paid}}
{{S5DueDate}}	{{S5Details}}	{{S5Amount}}	{{S5Disc}} if paid by {{S5DiscDate}}	{{S5Paid}}
{{S6DueDate}}	{{S6Details}}	{{S6Amount}}	{{S6Disc}} if paid by {{S6DiscDate}}	{{S6Paid}}

- **Special contributions** – Displays total special levies for the lot, if any discount or penalty interest is applicable, and details of each levy in the table. The *Paid* column will show ‘Fully Paid’, ‘Partly Paid’ or ‘Not Paid’ based on the paid status of the levy.

Note: The special contributions table will show special levies, arrears notice oncharges and all other non-standard levies that have been raised on the lot’s ledger in PropertyIQ.

- **Other amounts payable** – You can manually disclose any other amounts in the financial year that are payable by the lot, that have not already been included in the Admin/ Sinking/ Special contribution tables.
- **Summary of amounts due** – This displays the total arrears and penalty interest for the lot, including any amounts outside of the current financial year. This is to ensure the total amount due and payable on the lot is correctly disclosed.

Special contributions (if any)

You can access the body corporate records for more information.

Total amount of contributions (before any discount) for Lot {{Lot}}	{{SpecTotal}}
Monthly penalty for overdue contributions (if applicable)	{{Penalty}}
Discount for on-time payments (if applicable)	{{Discount}}

Due Date	Details	Amount	Discount	Paid
{{Spec1DueDate}}	{{Spec1Details}}	{{Spec1Amount}}	{{Spec1Disc}} if paid by {{Spec1DiscDate}}	{{Spec1Paid}}
{{Spec2DueDate}}	{{Spec2Details}}	{{Spec2Amount}}	{{Spec2Disc}} if paid by {{Spec2DiscDate}}	{{Spec2Paid}}
{{Spec3DueDate}}	{{Spec3Details}}	{{Spec3Amount}}	{{Spec3Disc}} if paid by {{Spec3DiscDate}}	{{Spec3Paid}}
{{Spec4DueDate}}	{{Spec4Details}}	{{Spec4Amount}}	{{Spec4Disc}} if paid by {{Spec4DiscDate}}	{{Spec4Paid}}
{{Spec5DueDate}}	{{Spec5Details}}	{{Spec5Amount}}	{{Spec5Disc}} if paid by {{Spec5DiscDate}}	{{Spec5Paid}}
{{Spec6DueDate}}	{{Spec6Details}}	{{Spec6Amount}}	{{Spec6Disc}} if paid by {{Spec6DiscDate}}	{{Spec6Paid}}
{{Spec7DueDate}}	{{Spec7Details}}	{{Spec7Amount}}	{{Spec7Disc}} if paid by {{Spec7DiscDate}}	{{Spec7Paid}}
{{Spec8DueDate}}	{{Spec8Details}}	{{Spec8Amount}}	{{Spec8Disc}} if paid by {{Spec8DiscDate}}	{{Spec8Paid}}
{{Spec9DueDate}}	{{Spec9Details}}	{{Spec9Amount}}	{{Spec9Disc}} if paid by {{Spec9DiscDate}}	{{Spec9Paid}}
{{Spec10DueDate}}	{{Spec10Details}}	{{Spec10Amount}}	{{Spec10Disc}} if paid by {{Spec10DiscDate}}	{{Spec10Paid}}
{{Spec11DueDate}}	{{Spec11Details}}	{{Spec11Amount}}	{{Spec11Disc}} if paid by {{Spec11DiscDate}}	{{Spec11Paid}}
{{Spec12DueDate}}	{{Spec12Details}}	{{Spec12Amount}}	{{Spec12Disc}} if paid by {{Spec12DiscDate}}	{{Spec12Paid}}

Other amounts payable by the lot owner (if any)

For the current financial year there are:

Amounts payable under exclusive use by-laws	
Amounts payable under service agreements (that are not included in body corporate contributions for the lot)	
Other amounts payable (see explanation given with this certificate)	

Summary of amounts due but not paid by the current owner

At the date of this certificate {{Certificate_Date}}, the following amounts are due but not yet paid for the lot.

