

# ASCOT GREEN

BRISBANE 4007



# SETTLEMENT GUIDE



# WELCOME HOME

Congratulations on the purchase of your new apartment and becoming a part of racing heritage at Mirvac and Brisbane Racing Club's iconic Ascot Green development.

We look forward to welcoming you home to Tulloch House, located alongside the iconic Eagle Farm Racecourse in one of Brisbane's most prestigious suburbs, Ascot.

This Settlement Guide is designed to assist you in preparing for a smooth and successful settlement of your new home. Included in this guide is a summary of steps involved in reaching final settlement as well as important information regarding this process.

An Owner's Manual will be provided to you upon Settlement, which will outline key information on maintaining your apartment, apartment services, your finishes schedule, warranties and an overview of the Tulloch House building and facilities.

We trust you find the enclosed information to be of assistance and as always, please feel welcome to contact us via the details on page 3 should you have any questions or queries.

Your Sincerely,

**The Mirvac Team**

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YOUR GUIDE TO  
SETTLEMENT

# TULLOCH HOUSE GUIDE TO SETTLEMENT

**As part of Mirvac's dedication to ensuring that your purchase journey is as smooth and seamless as possible, we have compiled a selection of information that may assist you in preparing for the settlement and handover of your new home at Ascot Green.**

Below is a summary of steps involved in reaching settlement, together with other important information relating to your new apartment.

## FINANCE

If you have decided to finance the purchase of your apartment, it is recommended that you update your financier of the anticipated settlement date in late 2021.

Should your financier require any information regarding your purchase, including gaining access for property valuers, Mirvac is readily available to assist you in this process.

Access for valuations will become available in July / August 2021. We will advise of a precise date for the commencement of valuations closer to the time.

## PRE-SETTLEMENT INSPECTION

Prior to settlement, you will be offered the opportunity to conduct a pre-settlement inspection of your apartment with a Mirvac team member.

This will include a presentation of your apartment, as well as an explanation on the operation of your appliances and other important information.

The pre-settlement inspection is the opportune time to confirm measurements for window treatments, fridge space size and furniture or styling requirements.

Please refer to the 'Pre-Settlement Inspection' section on page 4 of this guide for more information.

## SETTLEMENT

Notice of Settlement letters will be issued to your nominated solicitor or yourself if self-acting. The issuing of these letters will occur on the registration of survey plans, issuing of the titles and the establishment of the Body Corporate.

This notice will advise of the scheduled date of settlement for your apartment. Settlement will occur 14 days from the issue of the Notice of Settlement or the date that has been agreed within your Contract of Sale.

Settlement will officially take place at the HWL Ebsworth Lawyers office, located at Level 19, 480 Queen Street, Brisbane CBD.

Once settlement has taken place, you will be able to collect the apartment keys from the Ascot Green sales office (*located at Eagle Farm Racecourse, 61 St Leger Way, Ascot, QLD 4007*) and officially complete the handover of your new home.

## MOVING IN

In order to co-ordinate access and to ensure minimal disruption to other residents, all residents must follow moving-in procedures which are detailed in the 'Moving In' section of this guide on page 7.

This includes making a booking with the Steve & Gina Wright of Ascot Green Living, being the dedicated Building Manager, in advance of moving, to book a moving date and complete the Tulloch House Body Corporate Removalist Terms / Conditions Form.

## RENTING OUT YOUR APARTMENT

Tulloch House has a dedicated Building Manager, Ascot Green Living, appointed to co-ordinate the leasing process to best manage your property investment including:

- Rental appraisals, tenant selection and management
- Copywriting, marketing, advertising and rental inspections
- Internal and external photography
- Income collection, arrears and maintenance

Steve & Gina Wright of Ascot Green Living

Management Office, Ascot House

Eagle Farm Racecourse

61 St Leger Way Ascot, Qld, 4007

PH: 0466 282 204

Email: [manager@ascotgreenliving.com.au](mailto:manager@ascotgreenliving.com.au)

W: [ascotgreenliving.com.au](http://ascotgreenliving.com.au)

# MIRVAC KEY CONTACTS

**As part of Mirvac's dedication to our purchasers, your contact with Mirvac doesn't end once you sign your contract.**

Whether it is assistance during the settlement period or a question you need answered six months after you have moved in, we are here to help.

