Contract of Sale of Land

Property:

Apartment 103, 265 Grange Road, Ormond VIC 3204

Link West Conveyancing
45/JUPITER DRIVE
TRUGANINA VIC 3029
Tel: 0490 118 948
Ref: JL:041766

Contract of Sale of Land

IMPORTANT NOTICE TO PURCHASERS – COOLING-OFF

Cooling-off period (Section 31 of the *Sale of Land Act* 1962)

You may end this contract within 3 clear business days of the day that you sign the contract if none of the exceptions listed below applies to you.

You must either give the vendor or the vendor's agent **written** notice that you are ending the contract or leave the notice at the address of the vendor or the vendor's agent to end this contract within this time in accordance with this cooling-off provision.

You are entitled to a refund of all the money you paid EXCEPT for $100 or 0.2% of the purchase price (whichever is more) if you end the contract in this way.

EXCEPTIONS: the 3-day cooling-off period does not apply if:

- you bought the property at a publicly advertised auction or on the day on which the auction was held; or
- you bought the land within 3 clear business days before a publicly advertised auction was to be held; or
- you bought the land within 3 clear business days after a publicly advertised auction was held; or
- the property is used primarily for industrial or commercial purposes; or
- the property is more than 20 hectares in size and is used primarily for farming; or
- you and the vendor previously signed a contract for the sale of the same land in substantially the same terms; or
- you are an estate agent or a corporate body.

NOTICE TO PURCHASERS OF PROPERTY OFF-THE-PLAN

Off-the-plan sales (Section 9AA(1A) of the *Sale of Land Act* 1962)

You may negotiate with the vendor about the amount of the deposit moneys payable under the contract of sale, up to 10 per cent of the purchase price.

A substantial period of time may elapse between the day on which you sign the contract of sale and the day on which you become the registered proprietor of the lot.

The value of the lot may change between the day on which you sign the contract of sale of that lot and the day on which you become the registered proprietor

Approval

This contract is approved as a standard form of contract under section 53A of the *Estate Agents Act* 1980 by the Law Institute of Victoria Limited. The Law Institute of Victoria Limited is authorised to approve this form under the *Legal Profession Uniform Law Application Act* 2014.

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WARNING TO ESTATE AGENTS
DO NOT USE THIS CONTRACT FOR SALES OF 'OFF THE PLAN' PROPERTIES
UNLESS IT HAS BEEN PREPARED BY A LEGAL PRACTITIONER

Contract of Sale of Land

The vendor agrees to sell and the purchaser agrees to buy the property, being the land and the goods, for the price and on the terms set out in this contract.
The terms of this contract are contained in the –

- particulars of sale; and
- special conditions, if any; and
- general conditions (which are in standard form: see general condition 6.1)

in that order of priority.

SIGNING OF THIS CONTRACT

WARNING: THIS IS A LEGALLY BINDING CONTRACT. YOU SHOULD READ THIS CONTRACT BEFORE SIGNING IT.

Purchasers should ensure that they have received a section 32 statement from the vendor before signing this contract. In this contract, "section 32 statement" means the statement required to be given by a vendor under section 32 of the *Sale of Land Act* 1962.

The authority of a person signing –

- under power of attorney; or
- as director of a corporation; or
- as agent authorised in writing by one of the parties –

must be noted beneath the signature.

Any person whose signature is secured by an estate agent acknowledges being given by the agent at the time of signing a copy of the terms of this contract.

SIGNED BY THE PURCHASER: .....

..... on ...../…..……/2024

Print names(s) of person(s) signing: .....

State nature of authority, if applicable: ....

This offer will lapse unless accepted within [ ] clear business days (3 clear business days if none specified)
In this contract, "business day" has the same meaning as in section 30 of the *Sale of Land Act* 1962

SIGNED BY THE VENDOR: .....

..... on ...../…..……/2024

Print names(s) of person(s) signing: **R & R Alty Bare Holdings Pty Ltd**

State nature of authority, if applicable: ....

The **DAY OF SALE** is the date by which both parties have signed this contract.

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Particulars of Sale

Vendor's estate agent

Name: XYNERGY--Lisa Suryawan

Address:

Email: lisa.s@xynergy.com.au

Tel: 0450 540 168 Mob: Fax: Ref:

Vendor

Name: R & R Alty Bare Holdings Pty Ltd

Address:

ABN/ACN:

Email:

Vendor's legal practitioner or conveyancer

Name: Link West Conveyancing

Address: 45/JUPITER DRIVE, Truganina VIC 3029

Email: jeff@linkwestconveyancing.com.au

Tel: 0490 118 948 Mob: Fax: Ref: 041766

Purchaser's estate agent

Name:

Address:

Email:

Tel: Mob: Fax: Ref:

Purchaser

Name:

Address:

ABN/ACN:

Email:

Purchaser's legal practitioner or conveyancer

Name:

Address:

Email:

Tel: Mob: Fax: Ref:

Land (general conditions 7 and 13)

The land is described in the table below –

Certificate of Title reference				being lot	on plan
Volume	11828	Folio	682	9	PS 734022W

If no title or plan references are recorded in the table, the land is as described in the section 32 statement or the register search statement and the document referred to as the diagram location in the register search statement attached to the section 32 statement. The land includes all improvements and fixtures.

Property address

The address of the land is: Apartment 103, 265 Grange Road, Ormond VIC 3204

Goods sold with the land (general condition 6.3(f)) (*list or attach schedule*)

.....

Payment

Price $ .....

Deposit $ ..... by ..... (of which ..... has been paid)

Balance $ ..... payable at settlement

Deposit bond

☐ General condition 15 applies only if the box is checked

Bank guarantee

☐ General condition 16 applies only if the box is checked

GST (general condition 19)

Subject to general condition 19.2, the price includes GST (if any), unless the next box is checked

☐ GST (if any) must be paid in addition to the price if the box is checked

☐ This sale is a sale of land on which a 'farming business' is carried on which the parties consider meets the requirements of section 38-480 of the GST Act if the box is checked

☐ This sale is a sale of a 'going concern' if the box is checked

☐ The margin scheme will be used to calculate GST if the box is checked

Settlement (general conditions 17 & 26.2)

is due on

unless the land is a lot on an unregistered plan of subdivision, in which case settlement is due on the later of:

- the above date; and
- the 14th day after the vendor gives notice in writing to the purchaser of registration of the plan of subdivision.

Lease (general condition 5.1)

☐ At settlement the purchaser is entitled to vacant possession of the property unless the box is checked, in which case the property is sold subject to*:

(**only one of the boxes below should be checked after carefully reading any applicable lease or tenancy document*)

☐ a lease for a term ending on ..... / ..... /20..... with [.....] options to renew, each of [.....] years

OR

☐ a residential tenancy for a fixed term ending on ..... / ..... /20.....

OR

☐ a periodic tenancy determinable by notice

Terms contract (general condition 30)

☐ This contract is intended to be a terms contract within the meaning of the *Sale of Land Act* 1962 if the box is checked. (*Reference should be made to general condition 30 and any further applicable provisions should be added as special conditions)*

Loan (general condition 20)

☐ This contract is subject to a loan being approved and the following details apply if the box is checked:

Lender: .....

Loan amount: no more than ..... Approval date: .....

Building report

☐ General condition 21 applies only if the box is checked

Pest report

☐ General condition 22 applies only if the box is checked

Special Conditions

Instructions: *It is recommended that when adding special conditions:*

- *each special condition is numbered;*
- *the parties initial each page containing special conditions;*
- *a line is drawn through any blank space remaining on the last page; and*
- *attach additional pages if there is not enough space.*

Special condition 1 – Payment

General condition 14 is replaced with the following:

14. Deposit

14.1 The purchaser must pay the deposit:

(a) to the vendor's licensed estate agent; or

(b) if there is no estate agent, to the vendor's legal practitioner or conveyancer; or

(c) if the vendor directs, into a special purpose account in an authorised deposit-taking institution in Victoria specified by the vendor in the joint names of the purchaser and the vendor.

14.2 If the land sold is a lot on an unregistered plan of subdivision, the deposit:

(a) must not exceed 10% of the price; and

(b) must be paid to the vendor's estate agent, legal practitioner or conveyancer and held by the estate agent, legal practitioner or conveyancer on trust for the purchaser until the registration of the plan of subdivision.

14.3 The purchaser must pay all money other than the deposit:

(a) to the vendor, or the vendor's legal practitioner or conveyancer; or

(b) in accordance with a written direction of the vendor or the vendor's legal practitioner or conveyancer.

14.4 Payments may be made or tendered:

(a) up to $1,000 in cash; or

(b) by cheque drawn on an authorised deposit-taking institution; or

(c) by electronic funds transfer to a recipient having the appropriate facilities for receipt. However, unless otherwise agreed:

(d) payment may not be made by credit card, debit card or any other financial transfer system that allows for any chargeback or funds reversal other than for fraud or mistaken payment, and

(e) any financial transfer or similar fees or deductions from the funds transferred, other than any fees charged by the recipient's authorised deposit-taking institution, must be paid by the remitter.

14.5 At settlement, the purchaser must pay the fees on up to three cheques drawn on an authorised deposit-taking institution. If the vendor requests that any additional cheques be drawn on an authorised deposit-taking institution, the vendor must reimburse the purchaser for the fees incurred.

14.6 Payment by electronic funds transfer is made when cleared funds are received in the recipient's bank account.

14.7 Before the funds are electronically transferred the intended recipient must be notified in writing and given sufficient particulars to readily identify the relevant transaction.

14.8 As soon as the funds have been electronically transferred the intended recipient must be provided with the relevant transaction number or reference details.

14.9 Each party must do everything reasonably necessary to assist the other party to trace and identify the recipient of any missing or mistaken payment and to recover the missing or mistaken payment.

14.10 For the purpose of this general condition 'authorised deposit-taking institution' means a body corporate for which an authority under section 9(3) of the Banking Act 1959 (Cth) is in force.

Special condition 2 – Acceptance of title

Where the purchaser is deemed by section 27(7) of the Sale of Land Act 1962 to have given the deposit

release authorisation referred to in section 27(1), the purchaser is also deemed to have accepted title in the absence of any prior express objection to title.

Special condition 3 – Tax invoice

General condition 19 is replaced with the following:

19.3 If the vendor makes a taxable supply under this contract (that is not a margin scheme supply) and:

(a) the price includes GST; or

(b) the purchaser is obliged to pay an amount for GST in addition to the price (because the price is "plus GST" or under general condition 19.1(a), (b) or (c)),

the purchaser is not obliged to pay the GST included in the price, or the additional amount payable for GST, until a tax invoice has been provided.

Special condition 4 – Adjustments

Adjustment must be prepared on behalf of the Purchasers and provided to the Vendors representative not less than 3 days prior to the due date of settlement and any failure to do so, will cause the Purchasers to pay administration fee to the Vendors representative of $150 PLUS GST for the delay in receiving the Statement of Adjustments.

Special condition 5 – Service

General condition 27 is replaced with the following:

27. SERVICE

27.1 Any document required to be served by or on any party may be served by or on the legal practitioner or conveyancer for that party.

27.2 A document being a cooling off notice under section 31 of the Sale of Land Act 1962 or a notice under general condition 14.2 (ending the contract if the loan is not approved) may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.

27.3 A document is sufficiently served:

(a) personally, or

(b) by pre-paid post, or

(c) in any manner authorized by law or by the Supreme Court for service of documents, including any manner authorised for service on or by a legal practitioner, whether or not the person serving or receiving the document is a legal practitioner, or

(d) by email.

27.4 Any document properly sent by:

(a) express post is taken to have been served on the next business day after posting, unless proved otherwise;

(b) priority post is taken to have been served on the fourth business day after posting, unless proved otherwise;

(c) regular post is taken to have been served on the sixth business day after posting, unless proved otherwise;

(d) email is taken to have been served at the time of receipt within the meaning of section 13A of the

Electronic Transactions (Victoria) Act 2000.

27.5 The expression 'document' includes 'demand' and 'notice', and 'Service' includes 'give' in this contract.

Special condition 6 – Electronic conveyancing

6.1 Settlement and lodgment of the instruments necessary to record the purchaser as registered

proprietor of the land will be conducted electronically in accordance with the Electronic Conveyancing National Law. The parties may subsequently agree in writing that this special condition 8 applies even if the box next to it is not checked. This special condition 8 has priority over any other provision to the extent of any inconsistency.

6.2 A party must immediately give written notice if that party reasonably believes that settlement and lodgment can no longer be conducted electronically. Special condition 8 ceases to apply from when such a notice is given.

6.3 Each party must:

(a) be, or engage a representative who is, a subscriber for the purposes of the Electronic Conveyancing National Law,

(b) ensure that all other persons for whom that party is responsible and who are associated with this transaction are, or engage, a subscriber for the purposes of the Electronic Conveyancing National Law, and

(c) conduct the transaction in accordance with the Electronic Conveyancing National Law.

6.4 The vendor must open the Electronic Workspace ("workspace") as soon as reasonably practicable. The inclusion of a specific date for settlement in a workspace is not of itself a promise to settle on that date. The workspace is an electronic address for the service of notices and for written communications for the purposes of any electronic transactions legislation.

6.5 The vendor must nominate a time of the day for locking of the workspace at least 7 days before the due date for settlement.

6.6 Settlement occurs when the workspace records that:

(a) the exchange of funds or value between financial institutions in accordance with the instructions of the parties has occurred; or

(b) if there is no exchange of funds or value, the documents necessary to enable the purchaser to become registered proprietor of the land have been accepted for electronic lodgement.

6.7 The parties must do everything reasonably necessary to effect settlement:

(a) electronically on the next business day, or

(b) at the option of either party, otherwise than electronically as soon as possible –

if, after the locking of the workspace at the nominated settlement time, settlement in accordance with special condition 8.6 has not occurred by 4.00 pm, or 6.00 pm if the nominated time for settlement is after 4.00 pm.

6.8 Each party must do everything reasonably necessary to assist the other party to trace and identify the recipient of any missing or mistaken payment and to recover the missing or mistaken payment.

6.9 The vendor must before settlement:

(a) deliver any keys, security devices and codes ("keys") to the estate agent named in the contract,

(b) direct the estate agent to give the keys to the purchaser or the purchaser's nominee on notification of settlement by the vendor, the vendor's subscriber or the Electronic Network Operator;

(c) deliver all other physical documents and items (other than the goods sold by the contract) to which the purchaser is entitled at settlement, and any keys if not delivered to the estate agent, to the vendor's subscriber or, if there is no vendor's subscriber, confirm in writing to the purchaser that the vendor holds those documents, items and keys at the vendor's address set out in the contract, and

give, or direct its subscriber to give, all those documents and items and any such keys to the purchaser or the purchaser's nominee on notification by the Electronic Network Operator of settlement.

Special condition 7 – Condition of the Property

7.1 The land and buildings (if any) as sold hereby and inspected by the purchasers are sold on the basis of existing improvements thereon and the purchaser shall not make any requisition or claim any compensation for any deficiency or defect in the said improvements as to their suitability for occupation or otherwise including any requisition in relation to the issue or non-issue if Building Permit and/ or completion of inspections by the relevant authorities in respect of any improvements herein.

7.2 The property and any chattels are sold:

(a) in their present condition and state of repair.

(b) subject to all defects latent and patent.

(c) subject to any infestations and dilapidation.

(d) subject to all existing water, sewerage, drainage and plumbing services and connections in respect of the property.

(e) Subject to any non-compliance, that is disclosed herein, with the Local Government Act or any Ordinance under that Act in respect of any building on the land; and

(f) subject to all easements, covenants, leases, encumbrances, appurtenant easements and encumbrances and restrictions (if any) as set out herein or attached hereto whether known to the Vendor or not. The purchaser should make his own enquiries whether any structures or buildings are constructed over any easements prior to signing the contract, otherwise the purchaser accepts the location of all buildings and shall not make any claim in relation thereto

7.3 The purchaser acknowledges and agrees that the purchaser has made its own independent enquires on all matters and does not rely on anything stated by or on behalf of the Vendor.

7.4 The purchaser agrees not to seek to terminate rescind or make any objection requisition or claim for compensation arising out of any of the matters covered by this clause.

7.5. No failure of any buildings or improvements to comply with any planning or building legislation regulations or bylaws or any planning permit constitutes a defect in the vendor's title or affects the validity of this contract.

7.6 The purchaser further acknowledges that any improvements on the property may be subject to or require compliance with Victorian Building Regulations, Municipal By-Laws, relevant statutes and/or other regulations thereunder and any repealed laws under which the improvements were or should have been constructed. Any failure to comply with any one or more of those laws or regulations shall not be deemed to constitute a defect in title and the purchaser shall not claim any compensation whatsoever nor require the vendor to comply with any of the abovementioned laws and regulations or carry out any final inspections including any requirement to fence any pool or spa or install smoke detectors. The purchaser shall not make any requisition or claim any compensation for any deficiency or defect in the said improvements as to their suitability for occupation or otherwise including any requisition in relation to the issue or non-issue of Building Permits and/or completion of inspections by the relevant authorities in respect of any improvements herein. The purchaser agrees not to seek to terminate, rescind or make any objection, requisition or claim for compensation in relation to anything referred to in this special condition.

Special condition 8 – Deposit

In the event that the purchaser fails to pay the full deposit on the due date, this contract is voidable at the option of the vendor.

Special condition 9 – Forms of Payment

Deposit Bonds or Bank Guarantees are NOT acceptable as forms of payment in this contract.

Special condition 10 – Default not remedy

General conditions 35.4 of the contract of sale is added:

Should the settlement is not completed on due date by the purchaser, the purchaser will be liable for Vendor’s losses including but not limited to:

10.1 Interests on any loan secured on the property from the original settlement date until the property can settle.

10.2 Penalties, interest and charges incurred as a result of not being able to settle a purchase of another property.

10.3 Any extra costs involved accommodation costs; storage costs incurred by the Vendor.

Special condition 11 – Defects Liability – This special condition does not apply for any existing dwellings.

The vendor warrants that any defects in materials or workmanship in the construction of the Property, of which the Purchaser has given the Vendor written notice within 90 days from the date of settlement will be notified to the builder and the builder will be required to repair in a proper and workman like manner at the vendor's or builders expense as soon as practical, but within 14 days of notification.

Special Condition 12 - Rescheduled Settlement

Without limiting any other rights of the Vendor, if the purchaser fails to settle on the due date for settlement as set out in the particulars of this Contract (Due Date) or requests an extension or variation to the Due Date, the Purchaser must pay the Vendor' representative $150 PLUS GST at the settlement for each request.

Special Condition 13 - SWIMMING POOL AND/OR SPA

In the event there is a swimming pool and/or spa situated on the property the Vendor discloses that the swimming pool and/or spa including the barrier and fencing may not comply with current regulations and or legislation. The Vendor will not be responsible for arranging or ensuring compliance of the spa/pool or installation of the barrier (if applicable) and will not be required to provide the compliance certificate prior to settlement. The Purchaser accepts the spa/pool in its present state and repair.

Special condition 14- OWNER CORPORATION:

If the contract has Owners Corporate Certificate to be provided, the purchaser must acknowledge this and is not agreeable to rescind, object to requestion, make a claim or terminate the contract based on this condition. The Owners Corporate Certificate will be provided in a timely manner and made available to the purchaser and purchasers representative as soon as it is issued.

Contract of Sale of Land - General Conditions

Contract Signing

1 ELECTRONIC SIGNATURE

1.1 In this general condition “electronic signature “means a digital signature or a visual representation of a person’s handwritten signature or mark which is placed on a physical or electronic copy of this contract by electronic or mechanical means, and “electronically signed” has a corresponding meaning.

1.2 The parties consent to this contract being signed by or on behalf of a party by an electronic signature.

1.3 Where this contract is electronically signed by or on behalf of a party, the party warrants and agrees that the electronic signature has been used to identify the person signing and to indicate that the party intends to be bound by the electronic signature.

1.4 This contract may be electronically signed in any number of counterparts which together will constitute the one document.

1.5 Each party consents to the exchange of counterparts of this contract by delivery by email or such other electronic means as may be agreed in writing.

1.6 Each party must upon request promptly deliver a physical counterpart of this contract with the handwritten signature or signatures of the party and all written evidence of the authority of a person signing on their be half, but a failure to comply with the request does not affect the validity of this contract.

2. LIABILITY OF SIGNATORY

Any signatory for a proprietary limited company purchaser is personally liable for the due performance of the purchaser's obligations as if the signatory were the purchaser in the case of a default by a proprietary limited company purchaser.

3. GUARANTEE

The vendor may require one or more directors of the purchaser to guarantee the purchaser's performance of this contract if the purchaser is a proprietary limited company.

4. NOMINEE

The purchaser may nominate a substitute or additional transferee, but the named purchaser remains personally liable for the due performance of all the purchaser's obligations under this contract.

Title

5. ENCUMBRANCES

5.1 The purchaser buys the property subject to:

(a) any encumbrance shown in the section 32 statement other than mortgages or caveats; and

(b) any reservations, exceptions and conditions in the crown grant; and

(c) any lease or tenancy referred to in the particulars of sale.

5.2 The purchaser indemnifies the vendor against all obligations under any lease or tenancy that are to be performed by the landlord after settlement.

6. VENDOR WARRANTIES

6.1 The vendor warrants that these general conditions 1 to 35 are identical to the general conditions 1 to 35 in the form of contract of sale of land published by the Law Institute of Victoria Limited and the Real Estate Institute of Victoria Ltd in the month and year set out the header of this page

6.2 The warranties in general conditions 6.3 and 6.4 replace the purchaser’s right to make requisitions and inquiries.

6.3 The vendor warrants that the vendor:

(a) has, or by the due date for settlement will have, the right to sell the land; and

(b) is under no legal disability; and

(c) is in possession of the land, either personally or through a tenant; and

(d) has not previously sold or granted any option to purchase, agreed to a lease or granted a pre-emptive right which is current over the land and which gives another party rights which have priority over the interest of the purchaser; and

(e) will at settlement be the holder of an unencumbered estate in fee simple in the land; and

(f) will at settlement be the unencumbered owner of any improvements, fixtures, fittings and goods sold with the land.

