



Information Certificates – Victoria

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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.

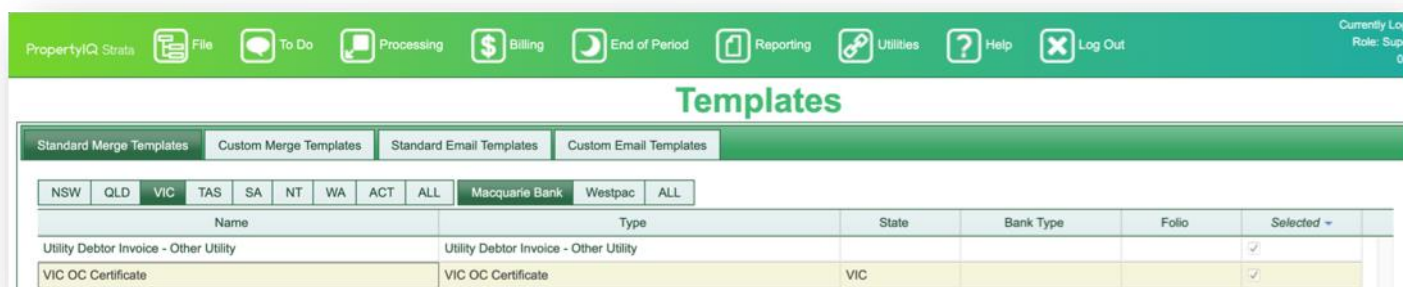
As these documents have different titles, depending on what State or Territory they are in, PropertyIQ uses the name information certificates across all States.

The information certificate in Victoria is an Owners Corporation (OC) certificate.

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


INFORMATION CERTIFICATE TEMPLATE

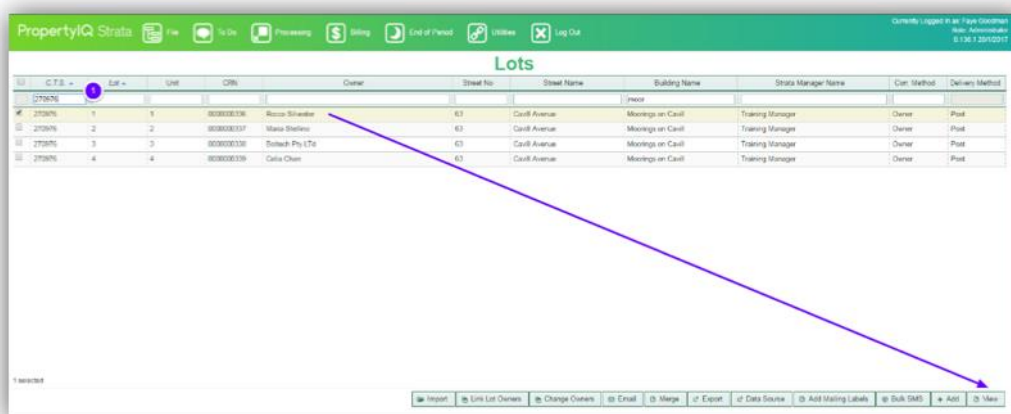
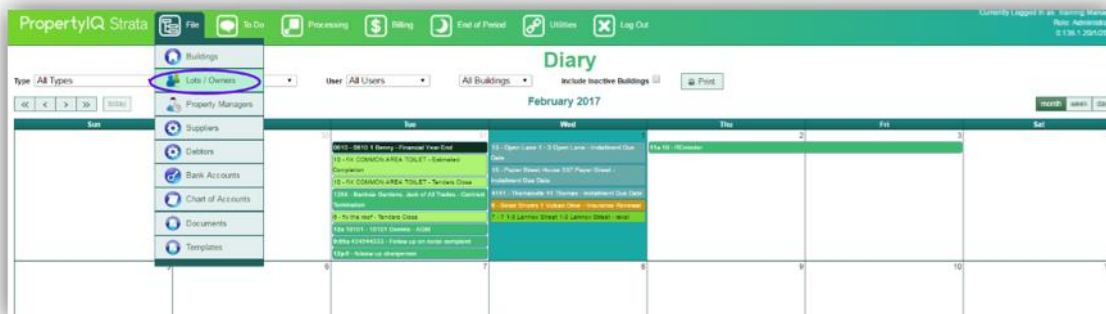
Before generating information certificates, you should ensure the standard merge template is configured for your company. For full details about templates, see the manual "Templates".



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* 54345 Blackburn Gardens 17 Station Street

Lot* 34 **Unit** 34 **Street No** 2

Street Name* West Street

Suburb* BLACKBURN

Accessory Unit

UOL* 20

UOE* 20

CRN 0000000645

Owner Info

Owner Name* Leanne Sorenson [Change Owner](#)

(Ah) Email 612_email@deadend.piq

(Bh) Salutation

Mobile 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

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. Enter the details of the authorising party
3. Enter the details of the requesting party
4. Select which register reports to print. Selected register reports will be generated as a PDF and attached to the information certificate.
5. 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
6. *Generate*. This opens the info certificate template for editing

Information Certificate Generation

Selected Lot Info

Lot: 34

Building: Blackburn Gardens

State: VIC

Certificate Date: 09/09/2019

1

4 Include Register Reports:

☒ Assets Register
 ☒ Authorisations Affecting Lots
 ☒ Common Authorisations
 ☒ Compliance Register
 ☒ Contracts Register
 ☒ Exclusive Use Allocations
 ☒ Funding Proposals
 ☒ Lot Authorisations
 ☒ Unregistered By-Laws

Authorised By: Anna Petrescu

2

Authorising Party: Certified Practising Stra

Requested By: Jill Chen

3

Requesting Party: Solicitor

Levies

Levy Period	Due Date	Admin	Maintenance	
(30/11/2016 - 27/2/2017)	30/11/2016	\$0.00	\$0.00	5 <input type="button" value="X"/>
(28/2/2017 - 30/5/2017)	28/2/2017	\$0.00	\$0.00	<input type="button" value="X"/>

6

Generate

Close