A \$0.00 or Nil balance indicates that all payments for the lot are up to date.

A **negative** balance indicates a credit or a payment made before due date.

Overdue annual contributions	{{Unpaid_Annual}}
Overdue special contributions	{{Unpaid_Special}}
Penalties on overdue contributions	{{Unpaid_Penalties}}
Other amounts due by not paid	
Total amounts due but not paid	{{Total_Unpaid}}

- **Sinking fund forecast** - The {{Sinking_Fund_Forecast}} merge field will show as *Yes* or *No* or *blank* based on the answer entered on the building card under *Info tab>Info Certificates accordion*. Read more [here](#).
- **Improvements to common property that the lot is responsible for** - The {{Improvements_Common_Property}} merge field will show as *Yes* or *No* based on information entered in the 'Authorisations Affecting Lots' building register, and if there's register item/s linked to the relevant Lot. Read more [here](#).
- General statement around body corporate **assets** and building **insurance**, and advising the assets register and insurance policy are attached.
- **Alternative insurance** - The {{Insurance_Alternative}} merge field will show as *Yes* or *No* or *blank* based on the answer entered on the building card under *Info tab>Info Certificates accordion*. Read more [here](#).

Common property and assets

When you buy a lot in a community titles scheme, you also own a share in the common property and assets for the scheme. Common property can include driveways, lifts and stairwells, and shared facilities. Assets can include gym equipment and pool furniture.

The body corporate is usually responsible for maintaining common property in a good and structurally sound condition. An owner is usually responsible for maintaining common property or assets that their lot has been allocated exclusive use of, or for maintaining improvements to common property or utility infrastructure that is only for the benefit of their lot. The body corporate may have additional maintenance responsibilities, depending on the plan of subdivision the scheme is registered under. For more information, visit www.qld.gov.au/buyingbodycorporate.

Sinking fund forecast and balance (maintenance and replacement of common property / assets)	<p>The body corporate must have a sinking fund to pay for future capital expenses, such as repairs or replacement of common property and assets. The body corporate must raise enough money in its sinking fund budget each year to provide for spending for the current year and to reserve an amount to meet likely spending for 9 years after the current year. If there is not enough money in the sinking fund at the time maintenance is needed, lot owners will usually have to pay additional contributions. Prior to signing a contract, you should consider whether the current sinking fund balance is appropriate to meet likely future capital expenditure.</p> <p>Does the body corporate have a current sinking fund forecast that estimates future capital expenses and how much money needs to be accumulated in the sinking fund? - {{Sinking_Fund_Forecast}} If yes, you can obtain a copy from the body corporate records.</p> <p>Current sinking fund balance (as at date of certificate): {{Sinking_Cash_At_Bank}}</p>
Improvements to common property the lot owner is responsible for	<p>A lot owner may make improvements to the common property for the benefit of their lot if authorised by the body corporate or under an exclusive use by-law. The owner of the lot is usually responsible for maintenance of these improvements, unless the body corporate authorises an alternative maintenance arrangement or it is specified in the relevant by-law.</p> <p>Are there any authorised improvements to the common property that the owner of the lot is responsible for maintaining in good condition? - {{Improvements_Common_Property}} If yes, details given with this certificate.</p>
Body corporate assets	<p>The body corporate must keep a register of all body corporate assets worth more than \$1,000. - A copy of the body corporate register of assets is given with this certificate (if any).</p>

Insurance

The body corporate must insure the common property and assets for full replacement value and public risk.

The body corporate must insure, for full replacement value, the following buildings where the lots in the scheme are created:

- under a building format plan of subdivision or volumetric format plan of subdivision - each building that contains an owner's lot (e.g. a unit or apartment); or
- under a standard format plan of subdivision - each building on a lot that has a common wall with a building on an adjoining lot.