6.4 The vendor further warrants that the vendor has no knowledge of any of the following:

(a) public rights of way over the land;

(b) easements over the land;

(c) lease or other possessory agreement affecting the land;

(d) notice or order directly and currently affecting the land which will not be dealt with at settlement, other than the usual rate notices and any land tax notices;

(e) legal proceedings which would render the sale of the land void or voidable or capable of being set aside.

6.5 The warranties in general conditions 6.3 and 6.4 are subject to any contrary provisions in this contract and disclosures in the section 32 statement.

6.6 If sections 137B and 137C of the *Building Act* 1993 apply to this contract, the vendor warrants that:

(a) all domestic building work carried out in relation to the construction by or on behalf of the vendor of the home was carried out in a proper and workmanlike manner; and

(b) all materials used in that domestic building work were good and suitable for the purpose for which they were used and that, unless otherwise stated in the contract, those materials were new; and

(c) domestic building work was carried out in accordance with all laws and legal requirements, including, without limiting the generality of this warranty, the *Building Act* 1993 and regulations made under the *Building Act* 1993.

6.7 Words and phrases used in general condition 6.6 which are defined in the *Building Act* 1993 have the same meaning in general condition 6.6.

7. IDENTITY OF THE LAND

7.1 An omission or mistake in the description of the property or any deficiency in the area, description or measurements of the land does not invalidate the sale.

7.2 The purchaser may not:

(a) make any objection or claim for compensation for any alleged misdescription of the property or any deficiency in its area or measurements; or

(b) require the vendor to amend title or pay any cost of amending title.

8. SERVICES

8.1 The vendor does not represent that the services are adequate for the purchaser's proposed use of the property and the vendor advises the purchaser to make appropriate inquiries. The condition of the services may change between the day of sale and settlement and the vendor does not promise that the services will be in the same condition at settlement as they were on the day of sale.

8.2 The purchaser is responsible for the connection of all services to the property after settlement and the payment of any associated cost.

9. CONSENTS

The vendor must obtain any necessary consent or licence required for the vendor to sell the property. The contract will be at an end and all money paid must be refunded if any necessary consent or licence is not obtained by settlement.

10. TRANSFER & DUTY

10.1 The purchaser must prepare and deliver to the vendor at least 7 days before the due date for settlement any paper transfer of land document which is necessary for this transaction. The delivery of the transfer of land document is not acceptance of title.

10.2 The vendor must promptly initiate the Duties on Line or other form required by the State Revenue Office in respect of this transaction, and both parties must co-operate to complete it as soon as practicable.

11. RELEASE OF SECURITY INTEREST

11.1 This general condition applies if any part of the property is subject to a security interest to which the *Personal Property Securities Act* 2009 (Cth) applies.

11.2 For the purposes of enabling the purchaser to search the Personal Property Securities Register for any security interests affecting any personal property for which the purchaser may be entitled to a release, statement, approval or correction in accordance with general condition 11.4, the purchaser may request the vendor to provide the vendor's date of birth to the purchaser. The vendor must comply with a request made by the purchaser under this condition if the purchaser makes the request at least 21 days before the due date for settlement.

11.3 If the purchaser is given the details of the vendor's date of birth under general condition 11.2, the purchaser must

(a) only use the vendor's date of birth for the purposes specified in general condition 11.2; and

(b) keep the date of birth of the vendor secure and confidential.

11.4 The vendor must ensure that at or before settlement, the purchaser receives—

(a) a release from the secured party releasing the property from the security interest; or

(b) a statement in writing in accordance with section 275(1)(b) of the *Personal Property Securities Act* 2009 (Cth) setting out that the amount or obligation that is secured is nil at settlement; or

(c) a written approval or correction in accordance with section 275(1)(c) of the *Personal Property Securities Act* 2009 (Cth) indicating that, on settlement, the personal property included in the contract is not or will not be property in which the security interest is granted.

11.5 Subject to general condition 11.6, the vendor is not obliged to ensure that the purchaser receives a release, statement, approval or correction in respect of personal property—

(a) that—

(i) the purchaser intends to use predominantly for personal, domestic or household purposes; and

(ii) has a market value of not more than $5000 or, if a greater amount has been prescribed for the purposes of section 47(1) of the *Personal Property Securities Act* 2009 (Cth), not more than that prescribed amount; or

(b) that is sold in the ordinary course of the vendor's business of selling personal property of that kind.

11.6 The vendor is obliged to ensure that the purchaser receives a release, statement, approval or correction in respect of personal property described in general condition 11.5 if—

(a) the personal property is of a kind that may or must be described by serial number in the Personal Property Securities Register; or

(b) the purchaser has actual or constructive knowledge that the sale constitutes a breach of the security agreement that provides for the security interest.

11.7 A release for the purposes of general condition 11.4(a) must be in writing.

11.8 A release for the purposes of general condition 11.4(a) must be effective in releasing the goods from the security interest and be in a form which allows the purchaser to take title to the goods free of that security interest.

11.9 If the purchaser receives a release under general condition 11.4(a) the purchaser must provide the vendor with a copy of the release at or as soon as practicable after settlement.

11.10 In addition to ensuring that a release is received under general condition 11.4(a), the vendor must ensure that at or before settlement the purchaser receives a written undertaking from a secured party to register a financing change statement to reflect that release if the property being released includes goods of a kind that are described by serial number in the Personal Property Securities Register.

11.11 The purchaser must advise the vendor of any security interest that is registered on or before the day of sale on the Personal Property Securities Register, which the purchaser reasonably requires to be released, at least 21 days before the due date for settlement.

11.12 The vendor may delay settlement until 21 days after the purchaser advises the vendor of the security interests that the purchaser reasonably requires to be released if the purchaser does not provide an advice under general condition 11.11.

11.13 If settlement is delayed under general condition 11.12 the purchaser must pay the vendor—

(a) interest from the due date for settlement until the date on which settlement occurs or 21 days after the vendor receives the advice, whichever is the earlier; and

(b) any reasonable costs incurred by the vendor as a result of the delay—

as though the purchaser was in default.

11.14 The vendor is not required to ensure that the purchaser receives a release in respect of the land. This general condition 11.14 applies despite general condition 11.1.

11.15 Words and phrases which are defined in the *Personal Property Securities Act* 2009 (Cth) have the same meaning in general condition 11 unless the context requires otherwise.

12. BUILDER WARRANTY INSURANCE

The vendor warrants that the vendor will provide at settlement details of any current builder warranty insurance in the vendor's possession relating to the property if requested in writing to do so at least 21 days before settlement.

13. GENERAL LAW LAND

13.1 The vendor must complete a conversion of title in accordance with section 14 of the *Transfer of Land Act 1958* before settlement if the land is the subject of a provisional folio under section 23 of that Act.

13.2 The remaining provisions of this general condition 13 only apply if any part of the land is not under the operation of the *Transfer of Land Act* 1958.

13.3 The vendor is taken to be the holder of an unencumbered estate in fee simple in the land if there is an unbroken chain of title starting at least 30 years before the day of sale proving on the face of the documents the ownership of the entire legal and equitable estate without the aid of other evidence.

13.4 The purchaser is entitled to inspect the vendor's chain of title on request at such place in Victoria as the vendor nominates.

13.5 The purchaser is taken to have accepted the vendor's title if:

(a) 21 days have elapsed since the day of sale; and

(b) the purchaser has not reasonably objected to the title or reasonably required the vendor to remedy a defect in the title.

13.6 The contract will be at an end if:

(a) the vendor gives the purchaser a notice that the vendor is unable or unwilling to satisfy the purchaser's objection or requirement and that the contract will end if the objection or requirement is not withdrawn within 14 days of the giving of the notice; and

(b) the objection or requirement is not withdrawn in that time.

13.7 If the contract ends in accordance with general condition 13.6, the deposit must be returned to the purchaser and neither party has a claim against the other in damages.

13.10 General condition 17.1 [settlement] should be read as if the reference to 'registered proprietor' is a reference to 'owner' in respect of that part of the land which is not under the operation of the *Transfer of Land Act* 1958.

Money

14. DEPOSIT

14.1 The purchaser must pay the deposit:

(a) to the vendor's licensed estate agent; or

(b) if there is no estate agent, to the vendor's legal practitioner or conveyancer; or

(c) if the vendor directs, into a special purpose account in an authorised deposit-taking institution in Victoria specified by the vendor in the joint names of the purchaser and the vendor.

14.2 If the land sold is a lot on an unregistered plan of subdivision, the deposit:

(a) must not exceed 10% of the price; and

(b) must be paid to the vendor's estate agent, legal practitioner or conveyancer and held by the estate agent, legal practitioner or conveyancer on trust for the purchaser until the registration of the plan of subdivision.

14.3 The deposit must be released to the vendor if:

(a) the vendor provides particulars, to the satisfaction of the purchaser, that either-

(i) there are no debts secured against the property; or

(ii) if there are any debts, the total amount of those debts together with any amounts to be withheld in accordance with general conditions 24 and 25 does not exceed 80% of the sale price; and

(b) at least 28 days have elapsed since the particulars were given to the purchaser under paragraph (a); and

(c) all conditions of section 27 of the *Sale of Land Act* 1962 have been satisfied.

14.4 The stakeholder must pay the deposit and any interest to the party entitled when the deposit is released, the contract is settled, or the contract is ended.

14.5 The stakeholder may pay the deposit and any interest into court if it is reasonable to do so.

14.6 Where the purchaser is deemed by section 27(7) of the *Sale of Land Act* 1962 to have given the deposit release authorisation referred to in section 27(1), the purchaser is also deemed to have accepted title in the absence of any prior express objection to title.

14.7 Payment of the deposit may be made or tendered:

(a) in cash up to $1,000 or 0.2% of the price, whichever is greater; or

(b) by cheque drawn on an authorised deposit-taking institution; or

(c) by electronic funds transfer to a recipient having the appropriate facilities for receipt.

However, unless otherwise agreed:

(d) payment may not be made by credit card, debit card or any other financial transfer system that allows for any chargeback or funds reversal other than for fraud or mistaken payment, and

(e) any financial transfer or similar fees or deductions from the funds transferred, other than any fees charged by the recipient's authorised deposit-taking institution, must be paid by the remitter.

14.8 Payment by electronic funds transfer is made when cleared funds are received in the recipient's bank account.

14.9 Before the funds are electronically transferred the intended recipient must be notified in writing and given sufficient particulars to readily identify the relevant transaction.

14.10 As soon as the funds have been electronically transferred the intended recipient must be provided with the relevant transaction number or reference details.

14.11 For the purpose of this general condition 'authorised deposit-taking institution' means a body corporate for which an authority under section 9(3) of the *Banking Act 1959 (Cth)* is in force.

15. DEPOSIT BOND

15.1 This general condition only applies if the applicable box in the particulars of sale is checked.

15.2 In this general condition "deposit bond" means an irrevocable undertaking to pay on demand an amount equal to the deposit or any unpaid part of the deposit. The issuer and the form of the deposit bond must be satisfactory to the vendor. The deposit bond must have an expiry date at least 45 days after the due date for settlement.

15.3 The purchaser may deliver a deposit bond to the vendor's estate agent, legal practitioner or conveyancer within 7 days after the day of sale.

15.4 The purchaser may at least 45 days before a current deposit bond expires deliver a replacement deposit bond on the same terms and conditions.

15.5 Where a deposit bond is delivered, the purchaser must pay the deposit to the vendor's legal practitioner or conveyancer on the first to occur of:

(a) settlement;

(b) the date that is 45 days before the deposit bond or any replacement deposit bond expires;

(c) the date on which this contract ends in accordance with general condition 35.2 [default not remedied] following breach by the purchaser; and

(d) the date on which the vendor ends this contract by accepting repudiation of it by the purchaser.

15.6 The vendor may claim on the deposit bond without prior notice if the purchaser defaults under this contract or repudiates this contract and the contract is ended. The amount paid by the issuer satisfies the obligations of the purchaser under general condition 15.5 to the extent of the payment.

15.7 Nothing in this general condition limits the rights of the vendor if the purchaser defaults under this contract or repudiates this contract, except as provided in general condition 15.6.

15.8 This general condition is subject to general condition 14.2 [deposit].

16. BANK GUARANTEE

16.1 This general condition only applies if the applicable box in the particulars of sale is checked.

16.2 In this general condition:

(a) "bank guarantee" means an unconditional and irrevocable guarantee or undertaking by a bank in a form satisfactory to the vendor to pay on demand any amount under this contract agreed in writing, and

(b) "bank" means an authorised deposit-taking institution under the *Banking Act 1959 (Cth)*.

16.3 The purchaser may deliver a bank guarantee to the vendor's legal practitioner or conveyancer.

16.4 The purchaser must pay the amount secured by the bank guarantee to the vendor's legal practitioner or conveyancer on the first to occur of:

(a) settlement;

(b) the date that is 45 days before the bank guarantee expires;

(c) the date on which this contract ends in accordance with general condition 35.2 [default not remedied] following breach by the purchaser; and

(d) the date on which the vendor ends this contract by accepting repudiation of it by the purchaser.

16.5 The vendor must return the bank guarantee document to the purchaser when the purchaser pays the amount secured by the bank guarantee in accordance with general condition 16.4.

16.6 The vendor may claim on the bank guarantee without prior notice if the purchaser defaults under this contract or repudiates this contract and the contract is ended. The amount paid by the bank satisfies the obligations of the purchaser under general condition 16.4 to the extent of the payment.

16.7 Nothing in this general condition limits the rights of the vendor if the purchaser defaults under this contract or repudiates this contract except as provided in general condition 16.6.

16.8 This general condition is subject to general condition 14.2 [deposit].

17. SETTLEMENT

17.1 At settlement:

(a) the purchaser must pay the balance; and

(b) the vendor must:

(i) do all things necessary to enable the purchaser to become the registered proprietor of the land; and

(ii) give either vacant possession or receipt of rents and profits in accordance with the particulars of sale.

17.2 Settlement must be conducted between the hours of 10.00 am and 4.00 pm unless the parties agree otherwise.

17.3 The purchaser must pay all money other than the deposit in accordance with a written direction of the vendor or the vendor's legal practitioner or conveyancer.

18. ELECTRONIC SETTLEMENT

18.1 Settlement and lodgment of the instruments necessary to record the purchaser as registered proprietor of the land will be conducted electronically in accordance with the Electronic Conveyancing National Law. This general condition 18 has priority over any other provision of this contract to the extent of any inconsistency.

18.2 A party must immediately give written notice if that party reasonably believes that settlement and lodgment can no longer be conducted electronically. General condition 18 ceases to apply from when such a notice is given.

18.3 Each party must:

(a) be, or engage a representative who is, a subscriber for the purposes of the Electronic Conveyancing National Law,

(b) ensure that all other persons for whom that party is responsible and who are associated with this transaction are, or engage, a subscriber for the purposes of the Electronic Conveyancing National Law, and

(c) conduct the transaction in accordance with the Electronic Conveyancing National Law.

18.4 The vendor must open the electronic workspace ("workspace") as soon as reasonably practicable and nominate a date and time for settlement. The inclusion of a specific date and time for settlement in a workspace is not of itself a promise to settle on that date or at that time. The workspace is an electronic address for the service of notices and for written communications for the purposes of any electronic transactions legislation.

18.5 This general condition 18.5 applies if there is more than one electronic lodgment network operator in respect of the transaction. In this general condition 18.5 "the transaction" means this sale and purchase and any associated transaction involving any of the same subscribers.

To the extent that any interoperability rules governing the relationship between electronic lodgment network operators do not provide otherwise:

(a) the electronic lodgement network operator to conduct all the financial and lodgment aspects of the transaction after the workspace locks must be one which is willing and able to conduct such aspects of the transaction in accordance with the instructions of all the subscribers in the workspaces of all the electronic lodgement network operators after the workspace locks;

(b) if two or more electronic lodgement network operators meet that description, one may be selected by purchaser's incoming mortgagee having the highest priority but if there is no mortgagee of the purchaser, the vendor must make the selection.

18.6 Settlement occurs when the workspace records that:

(a) there has been an exchange of funds or value between the exchange settlement account or accounts in the Reserve Bank of Australia of the relevant financial institutions or their financial settlement agents in accordance with the instructions of the parties; or

(b) if there is no exchange of funds or value, the documents necessary to enable the purchaser to become registered proprietor of the land have been accepted for electronic lodgment.

18.7 The parties must do everything reasonably necessary to effect settlement:

(a) electronically on the next business day, or

(b) at the option of either party, otherwise than electronically as soon as possible –

if, after the locking of the workspace at the nominated settlement time, settlement in accordance with general condition 18.6 has not occurred by 4.00 pm, or 6.00 pm if the nominated time for settlement is after 4.00 pm.

18.8 Each party must do everything reasonably necessary to assist the other party to trace and identify the recipient of any missing or mistaken payment and to recover the missing or mistaken payment.

18.9 The vendor must before settlement:

(a) deliver any keys, security devices and codes ("keys") to the estate agent named in the contract,

(b) direct the estate agent to give the keys to the purchaser or the purchaser's nominee on notification of settlement by the vendor, the vendor's subscriber or the electronic lodgment network operator;

(c) deliver all other physical documents and items (other than the goods sold by the contract) to which the purchaser is entitled at settlement, and any keys if not delivered to the estate agent, to the vendor's subscriber or, if there is no vendor's subscriber, confirm in writing to the purchaser that the vendor holds those documents, items and keys at the vendor's address set out in the contract, and

give, or direct its subscriber to give, all those documents and items and any such keys to the purchaser or the purchaser's nominee on notification by the electronic lodgment network operator of settlement.

19. GST

19.1 The purchaser does not have to pay the vendor any amount in respect of GST in addition to the price if the particulars of sale specify that the price includes GST (if any).

19.2 The purchaser must pay to the vendor any GST payable by the vendor in respect of a taxable supply made under this contract in addition to the price if:

(a) the particulars of sale specify that GST (if any) must be paid in addition to the price; or

(b) GST is payable solely as a result of any action taken or intended to be taken by the purchaser after the day of sale, including a change of use; or

(c) the particulars of sale specify that the supply made under this contract is of land on which a 'farming business' is carried on and the supply (or part of it) does not satisfy the requirements of section 38-480 of the GST Act; or

(d) the particulars of sale specify that the supply made under this contract is of a going concern and the supply (or a part of it) does not satisfy the requirements of section 38-325 of the GST Act.

19.3 The purchaser is not obliged to pay any GST under this contract until a tax invoice has been given to the purchaser.

19.4 If the particulars of sale specify that the supply made under this contract is of land on which a 'farming business' is carried on:

(a) the vendor warrants that the property is land on which a farming business has been carried on for the period of 5 years preceding the date of supply; and

(b) the purchaser warrants that the purchaser intends that a farming business will be carried on after settlement on the property.

19.5 If the particulars of sale specify that the supply made under this contract is a 'going concern':

(a) the parties agree that this contract is for the supply of a going concern; and

(b) the purchaser warrants that the purchaser is, or prior to settlement will be, registered for GST; and

(c) the vendor warrants that the vendor will carry on the going concern until the date of supply.

19.6 If the particulars of sale specify that the supply made under this contract is a 'margin scheme' supply, the parties agree that the margin scheme applies to this contract.

19.7 In this general condition:

(a) 'GST Act' means *A New Tax System (Goods and Services Tax) Act* 1999 (Cth); and

(b) 'GST' includes penalties and interest.

20. LOAN

20.1 If the particulars of sale specify that this contract is subject to a loan being approved, this contract is subject to the lender approving the loan on the security of the property by the approval date or any later date allowed by the vendor.

20.2 The purchaser may end the contract if the loan is not approved by the approval date, but only if the purchaser:

(a) immediately applied for the loan; and

(b) did everything reasonably required to obtain approval of the loan; and

(c) serves written notice ending the contract, together with written evidence of rejection or non-approval of the loan, on the vendor within 2 clear business days after the approval date or any later date allowed by the vendor; and

(d) is not in default under any other condition of this contract when the notice is given.

20.3 All money must be immediately refunded to the purchaser if the contract is ended.

21. BUILDING REPORT

21.1 This general condition only applies if the applicable box in the particulars of sale is checked.

21.2 The purchaser may end this contract within 14 days from the day of sale if the purchaser:

(a) obtains a written report from a registered building practitioner or architect which discloses a current defect in a structure on the land and designates it as a major building defect;

(b) gives the vendor a copy of the report and a written notice ending this contract; and

(c) is not then in default.

21.3 All money paid must be immediately refunded to the purchaser if the contract ends in accordance with this general condition.

21.4 A notice under this general condition may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.

21.5 The registered building practitioner may inspect the property at any reasonable time for the purpose of preparing the report.

22. PEST REPORT

22.1 This general condition only applies if the applicable box in the particulars of sale is checked.

22.2 The purchaser may end this contract within 14 days from the day of sale if the purchaser:

(a) obtains a written report from a pest control operator licensed under Victorian law which discloses a current pest infestation on the land and designates it as a major infestation affecting the structure of a building on the land;

(b) gives the vendor a copy of the report and a written notice ending this contract; and

(c) is not then in default.

22.3 All money paid must be immediately refunded to the purchaser if the contract ends in accordance with this general condition.

22.4 A notice under this general condition may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.

22.5 The pest control operator may inspect the property at any reasonable time for the purpose of preparing the report.

23. ADJUSTMENTS

23.1 All periodic outgoings payable by the vendor, and any rent and other income received in respect of the property must be apportioned between the parties on the settlement date and any adjustments paid and received as appropriate.

23.2 The periodic outgoings and rent and other income must be apportioned on the following basis:

(a) the vendor is liable for the periodic outgoings and entitled to the rent and other income up to and including the day of settlement; and

(b) the land is treated as the only land of which the vendor is owner (as defined in the *Land Tax Act* 2005); and

(c) the vendor is taken to own the land as a resident Australian beneficial owner; and

(d) any personal statutory benefit available to each party is disregarded in calculating apportionment.

