



Information Certificates – South Australia

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INTRODUCTION

An information certificate is a legal document that discloses specified information about a lot. Usually it is requested by solicitors and conveyancers on behalf of a prospective purchaser when a lot 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.

The information certificate in South Australia is a

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


INFORMATION CERTIFICATE TEMPLATE

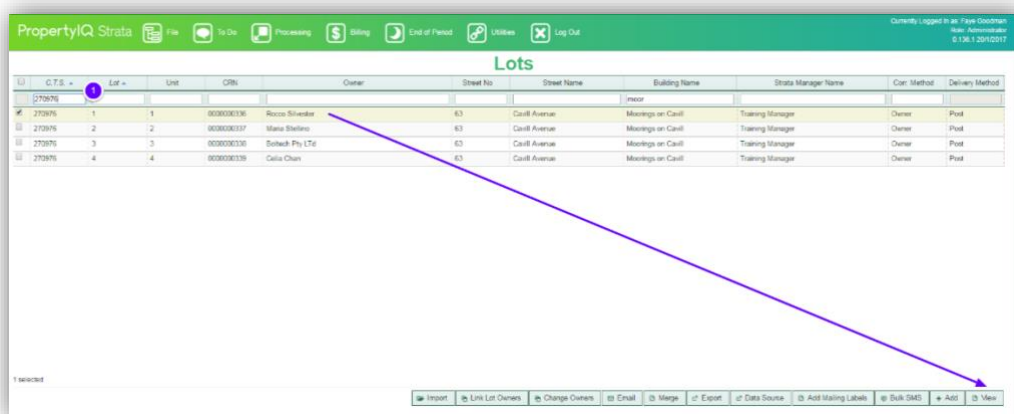
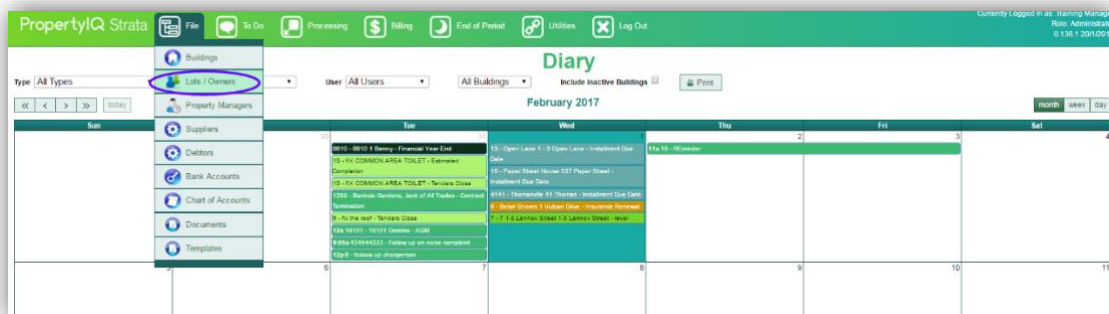
Before generating information certificates, you should ensure the standard merge template is configured for your company. For full details about templates, see the manual "Templates".



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* 4345 Dorinda Waters 2 Dorinda Place 

Lot* 3 **Unit** 3 **Street No** 2

Street Name* Dorinda Place

Suburb* PORT AUGUSTA

Accessory Unit

UOE* 40

CRN 0000000591

Owner Info

Owner Name* Allisense Pty Ltd - Alison Mooney [Change Owner](#)

(Ah) **Email** alison@allisense.com.au

(Bh) **Salutation**

Mobile **Contact Name**

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

Committee Member: N

Debt Collection

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

Notes

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

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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. Today's date is the default, but you can use the calendar to update or overtype with a different date
2. Select which register reports to print. Selected register reports will be generated as a PDF and attached to the information certificate.
3. The details of 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
4. *Generate*. This opens the info certificate template for editing

Information Certificate Generation

Selected Lot Info

Lot: 3

Building: Dorinda Waters

State: SA

Certificate Date:

1

04/09/2019

Include Register Reports:

2

☒ 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	
(26/7/2017 - 26/7/2017)	26/7/2017	\$133.35	\$66.65	<div>3</div> <div>×</div>

4

Generate

×

Close