Body corporate insurance policies	<p>Details of each current insurance policy held by the body corporate are given with this certificate. This includes, for each policy, the:</p> <ul style="list-style-type: none"> - type of policy; - name of the insurer; - sum insured; - amount of premium; and - excess payable on a claim.
Alternative insurance	<p>Where the body corporate is unable to obtain the required building insurance, an adjudicator may order that the body corporate take out alternative insurance. Information about alternative insurance is available from www.qld.gov.au/buyingbodycorporate.</p> <p>Does the body corporate currently hold alternative insurance approved under an alternative insurance order? - {{Insurance_Alternative}}</p>
Lot owner and occupier insurance	<p>The occupier is responsible for insuring the contents of the lot and any public liability risks which might occur within the lot.</p> <p>The owner is responsible for insuring buildings that do not share a common wall if the scheme is registered under a standard format plan of subdivision, unless the body corporate has set up a voluntary insurance scheme and the owner has opted-in. More information about insurance in community titles schemes is available from your solicitor or www.qld.gov.au/buyingbodycorporate.</p>

- **Caretaking service contractor** - The `{{Caretaker}}` merge field will show as *Yes* or *No* based on the whether a Caretaker contact has been entered on the building card under *Settings tab>Caretaker/Letting Agent accordion*. If yes, the caretaker's name will merge.
- **Letting agent** - The `{{Letting_Agent}}` merge field will show as *Yes* or *No* based on two things:
 - 1) whether a Caretaker contact has been entered on the building card under *Settings tab>Caretaker/Letting Agent accordion*
 - 2) AND if the checkbox '*Caretaker is also the Letting Agent?*' is ticked. Read more [here](#).
 If both conditions are satisfied, then it'll say 'Yes' and the caretaker's name will merge in `{{Letting_Agent_Name}}` field.
- **Embedded networks** - The `{{Embedded_Electricity}}`, `{{Embedded_Water}}` and `{{Embedded_Internet}}` merge fields will show as *Yes* or *No* or *blank* based on the answer entered on the building card under *Info tab>Info Certificates accordion*. Read more [here](#).
- **Authority, signature and attachments** provided with the certificate.

Contracts and authorisations

Caretaking service contractors and letting agents	<p>A body corporate may engage service contractors to provide services to the body corporate to assist in the management of the scheme.</p> <p>If the Standard Module, Accommodation Module, or Commercial Module apply to a community titles scheme, the body corporate may also authorise a person to conduct a letting agent business for the scheme, that is, to act as the agent of owners of lots in the scheme who choose to use the person's services for the letting of their lot.</p> <p>A service contractor who is also authorised to be a letting agent for the scheme is called a caretaking service contractor. Together, an agreement to engage a person as a caretaking service contractor and authorise a person as a letting agent is typically referred to as 'management rights'.</p> <p>The maximum term of a service contract or authorisation entered into by a body corporate is:</p> <ul style="list-style-type: none"> - 1 year if the Specified Two-lot Schemes Module applies to the scheme; - 10 years if the Standard Module applies to the scheme; and - 25 years if the Accommodation Module or Commercial Module applies to the scheme. <p>You may inspect the body corporate records to find information about any engagements or authorisations entered into by the body corporate, including the term of an engagement or authorisation and, for an engagement, duties required to be performed and remuneration payable by the body corporate.</p> <p>Has the body corporate engaged a caretaking services contractor for the scheme? - <code>{{Caretaker}}</code> If yes, name of caretaking service contractor engaged: <code>{{Caretaker_Name}}</code></p> <p>Has the body corporate authorised a letting agent for the scheme? - <code>{{Letting_Agent}}</code> If yes, name of authorised letting agent: <code>{{Letting_Agent_Name}}</code></p>
Embedded network supply	<p>Are there arrangement/s to supply any of the below services to occupiers in the community titles scheme through an embedded network?</p> <p>Electricity: <code>{{Embedded_Electricity}}</code> Hot Water / Gas: <code>{{Embedded_Water}}</code> Internet / Data: <code>{{Embedded_Internet}}</code></p> <p>More information about embedded networks in community titles schemes is available from www.qld.gov.au/buyingbodycorporate.</p>

Body corporate authority

This certificate is signed and given under the authority of the body corporate.