23.3 The purchaser must provide copies of all certificates and other information used to calculate the adjustments under general condition 23, if requested by the vendor.

24. FOREIGN RESIDENT CAPITAL GAINS WITHHOLDING

24.1 Words defined or used in Subdivision 14-D of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* have the same meaning in this general condition unless the context requires otherwise.

24.2 Every vendor under this contract is a foreign resident for the purposes of this general condition unless the vendor gives the purchaser a clearance certificate issued by the Commissioner under section 14-220 (1) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The specified period in the clearance certificate must include the actual date of settlement.

24.3 The remaining provisions of this general condition 24 only apply if the purchaser is required to pay the Commissioner an amount in accordance with section 14-200(3) or section 14-235 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* ("the amount") because one or more of the vendors is a foreign resident, the property has or will have a market value not less than the amount set out in section 14-215 of the legislation just after the transaction, and the transaction is not excluded under section 14-215(1) of the legislation.

24.4 The amount is to be deducted from the vendor's entitlement to the contract consideration. The vendor must pay to the purchaser at settlement such part of the amount as is represented by non-monetary consideration.

24.5 The purchaser must:

(a) engage a legal practitioner or conveyancer ("representative") to conduct all the legal aspects of settlement, including the performance of the purchaser's obligations under the legislation and this general condition; and

(b) ensure that the representative does so.

24.6 The terms of the representative's engagement are taken to include instructions to have regard to the vendor's interests and instructions that the representative must:

(a) pay, or ensure payment of, the amount to the Commissioner in the manner required by the Commissioner and as soon as reasonably and practicably possible, from moneys under the control or direction of the representative in accordance with this general condition if the sale of the property settles;

(b) promptly provide the vendor with proof of payment; and

(c) otherwise comply, or ensure compliance, with this general condition;

despite:

(d) any contrary instructions, other than from both the purchaser and the vendor; and

(e) any other provision in this contract to the contrary.

24.7 The representative is taken to have complied with the requirements of general condition 24.6 if:

(a) the settlement is conducted through an electronic lodgment network; and

(b) the amount is included in the settlement statement requiring payment to the Commissioner in respect of this transaction.

24.8 Any clearance certificate or document evidencing variation of the amount in accordance with section 14-235(2) of Schedule 1 to the *Taxation Administration Act 1953 (Cth*) must be given to the purchaser at least 5 business days before the due date for settlement.

24.9 The vendor must provide the purchaser with such information as the purchaser requires to comply with the purchaser's obligation to pay the amount in accordance with section 14-200 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The information must be provided within 5 business days

of request by the purchaser. The vendor warrants that the information the vendor provides is true and correct.

24.10 The purchaser is responsible for any penalties or interest payable to the Commissioner on account of late payment of the amount.

25. GST WITHHOLDING

25.1 Words and expressions defined or used in Subdivision 14-E of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* or in *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* have the same meaning in this general condition unless the context requires otherwise. Words and expressions first used in this general condition and shown in italics and marked with an asterisk are defined or described in at least one of those Acts.

25.2 The purchaser must notify the vendor in writing of the name of the recipient of the *supply for the purposes of section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* at least 21 days before the due date for settlement unless the recipient is the purchaser named in the contract.

25.3 The vendor must at least 14 days before the due date for settlement provide the purchaser and any person nominated by the purchaser under general condition 4 with a GST withholding notice in accordance with section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth),* and must provide all information required by the purchaser or any person so nominated to confirm the accuracy of the notice.

25.4 The remaining provisions of this general condition 25 apply if the purchaser is or may be required to pay the Commissioner an *amount in accordance with section 14-250 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* because the property is *new residential premises or *potential residential land in either case falling within the parameters of that section, and also if the sale attracts the operation of section 14-255 of the legislation. Nothing in this general condition 25 is to be taken as relieving the vendor from compliance with section 14-255.

25.5 The amount is to be deducted from the vendor's entitlement to the contract *consideration and is then taken to be paid to the vendor, whether or not the vendor provides the purchaser with a GST withholding notice in accordance with section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The vendor must pay to the purchaser at settlement such part of the amount as is represented by non-monetary consideration.

25.6 The purchaser must:

(a) engage a legal practitioner or conveyancer ("representative") to conduct all the legal aspects of settlement, including the performance of the purchaser's obligations under the legislation and this general condition; and

(b) ensure that the representative does so.

25.7 The terms of the representative's engagement are taken to include instructions to have regard to the vendor's interests relating to the payment of the amount to the Commissioner and instructions that the representative must:

(a) pay, or ensure payment of, the amount to the Commissioner in the manner required by the Commissioner and as soon as reasonably and practicably possible, from moneys under the control or direction of the representative in accordance with this general condition on settlement of the sale of the property;

(b) promptly provide the vendor with evidence of payment, including any notification or other document provided by the purchaser to the Commissioner relating to payment; and

(c) otherwise comply, or ensure compliance, with this general condition;

despite:

(d) any contrary instructions, other than from both the purchaser and the vendor; and

(e) any other provision in this contract to the contrary.

25.8 The representative is taken to have complied with the requirements of general condition 25.7 if:

(a) settlement is conducted through an electronic lodgment network; and

(b) the amount is included in the settlement statement requiring payment to the Commissioner in respect of this transaction.

25.9 The purchaser may at settlement give the vendor a bank cheque for the amount in accordance with section 16-30 (3) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*, but only if:

(a) so agreed by the vendor in writing; and

(b) the settlement is not conducted through an electronic lodgment network.

However, if the purchaser gives the bank cheque in accordance with this general condition 25.9, the vendor must:

(c) immediately after settlement provide the bank cheque to the Commissioner to pay the amount in relation to the supply; and

(d) give the purchaser a receipt for the bank cheque which identifies the transaction and includes particulars of the bank cheque, at the same time the purchaser gives the vendor the bank cheque.

25.10 A party must provide the other party with such information as the other party requires to:

(a) decide if an amount is required to be paid or the quantum of it, or

(b) comply with the purchaser's obligation to pay the amount,

in accordance with section 14-250 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*. The information must be provided within 5 business days of a written request. The party providing the information warrants that it is true and correct.

25.11 The vendor warrants that:

(a) at settlement, the property is not new residential premises or potential residential land in either case falling within the parameters of section 14-250 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* if the vendor gives the purchaser a written notice under section 14-255 to the effect that the purchaser will not be required to make a payment under section 14-250 in respect of the supply, or fails to give a written notice as required by and within the time specified in section 14-255; and

(b) the amount described in a written notice given by the vendor to the purchaser under section 14-255 of Schedule 1 to the *Taxation Administration Act 1953 (Cth)* is the correct amount required to be paid under section 14-250 of the legislation.

25.12 The purchaser is responsible for any penalties or interest payable to the Commissioner on account of non-payment or late payment of the amount, except to the extent that:

(a) the penalties or interest arise from any failure on the part of the vendor, including breach of a warranty in general condition 25.11; or

(b) the purchaser has a reasonable belief that the property is neither new residential premises nor potential residential land requiring the purchaser to pay an amount to the Commissioner in accordance with section 14-250 (1) of Schedule 1 to the *Taxation Administration Act 1953 (Cth)*.

The vendor is responsible for any penalties or interest payable to the Commissioner on account of non-payment or late payment of the amount if either exception applies.

Transactional

26. TIME & CO OPERATION

26.1 Time is of the essence of this contract.

26.2 Time is extended until the next business day if the time for performing any action falls on a day which is not a business day.

26.3 Each party must do all things reasonably necessary to enable this contract to proceed to settlement, and must act in a prompt and efficient manner.

26.4 Any unfulfilled obligation will not merge on settlement.

27. SERVICE

27.1 Any document required to be served by or on any party may be served by or on the legal practitioner or conveyancer for that party.

27.2 A cooling off notice under section 31 of the *Sale of Land Act 1962* or a notice under general condition 20 [loan approval], 21 [building report] or 22 [pest report] may be served on the vendor's legal practitioner, conveyancer or estate agent even if the estate agent's authority has formally expired at the time of service.

27.3 A document is sufficiently served:

(a) personally, or

(b) by pre-paid post, or

(c) in any manner authorized by law or by the Supreme Court for service of documents, including any manner authorised for service on or by a legal practitioner, whether or not the person serving or receiving the document is a legal practitioner, or

(d) by email.

27.4 Any document properly sent by:

(a) express post is taken to have been served on the next business day after posting, unless proved otherwise;

(b) priority post is taken to have been served on the fourth business day after posting, unless proved otherwise;

(c) regular post is taken to have been served on the sixth business day after posting, unless proved otherwise;

(d) email is taken to have been served at the time of receipt within the meaning of section 13A of the *Electronic Transactions (Victoria) Act 2000*.

27.5 In this contract 'document' includes 'demand' and 'notice', 'serve' includes 'give', and 'served' and 'service' have corresponding meanings.

28. NOTICES

28.1 The vendor is responsible for any notice, order, demand or levy imposing liability on the property that is issued or made before the day of sale, and does not relate to periodic outgoings.

28.2 The purchaser is responsible for any notice, order, demand or levy imposing liability on the property that is issued or made on or after the day of sale, and does not relate to periodic outgoings.

28.3 The purchaser may enter the property to comply with that responsibility where action is required before settlement.

29. INSPECTION

The purchaser and/or another person authorised by the purchaser may inspect the property at any reasonable time during the 7 days preceding and including the settlement day.

30. TERMS CONTRACT

30.1 If this is a 'terms contract' as defined in the *Sale of Land Act 1962*:

(a) any mortgage affecting the land sold must be discharged as to that land before the purchaser becomes entitled to possession or to the receipt of rents and profits unless the vendor satisfies section 29M of the *Sale of Land Act* 1962; and

(b) the deposit and all other money payable under the contract (other than any money payable in excess of the amount required to so discharge the mortgage) must be paid to a legal practitioner

or conveyancer or a licensed estate agent to be applied in or towards discharging the mortgage.

30.2 While any money remains owing each of the following applies:

(a) the purchaser must maintain full damage and destruction insurance of the property and public risk insurance noting all parties having an insurable interest with an insurer approved in writing by the vendor;

(b) the purchaser must deliver copies of the signed insurance application forms, the policies and the insurance receipts to the vendor not less than 10 days before taking possession of the property or becoming entitled to receipt of the rents and profits;

(c) the purchaser must deliver copies of any amendments to the policies and the insurance receipts on each amendment or renewal as evidence of the status of the policies from time to time;

(d) the vendor may pay any renewal premiums or take out the insurance if the purchaser fails to meet these obligations;

(e) insurance costs paid by the vendor under paragraph (d) must be refunded by the purchaser on demand without affecting the vendor's other rights under this contract;

(f) the purchaser must maintain and operate the property in good repair (fair wear and tear excepted) and keep the property safe, lawful, structurally sound, weatherproof and free from contaminations and dangerous substances;

(g) the property must not be altered in any way without the written consent of the vendor which must not be unreasonably refused or delayed;

(h) the purchaser must observe all obligations that affect owners or occupiers of land;

(i) the vendor and/or other person authorised by the vendor may enter the property at any reasonable time to inspect it on giving 7 days written notice, but not more than twice in a year.

31. LOSS OR DAMAGE BEFORE SETTLEMENT

31.1 The vendor carries the risk of loss or damage to the property until settlement.

31.2 The vendor must deliver the property to the purchaser at settlement in the same condition it was in on the day of sale, except for fair wear and tear.

31.3 The purchaser must not delay settlement because one or more of the goods is not in the condition required by general condition 31.2 but may claim compensation from the vendor after settlement.

31.4 The purchaser may nominate an amount not exceeding $5,000 to be held by a stakeholder to be appointed by the parties if the property is not in the condition required by general condition 31.2 at settlement.

31.5 The nominated amount may be deducted from the amount due to the vendor at settlement and paid to the stakeholder, but only if the purchaser also pays an amount equal to the nominated amount to the stakeholder.

31.6 The stakeholder must pay the amounts referred to in general condition 31.5 in accordance with the determination of the dispute, including any order for payment of the costs of the resolution of the dispute.

32. BREACH

A party who breaches this contract must pay to the other party on demand:

(a) compensation for any reasonably foreseeable loss to the other party resulting from the breach; and

(b) any interest due under this contract as a result of the breach.

Default

33. INTEREST

Interest at a rate of 2% per annum plus the rate for the time being fixed by section 2 of the *Penalty Interest Rates Act* 1983 is payable at settlement on any money owing under the contract during the period of default, without affecting any other rights of the offended party.

34. DEFAULT NOTICE

34.1 A party is not entitled to exercise any rights arising from the other party's default, other than the right to receive interest and the right to sue for money owing, until the other party is given and fails to comply with a written default notice.

34.2 The default notice must:

(a) specify the particulars of the default; and

(b) state that it is the offended party's intention to exercise the rights arising from the default unless, within 14 days of the notice being given -

(i) the default is remedied; and

(ii) the reasonable costs incurred as a result of the default and any interest payable are paid.

35. DEFAULT NOT REMEDIED

35.1 All unpaid money under the contract becomes immediately payable to the vendor if the default has been made by the purchaser and is not remedied and the costs and interest are not paid.

35.2 The contract immediately ends if:

(a) the default notice also states that unless the default is remedied and the reasonable costs and interest are paid, the contract will be ended in accordance with this general condition; and

(b) the default is not remedied and the reasonable costs and interest are not paid by the end of the period of the default notice.

35.3 If the contract ends by a default notice given by the purchaser:

(a) the purchaser must be repaid any money paid under the contract and be paid any interest and reasonable costs payable under the contract; and

(b) all those amounts are a charge on the land until payment; and

(c) the purchaser may also recover any loss otherwise recoverable.

35.4 If the contract ends by a default notice given by the vendor:

(a) the deposit up to 10% of the price is forfeited to the vendor as the vendor's absolute property, whether the deposit has been paid or not; and

(b) the vendor is entitled to possession of the property; and

(c) in addition to any other remedy, the vendor may within one year of the contract ending either:

(i) retain the property and sue for damages for breach of contract; or

(ii) resell the property in any manner and recover any deficiency in the price on the resale and any resulting expenses by way of liquidated damages; and

(d) the vendor may retain any part of the price paid until the vendor's damages have been determined and may apply that money towards those damages; and

(e) any determination of the vendor's damages must take into account the amount forfeited to the

vendor.

35.5 The ending of the contract does not affect the rights of the offended party as a consequence of the default.

GUARANTEE and INDEMNITY

I/We		**of**	
And		**of**	
being the **Sole Director / Directors of**		**ACN**	

(Called the "Guarantors") IN CONSIDERATION of the Vendor selling to the Purchaser at our request the Land described in this Contract of Sale for the price and upon the terms and conditions contained therein **DO** for ourselves and our respective executors and administrators **JOINTLY AND SEVERALLY COVENANT** with the said Vendor and their assigns that if at any time default shall be made in payment of the Deposit Money or residue of Purchase Money or interest or any other moneys payable by the Purchaser to the Vendor under this Contract or in the performance or observance of any term or condition of this Contract to be performed or observed by the Purchaser I/we will immediately on demand by the Vendor pay to the Vendor the whole of the Deposit Money, residue of Purchase Money, interest or other moneys which shall then be due and payable to the Vendor and indemnify and agree to keep the Vendor indemnified against all loss of Deposit Money, residue of Purchase Money, interest and other moneys payable under the within Contract and all losses, costs, charges and expenses whatsoever which the Vendor may incur by reason of any default on the part of the Purchaser. This Guarantee shall be a continuing Guarantee and Indemnity and shall not be released by:-

a) any neglect or forbearance on the part of the Vendor in enforcing payment of any of the moneys payable under the within Contract;

b) the performance or observance of any of the agreements, obligations or conditions under the within Contract;

c) by time given to the Purchaser for any such payment performance or observance;

d) by reason of the Vendor assigning his, her or their rights under the said Contract; and

e) by any other thing which under the law relating to sureties would but for this provision have the effect of releasing me/us, my/our executors or administrators.

IN WITNESS whereof the parties hereto have set their hands and seals

This | Day of | 20

SIGNED SEALED AND DELIVERED by the said

Print Name

Director(Sign)

In the presence of

Witness

SIGNED SEALED AND DELIVERED by the said

Print Name

Director(Sign)

In the presence of

Witness

SCHEDULE 1

Regulations 5, 6 and 7

GENERAL RULES FOR THE CONDUCT OF PUBLIC AUCTIONS OF LAND

1. The auctioneer may make one or more bids on behalf of the vendor of the land at any time during the auction.
2. The auctioneer may refuse any bid.
3. The auctioneer may determine the amount by which the bidding is to be advanced.
4. The auctioneer may withdraw the property from sale at any time.
5. The auctioneer may refer a bid to the vendor at any time before the conclusion of the auction.
6. In the event of a dispute concerning a bid, the auctioneer may re-submit the property for sale at the last undisputed bid or start the bidding again.
7. The auctioneer must not accept any bid or offer for a property that is made after the property has been knocked down to the successful bidder, unless the vendor or successful bidder at the auction refuses to sign the contract of sale following the auction.
8. If a reserve price has been set for the property and the property is passed in below that reserve price, the vendor will first negotiate with the highest bidder for the purchase of the property.

Vendor Statement

The vendor makes this statement in respect of the land in accordance with section 32 of the *Sale of Land Act* 1962.

This statement must be signed by the vendor and given to the purchaser before the purchaser signs the contract. The vendor may sign by electronic signature.

The purchaser acknowledges being given this statement signed by the vendor with the attached documents before the purchaser signed any contract.

Land	APARTMENT 103, 265 GRANGE ROAD, ORMOND VIC 3204

Vendor's name	R & R Alty Bare Holdings Pty Ltd	Date / /
Vendor's signature _____		

Purchaser's name	Date / /
Purchaser's signature _____	
Purchaser's name	Date / /
Purchaser's signature _____	

1. FINANCIAL MATTERS

1.1 **Particulars of any Rates, Taxes, Charges or Other Similar Outgoings** (and any interest on them)

The total amount of outgoings does not exceed $5000.00 plus Owner Corporation fee/Land tax if applicable.

1.2 **Particulars of any Charge** (whether registered or not) imposed by or under any Act to secure an amount due under that Act, including the amount owing under the charge

Not Applicable

1.3 **Terms Contract**

This section 1.3 only applies if this vendor statement is in respect of a terms contract where the purchaser is obliged to make 2 or more payments (other than a deposit or final payment) to the vendor after the execution of the contract and before the purchaser is entitled to a conveyance or transfer of the land.

Not Applicable

1.4 **Sale Subject to Mortgage**

This section 1.4 only applies if this vendor statement is in respect of a contract which provides that any mortgage (whether registered or unregistered), is NOT to be discharged before the purchaser becomes entitled to possession or receipts of rents and profits.

Not Applicable

2. INSURANCE

2.1 **Damage and Destruction**

This section 2.1 only applies if this vendor statement is in respect of a contract which does NOT provide for the land to remain at the risk of the vendor until the purchaser becomes entitled to possession or receipt of rents and profits.

Not Applicable

2.2 **Owner Builder**

This section 2.2 only applies where there is a residence on the land that was constructed by an owner-builder within the preceding 6 years and section 137B of the Building Act 1993 applies to the residence.

Not Applicable

3. LAND USE

3.1 **Easements, Covenants or Other Similar Restrictions**

(a) A description of any easement, covenant or other similar restriction affecting the land (whether registered or unregistered):

Is in the attached copies of title document/s.

(b) Particulars of any existing failure to comply with that easement, covenant or other similar restriction are:

To the best of the Vendor's knowledge, there is no existing failure to comply with the terms of any easements , covenants or other similar restriction. The purchaser should note that there may be sewers, drains, water, pipes, underground and/or overhead electricity cables, underground and/or overhead telephone cabls and underground gas pipes laid outside any registered easement and which are not registered or required to be registered against certificate of title.

3.2 **Road Access**

There is NO access to the property by road if the square box is marked with an 'X' ☐

3.3 **Designated Bushfire Prone Area**

The land is in a designated bushfire prone area within the meaning of section 192A of the *Building Act* 1993 if the square box is marked with an 'X' ☐

3.4 **Planning Scheme:**

See attached planning Property report

4. NOTICES

4.1 **Notice, Order, Declaration, Report or Recommendation**

Particulars of any notice, order, declaration, report or recommendation of a public authority or government department or approved proposal directly and currently affecting the land, being a notice, order, declaration, report, recommendation or approved proposal of which the vendor might reasonably be expected to have knowledge:

Not Applicable

4.2 **Agricultural Chemicals**

There are NO notices, property management plans, reports or orders in respect of the land issued by a government department or public authority in relation to livestock disease or contamination by agricultural chemicals affecting the ongoing use of the land for agricultural purposes. However, if this is not the case, the details of any such notices, property management plans, reports or orders, are as follows:

NIL

4.3 **Compulsory Acquisition**

The particulars of any notices of intention to acquire that have been served under section 6 of the *Land Acquisition and Compensation Act* 1986 are as follows:

NIL

5. BUILDING PERMITS

Particulars of any building permit issued under the *Building Act* 1993 in the preceding 7 years (required only where there is a residence on the land):

No such Building Permit has been granted to the vendor's knowledge

6. OWNERS CORPORATION

This section 6 only applies if the land is affected by an owners corporation within the meaning of the *Owners Corporations Act* 2006.

See attached

7. GROWTH AREAS INFRASTRUCTURE CONTRIBUTION ("GAIC")

Words and expressions in this section 7 have the same meaning as in Part 9B of the *Planning and Environment Act 1987.*

Not applicable

8. SERVICES

The services which are marked with an 'X' in the accompanying square box are NOT connected to the land:

Electricity supply ☐	Gas supply ☐	Water supply ☐	Sewerage ☐	Telephone services X

9. TITLE

Attached are copies of the following documents:

9.1 ☒ (a) Registered Title

A Register Search Statement and the document, or part of a document, referred to as the 'diagram location' in that statement which identifies the land and its location.