## SETTLEMENT TEAM (DURING SETTLEMENT)

### **Old Customer Relationship Manager**

Suzanne Atkinson

[ascotgreen@mirvac.com](mailto:ascotgreen@mirvac.com)

07 3859 5358

Mirvac Queensland's Customer Relationship Team is the central point of contact during the Settlement period of your apartment at Ascot Green.

The team will continue to provide regular updates on the building as well as important information and advice that may assist you in the lead up to your apartment handover.

The Customer Relationship Team will also coordinate and attend your pre-settlement inspection and assist with arranging access for property valuers prior to settlement.

## POST SETTLEMENT TEAM (AFTER SETTLEMENT)

### **Ascot Green Post Completion Team**

[ascotgreen@mirvac.com](mailto:ascotgreen@mirvac.com)

The Ascot Green Post Completion Team will be your main point of contact for any enquiries once your property has settled.

# PRE-SETTLEMENT INSPECTION

**As per your Contract of Sale, and as a part of the standard Mirvac settlement processes, you will receive an invitation to undertake an inspection prior to settlement to view your new home for the first time.**

During the inspection, a dedicated Mirvac representative will accompany you into the building and provide a brief introduction to the services and facilities as well as an overview of your apartment.

You will also be given the opportunity to review the finishes and inclusions to ensure they are in accordance with your Contract of Sale.

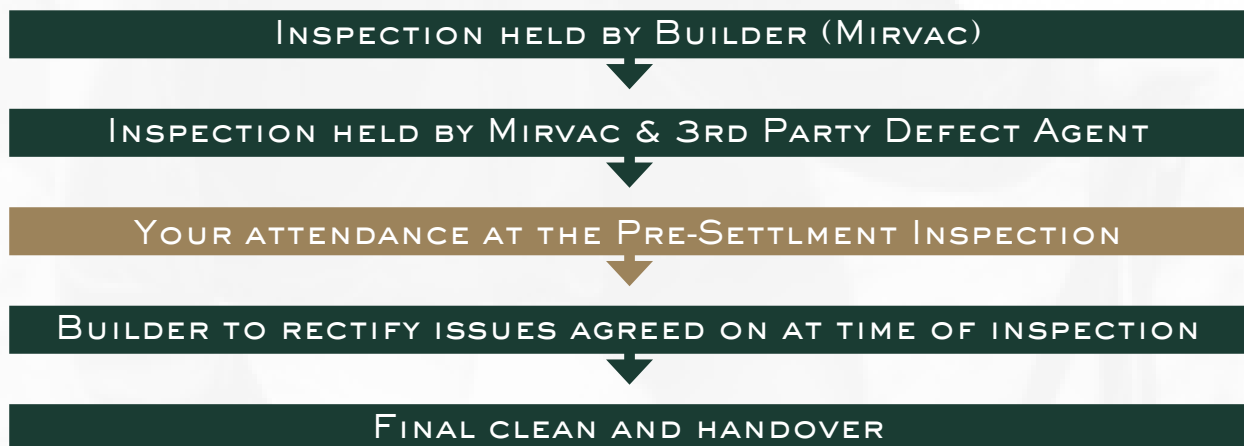
Your Mirvac team member will also be able to address any queries you may have regarding your purchase or the settlement process.

**IMPORTANT NOTE:** *As you will be entering a live construction site it is vital that you are familiar with the workplace safety requirements on page 6.*

## MIRVAC INSPECTION PROCESS

Our commitment to delivering high quality apartment living will mean that prior to your attendance at the pre-settlement inspection, your apartment will have already been through a thorough and rigorous inspection process by both Mirvac and external parties.