Name/s	
Position/s held	
Signature/s	
Date	<code>{{Certificate_Date}}</code>

Copies of documents given with this certificate:

- by-laws for the scheme in consolidated form (if applicable)
- details of exclusive use by-laws or other allocations of common property (if applicable)
- the most recent statement of accounts
- details of amounts payable to the body corporate for another reason (if applicable)
- details of improvements the owner is responsible for (if applicable)
- the register of assets (if applicable)
- insurance policy details

Existing data fields

The below existing fields are used to populate information in the certificate. Please make sure these details are correct.

Application Settings> Company Details

- Agent name, address, contact details

Building card

- Building name, CTS, street address
- Plan number – see 'Plan' field
- Format plan type – see 'Type' field
- Regulation module – see 'Module' field
- Total UOE and Total Interest Entitlements
- Sinking Fund current cash at bank
- Caretaker name (if entered)

Building card> Schedules settings

- Lot UOE and Lot Interest Entitlements entered for the applicable schedule

Lot card

- Lot number
- Levy instalment details, amounts and paid status, instalment numbers, arrears totals

New data fields

There are several new data fields on the building card that are used to populate information in the certificate. Please make sure these details are reviewed and updated. See screenshots below.

New fields on the main section of the building card:

- For schemes under BCCMA > New option in 'Type' dropdown for *VFP* (Volumetric Format Plan)
- For schemes of 'Building Type' BUGTA > New 'Specified Act' field with 5 options to choose from.

The left screenshot shows the 'Building' card form with the 'Type' dropdown menu open, displaying options: None, BFP, SFP, VFP (selected), and Mixed. The right screenshot shows the 'Specified Act' dropdown menu open, displaying options: Integrated Resort Development Act 1987 (selected), Mixed Used Development Act 1993, Registration of Plans Enabling Act 1980, Registration of Plans (Stage 2) Enabling Act 1984, and Sanctuary Cove Resort Act 1985.

New fields under *Info tab* > *Info Certificates* accordion:

- Swimming pool
- Embedded network utilities (electricity, hot water/gas, internet/data)
- Layered arrangement
- Building Management Statement
- Sinking Fund Forecast
- Alternative insurance

The default selection is *blank* to ensure incorrect details are not provided in certificates. When a field is *blank*, the relevant merge field will populate blank in the certificate. Otherwise, the merge field will populate as *Yes* or *No* as selected.

The screenshot shows the 'Info' tab selected in the building card form. The 'Info Certificates' accordion is expanded, showing the following fields:

- Swimming Pool:** Is there a regulated swimming pool? (dropdown menu)
- Embedded Network Utilities:** Electricity (dropdown menu), Hot Water / Gas (dropdown menu), Internet / Data (dropdown menu)
- Is the scheme part of a layered arrangement?** (dropdown menu)
- Does a Building Management Statement (BMS) apply?** (dropdown menu)
- Is there a current sinking fund forecast?** (dropdown menu)
- Is there alternative insurance approved under an alternative insurance order?** (dropdown menu)

New field under *Settings tab*> *Caretaker accordion* about the Caretaker and Letting Agent.

- Caretaker is also the Letting Agent?

This is *unticked* by default to ensure incorrect details are not provided in certificates.

When *unticked*, the relevant merge field `{{Letting_Agent}}` will populate as *No* in the certificate. When *ticked*, it will populate as *Yes* in the certificate.

Settings	Dates	Charges	Info	Financials	Budget	Notes	Documents	Registers	Alerts	Work Orders	Insurance Claims	Emails	Log of Changes
▶ Bank Account				▶ Owner Interest									
▶ Tax Settings				▶ Levy Discount									
▶ Original Proprietor				▶ Parking									
▶ Auditor				▶ Onsite Manager									
▶ Meetings				▼ Caretaker / Letting Agent									
▶ Utility Invoicing													
				<div>Caretaker <input type="text" value="Jane Goodall"/></div> <div><input checked="" type="checkbox"/> Caretaker is also the Letting Agent?</div> <div><div>Caretaker Details</div><div><div>Name</div><div>Jane Goodall</div><div>(Ah)</div><div>Address</div><div></div><div>(Bh)</div><div></div><div>Mobile</div><div></div><div>Email</div><div></div></div></div>									

Use of building registers

EXCLUSIVE USE ALLOCATIONS

The '**Exclusive Use Allocations**' register under *Building card*> *Registers tab* is used to populate information in the certificate.