10. SUBDIVISION

10.1 **Unregistered Subdivision**

This section 10.1 only applies if the land is subject to a subdivision which is not registered.

Not Applicable

10.2 **Staged Subdivision**

This section 10.2 only applies if the land is part of a staged subdivision within the meaning of section 37 of the *Subdivision Act* 1988.

(a) Attached is a copy of the plan for the first stage if the land is in the second or subsequent stage.

(b) The requirements in a statement of compliance relating to the stage in which the land is included that have Not been complied With are As follows:

NIL

(c) The proposals relating to subsequent stages that are known to the vendor are as follows:

NIL

(d) The contents of any permit under the Planning and Environment Act 1987 authorising the staged subdivision are:

NIL

10.3 **Further Plan of Subdivision**

This section 10.3 only applies if the land is subject to a subdivision in respect of which a further plan within the meaning of the *Subdivision Act* 1988 is proposed.

Not Applicable

11. DISCLOSURE OF ENERGY INFORMATION

(Disclosure of this information is not required under section 32 of the Sale of Land Act 1962 but may be included in this vendor statement for convenience.)

Details of any energy efficiency information required to be disclosed regarding a disclosure affected building or disclosure area affected area of a building as defined by the *Building Energy Efficiency Disclosure Act* 2010 (Cth)

(a) to be a building or part of a building used or capable of being used as an office for administrative, clerical, professional or similar based activities including any support facilities; and

(b) which has a net lettable area of at least 2000m²; (but does not include a building under a strata title system or if an occupancy permit was issued less than 2 years before the relevant date):

Not Applicable

12. DUE DILIGENCE CHECKLIST

(The Sale of Land Act 1962 provides that the vendor or the vendor's licensed estate agent must make a prescribed due diligence checklist available to purchasers before offering land for sale that is vacant residential land or land on which there is a residence. The due diligence checklist is NOT required to be provided with, or attached to, this vendor statement but the checklist may be attached as a matter of convenience.)

Is attached

13. ATTACHMENTS

(Any certificates, documents and other attachments may be annexed to this section 13)

(Additional information may be added to this section 13 where there is insufficient space in any of the earlier sections)

(Attached is an "Additional Vendor Statement" if section 1.3 (Terms Contract) or section 1.4 (Sale Subject to Mortgage) applies)

Due diligence checklist

What you need to know before buying a residential property

Before you buy a home, you should be aware of a range of issues that may affect that property and impose restrictions or obligations on you, if you buy it. This checklist aims to help you identify whether any of these issues will affect you. The questions are a starting point only and you may need to seek professional advice to answer some of them. You can find links to organisations and web pages that can help you learn more, by visiting the Due diligence checklist page on the Consumer Affairs Victoria website (consumer.vic.gov.au/duediligencechecklist).

Urban living

Moving to the inner city?

High density areas are attractive for their entertainment and service areas, but these activities create increased traffic as well as noise and odours from businesses and people. Familiarising yourself with the character of the area will give you a balanced understanding of what to expect.

Is the property subject to an owners corporation?

If the property is part of a subdivision with common property such as driveways or grounds, it may be subject to an owners corporation. You may be required to pay fees and follow rules that restrict what you can do on your property, such as a ban on pet ownership.

Growth areas

Are you moving to a growth area?

You should investigate whether you will be required to pay a growth areas infrastructure contribution.

Flood and fire risk

Does this property experience flooding or bushfire?

Properties are sometimes subject to the risk of fire and flooding due to their location. You should properly investigate these risks and consider their implications for land management, buildings and insurance premiums.

Rural properties

Moving to the country?

If you are looking at property in a rural zone, consider:

- Is the surrounding land use compatible with your lifestyle expectations? Farming can create noise or odour that may be at odds with your expectations of a rural lifestyle.
- Are you considering removing native vegetation? There are regulations which affect your ability to remove native vegetation on private property.
- Do you understand your obligations to manage weeds and pest animals?

Can you build new dwellings?

Does the property adjoin crown land, have a water frontage, contain a disused government road, or are there any crown licences associated with the land?

Is there any earth resource activity such as mining in the area?

You may wish to find out more about exploration, mining and quarrying activity on or near the property and consider the issue of petroleum, geothermal and greenhouse gas sequestration permits, leases and licences, extractive industry authorisations and mineral licences.

Soil and groundwater contamination

Has previous land use affected the soil or groundwater?

You should consider whether past activities, including the use of adjacent land, may have caused contamination at the site and whether this may prevent you from doing certain things to or on the land in the future.

(04/10/2016)

Land boundaries

Do you know the exact boundary of the property?

You should compare the measurements shown on the title document with actual fences and buildings on the property, to make sure the boundaries match. If you have concerns about this, you can speak to your lawyer or conveyancer, or commission a site survey to establish property boundaries.

Planning controls

Can you change how the property is used, or the buildings on it?

All land is subject to a planning scheme, run by the local council. How the property is zoned and any overlays that may apply, will determine how the land can be used. This may restrict such things as whether you can build on vacant land or how you can alter or develop the land and its buildings over time.

The local council can give you advice about the planning scheme, as well as details of any other restrictions that may apply, such as design guidelines or bushfire safety design. There may also be restrictions – known as encumbrances – on the property's title, which prevent you from developing the property. You can find out about encumbrances by looking at the section 32 statement.

Are there any proposed or granted planning permits?

The local council can advise you if there are any proposed or issued planning permits for any properties close by. Significant developments in your area may change the local 'character' (predominant style of the area) and may increase noise or traffic near the property.

Safety

Is the building safe to live in?

Building laws are in place to ensure building safety. Professional building inspections can help you assess the property for electrical safety, possible illegal building work, adequate pool or spa fencing and the presence of asbestos, termites, or other potential hazards.

Building permits

Have any buildings or retaining walls on the property been altered, or do you plan to alter them?

There are laws and regulations about how buildings and retaining walls are constructed, which you may wish to investigate to ensure any completed or proposed building work is approved. The local council may be able to give you information about any building permits issued for recent building works done to the property, and what you must do to plan new work. You can also commission a private building surveyor's assessment.

Are any recent building or renovation works covered by insurance?

Ask the vendor if there is any owner-builder insurance or builder's warranty to cover defects in the work done to the property.

Utilities and essential services

Does the property have working connections for water, sewerage, electricity, gas, telephone and internet?

Unconnected services may not be available, or may incur a fee to connect. You may also need to choose from a range of suppliers for these services. This may be particularly important in rural areas where some services are not available.

Buyers' rights

Do you know your rights when buying a property?

The contract of sale and section 32 statement contain important information about the property, so you should request to see these and read them thoroughly. Many people engage a lawyer or conveyancer to help them understand the contracts and ensure the sale goes through correctly. If you intend to hire a professional, you should consider speaking to them before you commit to the sale. There are also important rules about the way private sales and auctions are conducted. These may include a cooling-off period and specific rights associated with 'off the plan' sales. The important thing to remember is that, as the buyer, you have rights.

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 11828 FOLIO 682 Security no : 124114339103U
Produced 20/04/2024 10:16 AM

LAND DESCRIPTION

Lot 9 on Plan of Subdivision 734022W.
PARENT TITLE Volume 08263 Folio 045
Created by instrument PS734022W 21/10/2016

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
R & R ALTY BARE HOLDINGS PTY LTD of 612-614 WARRIGAL ROAD MALVERN EAST VIC 3145
AN289783N 18/11/2016

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AN289784L 18/11/2016
WESTPAC BANKING CORPORATION

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE PS734022W FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

----------END OF REGISTER SEARCH STATEMENT----------

Additional information: (not part of the Register Search Statement)

Street Address: FLAT 103 265 GRANGE ROAD ORMOND VIC 3204

ADMINISTRATIVE NOTICES

NIL

eCT Control 19525E WESTPAC BANKING CORPORATION
Effective from 18/11/2016

OWNERS CORPORATIONS

The land in this folio is affected by
OWNERS CORPORATION 1 PLAN NO. PS734022W

DOCUMENT END

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Number of Pages (excluding this cover sheet)	**7**
Document Assembled	**04/05/2024 08:34**

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Signed by Council: Glen Eira City Council, PP Ref: GE/PP-27470/2014, Cert Ref: GE/CRT-6045/2014, Original Certification: 10/03/2016, S.O.C.: 19/09/2016

PLAN OF SUBDIVISION

LV USE ONLY
EDITION 1

PLAN NUMBER
PS 734022W

LOCATION OF LAND

Parish: PRAHRAN (EAST OF ELSTERNWICK)

Township: -

Section: -

Crown Allotment: -

Crown Portion: 67 (PART)

Title Reference: VOL 8263 FOL 045

Last Plan Reference: LOT 1 ON TP 843551V

Postal Address: 265 GRANGE ROAD,
(at time of subdivision) ORMOND 3204

MGA94 Co-ordinates: E 328 045 Zone: 55
(of approx. centre of land in plan) N 5 803 380

Council Name: CITY OF GLEN EIRA

VESTING OF ROADS AND / OR RESERVES

IDENTIFIER	COUNCIL / BODY / PERSON
NIL	NIL

NOTATIONS

THIS IS A SPEAR PLAN.

Depth Limitation: DOES NOT APPLY

Staging: This is not a staged subdivision.
Planning Permit No. GE/PP-27470/2014

OWNERS CORPORATION NOTATION

LOTS IN THIS PLAN MAY BE AFFECTED BY ONE OR MORE OWNERS CORPORATIONS.
FOR DETAILS OF ANY OWNERS CORPORATIONS INCLUDING PURPOSE, RESPONSIBILITY, ENTITLEMENT & LIABILITY SEE OWNERS CORPORATION SEARCH REPORT, OWNERS CORPORATION ADDITIONAL INFORMATION AND IF APPLICABLE, OWNERS CORPORATION RULES.

Survey: This plan is based on survey.
This survey has been connected to permanent marks no(s) MMB 922A & MMB 1536A
In proclaimed Survey Area No. -

NOTATIONS

Boundaries shown by continuous thick lines are defined by buildings.

Location of boundaries defined by buildings.

Interior Face: ALL BOUNDARIES

Thick broken lines define projection of boundaries.

CP1: DENOTES COMMON PROPERTY No.1

ALL COLUMNS, BEAMS & DUCTS ARE CONTAINED WITHIN COMMON PROPERTY No.1 AND ARE NOT NECESSARILY SHOWN ON THIS PLAN.

COMMON PROPERTY No.1 IS ALL THE LAND IN THIS PLAN EXCEPT LOTS 1 - 11 AND INCLUDES THE STRUCTURE OF ALL WALLS, FLOORS AND CEILINGS WHICH DEFINE BOUNDARIES.

EASEMENT INFORMATION

LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)

SECTION 12(2) OF THE SUBDIVISION ACT 1988 APPLIES TO ALL LAND IN THIS PLAN.

Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of

Nilsson, Noel & Holmes (Surveyors) Pty. Ltd
A.C.N. 067 949 615
Surveyors, Engineers & Town Planners
8A Codrington Street, Cranbourne 3977
Phone (03) 5996 4133 Fax (03) 5996 6119
Email: mail@nnhsurveyors.net.au

LICENSED SURVEYOR: STANLEY G. JEFFREYS
DIGITALLY SIGNED

REF: 1816

DWG No. 1816S VER 02 18/12/2015

Sheet 1 of 6 sheets
Original sheet size A3

PLAN REGISTERED
TIME: 1:42pm
DATE: 21/10/2016
R.Bissell
Assistant Registrar of Titles

Signed by: Stanley George Jeffreys (Nilsson, Noel & Holmes (Surveyors) Pty Ltd) Surveyor's Plan Version (02) SPEAR Ref: S060571T 22/12/2015, Amended: 21/10/2016.

Signed by Council: Glen Eira City Council, PP Ref: GE/PP-27470/2014, Cert Ref: GE/CRT-6045/2014, Original Certification: 10/03/2016, S.O.C.: 19/09/2016

PLAN OF SUBDIVISION

PLAN NUMBER
PS 734022W

MGA94 ZONE 55

LEILA ROAD

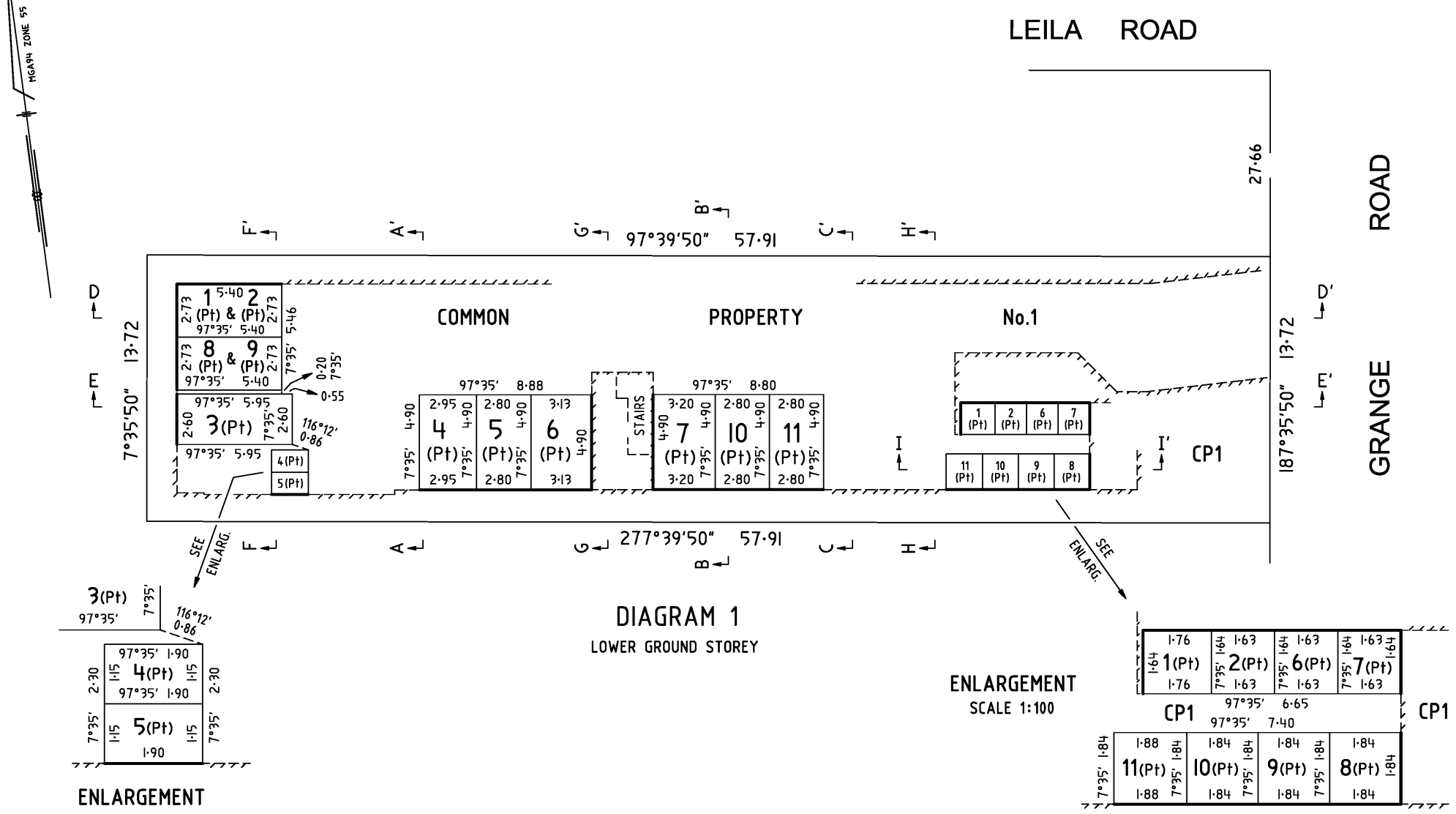


DIAGRAM 1

LOWER GROUND STOREY

ENLARGEMENT
SCALE 1:75

ENLARGEMENT
SCALE 1:100

Nilsson, Noel & Holmes (Surveyors) Pty. Ltd.
A.C.N. 067 949 615
Surveyors, Engineers & Town Planners
8A Codrington Street, Cranbourne 3977
Phone (03) 5996 4133 Fax (03) 5996 6119
Email: mail@nnhsurveyors.net.au

ORIGINAL		
SCALE	SHEET SIZE	
1:200	A3	LENGTHS ARE IN METRES

LICENSED SURVEYOR: STANLEY G. JEFFREYS
DIGITALLY SIGNED

DWG No. 1816S VER 02 18/12/2015

SHEET 2

CITY OF GLEN EIRA

Signed by: Stanley George Jeffreys (Nilsson, Noel & Holmes (Surveyors) Pty Ltd) Surveyor's Plan Version (02) SPEAR Ref: S060571T 22/12/2015, Amended: 21/10/2016.

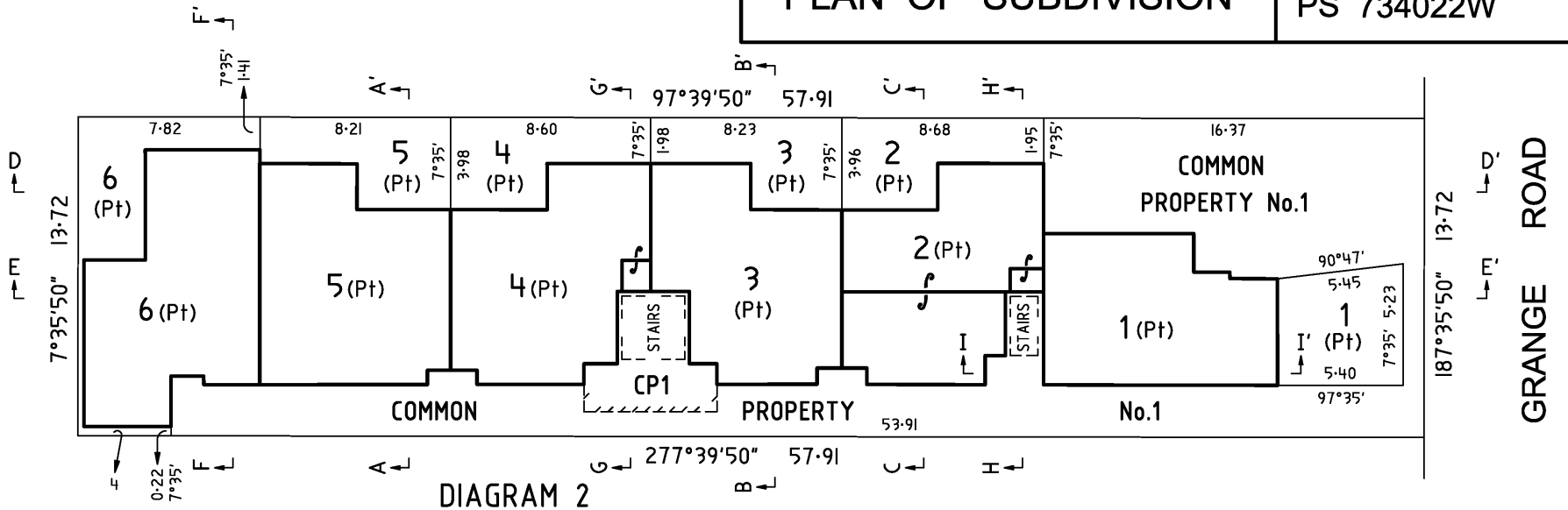
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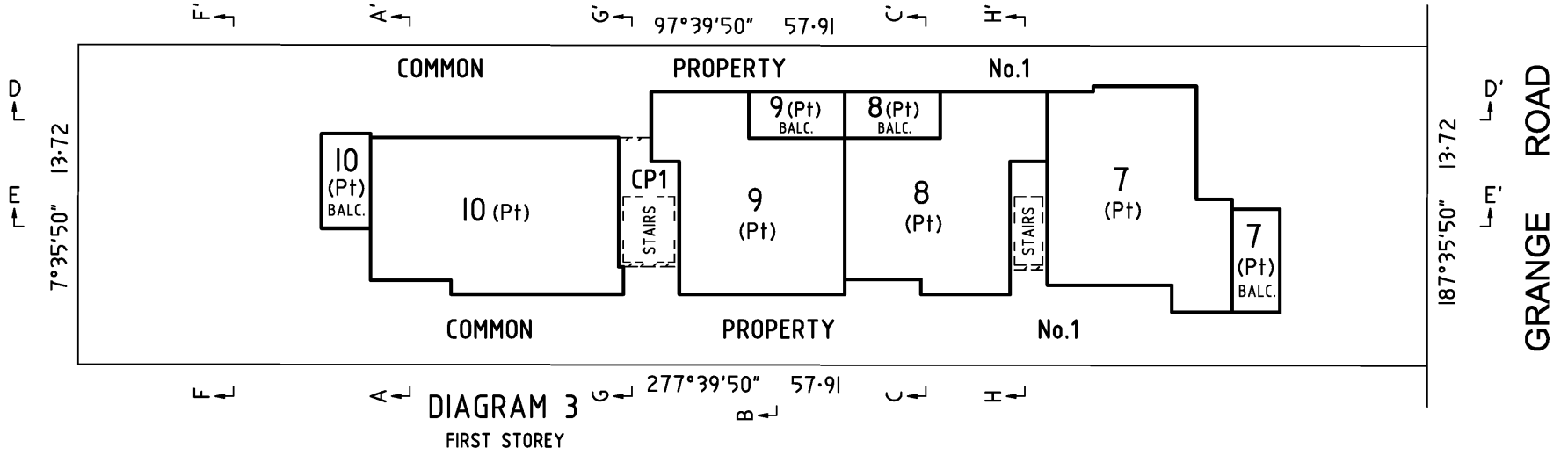
Signed by Council: Glen Eira City Council, PP Ref: GE/PP-27470/2014, Cert Ref: GE/CRT-6045/2014, Original Certification: 10/03/2016, S.O.C.: 19/09/2016

PLAN OF SUBDIVISION

PLAN NUMBER
PS 734022W

MGA94 ZONE 55





Nilsson, Noel & Holmes (Surveyors) Pty. Ltd.
A.C.N. 067 949 615
Surveyors, Engineers & Town Planners
8A Codrington Street, Cranbourne 3977
Phone (03) 5996 4133 Fax (03) 5996 6119
Email: mail@nnhsurveyors.net.au

ORIGINAL		
SCALE	SHEET SIZE	
1:200	A3	LENGTHS ARE IN METRES

2 0 2 4 6 8

LICENSED SURVEYOR: STANLEY G. JEFFREYS
DIGITALLY SIGNED

DWG No. 1816S VER 02 18/12/2015

SHEET 3

CITY OF GLEN EIRA

Signed by: Stanley George Jeffreys (Nilsson, Noel & Holmes (Surveyors) Pty Ltd) Surveyor's Plan Version (02) SPEAR Ref: S060571T 22/12/2015, Amended: 21/10/2016.