This process does not end with your inspection. Please refer below for a summary of Mirvac's inspection process, including the events that will occur following your inspection.



**IMPORTANT NOTE:** *Mirvac will endeavour to address all agreed issues prior to settlement. However, as noted in your Contract of Sale, some defect items may require rectification post-settlement due to multiple reasons i.e. ordering of materials and trade supply. Should this apply, our Settlement Team will be in contact to discuss any such items prior to settlement.*



# PRE-SETTLEMENT PROCESS & CHECKLIST

**Further to the information on page 4, your pre-settlement inspection will include a presentation of your apartment including an overview of appliance operation and services as well as other important information.**

Please ensure to allow approximately two hours for your appointment.

The inspection is the opportune time to confirm measurements for window furnishings, interior styling and furniture and fridge space sizes etc.

On completion of the inspection and review of your apartment, a Pre-Settlement Inspection Certificate will be signed.

Further correspondence will be issued in the coming weeks with details of your Pre-Settlement Inspection including appointment dates/times and information for on the day of your inspection.

**To ensure that the time spent within your apartment is maximised please refer to the following:**

- Window furnishings: Should you wish to have your window furnishing supplier attend the inspection, please advise them to meet with yourself and your Mirvac representative at the nominated time, date and location. For more information, please contact one of your Settlement Team members.
- A maximum of three (3) persons are permitted to attend the pre-settlement inspection, inclusive of window furnishing suppliers and other contractors (if required).
- You are welcome to bring any items that may assist in the furnishing of your new home, including tape measures, cameras, a copy of your floor plan etc.
- Please ensure to wear comfortable clothing consistent with the safety requirements outlined on page 6.
- If for any reason you are delayed on route to your appointment, please advise our Settlement Team via the contact details on page 3.
- Should you be unable to personally attend your pre-settlement inspection, you may authorise a third party to complete this on your behalf. Options include:
  - Your sales agent/representative
  - Family member
  - Friend
  - Third party inspection agency

**We have included contact details of a third party inspection agent that you may wish to consider, however you are welcome to use an agency of your choice.**

**Handovers.com – 1300 131 041**

# PRE-SETTLEMENT INSPECTION SAFETY REQUIREMENTS

**At the time of your inspection, you will be entering a live Mirvac building site.**

As such, it is important that the following workplace safety requirements are met prior to accessing the Tulloch House building.

- No children under the age of 16 will be allowed on-site due to health and safety requirements
- Long pants and long sleeve shirts must be worn
- Fully enclosed, flat soled shoes are required (no high heels or ballet flats)
- Due to the high volume of inspections we ask you arrive on time for your appointment, .

On arrival, you will be provided with the relevant personal protection equipment (PPE) including hard hat and hi-visibility vest. You are welcome to bring your own PPE supplies if you so wish.

**IMPORTANT NOTE:** *Any persons not complying with the above safety requirements will NOT be permitted to access the building. If you have any questions or queries regarding the above, please contact one of your Settlement Team members.*

## YOUR NEW ADDRESS

Your new address will your apartment number at *61 St Leger Way, Ascot, QLD 4007 For*

*Example: 20101 / 61 St Leger Way, Ascot*

## MOVING IN PROCEDURES / REQUIREMENTS

**All residents are required to contact the Building Manager, Ascot Green Living, in advance of moving in to book in your move and complete the Tulloch House Body Corporate Removalist Terms & Conditions form.**

At this time, they will also discuss with you the procedures in place to ensure minimal disruption to other residents, some points of note from the building manager are as follows:

- Booking a suitable moving time to ensure loading facilities are available and adequate protection measures are installed in the lift and Common Property. Lift curtains will be fitted in the appropriate lift car prior to your scheduled time for moving in.
- Removalist trucks must park within the street level loading zone.
- Due to the low clearance under the Lancaster Road rail bridge, **all furniture moving vehicles will need to enter via the Nudgee Road entrance.**
- All furniture must be moved into or out of the building via the basement. **Furniture or large items are not to be moved via the ground floor foyer.**
- Removalist trucks are not permitted in the basement levels.
- A refundable deposit of \$400 will be required prior to moving to cover any potential damages to Common Property. This can be provided to the Building Managers prior to moving in with a receipt being issued. Once your move is complete the Building Managers will complete an inspect the areas of concern for damage and if all is clear your deposit of \$400 will be refunded on the same day.
- Prior to being allowed access to your property, all removalists will be required to sign an indemnity form, accepting responsibility for any potential damage to Common Property and equipment and ensuring that they have suitable insurance.
- Owners are required to ensure suitable disposal and removal of rubbish.

**Due to the high demand that will be placed on lift usage and building access at settlement, please ensure you discuss your moving requirements and time frames with the building manager to ensure the appropriate amount of time can be allocated.**

**The following measures are recommended to protect the building and your new apartment while moving-in:**

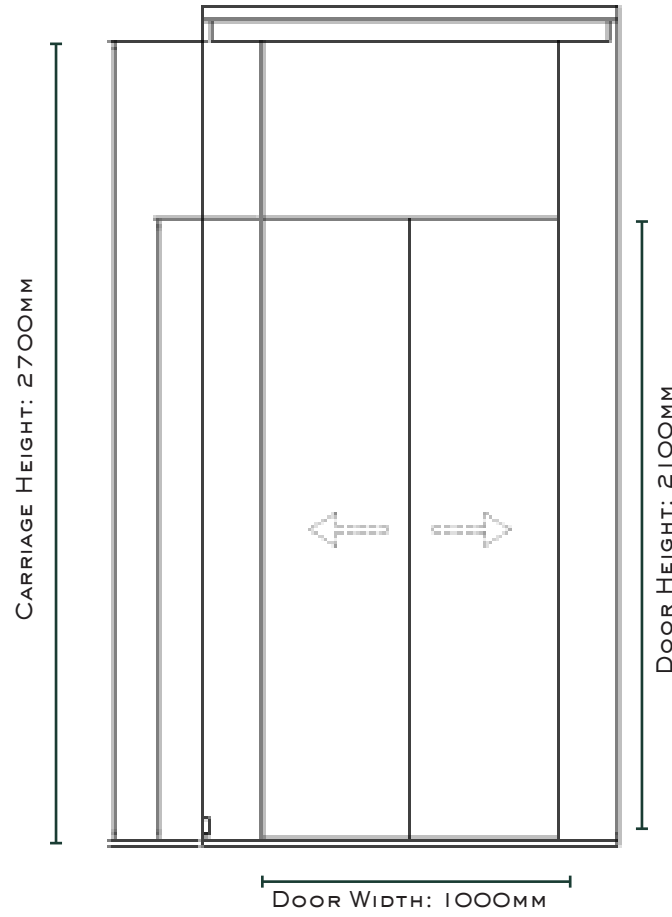
- Take due care to avoid furniture or moving equipment causing scratching and scuffing or chipping to floors, ceilings, walls and door frames.
- Moving vans, vehicles or trolleys should not park or traverse over any common area landscaping. Ensure to use only hard paths, designated parking bays and driveways.
- As part of the acoustic treatment within your apartment, tiled floors are laid over a flexible acoustic underlay. As such, stiff load distribution sheeting (i.e plywood) should be used when moving heavy furniture and whitegoods to avoid potential damage to the tiling and grout joints. Similar care should be used when moving furniture over the timber look vinyl and engineered timber flooring.

