

PropertyIQ™

Information Certificates – Western Australia

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INTRODUCTION

An information certificate is a legal document that discloses specified information about a lot. Usually is required to provide information about a lot when it is being sold.

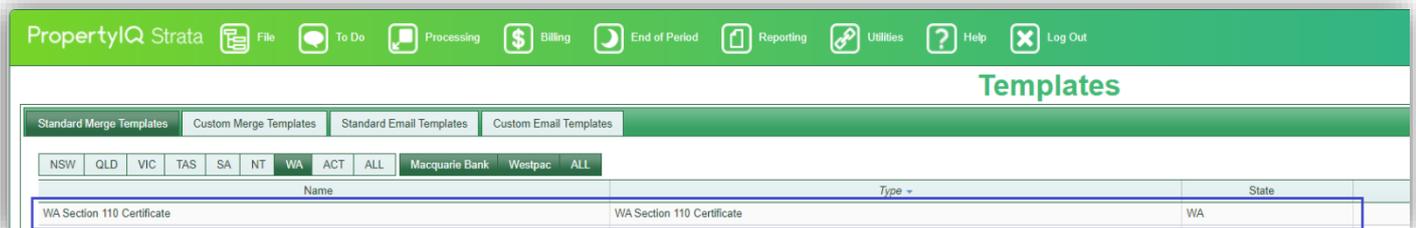
As these documents have different titles, depending on what State or Territory they are in, PropertyIQ uses the name information certificates across all States.

In WA, the information certificate in PropertyIQ is called a **Section 110 Certificate**.

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

INFORMATION CERTIFICATE TEMPLATE

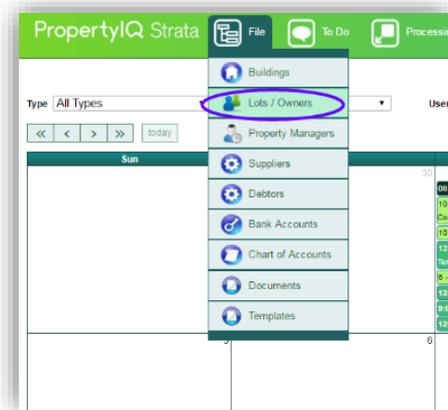
Before generating information certificates, you should ensure the standard merge template is configured for your company. For full details about templates, view our Templates manual [here](#).



GENERATING AN INFORMATION CERTIFICATE

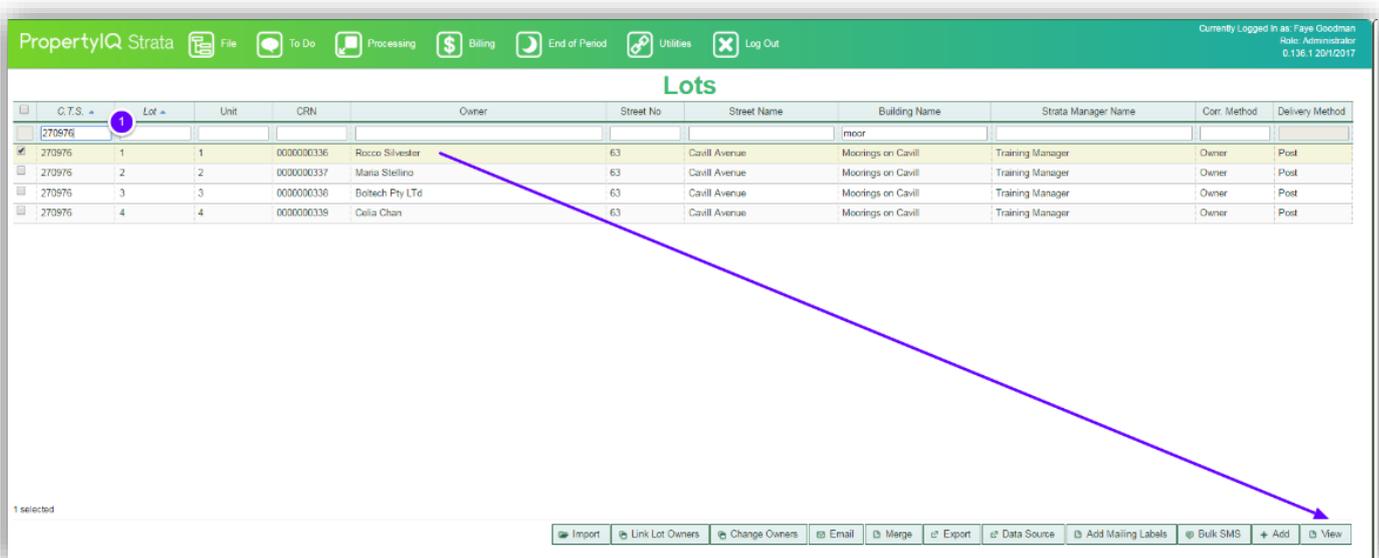
You can generate an information certificate from the lot owner card.

Go to  and select Lots/Owners from the menu



1. Enter some key letters to find the lot you are looking for

Highlight the lot owner. *View* (or double click on the lot owner) to open the lot card



1. Select *Info certificate* from the lot card
2. If the lot has a previous info certificate saved, you'll be able to select *Last Info Certificate*

If you've previously created a draft certificate for the lot, you can choose between a new certificate or editing the draft certificate.