Delivered by LANDATA®, timestamp 04/05/2024 08:34 Page 3 of 7

Signed by Council: Glen Eira City Council, PP Ref: GE/PP-27470/2014, Cert Ref: GE/CRT-6045/2014, Original Certification: 10/03/2016, S.O.C.: 19/09/2016

PLAN OF SUBDIVISION

PLAN NUMBER
PS 734022W

MGA94 ZONE 55

97°39'50" 57·91

COMMON PROPERTY No.1

CP1

11 (Pt)

11 (Pt) BALC.

STAIRS

D

E

7°35'50" 13·72

187°35'50" 13·72

D'

E'

GRANGE ROAD

COMMON PROPERTY No.1

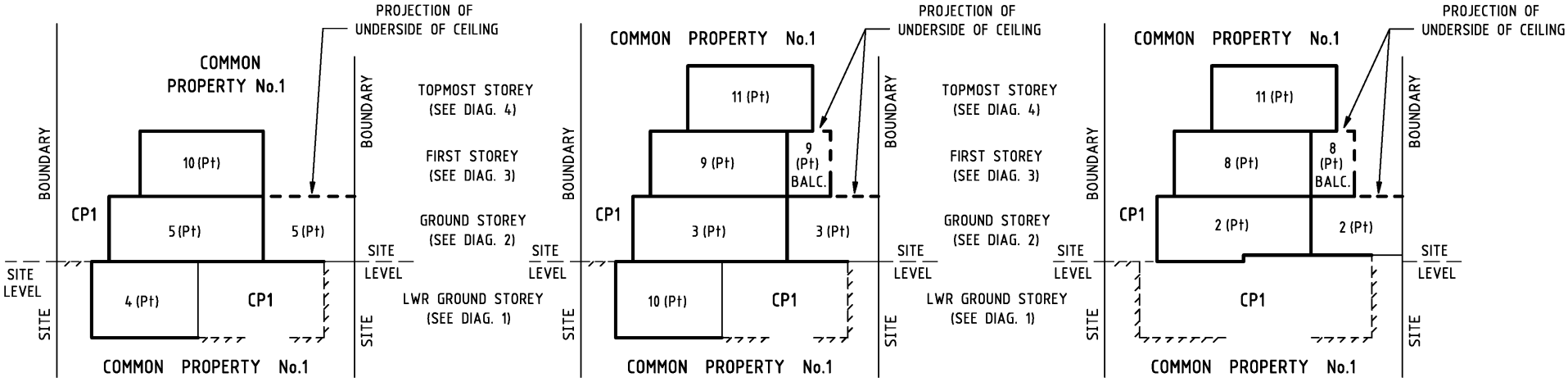
277°39'50" 57·91

F A B C

F' A' B' C'

DIAGRAM 4

TOPMOST STOREY



SECTION A-A'
NOT TO SCALE

SECTION B-B'
NOT TO SCALE

SECTION C-C'
NOT TO SCALE

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ORIGINAL

SCALE	SHEET SIZE
1:200	A3

2 0 2 4 6 8

LENGTHS ARE IN METRES

LICENSED SURVEYOR: STANLEY G. JEFFREYS
DIGITALLY SIGNED

DWG No. 1816S VER 02 18/12/2015

SHEET 4

CITY OF GLEN EIRA

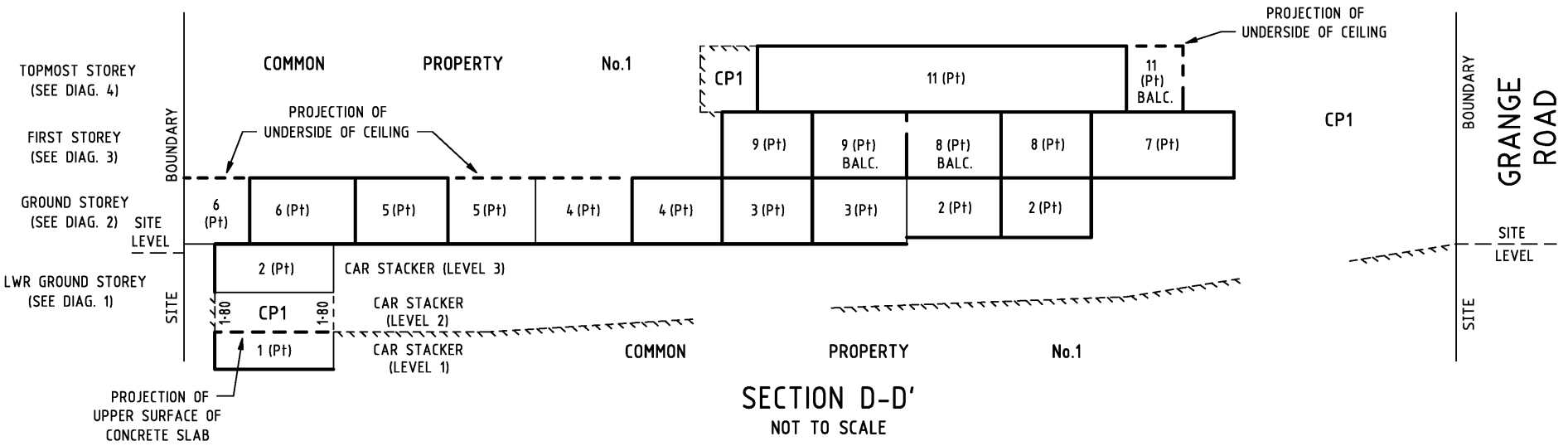
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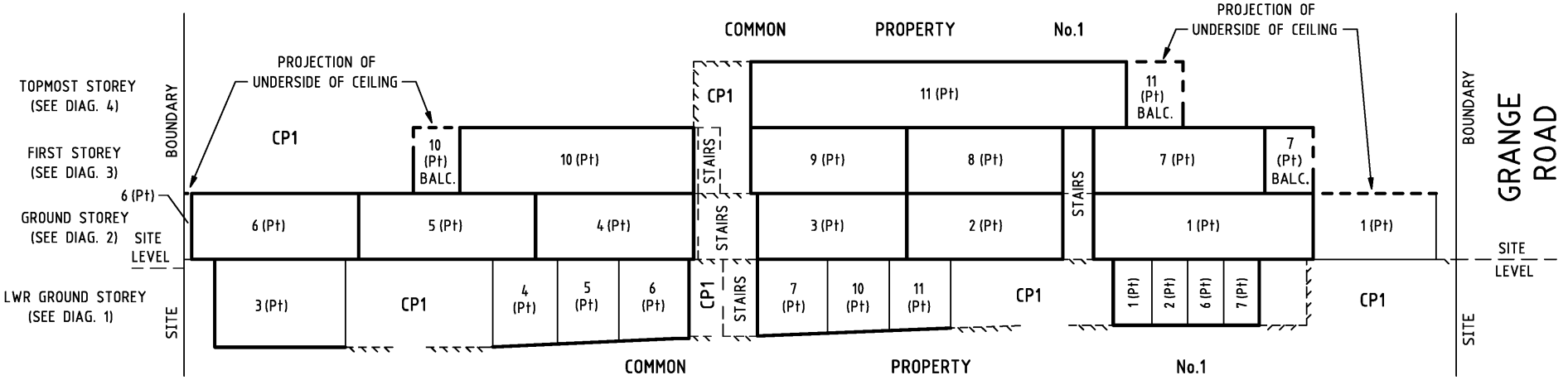
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PLAN OF SUBDIVISION

PLAN NUMBER
PS 734022W



SECTION D-D'
NOT TO SCALE



SECTION E-E'
NOT TO SCALE

Nilsson, Noel & Holmes (Surveyors) Pty. Ltd. A.C.N. 067 949 615 Surveyors, Engineers & Town Planners 8A Codrington Street, Cranbourne 3977 Phone (03) 5996 4133 Fax (03) 5996 6119 Email: mail@nnhsurveyors.net.au	ORIGINAL SCALE: NTS SHEET SIZE: A3	LENGTHS ARE IN METRES	LICENSED SURVEYOR: STANLEY G. JEFFREYS DIGITALLY SIGNED DWG No. 1816S VER 02 18/12/2015	SHEET 5 CITY OF GLEN EIRA

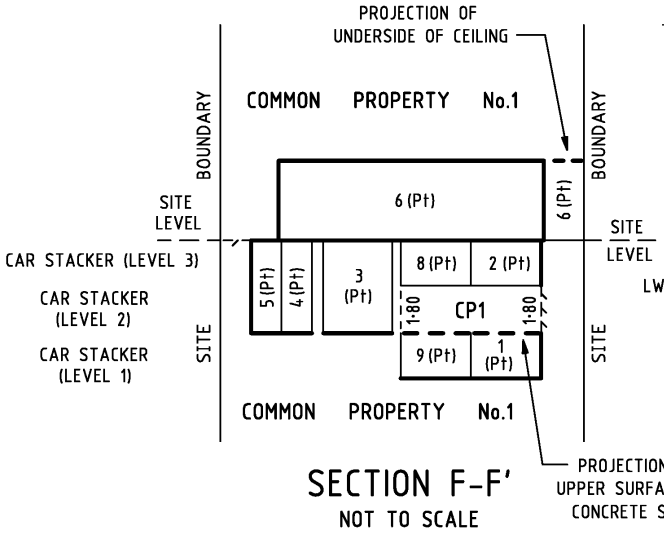
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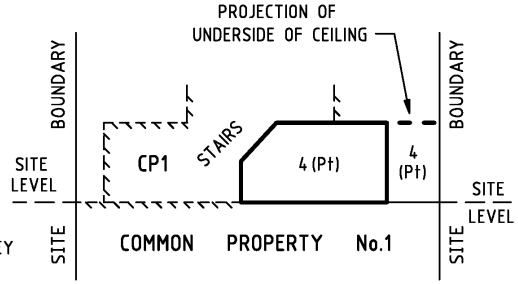
Signed by Council: Glen Eira City Council, PP Ref: GE/PP-27470/2014, Cert Ref: GE/CRT-6045/2014, Original Certification: 10/03/2016, S.O.C.: 19/09/2016

PLAN OF SUBDIVISION

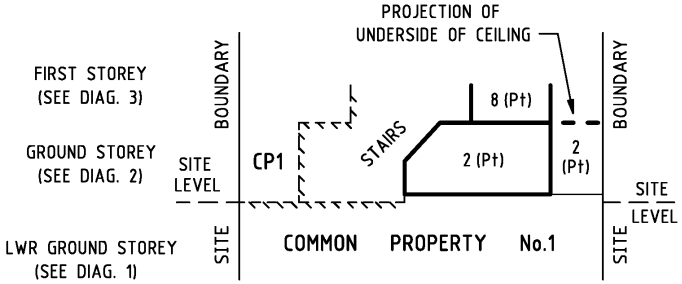
PLAN NUMBER
PS 734022W



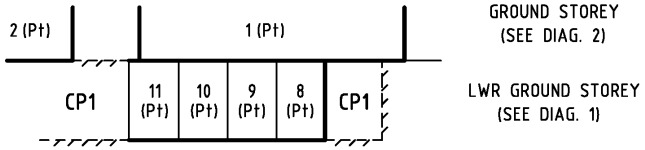
SECTION F-F'
NOT TO SCALE



SECTION G-G'
NOT TO SCALE



SECTION H-H'
NOT TO SCALE



SECTION I-I'
NOT TO SCALE

Nilsson, Noel & Holmes (Surveyors) Pty. Ltd.
A.C.N. 067 949 615
Surveyors, Engineers & Town Planners
8A Codrington Street, Cranbourne 3977
Phone (03) 5996 4133 Fax (03) 5996 6119
Email: mail@nnhsurveyors.net.au

ORIGINAL

SCALE	SHEET SIZE
NTS	A3

LENGTHS ARE IN METRES

LICENSED SURVEYOR: STANLEY G. JEFFREYS
DIGITALLY SIGNED

DWG No. 1816S VER 02 18/12/2015

SHEET 6

CITY OF GLEN EIRA

Signed by: Stanley George Jeffreys (Nilsson, Noel & Holmes (Surveyors) Pty Ltd) Surveyor's Plan Version (02) SPEAR Ref: S060571T 22/12/2015, Amended: 21/10/2016.

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Glen Eira City Council

Plan of Subdivision PS734022W

Certification of plan by Council (Form 2)

SUBDIVISION (PROCEDURES) REGULATIONS 2011

SPEAR Reference Number: S060571T
Plan Number: PS734022W
Responsible Authority Name: Glen Eira City Council
Responsible Authority Permit Ref. No.: GE/PP-27470/2014
Responsible Authority Certification Ref. No.: GE/CRT-6045/2014
Surveyor's Plan Version: 02

Certification

☑ This plan is certified under section 6 of the Subdivision Act 1988

Public Open Space

A requirement for public open space under section 18 of the Subdivision Act 1988

○ Has been made and the requirement has been satisfied at Certification

Digitally signed by Council Delegate: Michelle Yu
Organisation: Glen Eira City Council
Date: 10/03/2016

Signed by: Michelle Yu (Glen Eira City Council) 10/03/2016

Department of Environment, Land, Water & Planning

Owners Corporation Search Report

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Produced: 04/05/2024 08:34:28 AM

OWNERS CORPORATION 1
PLAN NO. PS734022W

The land in PS734022W is affected by 1 Owners Corporation(s)

Land Affected by Owners Corporation:
Common Property 1, Lots 1 - 11.

Limitations on Owners Corporation:
Unlimited

Postal Address for Services of Notices:
MBCM BRIGHTON OFFICE OFFICE 23 328 RESERVE ROAD CHELTENHAM VIC 3192

AN214234W 25/10/2016

Owners Corporation Manager:
NIL

Rules:
Model Rules apply unless a matter is provided for in Owners Corporation Rules. See Section 139(3) Owners Corporation Act 2006

Owners Corporation Rules:
NIL

Additional Owners Corporation Information:
OC032345J 21/10/2016

Notations:
NIL

Entitlement and Liability:
NOTE – Folio References are only provided in a Premium Report.

Land Parcel	Entitlement	Liability
Common Property 1	0	0
Lot 1	472	472
Lot 2	498	498
Lot 3	498	498
Lot 4	499	499
Lot 5	550	550
Lot 6	550	550

Secure Electronic Registries Victoria (SERV), Level 13, 697 Collins Street Docklands 3008
Locked bag 20005, Melbourne 3001, DX 210189
ABN 86 627 986 396

Department of Environment, Land, Water & Planning

Owners Corporation Search Report

Produced: 04/05/2024 08:34:28 AM

OWNERS CORPORATION 1
PLAN NO. PS734022W

Entitlement and Liability:

NOTE – Folio References are only provided in a Premium Report.

Land Parcel	Entitlement	Liability
Lot 7	497	497
Lot 8	453	453
Lot 9	467	467
Lot 10	547	547
Lot 11	655	655
Total	**5686.00**	**5686.00**

From 31 December 2007 every Body Corporate is deemed to be an Owners Corporation. Any reference to a Body Corporate in any Plan, Instrument or Folio is to be read as a reference to an Owners Corporation.

Statement End.

Secure Electronic Registries Victoria (SERV), Level 13, 697 Collins Street Docklands 3008
Locked bag 20005, Melbourne 3001, DX 210189
ABN 86 627 986 396

PROPERTY REPORT

Energy, Environment and Climate Action

From www.land.vic.gov.au at 04 May 2024 08:20 AM

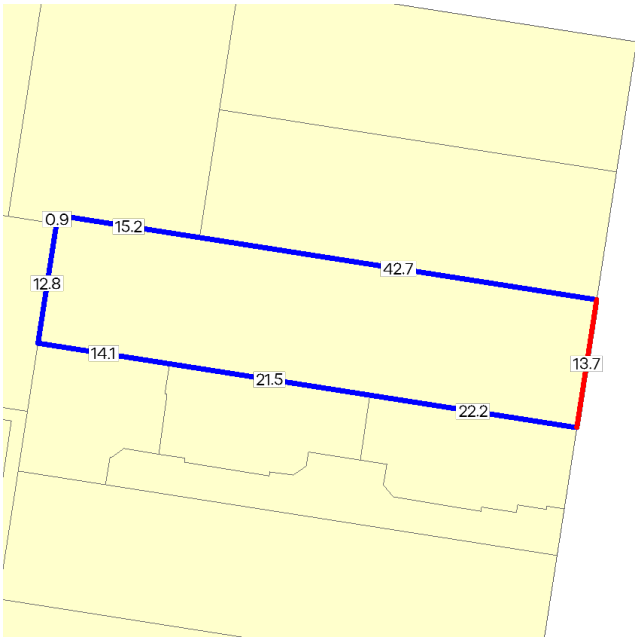
PROPERTY DETAILS

Address:	**103/265 GRANGE ROAD ORMOND 3204**
Lot and Plan Number:	**Lot 9 PS734022**
Standard Parcel Identifier (SPI):	**9\PS734022**
Local Government Area (Council):	**GLEN EIRA** www.gleneira.vic.gov.au
Council Property Number:	**79476**
Directory Reference:	**Melway 68 F8**

Note: There are 12 properties identified for this site.
These can include units (or car spaces), shops, or part or whole floors of a building.
Dimensions for these individual properties are generally not available.

SITE DIMENSIONS

All dimensions and areas are approximate. They may not agree with those shown on a title or plan.



Area: 794 sq. m
Perimeter: 143 m
For this property:
Site boundaries
Road frontages

Dimensions for individual parcels require a separate search, but dimensions for individual units are generally not available.

Calculating the area from the dimensions shown may give a different value to the area shown above

For more accurate dimensions get copy of plan at Title and Property Certificates

UTILITIES

Rural Water Corporation:	**Southern Rural Water**
Melbourne Water Retailer:	**South East Water**
Melbourne Water:	**Inside drainage boundary**
Power Distributor:	**UNITED ENERGY**

STATE ELECTORATES

Legislative Council:	**SOUTHERN METROPOLITAN**
Legislative Assembly:	**CAULFIELD**

PLANNING INFORMATION

Property Planning details have been removed from the Property Reports to avoid duplication with the Planning Property Reports from the Department of Transport and Planning which are the authoritative source for all Property Planning information.