IMPORTANT: Please make sure this register is updated with any exclusive use allocations in the scheme, and that any exclusive use items are correctly linked to the relevant lot.

If there is ANY exclusive use in the scheme (regardless of lot), the body corporate must disclose it. So, if there are one or more active register items, the `{{Exclusive_Use_Allocations}}` merge field will display *Yes* in the certificate. If there are no active items in this register, the merge field will display *No*.

Settings	Dates	Charges	Info	Financials	Budget	Notes	Documents	Registers	Alerts	Work Orders	Insurance Claims	Emails	Log of Changes												
▶ Assets Register																									
▶ Authorisations Affecting Lots																									
▶ Common Authorisations																									
▶ Compliance Register																									
▶ Contracts Register																									
▼ Exclusive Use Allocations																									
<div><div>All</div><div>Active</div><div>Inactive</div></div> <table border="1"><thead><tr><th>Date</th><th>Lot</th><th>Description</th><th>By-Laws</th></tr></thead><tbody><tr><td>4/3/2020</td><td>1</td><td>Courtyard</td><td>See Bylaw 12 in CMS</td></tr><tr><td>4/3/2020</td><td>2</td><td>Courtyard</td><td>See Bylaw 12 in CMS</td></tr></tbody></table> <div><div>+ Add</div><div>View</div></div>														Date	Lot	Description	By-Laws	4/3/2020	1	Courtyard	See Bylaw 12 in CMS	4/3/2020	2	Courtyard	See Bylaw 12 in CMS
Date	Lot	Description	By-Laws																						
4/3/2020	1	Courtyard	See Bylaw 12 in CMS																						
4/3/2020	2	Courtyard	See Bylaw 12 in CMS																						
▶ Funding Proposals																									

AUTHORISATIONS AFFECTING LOTS (IMPROVEMENTS TO COMMON PROPERTY)

The '**Authorisations Affecting Lots**' register under *Building card > Registers tab* is used to populate information in the certificate.

IMPORTANT: Please make sure this register is updated with any authorised improvements to common property that any lot is responsible for maintaining, and that any authorisations are correctly linked to the relevant lot.

If there are active register item/s linked to the lot the certificate is being generated for, the {{Improvements_Common_Property}} merge field will display *Yes* in the certificate. If there are no active item/s linked to the lot in this register, the merge field will display *No*.

Settings	Dates	Charges	Info	Financials	Budget	Notes	Documents	Registers	Alerts	Work Orders	Insurance Claims	Emails	Log of Changes
----------	-------	---------	------	------------	--------	-------	-----------	-----------	--------	-------------	------------------	--------	----------------

Assets Register

Authorisations Affecting Lots

AllActiveInactive

Date	Lot	Description	Conditions
7/5/2022	1	Timber pergola in courtyard. See AGM Minutes (Motion 18) ...	Owner to maintain in good repair and hold insur...

+ Add

View

WHAT YOU NEED TO DO

1. **Add and start using the new templates:** Add and apply the new system default templates to your PIQ under *File > Templates > Standard Merge Templates > +New button*. See instructions [here](#) and [here](#).
2. **Update info in the new data fields:** For each building, you'll need to review some fields on the building card and update some to either a 'Yes' or 'No' response. Read more [here](#).
3. **Record if there's a Letting Agent:** For each building that has a Caretaker that is also the Letting Agent, under the *Building card > Settings tab > Caretaker accordion* you'll need to tick the checkbox 'Caretaker is also the Letting Agent?'. Read more [here](#).
4. **Update building register for exclusive use:** Review and update the register items in the 'Exclusive Use Allocations' building register. Read more [here](#).
5. **Update building register for common property authorisations affecting lots:** Review and update the register items in the 'Authorisations Affecting Lots' building register. Read more [here](#).