1. Select the date you want to show on the certificate from the calendar
2. Enter the details of the authorising and requesting parties
3. Select here if you want to include any register reports with the certificate
4. Existing levies for the lot show here – you can remove them individually if you need to by clicking on the X
5. *Generate*

Information Certificate Generation
✕

Selected Lot Info

Lot: 1 Building: Canning Court State: WA

Certificate Date: 1

Authorised By:

Authorising Party: 2

Requested By:

Requesting Party:

Include Register Reports:

- Assets Register
- Authorisations Affecting Lots
- Common Authorisations
- Compliance Register 3
- Contracts Register
- Exclusive Use Allocations
- Funding Proposals
- Lot Authorisations
- Unregistered By-Laws

Levies

Levy Period	Due Date	Admin	Reserve	
(1/5/2020 - 31/7/2020)	1/5/2020	\$416.67	\$125.00	4 ✕
(1/8/2020 - 31/10/2020)	1/8/2020	\$416.67	\$125.00	✕
(1/11/2020 - 31/1/2021)	1/11/2020	\$416.67	\$125.00	✕
(1/2/2021 - 31/5/2021)	1/2/2021	\$416.67	\$125.00	✕

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1. Peruse the information carefully and make any changes/edits required
2. Save as draft if you want to come back and edit later
3. Publish when you're ready to complete the document

Date of Certificate	06/05/2020
Requesting Party	Berenice Croxton
Fee	35.00
Owner's code	605
Vendor	Felix Gantheaume
Purchaser	Berenice Croxton

CERTIFICATE UNDER SECTION 110 OF THE STRATA TITLES ACT 1985 AS AMENDED

Application having been made for a Certificate under Section 110(1) and/or 110(2) of the Strata Titles Act 1985 as amended in respect of-

Lot 1 on Strata Company 5434
The Owners of 58 Brewhouse Drive CANNING VALE
Address of property- 58 Canna Drive, CANNING VALE do hereby certify:

Section 110(2)
(i) The amount of any regular periodic contributions [levies] determined by the Strata Company to the Administrative Fund and the periods in respect of which those contributions are payable are:

Date paid to:

Period	Amount	Due Date
01/05/2020 - 31/07/2020	\$416.67	01/05/2020
01/08/2020 - 31/10/2020	\$416.67	01/08/2020
01/11/2020 - 31/01/2021	\$416.67	01/11/2020
01/02/2021 - 31/05/2021	\$416.67	01/02/2021
Amount (if any) outstanding	\$0.00	
Interest (if any) on outstanding amount	\$0.00	
Amount (if any) in credit	\$0.00	
Discount (if any) applicable for early payment	\$0.00	

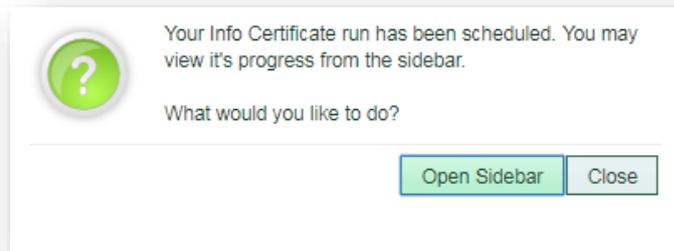
(ii) The amount of contributions determined to the Reserve Fund are:

Date paid to

Period	Amount	Due Date
01/05/2020 - 31/07/2020	\$125.00	01/05/2020
01/08/2020 - 31/10/2020	\$125.00	01/08/2020
01/11/2020 - 31/01/2021	\$125.00	01/11/2020
01/02/2021 - 31/05/2021	\$125.00	01/02/2021
Amount (if any) outstanding	\$0.00	
Interest (if any) on outstanding amount	\$0.00	
Amount (if any) in credit	\$0.00	
Discount (if any) applicable for early payment	\$0.00	

(iii) The amounts due (if any) and payable by the proprietor or the Lot under an exclusive use bylaw (payment for special privileges) are:

When you select *Generate*, a task is created in the job centre on the right of your screen



The completed info certificate document is saved in the documents tab of each lot owner card certificates were produced for.

Lot/Owner

O/Corp* 12 Riverside Roma Road

Lot* 2 Unit* 2 Street No* 3

Street Name* East Avenue

Suburb* HAMILTON

Accessory Unit

UOE* 10

CRN 000000166

Owner Info
NOTE: This lot owner is linked to 45 other owners
 Owner Name* Kelkovan Pty Ltd

(Ah) Email 142_email@deadend.plq

(Bh) Salutation

Mobile 0404 123 46 Contact Name

Fax Paid to 12/06/2016 Last Settled

Committee Member: N

Change Owner
Unlink Owner

Debt Collection
 Stage Legal Exclude from Debt Collection ? Building Debt Collection: Y Repayment Plan: N Legal Action: N
 Notes Issued by: ams on 25/07/2019 - 8:48 am

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

From To Filter: All

Created Time	Date	User	Name	Type	Details	On Portal
28/05/2020 - 5:45 pm		Nicki Scriver	section-110-wa.pdf	Published Document		✓
12/03/2020 - 1:32 pm	12/3/2020	Carlos Barrios	Lot 2 Notice of AGM - 20/03/2020.pdf	Meeting Notice	Generated by Meeting Notice Generator	✗
11/11/2019 - 11:25 am	30/11/2019	Nicki Scriver	Electricity Utility Notice 10-09-2019 to 11-11-20...	Electricity Utility Notice	Generated by Utility Notice Creator Posted to: '1 Smith Street' 'BRISBANE' QLD 4000	✗
25/07/2019 - 8:48 am		ams	Lot 2 - Arrears Notice to 01-02-2019.pdf	Levy Notice		✓
02/02/2019 - 1:27 pm		ams	Lot 2 - Special Notice to 01-02-2019.pdf	Levy Notice	Posted to:	✓

1 document selected

+ Publish to Portal + Document Entry View Doc Email Print Download Delete

Lot Owner Page Email Info Certificate Last Info Certificate Edit Done