The Planning Property Report for this property can found here - Planning Property Report

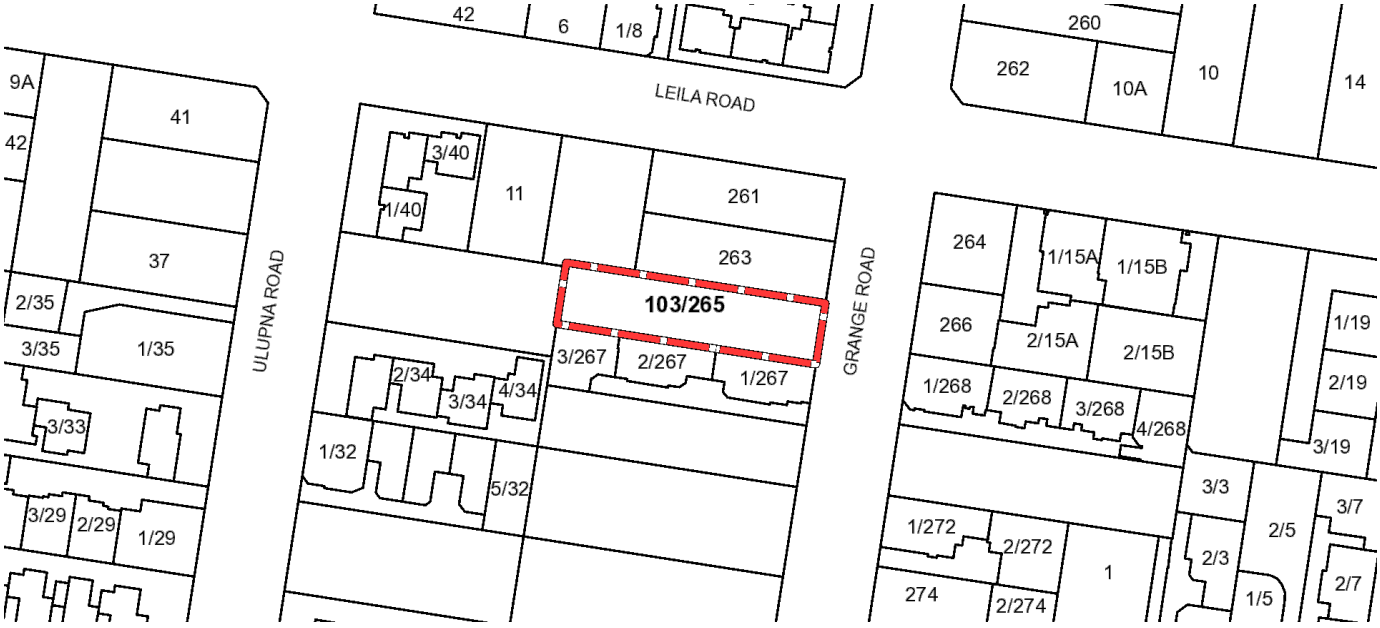
Planning Property Reports can be found via these two links
Vicplan https://mapshare.vic.gov.au/vicplan/
Property and parcel search https://www.land.vic.gov.au/property-and-parcel-search

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PROPERTY REPORT

Energy, Environment and Climate Action

Area Map



Selected Property

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PLANNING PROPERTY REPORT

Environment, Land, Water and Planning

From www.planning.vic.gov.au at 04 May 2024 08:20 AM

PROPERTY DETAILS

Address:	**103/265 GRANGE ROAD ORMOND 3204**
Lot and Plan Number:	**Lot 9 PS734022**
Standard Parcel Identifier (SPI):	**9\PS734022**
Local Government Area (Council):	**GLEN EIRA** www.gleneira.vic.gov.au
Council Property Number:	**79476**
Planning Scheme:	**Glen Eira** Planning Scheme - Glen Eira
Directory Reference:	**Melway 68 F8**

UTILITIES

Rural Water Corporation:	**Southern Rural Water**
Melbourne Water Retailer:	**South East Water**
Melbourne Water:	**Inside drainage boundary**
Power Distributor:	**UNITED ENERGY**

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Legislative Assembly:	**CAULFIELD**

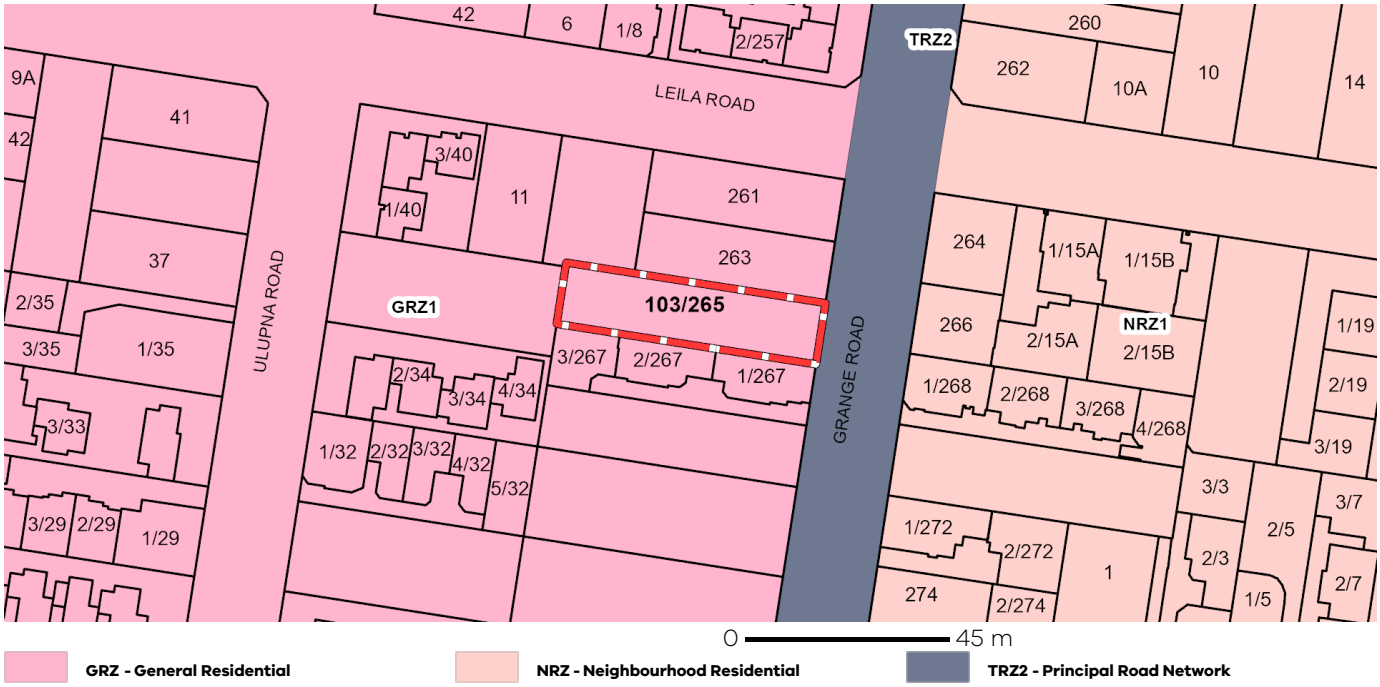
OTHER

Registered Aboriginal Party: **Bunurong Land Council Aboriginal Corporation**

View location in VicPlan

Planning Zones

GENERAL RESIDENTIAL ZONE (GRZ)
GENERAL RESIDENTIAL ZONE - SCHEDULE 1 (GRZ1)



GRZ - General Residential **NRZ - Neighbourhood Residential** **TRZ2 - Principal Road Network**

Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

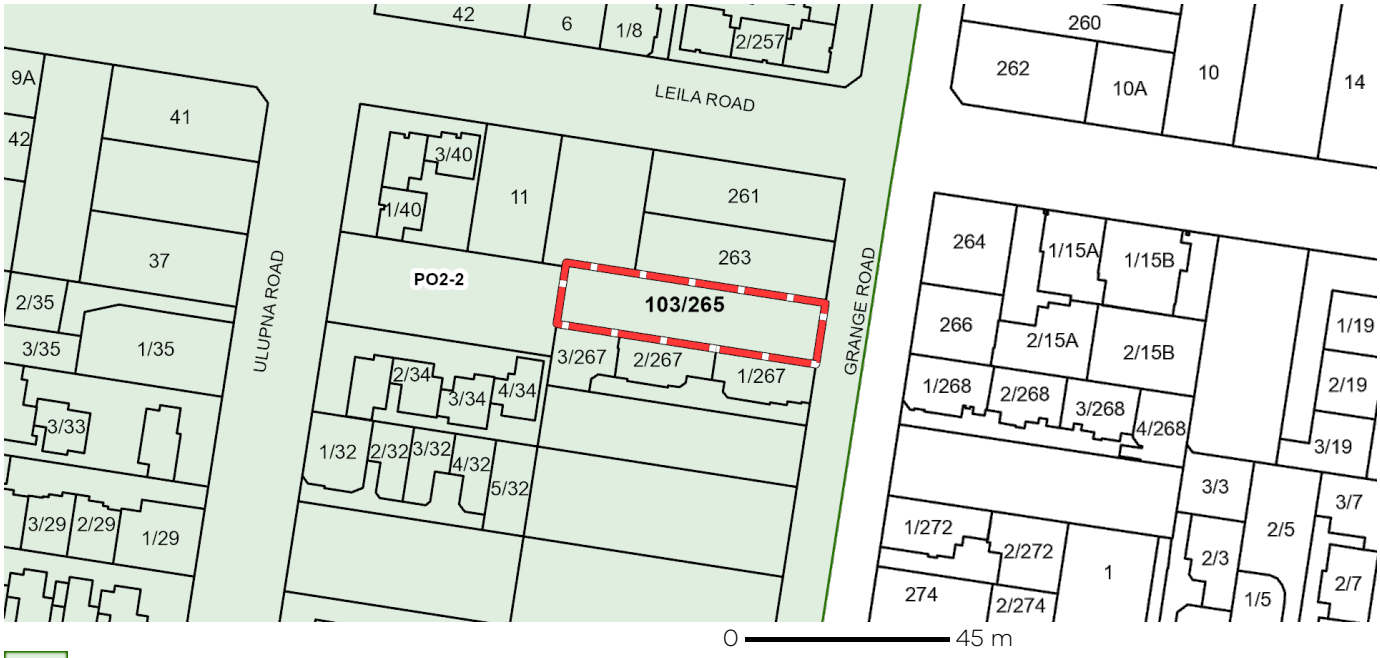
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Notwithstanding this disclaimer, a vendor may rely on the information in this report for the purpose of a statement that land is in a bushfire prone area as required by section 32C (b) of the Sale of Land 1962 (Vic).

PLANNING PROPERTY REPORT

Planning Overlay

PARKING OVERLAY (PO)
PARKING OVERLAY - PRECINCT 2-2 SCHEDULE (PO2-2)



PO - Parking Overlay

Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

Further Planning Information

Planning scheme data last updated on 7 December 2023.

A **planning scheme** sets out policies and requirements for the use, development and protection of land.
This report provides information about the zone and overlay provisions that apply to the selected land.
Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting https://www.planning.vic.gov.au

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the ***Planning and Environment Act 1987.***
It does not include information about exhibited planning scheme amendments, or zonings that may abut the land.
To obtain a Planning Certificate go to Titles and Property Certificates at Landata - https://www.landata.vic.gov.au

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit https://mapshare.maps.vic.gov.au/vicplan

For other information about planning in Victoria visit https://www.planning.vic.gov.au

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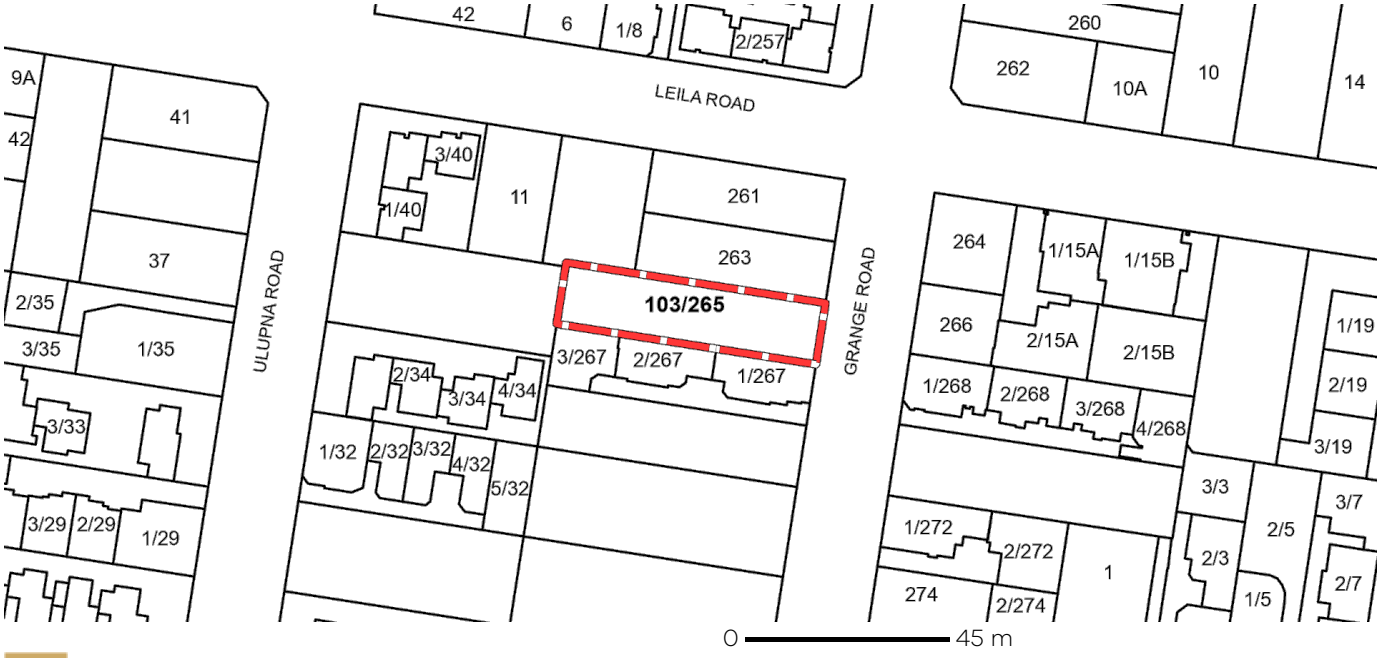
PLANNING PROPERTY REPORT

Designated Bushfire Prone Areas

This property is not in a designated bushfire prone area.
No special bushfire construction requirements apply. Planning provisions may apply.

Where part of the property is mapped as BPA, if no part of the building envelope or footprint falls within the BPA area, the BPA construction requirements do not apply.

Note: the relevant building surveyor determines the need for compliance with the bushfire construction requirements.



Designated Bushfire Prone Areas

Designated BPA are determined by the Minister for Planning following a detailed review process. The Building Regulations 2018, through adoption of the Building Code of Australia, apply bushfire protection standards for building works in designated BPA.

Designated BPA maps can be viewed on VicPlan at https://mapshare.vic.gov.au/vicplan/ or at the relevant local council.

Create a BPA definition plan in VicPlan to measure the BPA.

Information for lot owners building in the BPA is available at https://www.planning.vic.gov.au.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website https://www.vba.vic.gov.au. Copies of the Building Act and Building Regulations are available from http://www.legislation.vic.gov.au. For Planning Scheme Provisions in bushfire areas visit https://www.planning.vic.gov.au.

Native Vegetation

Native plants that are indigenous to the region and important for biodiversity might be present on this property. This could include trees, shrubs, herbs, grasses or aquatic plants. There are a range of regulations that may apply including need to obtain a planning permit under Clause 52.17 of the local planning scheme. For more information see Native Vegetation (Clause 52.17) with local variations in Native Vegetation (Clause 52.17) Schedule

To help identify native vegetation on this property and the application of Clause 52.17 please visit the Native Vegetation Information Management system https://nvim.delwp.vic.gov.au/ and Native vegetation (environment.vic.gov.au) or please contact your relevant council.

You can find out more about the natural values on your property through NatureKit NatureKit (environment.vic.gov.au)

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South East Water

Payments (Visa/MasterCard) & account balances:
southeastwater.com.au or call 1300 659 658
Account enquiries:
southeastwater.com.au/enquiries or call 131 851
Mon-Fri 8am to 6pm
Faults and emergencies (24/7):
live.southeastwater.com.au or call 132 812
Interpreter service:
For all languages 9209 0130
TTY users 133 677 (ask for 131 851)

R&R ALTY BARE HOLDINGS PTY LTD
C/O:XYNERGY REALTY
19 STATION ST
OAKLEIGH VIC 3166

Account number: 28894828
Date due: 10 April 2024

Last bill		Payments received		Balance	Current charges	Total due
$166.60	−	$166.60cr	=	$0.00	+ $166.60	$166.60

Your account breakdown

Issue date	25 March 2024
Property	Flat 103 265 Grange Road ORMOND VIC 3204
Property reference	22J//05449/00247
Group account number	2934271
Last bill	$166.60
Payment received	$166.60cr
Balance brought forward	$0.00
Our charges (no GST)	$115.85
Other authorities' charges (no GST)	$50.75
Total due	**$166.60**

Your snapshot

Average daily cost **$1.27**

Payment options

Direct debit
Set up payments at **southeastwater.com.au/paymybill**

BPAY® (Up to $20,000)
Biller code: **24208** Ref: **1002 8894 8200 007**

Credit card
Pay by Visa or MasterCard at
southeastwater.com.au/paymybill
or call 1300 659 658.

Postbillpay
BillpayCode: 0361 Ref: **1002 8894 8200 007**
Call 131 816 Visit: postbillpay.com.au
Or visit an Australia Post store.

Centrepay
Use Centrepay to make regular deductions from your Centrelink payment.
Reference number: 555 050 397J

Property ref: 22J//05449/00247
FLAT 103 265 GRANGE ROAD
ORMOND VIC 3204

*361 100288948200007

PN22J

Total due: $166.60
Account number: 28894828
Date paid:
Receipt number:

+00000028894828> +009124+ <0000000000> <0000016660> +444+

Our charges

Service charges	For period 01/01/24 to 31/03/24
Water service charge	$21.48
Sewerage service charge	$94.37
Total service charges	**$115.85**
Our charges	**$115.85**

Other authorities' charges

Parks	$21.21
Waterways and Drainage charge 01/01/24 to 31/03/24	$29.54
Total other authorities	**$50.75**
Total current charges	**$166.60**

Our charges explained

Our charges cover the costs involved with delivering clean, safe water and safely removing and treating sewage for 1.77 million Melburnians. We've made changes to our charges as part of our 5-year commitment to you. For more details, see **southeastwater.com.au/pricing2023**

Other authorities' charges

Waterways and drainage charge

We collect this charge on behalf of Melbourne Water to help protect our rivers and creeks and improve drainage and flood management. For details, see **melbournewater.com.au**. The charge is for **01/01/24 to 31/03/24**.

Parks charge (changed from annual to quarterly)

We collect this charge quarterly on behalf of the Department of Energy, Environment and Climate Action (DEECA). Funds raised go towards the management and maintenance of parks, gardens, trails, waterways, and zoos. For more details about this charge, see **parks.vic.gov.au/about-us/parks-charge**. The charge is for **01/01/24 to 31/03/24**.

Additional information

Payment assistance

We have a range of payment solutions to help manage your bill. From payment plans to government assistance or more time to pay, find a solution to suit you at **southeastwater.com.au/paymentsupport**

Our new customer charter

We have a new customer charter. This outlines your rights and responsibilities as a customer of South East Water. View the new charter at **southeastwater.com.au/customer-charter.** For a printed copy of the Charter, email support@sew.com.au and we will send out a copy.

Staying on top of bills can be hard

That's why we offer support for everyone.

See **southeastwater.com.au/supportoptions**



South East Water Corporation
ABN 89 066 902 547
101 Wells Street Frankston VIC 3199
PO Box 2268 Seaford VIC 3198 Australia

RATE AND VALUATION NOTICE

1 July 2022 to 30 June 2023

Date: 19/08/2022

Property address: Flat 103 265 Grange Road ORMOND VIC 3204

City of GLEN EIRA
GLEN EIRA CITY COUNCIL

Corner Glen Eira and Hawthorn Roads, Caulfield

Mail address: PO Box 42
Caulfield South, 3162
Phone: (03) 9524 3333
Fax: (03) 9523 0339
mail@gleneira.vic.gov.au
www.gleneira.vic.gov.au

If you are deaf, hearing-impaired, or speech-impaired, you can contact us via the National Relay Service internet-relay.nrscall.gov.au and then enter (03) 9524 3333.
Teletypewriter (TTY): 13 36 77 Speak and Listen: 1300 555 727

ABN: 65 952 882 314

R & R Alty Bare Holdings Pty Ltd
7 Allambie Court
FERNTREE GULLY VIC 3156

028
I030242
R4_3527

Rates and charges	Amount
General Rate = NAV 27500 x 2.4565%	$675.50
Litter Management Charge = 1 Unit(s) x $82.00	$82.00
Total rates and charges 2022–23	$757.50

Victorian State Government Fire Services Property Levy	Amount
FSPL = $117.00 + $29.15 (CIV 550000 x 0.000053)	$146.15
Total Fire Services Property Levy 2022–23	$146.15

All arrears	$0.00
Payments	$0.00
Total rates, charges, and Fire Services Property Levy	$903.65

Assessment number	**794768**
Total amount to be paid	**$903.65**
Arrears outstanding Due immediately	**$0.00**
Instalment one Due 30/09/2022	**$225.90**
Total owing this Instalment	**$225.90**
Monthly direct debit amount (see page 3 for details)	**$0.00**

Switch to online

Have your rate notice delivered to any device or computer

1. Go to gleneira.enotices.com.au
2. Register your details, including the unique reference number (see credit slip) and the next rate notice will be conveniently delivered to your nominated email address.

Payments and ownership changes made after **1/08/2022** are not shown on this Notice. Please retain the top of this notice for your records.

Internal Use Only

Please turn over for payment options

Credit

Glen Eira City Council

BPAY **Biller code: 73106**
Ref: 9334 0794 7685 5

BPAY® this payment via internet or phone banking.
BPAY View® — View and pay this bill using internet banking.
BPAY View Registration No. 9334 0794 7685 5

POST billpay *3625 093340079476 52

For emailed notices:
gleneira.enotices.com.au
Reference No: **3FCE63275C**

Name: R & R Alty Bare Holdings Pty Ltd
Property: Flat 103 265 Grange Road ORMOND VIC 3204
Assessment number: 794768
Total amount: $903.65
Arrears outstanding: $0.00
Instalment amount: $225.90
Total owing this instalment: $225.90
Due date: 30/09/2022

Amount paid: $

+00093340794768> +003043+ <0000000000> <0000022590> +

VALUATIONS

Site Value:	$135,000	Land value only.
Capital Improved Value:	$550,000	Market value at date of valuation — land plus improvements.
Net Annual Value:	$27,500	Fixed at five per cent of Capital Improved Value for residential properties. For non-residential properties — assessed rental value.

Location: Flat 103 265 Grange Road ORMOND VIC 3204

Land use classification: Residential

AVPCC: 125: Strata Unit or Flat

Ward: Rosstown

Notice of Valuation

The property described here, which you own or live in, has been valued as shown above. These valuations are used for the 2022–23 rating year with a valuation date of 1 January 2022, taking into account the present condition of the property.

It is a legislated requirement that the Valuer-General conducts a revaluation of all properties each year. The valuation is used to levy Council rates and also used by the State Government to levy land tax and the Fire Services Property Levy. Council does not accept responsibility for this valuation being used for any other reason. For further information, visit www.gleneira.vic.gov.au/rate-valuations

For every $100 of rate revenue received, Council delivers the following services

CAPITAL WORKS PROGRAM
$22.60

PARKS AND RECREATION
$18.79

LIBRARIES
$4.08

SERVICES FOR FAMILIES AND THE COMMUNITY
$6.78

SERVICES FOR THE AGED
$5.80

PLANNING FOR GROWTH AND THE FUTURE
$5.43

SUSTAINABILITY, RECYCLING AND WASTE
$20.01

CULTURAL SERVICES
$1.35

COMMUNITY SAFETY
$1.61

URBAN MAINTENANCE
$13.55

HOW WE COMPARE
Glen Eira has the second lowest average rates and charges when compared with other Metropolitan Melbourne councils.

PAYMENT OPTIONS

BPay or Bpay View
Phone or internet banking payment via your financial institution using below biller code and reference number.

Register to receive, pay and store your rate and valuation notice in your online banking by selecting the BPAY View or View Bills Section. BPAY biller code and reference number required.