**IMPORTANT NOTE:** *In accordance with Building Management guidelines, No furniture moves or large retail store deliveries will be permitted on Saturdays, Sundays and Public Holidays.*

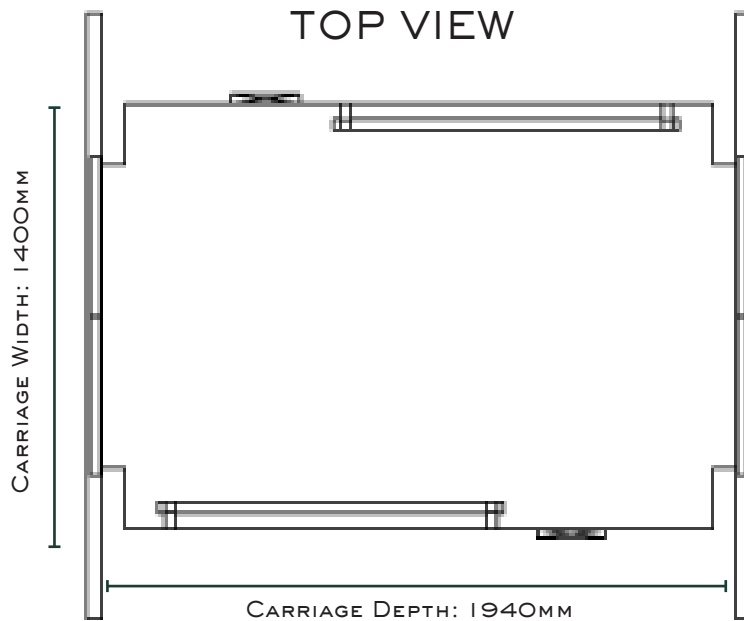
# LIFT CAR DIMENSIONS

(Dimensions are approximate and provided as a guide only)

## FRONT VIEW



## TOP VIEW



# ESSENTIAL SERVICE PROVIDERS

**Residents moving into the building on settlement will be responsible for ensuring that service accounts are connected in their name to avoid any loss of electricity, gas and hot water.**

For your convenience, we have included contact details for common essential service providers below.

The list does not include all potential service providers and is not intended to represent a Mirvac recommendation.

Electricity supply will need to be set up directly with your selected retailer. Gas supply is by way of bulk supply to the building; however, an account will need to be created in your name.

Telephone, Pay TV and internet services will need to be arranged directly with your preferred service provider.

Once settlement occurs, your apartment will be registered with Australia Post for the delivery of mail.

Should you require mail re-direction from your previous address, please visit your nearest Australia Post branch to obtain an application form.

The postal address for your apartment is:

**Apartment Number/Street Number, 240 Lancaster Road, Ascot, QLD 4007**

## ELECTRICITY

Energex (supplier)	13 12 53
Origin Energy (retailer)	13 24 61
AGL (retailer)	13 12 45

## GAS & HOT WATER

Please note that gas and hot water supply is charged via the Body Corporate

## TELEPHONE & INTERNET

Telstra	1800 670 017
Optus	1800 708 216

## PAY TV

Foxtel	1300 130 799
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# WINDOW FURNISHINGS

**As outlined in your Disclosure Statement, all window treatments that are visible from the outside of the building must comply with the requirements of the Body Corporate By-Laws.**

To assist you in the window furnishing selection process, pre-approved specifications for window treatments and furnishings have been included below.

## PRE-APPROVED SPECIFICATIONS:

### Curtains

- Curtains are to have white or cream backing
- Any sheer curtains are to be white or cream with no coloured patterns

### Blinds

- All blinds (roller blinds, roman blinds etc.) are to be backed with white or cream material
- All timber shutters and timber venetian blinds are to be painted white or cream in colour
- All venetian blinds are to be white or cream in colour

### Internal Sun Screen Roller Blinds

- All sun screen roller blinds are to be white or cream in colour

**IMPORTANT NOTE:** *Should your chosen window treatments not meet the above 'pre-approved' specifications, an application will need to be made to the Ascot Green Body Corporate prior to installation. For your convenience, a copy of this application form can be found via the following link <http://www.sskb.com.au/improvement-of-lot/> been included in this Settlement Guide and will also be included in your Owner's Manual.*

## WINDOW MEASUREMENTS

**As the window measurements differ between apartments, Mirvac has been working with a selection of window furnishing companies who can assist you with measuring and installing your chosen treatments.**

The following companies have previously worked on Mirvac developments and will be provided detailed window schedules and exclusive access to the site before settlement to complete check measures.

