

## ASSET PROTECTION BOND INFORMATION AND PAYMENT/ RETURN FORM

Owners of land at Sanctuary Lakes Resort are responsible for ensuring that their builder, and their builder's contractors, conform to the Builders' Site Use Guidelines and are responsible for any damage caused to Sanctuary Lakes Resort or City of Wyndham assets such as footpath, kerbing, nature strips, street furniture and the like during construction of the residence. This bond can be used to cover the cost of reparation of any such damage. Prior to Final Building Plan Approval being granted by the Architectural Review Committee (ARC) you are required to pay a refundable bond. Prior to commencement of construction of any building work, a Member or a Member's representative MUST notify Sanctuary Lakes Resort Services Ltd (SLRS) in writing of any pre-existing damage to;

• Footpaths	• Drainage pits	• Lake Wall
• Kerb and channel	• Irrigation	• Fences
• Nature strip	• Garden beds	• Damage to and/ or materials abandoned on adjoining lots
• Street trees and furniture	• Crossovers	• Any other adjacent assets

When all works on the lot including fencing, driveway, nature strip and crossover work have been completed and the Certificate of Occupancy has been supplied, the ARC will carry out a final inspection. Once this is completed, SLRS will carry out an Asset Bond inspection. This process generally takes around 60 days. If the assets have been protected and no damage is identified, SLRS will return the bond. Whether builder or owner paid the bond, funds will be held until such time these works are complete.

Pre-construction damage inspection reports/photos must be submitted to SLRS by email/mail prior to construction. Reports/ photos received after construction has commenced will be invalid and the cost of any repairs will be the responsibility of the owner of the property.

All correspondence in relation to this matter will be forwarded to the Lot owner.

### HOW TO PAY

Payments by cheque, money order, credit card or cash can be accepted either in person or by mail. Should you wish to pay by credit card, please complete the Credit Card Payment Form. All payments must be attached to the Asset Protection Bond Payment / Return Form. Cheques to be made payable to: **Sanctuary Lakes Resort Services Ltd.**

**Please contact SLRS to confirm the Asset Bond amount.**

Receipts will be issued upon request.

**PLEASE COMPLETE THE FORM ON THE REVERSE WHEN MAKING AN ASSET PROTECTION BOND PAYMENT OR REQUESTING A BOND RETURN.**

For a Bond Payment Sections 1, 2, 3 & 5 must be completed and for a Bond Return Section 1, 4 & 5 must be completed.

**SECTION 1 PROPERTY DETAILS**

Lot Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_

**SECTION 2 BUILDER DETAILS**

Registered Builder  Owner Builder

Name of Builder: \_\_\_\_\_  
Builder Registration Number: \_\_\_\_\_

**SECTION 3 BOND PAYMENT**

The Asset Bond Payment is generally \$1,500 per house/ unit where a registered builder is involved and \$2,500 per house/ unit for any Owner Builder.

Please confirm all bond payments with SLRS.

CASH  CHEQUE  MONEY ORDER  CREDIT CARD Payable Amount: \_\_\_\_\_

Paid By: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact number: \_\_\_\_\_

*Enclosed is cheque payable to: **Sanctuary Lakes Resort Services Ltd***

**SECTION 4 BOND RETURN**

Occupancy Certificate attached:  You must supply a copy of the Certificate of Occupancy

Bond Refund Payable To: \_\_\_\_\_  
Contact number: \_\_\_\_\_  
Name of Bank: \_\_\_\_\_  
BSB/ Account Number: \_\_\_\_\_

**SECTION 5 APPLICANTS AUTHORITY**

On signing this form the lot owner/builder confirms his/her understanding of the asset protection bond process also the lot owner/builder agrees to abide by the terms and conditions stated in the attached documents. Please note whether it be the builder or owner who has paid the bond, funds will be held until such time as these works are completed.

Signed by Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_