Biller code: 73106
Ref: 9334 0794 7685 5

Online or via direct debit
Go to www.gleneira.vic.gov.au/how-to-pay-your-rates

MasterCard and Visa card payments only. To register for payment by direct debit, refer to Monthly Direct Debit section.

Phone
Ring 1300 789 726 to pay using Mastercard or Visa 24/7.

In person
Present this notice at any Australia Post Office or at Glen Eira City Council's Customer Service Centre.

Payments at Australia Post may be made by cash, cheque or EFTPOS. Cheques payable to Glen Eira City Council.

Mail
Payment by cheque or money order to be made out to Glen Eira City Council and mailed with payment slip to:
Glen Eira City Council
Locked Bag 20035
Melbourne VIC 3001
Please note: receipts will not be issued for mailed payments.

Fees, charges and levies

Council declared a general rate of **2.4565** per cent of the Net Annual Value on **28/06/2022**

Fire Services Property Levy

The Victorian State Government has a fixed and variable component for different land use classifications. The Capital Improved Value is applied to the variable component for each of the following classifications for the purposes of calculating the Fire Services Property Levy.

Residential: Fixed $117 Variable .000053	Commercial: Fixed $238 Variable .000605	Industrial: Fixed $238 Variable .000836
Primary production: Fixed $238 Variable .000170	Public benefit: Fixed $238 Variable .000059	Vacant land (excluding residential): Fixed $238 Variable .000120

Waste services charges

- 240 litre bin = $590
- family 240 litre bin = $295
- 240 litre medical bin = $295
- 120 litre bin = $295
- shared 240 litre bin = $295
- residential properties with private bin services — litter management charge = $82
- additional 120 litre garbage bin = $368.75
- additional 240 litre garbage bin = $737.50
- additional recycling bin service charge = $60
- additional green waste bin service charge = $40

These charges include State Government Landfill Levy charges of $35 for a 120 litre garbage bin and $69 for a 240 litre garbage bin.

For further information, visit **www.gleneira.vic.gov.au/waste-services-2022–23**

Direct debit

If you currently pay your rates by monthly direct debit, the amount (subject to rounding), to be automatically deducted from your nominated bank account or credit card, is listed on the front page of this notice. If you have previously registered for direct debit, you do not have to reapply as the direct debit will automatically continue. Direct debits are processed on the first working day of each month starting in September and ending in June.

If you do not currently have your payment debited directly from your bank account or credit card and wish to arrange to do so, visit **www.gleneira.vic.gov.au/how-to-pay-your-rates** and enter your details for credit card direct debit. For bank account direct debit download the request form or contact Council's Service Centre on 9524 3333 for the request form. Any amendments to bank account details need to be received on the Direct Debit Request Form at least 14 days before the next debit date. Credit card details can be updated via our website.

Instalments

Rates, charges and the Fire Services Property Levy are payable in four instalments during the year. Instalment amounts and the due dates are listed below. Instalment notices will be sent out before the second, third and fourth instalments are due. **Please note:** Council does not offer the full payment date and if, for convenience, you wish to pay all instalments in advance by 30 September 2022, you may.

Instalment one — due date 30/09/2022	Instalment two — due date 30/11/2022
$225.90	$225.90
Instalment three — due date 28/02/2023	Instalment four — due date 31/05/2023
$225.90	$225.95

Rate capping

Council has complied with the Victorian Government's rates cap of 1.75 per cent. The cap applies to the average annual increase of rates and charges*.

The rates and charges for your property may have increased or decreased by a different percentage amount for the following reasons:

- the valuation of your property relative to the valuation of other properties in the municipality;
- the application of any differential rate* by Council; and
- the inclusion of other rates and charges not covered by the Victorian Government's rates cap.

***Please note:** as Glen Eira City Council does not have differential rates or municipal charges, the cap applies only to general rates.

Rate increases and decreases explained

The rates cap applies to Council's total rate revenue, not individual properties. It also only applies to the general rates charge — not waste services or Fire Service Property Levy charges.

For these reasons, it is unlikely that any individual rate notice will reflect an exact 1.75 per cent shift in charges.

Your property's rates and charges increase or decrease will be influenced by:

- the value of your property, relative to the value of other properties of a similar location and type (ie. unit, house, etc) and the extent to which that value has changed in the year since the last valuation; and
- the percentage at which other rates and charges on this notice (that are not included in the rate cap set by the Minister) have increased or decreased.

By way of example, if your property increased in value by more than the municipal average, your rates are likely to have increased by more than 1.75 per cent. If your property increased in value by less than the municipal average (or decreased), your rates are likely to increase by less than 1.75 per cent or may even be reduced from last year.

For further details on how we value your property, visit **www.gleneira.vic.gov.au/rate-valuations**

FREQUENTLY ASKED QUESTIONS

I have sold my property so why am I receiving this Notice?

Council must be notified of a change of ownership by the lodging of a Notice of Acquisition from your solicitor/conveyancer or by providing us with a copy of the property title. You are responsible for all rate payments until we are notified of a change of ownership.

I have changed my mailing address. What do I do?

It is your responsibility to let Council know of any changes. Provide the new address in writing either online at www.gleneira.vic.gov.au/rates-update-details or by contacting Council's Customer Service Centre on 9524 3333 for the relevant form.

Is there a special rate for pensioners?

If you have a pension concession card, you may be entitled to a reduction in rates and charges and the Fire Services Property Levy on your principal place of residence. No need to reapply if you have already contacted us and your circumstances are unchanged. For further information or to download an application form, please visit www.gleneira.vic.gov.au or contact our Customer Service Centre on 9524 3333.

I am having difficulty paying my rates. What should I do?

We may be able to assist you with a payment plan or some relief (partial credit) if you qualify under Council's Hardship Rates Relief Package. Contact Council's Customer Service Centre on 9524 3333 or visit www.gleneira.vic.gov.au/services/rates for further information.

Payments

Payments will be allocated as follows: 1. Legal costs 2. Arrears interest 3. Arrears charges 4. Current charges apportioned equally.

What is the penalty interest rate for late payment?

Penalty interest will apply for the 2022–23 financial year. Interest is calculated from the due dates and ratepayers are encouraged to pay on or before these dates. In accordance with the *Penalty Interest Rate Act 1983* the current interest rate is 10.00 per cent. The first interest calculation will be effective after the first instalment due date of 30 September 2022.

What are arrears?

Arrears shown on this notice represents the overdue amount on your property. Council may contact you in relation to any arrears on this notice to assist you with managing the overdue amount.

What do I do if I want to object to the valuation of my property as shown on this Notice?

If you believe the valuation or other data is incorrect at the current valuation date of 1 January 2022, please contact Council to discuss your valuation. If you are not satisfied with our response, you can lodge an objection to your valuation at www.gleneira.vic.gov.au/rate-valuations Objections should include the basis of the objection, supporting evidence for the claim and must be lodged within two months of the date of the notice (refer to section 18 of the *Valuation of Land Act 1960* as this may vary in certain circumstances).

Contact

For further information, contact Council's Service Centre on 9524 3333 or visit www.gleneira.vic.gov.au/rates

Privacy statement

Personal information collected by Council is used for municipal purposes as specified in various Acts of Parliament. This information is only used by Council for these purposes. Council may, however, disclose this information to other organisations if required to do so by legislation.

Appeals

Separate to a valuation objection that may be made under Part 3 of the *Valuation of Land Act 1960* or under Section 183 of the *Local Government Act 1989*, if you are aggrieved by the rate or charge levied by this notice or by anything included or excluded from the rate or charge, you may lodge an appeal with the County Court within 60 days of the date of this notice.

You may only appeal on one or more of the following grounds:

- in the case of a rate (other than a special rate under Section 221) that the land in respect of which the rate was declared, was not rateable land;
- that the rate or charge has been calculated incorrectly; or
- that you (as the person levied with the rate or charge) are not liable to be rated.

Section 184 of the *Local Government Act 1989* specifies the grounds and procedures of appeal.
Please note: the lodging of an appeal against rates, does not remove the obligation to pay the rates levied against the property by the due date(s). It is recommended that initial discussions be held with Council prior to lodging an appeal.

Fire Services Property Levy — waiver/deferment

The State Government has determined that a person may apply for a waiver or deferment of the Fire Services Levy from the collection agency (Council) pursuant to sections 27 and 28 of the *Fire Services Property Levy Act 2012*.

This only applies if Council has agreed to waive or defer the whole or part of any rate, charge or interest in accordance with the *Local Government Act 1989*.

MBCM Strata Specialists Brighton

Horticultural Images Pty Ltd T/F Walsh Family Trust trading as
ABN: 86 678 935 294
P O Box 9137 Brighton, 3186
Phone: (03) 9555 4400 Email: info@mbcmbrighton.com.au

OWNERS CORPORATION FEE NOTICE

Owners Corporations Act 2006 Section 31, Owners Corporations Regulations 2018 and Owners Corporation Rules

Date of Notice : 4/03/2024

INVOICE No. 734022090403241

TO The Lot Owner/s

R & R ALTY BARE HOLDINGS PTY LTD
C/- MR R & MRS R ALTY
7 ALLAMBIE COURT
FERNTREE GULLY VIC 3166

FROM

Plan No: PS734022W
ABN : 75 316 821 391

Lot No : 103
9 / 265 GRANGE ROAD
ORMOND, 3204

The following Fees/Charges are due. (All amounts listed include GST unless otherwise specified).
Payment is due within 28 days of the date of this Notice or by the due date specified below.

Date Due	Description of Fees/Charges/Interest/Arrears	Amount	Arrears	GSTAmt	Credit	Total Due
1/04/2024	Car Stacker Service (01/04/2024 - 30/06/2024)	85.75	0.00	$0.00	0.00	$85.75
1/04/2024	OC Fees (01/04/2024 - 30/06/2024)	1,006.10	0.00	$0.00	0.00	$1,006.10
				Total Due :		**$1,091.85**

Interest will be charged on any overdue fees/charges at an annual rate of 10.00%. You must pay the overdue fees, charges and interest immediately.
The rate of interest has been calculated in accordance with the current rate under the Penalty Interest Rates Act 1983 (Vic).
The rate is subject to change.

Payment Details - Payment Methods (How and where to pay) **see below and over page**

Macquarie Bank DEFT PAYMENT SYSTEMS

Please turn over for further payment methods and instructions.

DEFT Reference Number
248957300 00099
Pay by credit card at **www.deft.com.au**

BPAY
Biller Code : 96503
Biller Ref: 248957300 00099

AMOUNT DUE **$ 1,091.85**

Post Billpay
*496 248957300 00099

Pay in-store at Australia Post by cheque or EFTPOS

PLEASE NOTE: AUSTRALIA POST NO LONGER ACCEPT CASH PAYMENTS IN STORE AND ONLY ACCEPT CHEQUE OR EFTPOS.

Important information on fees and charges
(This page is part of the Fee Notice)

Enquiries
If you have enquiries on the fees listed in this Notice you can contact the Owners Corporation on the telephone number or at the address listed on the front of this form.

Disputes
The Owners Corporations Act 2006 (the Act), Owners Corporations Regulations (the Regulations) and the Owners Corporation Rules (the Rules) provide a number of options in dealing with disputes regarding Owners Corporations, Managers, Lot Owners and Occupiers: These are:

- The Owners Corporation Internal Dispute Resolution Process
- Conciliation through Consumer Affairs Victoria
- Applications to the Victorian Civil and Administrative Tribunal (VCAT)

Internal Dispute Resolution process
If you believe the Manager, a Lot Owner or Occupier has breached their obligations under the Rules, Act, or Regulations, you can try to resolve the problem through the Owners Corporation Internal Dispute Resolution process.
The internal dispute resolution process is set out in the Rules. Unless the Rules state differently, the following summary applies:

- You can lodge a complaint by completing an 'Owners Corporation Complaint' form (available from the Owners Corporation).
- A meeting will be held to discuss the matter with all persons involved in the dispute and representatives of the Owners Corporation. The meeting must be held within 14 days of all persons being notified of the dispute.
- Persons involved in the dispute will be notified of decisions by the Owners Corporation.
- If you are not satisfied with the outcome you can contact Consumer Affairs Victoria or VCAT (see below).

Conciliation through Consumer Affairs Victoria
You can contact Consumers Affairs Victoria regarding disputes. There may be times when Consumer Affairs Victoria will advise you to use the internal dispute resolution process if you have not already done so. For more information on complaints or general enquiries call 1300 55 81 81 or go to www.consumer.vic.gov.au

Applications to the Victorian Civil and Administrative Tribunal (VCAT)
For all disputes that affect the Owners Corporation you can apply directly to the Victorian Civil and Administrative Tribunal (VCAT) to hear your case and make an order. For more information on VCAT applications call 1800 133 055 or go to www.vcat.vic.gov.au

DEFT PAYMENT SYSTEMS

DEFT is a service of Macquarie Bank

Pay by credit card or pre-registered * bank account at **www.deft.com.au**.

Payments by credit card may attract a surcharge.

Contact your participating bank. credit union or building society to make payment directly from your cheque or savings account.

You will be required to enter the Biller Code and BPAY reference number as detailed on the front of this invoice.

In Person

Please present page intact at any post office.

Pay in-store at Australia Post by cheque or EFTPOS

** Registration is required for payments from cheque or savings accounts. Please complete a registration form available at www.deft.com.au. Registration is NOT required for credit card payments.*

OWNERS CORPORATION CERTIFICATE

s 151 Owners Corporations Act 2006
r 16 Owners Corporations Regulations 2018

Owners Corporation Plan No. PS 734022 W

Re: **VENDOR: R & R ALTY BARE HOLDINGS PTY LTD**

Property: **Lot 103, 265 GRANGE ROAD ORMOND 3204**

Your Ref:

This certificate is issued for Lot 103 known as Unit No. 9 on Plan of Subdivision Plan No 734022 W the postal address of which is 9 / 265 GRANGE ROAD ORMOND 3204

1. The current fees for the above Lot are $4024.40 per annum payable quarterly in advance and due on the 1st day of January, April, July and October of each year. Additional Car Stacker Service fees total $343.00 per annum and are payable quarterly in advance.

2. The fees are paid up until 30/06/2024.

3. The total of unpaid fees or charges for the Lot is: Nil.

4. No special fees or levies have been struck except: Nil.

5. The Owners Corporation has not performed and is not about to perform any repairs, or other work which may incur additional charges to those set out above except the following:- **The Owners Corporation Committee are currently investigating basement water ingress which is assumed to be originating from the front garden area above the storage units. Quotations are being arranged to have the matter rectified, a special levy may be required to fund this work.**

6. The Owners Corporation has the following insurance cover:

Name of Company:	CHU UNDERWRITING AGENCIES
No. of Policy:	HU0025832
Kind of Policy:	RESIDENTAL STRATA
Buildings Amount:	$5,620,000
Legal Liability Amount:	$20,000,000
Buildings Covered:	ALL
Common Contents:	$31,164
Renewal Date:	17th March 2025

7. The Owners Corporation has not resolved that the members may arrange their own insurance under section 63 of the Act.

8. The total funds held by the Owners Corporation are made up of :-

Fund Description	General Account	Investment Accounts
Administration Fund	$ 15947.52	$ 0.00
TOTAL	$ 15947.52	$ 0.00

9. The Owners Corporation has no liabilities in addition to any liabilities shown above except the following:- **A copy of the minutes of the Annual General Meeting of the Owners Corporation is enclosed for your information.**

10. The Owners Corporation has no current contracts, leases, licenses or agreements affecting the common property except the following:- **Owners Corporation Management, Waste Management, Car Stacker Maintenance, ESM Maintenance, Common Area Caretaking**

11. The Owners Corporation has no current agreements to provide services to lot owners, occupiers or the public except the following:-
- Car Stacker Service Agreement - reimbursed to Owners Corporation by Lots 1,2,8,9 via recurring special levy and will increase by CPI every 12 months.

12. There have been no notices or orders served on the Owners Corporation in the last 12 months that have not been satisfied except the following :-
- None to our knowledge.

13. The Owners Corporation is not a party to any legal proceedings or aware of any circumstances that are likely to give rise to proceedings except the following:-
- None to our knowledge.

14. The Owners Corporation has appointed a manager as follows:-
Name MBCM Brighton
Address P O Box 9137 Brighton 3186

15. No administrator has been appointed and there has not been a proposal for the appointment of an administrator.

Executed pursuant to sections 10 and 11 of the Owners Corporations Act 2006 by Owners Corporation (1) Plan of Subdivision Plan No 734022 W

Dated this 2nd day of May 2024



Joseph Ojaimi Manager and Delegate of the Owners Corporation
For and on behalf of MBCM Brighton
P O Box 9137 Brighton 3186
info@mbcmbrighton.com.au

NOTE: 1. Further information on prescribed matters can be obtained by inspection of the Owners Corporation Register. Please make your request in writing to the Owners Corporation Manager noted above.
2. Owners are recommended to engage their own building consultant for further advice on building cladding (as applicable).

Please find attached
(i) a copy of the Rules of the Owners Corporation
(ii) a statement in the prescribed form providing advice and information to prospective purchasers and lot owners.
(iii) a copy of the Minutes of the last Annual General Meeting

THIS CERTIFICATE IS ISSUED ON THE FOLLOWING BASIS

1. The information contained in this certificate is correct to the best of the Manager's knowledge at the date it is given.

2. The information is subject to change without notice.

ELECTRONIC PAYMENT OF SETTLEMENT FUNDS

Please deposit any settlement funds for this lot, payable to the Owners Corporation, into the following account.

Biller Code:	96503
Biller Reference:	248957300 00099

MBCM | STRATA SPECIALISTS
BRIGHTON
HELPING STRATA COMMUNITIES THRIVE

PO Box 9137, Brighton, VIC 3186
Bayside Business Park
23/328 Reserve Rd, Cheltenham VIC 3192
Phone 03 9555 4400
Email info@mbcmbrighton.com.au
mbcm.com.au/Brighton

OWNERS CORPORATION PLAN NO 734022W
265 GRANGE ROAD ORMOND

Minutes of the Annual General Meeting of OC Plan No 734022W
Held at MBCM Office 23, 328 Reserve Road, Cheltenham
on Wednesday 14th February 2024 at 4.00pm via Zoom

PRESENT	Lot 1 Martine Thompson Lot 2 Laurie Pearse Lot 4 Petar Kralj Lot 8 Simon Bloumis as proxy for Stephanie Mouritz
IN ATTENDANCE	Simon Bloumis for MBCM Strata Specialists Brighton, managing agents to the Owners Corporation.
ITEM 1 QUORUM	As there was not a quorum present, all decisions are interim decisions. These decisions only become final decisions of the Owners Corporation after complying with S78 of the Owners Corporation Act 2006. **Moved Lot 1, Seconded Lot 2, 4 Yes Votes**
ITEM 2 CHAIRPERSON	It was resolved that Simon Bloumis act as chairperson for the meeting. **Moved Lot 1, Seconded Lot 2, 4 Yes Votes**
ITEM 3 MEETING RULES	It was resolved to adopt the meeting rules **Moved Lot 1, Seconded Lot 2, 4 Yes Votes**
ITEM 4 APOLOGIES	Lot 8
VOTING ENTITLEMENT	All members present have full voting rights.
ITEM 5 MINUTES	Minutes of the previous Annual General Meeting held on 15th February 2023 were taken as read and confirmed as a true record of the meeting. **Moved Lot 1, Seconded Lot 2, 4 Yes Votes**
ITEM 6 ANNUAL ACCOUNTS	It was resolved that Financial Statements as presented be adopted as a true record of transactions of the Owners Corporation for the year ending 31st December 2023. The Manager advised that the current bank balance was $31,203.56. **Moved Lot 1, Seconded Lot 2, 4 Yes Votes**
ITEM 6(a) INTEREST	The following text was approved by Ordinary Resolution: *"That the Owners Corporation resolves to apply Penalty Interest at the rate prescribed under the Penalty Interest Rates Act 1983 to any overdue Owners Corporation Fees and/or charges."* **Moved Lot 1, Seconded Lot 2, 4 Yes Votes** **MBCM TO ARRANGE**

PO Box 9137, Brighton, VIC 3186
Bayside Business Park
23/328 Reserve Rd, Cheltenham VIC 3192
Phone 03 9555 4400
Email info@mbcmbrighton.com.au
mbcm.com.au/Brighton

ITEM 6(b)

The following text was approved by Ordinary Resolution:
ARREARS PROCESS

(a) That a Fee Notice is to be issued at least 28 days prior to due date
(b) That if payment is not received within one (1) month of the due date interest will be applied from that date until paid in full.
(c) A courtesy reminder email will be sent one (1) month after the due date along with a copy of the Fee Notice.
(d) Failure to pay then results in a Final Fee Notice being issued noting that if payment is not received within 28 days the Owners Corporation may refer the matter to VCAT for resolution.
(e) That if payment is not received within one (1) month of the date of issue of the Final Fee Notice a Letter of Intent to refer the matter to VCAT within seven (7) days may be issued.
(f) That an administration fee of $55.00 will be charged to the Owner of a lot to which a "Letter of Intent" is issued

LEGAL ACTION
"That the Manager is to take all steps necessary on behalf of the Owners Corporation for recovery of outstanding levies, charges and any interest due by any member to the Owners Corporation including commencing proceedings in VCAT or any Court of competent jurisdiction. The Manager of the Owners Corporation and/or the Committee shall have the power pursuant to this resolution to appoint a lawyer to act on its behalf in relation to any necessary debt recovery action taken."
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

ITEM 7
REPORTS

The Manager presented the MBCM Managers Report highlighting aspects of the Owners Corporations Act and outlining repairs and maintenance carried out during the last financial year. Committee members advised they had not formally met during the last financial year, and there was no formal written report regarding the Committee activities during the last financial year. There were no other reports to present.