**Cuchi Window Covering Solutions**

(07) 3899 5500

shop@cuchi.com.au

**Blind Brothers**

1300 880 626

sales@blindsbrothers.com.au

As always, you are welcome to use a supplier of your choice, however please keep in mind that check measures will need to be completed either at the Pre-Settlement Inspection or after Settlement.



## INSURANCE INFORMATION

**Please note that the following information is general advice only and Mirvac recommends that you make contact with your insurance provider or broker to find the option best suited to you.**

The Body Corporate is generally responsible for insuring the building and Common Property contents. Their policy will generally cover the fixtures of the building (provided they are damaged by an insurable event as per the insurance policy).

The items covered by Body Corporate may include:

- The dwellings structure
- All common property
- Internal walls and ceilings
- Exterior of the dwelling

Owners are responsible for insuring the internal contents of their apartment which generally includes:

- Carpets
- Air Conditioners (including the condenser units, located in Common Property)
- Window and light furnishings
- Contents
- Liability cover inside your apartments

## DEPRECIATION SCHEDULES

Mirvac has negotiated an exclusive offer for our Ascot House purchasers who may wish to obtain a Depreciation Schedule for their apartment.

Napier & Blakeley has agreed to provide valued Mirvac customers with depreciation schedules at the discounted rate of \$350.00 + GST.

# RESIDENT FACILITIES & AMENITIES

## **Rooftop Recreational Deck**

- Tulloch House offers a roof top recreational area including expansive landscaped spaces with seating areas and BBQ facilities. BBQ facilities can be booked through the property manager.
- This area is available for the use of both Ascot House & Tulloch House residents and their guests.

## **Pool Deck**

- A lap pool with casual seating and lush landscaping will be located on level 1 between Ascot House and Tulloch House.

## **Gym Facilities**

- The Gym facilities will be located on the ground floor, beside the Tulloch House entry foyer, adjacent to the pool for use of both Ascot & Tulloch House residents.

## **Car Parking**

- Secure car parking is provided in the basement. Apartments will have their car park(s) allocated; some will have smaller car parks or tandems. Please refer to contract plans for details.
- Car parking spaces suitable for persons with disabilities are also provided as well as a number of allocated visitor spaces.
- Each allocated car park is for exclusive use as per Title.
- Access to the residential car parking in the basement will be via a security roller door.
- Visitor car parking - there are 25 visitor bays located in the basement along the northern wall, to the left and right of the car park entry door. Visitors will need access to be granted by the resident by using the intercom system located on the vehicular ramp, using the last 5 digits of their Lot number (i.e. 20102).

## YOUR NEW NEIGHBOURHOOD

**Ascot Green is located within the heart of Brisbane's racing precinct and offers an abundance of entertainment, cultural and lifestyle opportunities.**

The blue-chip suburb of Ascot is characterised by heritage homes and a proud racing tradition. With a charming locale and subtropical lifestyle, Ascot offers an exhilarating mix of old and new.

The local streets boast a thriving café culture with a multitude of restaurants, entertainment, retail and open spaces only a short stroll away.

Your new home is perfectly positioned for effortless connectivity, only 6 kilometres from Brisbane's CBD and various forms of public transport on your door step.

Also on your doorstep, is Racecourse Village Shopping Centre, which is anchored by Woolworths, BWS, Priceline Pharmacy and a variety of speciality stores and services.

As the completion of Tulloch House draws closer, please see the following page for a summary and location map of just some of the many options that await you.

Ascot Green is a pet friendly building. Please ensure that all four legged friends are kept on a leash at all times when passing through the common areas. Please note that all pets are subject to the keeping of pets Body Corporate By-Law..

The nearest off leash dog park to Tulloch House is Crosby Park, 4 McGill Ave, Ascot.