ITEM 8
ELECTION OF COMMITTEE

It was resolved to form a Committee with all powers and functions of the Owners Corporation in accordance with S11 Owners Corporation Act 2006.
The Committee is composed of Laurie Pearse (Chairperson), Martine Thompson (Secretary) and Stephanie Mouritz
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

ITEM 9
OC RULES

The Manager discussed the Model Rules as per the Owners Corporations Regulations 2018 Schedule 2, including 2021 amendments. The Manager further advised that a lot owner must ensure that the occupier of a lot has a copy of the rules of the Owners Corporation as per S136 Owners Corporations Act 2006.

PO Box 9137, Brighton, VIC 3186
Bayside Business Park
23/328 Reserve Rd, Cheltenham VIC 3192
Phone 03 9555 4400
Email info@mbcmbrighton.com.au
mbcm.com.au/Brighton

ITEM 10
INSURANCE

The Manager advised that they are licensed with ASIC as an authorised representative of CHU Underwriting Agencies Pty Ltd and Honan Insurance Group Pty Ltd. The Manager is licensed to provide factual and general advice only. Honan Insurance Group Pty Ltd are brokers for insurers which include SUU Agency Pty Ltd, Allianz Australia Insurance Ltd, Axis Underwriting Services Pty ltd, Longitude Insurance Pty Ltd and Queensland Underwriting Solutions Pty Ltd.

The Manager is required to obtain clear instructions from members for the renewal of the insurance. The Manager advised that an insurance valuation should be obtained if the Owners Corporation is not certain of the level of cover required. Financial Services Guides and Product Disclosure Statements were presented to all owners.

It was resolved that a further insurance valuation was not required. The Manager tabled a Valuation completed 13 November 2023. The report will be uploaded to the website for all owners to view. Cover is currently provided by CHU Underwriting Agencies Pty Ltd. It was resolved that the Manager was to arrange alternative insurance quotations (based on the Valuation recommendation) along with the renewal invitation from the existing insurer and forward to the Committee to provide instructions. It was further resolved that the Manager renew the policy according to the instructions received from the Committee.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

INSURANCE EXCESS

"*The Owners Corporation resolves the insured party (the Owners Corporation) pay the excess for insurance claims affecting more than one lot or a common property claim. Where a lot owner derives the exclusive benefit of a claim within their lot and the claim is made as a result of an event within that lot, the respective lot owner must pay the excess. If a claim is made on or within private property for damage caused by Owners Corporation Common Property, the Owners Corporation will pay the excess"*
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

Please note that public liability within the lot and owners' contents such as carpet and light fittings are not covered under the Owners' Corporation insurance policy. Separate contents cover should be taken by owner occupiers or landlords cover for absentee owners to cover such items. Owners are reminded to check their smoke detectors regularly and of their obligation to notify the insurer of any mortgagee interest in their unit.

ITEM 11
BUDGET

Members resolved to adopt the budget as presented with fees to increase to a budget total of $49,000. It was further resolved the new budget commence from 1st April 2024. Fees are payable quarterly and are due on 1st January, 1st April, 1st July and 1st October. The Manager advised members that pressure has been put on the budget from rising insurance premiums over recent years.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

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The Manager reminded members of the need to maintain sufficient funds in their account to cover possible emergency repairs as well as regular maintenance. Any items of major expenditure or any shortfall in funds will require the raising of a special levy.

Legal action can also be initiated where the Owners Corporation fees fall into arrears. The costs of the legal fees that accrue in pursuit of outstanding contributions are also payable by the unit owner involved and not the Owners Corporation.

APPOINTMENT OF MANAGER

MBCM Strata Specialists Brighton was reappointed as Manager, at the management fee as detailed in the budget, under the terms as stated in the Strata Community Australia (Vic) Contract of Appointment.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

ITEM 12 MAINTENANCE GENERAL PROPERTY MAINTENANCE

The Members discussed various aspects of maintaining the common property including security key management, garden upkeep, general repairs, door & gate maintenance, plumbing, fencing and electrical issues. It was resolved that Petar would act as building manager to assist both the Committee and MBCM with all aspects of these issues including review of quotation scopes of works. Petar advised he currently has the opportunity to help and has 20 years' experience in building management. Members and the Manager thanked Petar for this offer.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
PETAR AND MBCM TO ARRANGE

PEDESTRIAN GATE

Members discussed pedestrian gate repairs. The Manager tabled a quotation and advice from AAA Door Closers. It was resolved that Petar will arrange Protek Locksmiths to provide an alternative quotation for repairs. The scope of works including that the door must lock securely and have a soft close feature built in via the hinges rather than fitting a door closer. It was further resolved that Petar will also discuss the scope for a quotation for ongoing gate and door servicing requirements for all relevant common security gates and doors at the property with Protek, with the view of replacing the annual gate servicing currently done by AAA Door Closers. It was further resolved that the Manager will forward these quotations to the Committee for instructions.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
PETAR AND MBCM TO ARRANGE

GARDEN

Members advised that the common garden can be maintained in better condition, particularly the area in the front right corner on the wall above the car park entrance. It was resolved that the Manager and Petar will each arrange a specialist gardening contractor to meet with Petar to discuss the scope of works for a quotation for ongoing garden maintenance as well as the installation of edging to keep the mulch inside the garden area.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
PETAR AND MBCM TO ARRANGE

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ITEM 13
OH&S

OBLIGATIONS: MBCM Strata Specialists advises all members that the Owners Corporation has obligations under the Occupational Health & Safety Act 2004 and Occupational Health & Safety Regulations 2017. All Common Property is deemed to be a "workplace" and must comply fully with the requirements of the Act and any revisions or Codes of Practice.

The Owners Corporation also has responsibility to ensure that all contractors are suitably qualified in their area of work, are aware of OH&S Policy & Procedures, provide full details or proof of relevant insurances, complete a Safe Working Agreement or Job Safety Analysis where required. MBCM Strata Specialists can attend to these matters on behalf of the Owners Corporation.
PENALTIES: Members are advised that failure to comply with OH&S obligations are considered Criminal, not Civil, acts and may carry penalties up to 3,000,000 for a corporation and $600,000 for individual members and imprisonment for up to 5 years.

Members are also advised that Public Liability Insurance does not cover any penalty or compensation arising from such breaches. Members will be jointly and severally liable for any penalties or compensation arising from any breach.

The Manager advised the meeting that to comply with them Essential Service Regulations (ESR) and Occupational Health and Safety (OH&S) requirements, it is the responsibility of owners to ensure any items of maintenance that are required to the common property are reported as soon as possible to enable rectification work to be undertaken. This includes trip hazards on paths of access and egress, oil spills or slippery surfaces and also items that are not adequately supported such as leaning fences or dislodged windows or guttering.

The Manager then discussed the need for an audit. The Manager advised members that an annual OH&S inspection should be obtained to identify any potential hazard on the common property for further attention. After discussion members resolved NOT to obtain an Occupational Health & Safety Inspection contrary to advice by the Manager. Members advised that there were no hazards currently at the property. The Manager reminded members that unsuitable door mats are to be removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. Members agreed to continue the process of making regular inspections of the common property themselves and advise the Manager of any possible hazards that require rectification or repair.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM AND OWNERS TO ARRANGE

ESSENTIAL SAFETY MEASURES

The Manager tabled the Link Fire documents which included the AESM Report which had been signed off 8th August 2023. These annual reports are available for viewing online via the MBCM Brighton website. The Manager discussed the non-critical defect listed in the recent Link Fire report. Members resolved to defer the matter until next year.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

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Owners are reminded they must notify the Owners Corporation in regard to any penetrations within their lot. Owners must also check individual fire doors, smoke alarms and air conditioners within the lot. The Owners Corporation must be notified of any changes to relevant notices or additional occupancy permits.

SUMP PUMPS & PITS

The Manager confirmed that a full service and audit was carried out on the basement sump pumps and pits on the 29th June 2023. All silt and debris were removed from the pits and the pumps were found to be in working order. Members resolved to continue with servicing of sump pumps and pits by Progressive Plumbing Group.
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

ITEM 14 GENERAL BUSINESS

In accordance with Owners Corporations Act Amendments & Regulations 1st December 2021, members considered and then passed the following standing resolutions:

(a) PROCUREMENT

"The Owners Corporation resolves to accept the procurement practices adopted by MBCM Strata Specialists Brighton as being acceptable practices to ensure that goods and services are procured at competitive prices and terms."

(b) OWNERS CORPORATION RESOLUTIONS

Car Stacker Service Agreement - reimbursed to Owners Corporation by Lots 1,2,8,9 via recurring special levy and will increase by CPI every 12 months
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

ITEM 15 VENUE FOR NEXT MEETING

The next meeting will be held at 4.00pm via Zoom early February if possible
Moved Lot 1, Seconded Lot 2, 4 Yes Votes
MBCM TO ARRANGE

THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 5.15 PM

MBCM | STRATA SPECIALISTS
BRIGHTON
HELPING STRATA COMMUNITIES THRIVE

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NOTICE OF INTERIM RESOLUTIONS
OC PLAN NO 734022W

To The Lot Owner

Attached are the minutes of the meeting dated **14th February 2024**.

NOTICE OF INTERIM RESOLUTIONS:
As there was no quorum, then all decisions at the meeting held on **14th February 2024** are interim decisions. These interim decisions will become decisions of the Owners Corporation if no petition (from lot owners representing at least 25% of the total lot entitlements) is received within 29 days of the interim decision or if the decisions are confirmed at a later meeting.

If you disagree with the result of the interim decision, you must petition the chairperson/secretary/manager to call another meeting within 29 days of the meeting.

You may wish to contact your manager:

Simon Bloumis

MBCM Brighton
PO Box 9137
Brighton Vic 3186

S78. Can a general meeting proceed even without a quorum?

(1) Subject to sub-section (4), if there is not a quorum, the general meeting may proceed but all resolutions are interim resolutions.

(1A) Subject to subsections (1B) and (1C), the manager of an owners corporation may pass an interim resolution at a general meeting of the owners corporation if no lot owner is present (whether in person or by proxy) at the meeting.

(1B) The manager must not pass an interim resolution under subsection (1) that—
(a) affects the contract of appointment of the manager; or
(b) involves an amount that is greater than 10% of the annual budget of the owners corporation; or
(c) if the annual budget has not been set for the relevant year, involves an amount that is greater than 10% of the annual budget of the owners corporation for the previous year.

(1C) An owners corporation, by ordinary resolution, may exclude or alter the power of the manager to make an interim resolution under subsection (1A).

(2) Notice of all interim resolutions and the minutes of the meeting at which the interim resolution is made must be forwarded to all lot owners within 14 days of the meeting.

(3) The minutes must be accompanied by a notice setting out the effect of sub-section (4).

(4) Interim resolutions become resolutions of the owners corporation—
(a) subject to paragraphs (b) and (c), 29 days from the date of the interim resolution; or
(b) if notice of a special general meeting is given within that 29 day period and the meeting is held within 28 days after the notice is given, only if confirmed at that meeting; or
(c) if notice of a special general meeting is given within that 29 day period and the meeting is not held within 28 days after the notice is given, at the end of that 28 day period.

Note: The effect of sub-section (4) is that an interim resolution cannot be acted on for 29 days after it is made but if notice of a special general meeting is given within that 29 day period, the interim resolution cannot be acted on until the resolution is confirmed at that meeting (which must be held within 28 days after the notice is given) or if the meeting is not held, until the end of that 28 day period.

(5) An interim resolution cannot be made under this section in respect of a matter requiring a unanimous resolution or a special resolution.

Schedule 2—Model rules for an owners corporation

Regulation 11

1 Health, safety and security

1.1 Health, safety and security of lot owners, occupiers of lots and others

A lot owner or occupier must not use the lot, or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, occupier, or user of another lot.

1.2 Storage of flammable liquids and other dangerous substances and materials

(1) Except with the approval in writing of the owners corporation, an owner or occupier of a lot must not use or store on the lot or on the common property any flammable chemical, liquid or gas or other flammable material.

(2) This rule does not apply to—

(a) chemicals, liquids, gases or other material used or intended to be used for domestic purposes; or

(b) any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

1.3 Waste disposal

An owner or occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort of the occupiers or users of other lots.

1.4 Smoke penetration

Sch. 2 rule 1.4 inserted by S.R. No. 147/2021 reg. 14.

A lot owner or occupier in a multi-level development must ensure that smoke caused by the smoking of tobacco or any other substance by

the owner or occupier, or any invitee of the owner or occupier, on the lot does not penetrate to the common property or any other lot.

Sch. 2 rule 1.5 inserted by S.R. No. 147/2021 reg. 14.

1.5 Fire safety information

A lot owner must ensure that any occupier of the lot owner's lot is provided with a copy of fire safety advice and any emergency preparedness plan that exists in relation to the lot prior to the occupier commencing occupation of the lot.

2 Committees and sub-committees

2.1 Functions, powers and reporting of committees and sub-committees

A committee may appoint members to a sub-committee without reference to the owners corporation.

3 Management and administration

3.1 Metering of services and apportionment of costs of services

(1) The owners corporation must not seek payment or reimbursement for a cost or charge from a lot owner or occupier that is more than the amount that the supplier would have charged the lot owner or occupier for the same goods or services.

(2) If a supplier has issued an account to the owners corporation, the owners corporation cannot recover from the lot owner or occupier an amount which includes any amount that is able to be claimed as a concession or rebate by or on behalf of the lot owner or occupier from the relevant supplier.

(3) Subrule (2) does not apply if the concession or rebate—

(a) must be claimed by the lot owner or occupier and the owners corporation has given the lot owner or occupier an opportunity to claim it and the lot owner or occupier has not done so by the payment date set by the relevant supplier; or

(b) is paid directly to the lot owner or occupier as a refund.

4 Use of common property

4.1 Use of common property

(1) An owner or occupier of a lot must not obstruct the lawful use and enjoyment of the common property by any other person entitled to use the common property.

(2) An owner or occupier of a lot must not, without the written approval of the owners corporation, use for the owner or occupier's own purposes as a garden any portion of the common property.

(3) An approval under subrule (2) may state a period for which the approval is granted.

(4) If the owners corporation has resolved that an animal is a danger or is causing a nuisance to the common property, it must give reasonable notice of this resolution to the owner or occupier who is keeping the animal.

(5) An owner or occupier of a lot who is keeping an animal that is the subject of a notice under subrule (4) must remove that animal.

(6) Subrules (4) and (5) do not apply to an animal that assists a person with an impairment or disability.

Sch. 2 rule 4.1(7) inserted by S.R. No. 147/2021 reg. 15(1).

(7) The owners corporation may impose reasonable conditions on a lot owner's right or an occupier's right to access or use common property to protect the quiet enjoyment, safety and security of other lot owners, including but not limited to imposing operating hours on facilities such as gymnasiums and swimming pools.

4.2 Vehicles and parking on common property

An owner or occupier of a lot must not, unless in the case of an emergency, park or leave a motor vehicle or other vehicle or permit a motor vehicle or other vehicle—

(a) to be parked or left in parking spaces situated on common property and allocated for other lots; or

(b) on the common property so as to obstruct a driveway, pathway, entrance or exit to a lot; or

(c) in any place other than a parking area situated on common property specified for that purpose by the owners corporation.

4.3 Damage to common property

(1) An owner or occupier of a lot must not damage or alter the common property without the written approval of the owners corporation.

(2) An owner or occupier of a lot must not damage or alter a structure that forms part of the common property without the written approval of the owners corporation.

(3) An approval under subrule (1) or (2) may state a period for which the approval is granted, and may specify the works and conditions to which the approval is subject.

(4) An owner or person authorised by an owner may install a locking or safety device to protect the lot against intruders, or a screen or barrier to prevent entry of animals or insects, if the device, screen or barrier is soundly built and is consistent with the colour, style and materials of the building.

(5) The owner or person referred to in subrule (4) must keep any device, screen or barrier installed in good order and repair.

5 Lots

5.1 Change of use of lots

An owner or occupier of a lot must give written notification to the owners corporation if the owner or occupier changes the existing use of the lot in a way that will affect the insurance premiums for the owners corporation.

Example

If the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes.

5.2 External appearance of lots

(1) An owner or occupier of a lot must obtain the written approval of the owners corporation before making any changes to the external appearance of their lot.

(2) An owners corporation cannot unreasonably withhold approval, but may give approval subject to reasonable conditions to protect quiet enjoyment of other lot owners, structural integrity or the value of other lots and/or common property.

(3) The owners corporation cannot unreasonably prohibit the installation of sustainability items on the exterior of the lot, including by prohibiting the installation of a sustainability item only on aesthetic grounds.

Sch. 2 rule 5.2(3) inserted by S.R. No. 147/2021 reg. 15(2).

Sch. 2 rule 5.2(4) inserted by S.R. No. 147/2021 reg. 15(2).

(4) The owners corporation may require that the location of a sustainability item, or the works involved in installing a sustainability item, must not unreasonably disrupt the quiet enjoyment of other lot owners or occupiers or impede reasonable access to, or the use of, any other lot or the common property.

Sch. 2 rule 5.2(5) inserted by S.R. No. 147/2021 reg. 15(2).

(5) The owners corporation may impose reasonable conditions on the installation of a sustainability item on the exterior of the lot related to the colour, mounting and location of the sustainability item provided that these conditions do not increase the cost of installing the sustainability item or reduce its impact as a sustainability item.

5.3 Requiring notice to the owners corporation of renovations to lots

An owner or occupier of a lot must notify the owners corporation when undertaking any renovations or other works that may affect the common property and/or other lot owners' or occupiers' enjoyment of the common property.

6 Behaviour of persons

6.1 Behaviour of owners, occupiers and invitees on common property

An owner or occupier of a lot must take all reasonable steps to ensure that guests of the owner or occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the common property.

6.2 Noise and other nuisance control

(1) An owner or occupier of a lot, or a guest of an owner or occupier, must not unreasonably create any noise likely to interfere with the peaceful enjoyment of any other person entitled to use the common property.

(2) Subrule (1) does not apply to the making of a noise if the owners corporation has given written permission for the noise to be made.

7 Dispute resolution

(1) The grievance procedure set out in this rule applies to disputes involving a lot owner, manager, or an occupier or the owners corporation.

(2) The party making the complaint must prepare a written statement in the approved form.

(3) If there is a grievance committee of the owners corporation, it must be notified of the dispute by the complainant.

(4) If there is no grievance committee, the owners corporation must be notified of any dispute by the complainant, regardless of whether the owners corporation is an immediate party to the dispute.

(5) The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the owners corporation, within 28 calendar days after the dispute comes to the attention of all the parties.

Sch. 2 rule 7(5) amended by S.R. No. 147/2021 reg. 15(3).

(5A) A meeting under subrule (5) may be held in person or by teleconferencing, including by videoconference.

Sch. 2 rule 7(5A) inserted by S.R. No. 147/2021 reg. 15(4).

(6) A party to the dispute may appoint a person to act or appear on the party's behalf at the meeting.

(6A) Subject to subrule (6B), the grievance committee may elect to obtain expert evidence to assist with the resolution of the dispute.

Sch. 2 rule 7(6A) inserted by S.R. No. 147/2021 reg. 15(5).

Sch. 2 rule 7(6B) inserted by S.R. No. 147/2021 reg. 15(5).

(6B) The grievance committee may obtain expert evidence to assist with the resolution of a dispute if the owners corporation or the parties to the dispute agree in writing to pay for the cost of obtaining that expert evidence.

(7) If the dispute is not resolved, the grievance committee or owners corporation must notify each party of the party's right to take further action under Part 10 of the **Owners Corporations Act 2006**.

(8) This process is separate from and does not limit any further action under Part 10 of the **Owners Corporations Act 2006**.

Schedule 3—Statement of advice and information for prospective purchasers and lot owners

Regulation 17

What is an owners corporation?

The lot you are considering buying is part of an owners corporation. Whenever a plan of subdivision creates common property, an owners corporation is responsible for managing the common property. A purchaser of a lot that is part of an owners corporation automatically becomes a member of the owners corporation when the transfer of that lot to the purchaser has been registered with Land Use Victoria.

If you buy into an owners corporation, you will be purchasing not only the individual property, but also ownership of, and the right to use, the common property as set out in the plan of subdivision. This common property may include driveways, stairs, paths, passages, lifts, lobbies, common garden areas and other facilities set up for use by owners and occupiers. In order to identify the boundary between the individual lot you are purchasing (for which the owner is solely responsible) and the common property (for which all members of the owners corporation are responsible), you should closely inspect the plan of subdivision.

How are decisions made by an owners corporation?

As an owner you will be required to make financial contributions to the owners corporation, in particular for the repair, maintenance and management of the common property. Decisions as to the management of this common property will be the subject of collective decision making. Decisions as to these financial contributions, which may involve significant expenditure, will be decided by a vote.

Owners corporation rules

The owners corporation rules may deal with matters such as car parking, noise, pets, the appearance or use of lots, behaviour of owners, occupiers or guests and grievance procedures. You should look at the owners corporation rules to consider any restrictions imposed by the rules.

Lot entitlement and lot liability

The plan of subdivision will also show your lot entitlement and lot liability. Lot liability represents the share of owners corporation expenses that each lot owner is required to pay. Lot entitlement is an owner's share of ownership of the common property, which determines voting rights. You should make sure that the allocation of lot liability and entitlement for the lot you are considering buying seems fair and reasonable.

Further information

If you are interested in finding out more about living in an owners corporation, you can contact Consumer Affairs Victoria. If you require further information about the particular owners corporation you are buying into, you can inspect that owners corporation's information register.

Management of an owners corporation

An owners corporation may be self-managed by the lot owners or professionally managed by an owners corporation manager. If an owners corporation chooses to appoint a professional manager, it must be a manager registered with the Business Licensing Authority (BLA).

IF YOU ARE UNCERTAIN ABOUT ANY ASPECT OF THE OWNERS CORPORATION OR ANY DOCUMENTS YOU HAVE RECEIVED IN RELATION TO THE OWNERS CORPORATION YOU SHOULD SEEK EXPERT ADVICE.