

## Notice of proposed sale and assignment

*Manufactured Homes (Residential Parks) Act 2003*

This form is effective from 5 September 2014

### Warning

**Before signing this form, seek independent professional advice from a solicitor, community legal service or financial adviser.**

It is an offence under the *Manufactured Homes (Residential Parks) Act 2003* (the Act) if a park owner or manager does not give the buyer/s a copy of the site agreement, the current home owners information document in the approved form, the park rules for the residential park (with any proposed changes) and written advice of the current site rent payable by the seller/s **within 7 days of receiving this form**. Penalties apply.

**A home owner (or home owners) wishing to sell a manufactured home** and assign (transfer) the site agreement to the buyer/s must give this completed form to the park owner/manager.

**After receiving this form, the park owner/manager must within 7 days** give the buyer/s a copy of the site agreement, the current home owners information document in the approved form, the park rules for the residential park (with any proposed changes) and written advice of the current site rent payable by the seller/s.

### Instructions

Please complete this form in BLOCK letters. Attach extra pages if needed. **If you need help completing this form, please contact the Department of Housing and Public Works on 13 QGOV (13 74 68).**

<b>Home owner/s</b> Name/s of home owner/s	Person 1 Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify) ..... First name ..... Last name .....
	Person 2 Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify) ..... First name ..... Last name .....
<b>Site and park</b>	Park name .....
	Site number (if applicable) .....
	Street name within park (if applicable) .....
	Park address .....
	Suburb ..... State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Buyer/s</b> Name/s of buyer/s	Person 1 Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify) ..... First name ..... Last name .....
	Address .....
	Suburb ..... State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>Buyer/s continued</b>	<p>Person 2</p> <p>Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify) .....</p> <p>First name ..... Last name .....</p> <p>Address .....</p> <p>.....</p> <p>Suburb ..... State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<b>Signature/s of home owner/s</b>	<p>I/We propose to sell the manufactured home placed on the site and assign to the buyer/s my/our interest in the site agreement.</p> <p>The park owner/manager is requested to provide the buyer/s (listed above) with a copy of the site agreement, the current home owners information document in the approved form on the park, the park rules (with any proposed changes) and written advice of the current site rent payable by the seller/s <b>within 7 days of receiving this form.</b></p> <p>Date of this notice <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> D D M M Y Y Y Y</p> <hr/> <p>Signature 1 .....</p> <p>Name (please print) .....</p> <p>Date signed <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> D D M M Y Y Y Y</p> <hr/> <p>Signature 2 .....</p> <p>Name (please print) .....</p> <p>Date signed <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> D D M M Y Y Y Y</p>
<b>Further information</b>	
<p>If you would like more information, contact the Department of Housing and Public Works on <b>13 QGOV (13 74 68)</b> or visit our website at <b>www.hpw.qld.gov.au</b></p>	<p><b>Residential Services Unit</b></p> <p>The Residential Services Unit regulates the <i>Manufactured Homes (Residential Parks) Act 2003</i>. This includes investigating complaints and alleged breaches of the Acts.</p> <p>Department of Housing and Public Works GPO Box 690, Brisbane, QLD 4001 Phone: 07 3008 3450 Email: residentialservices@hpw.qld.gov.au Website: www.hpw.qld.gov.au/housing</p> <p><b>The Park and Village Information Link (PAVIL)</b></p> <p>Specialist service providing free information and legal assistance for residents and prospective residents of retirement villages and manufactured home parks in Queensland.</p> <p>Caxton Legal Centre Inc. 1 Manning Street, South Brisbane, QLD 4101 Phone: 07 3214 6333 Email: caxton@caxton.org.au Website: www.caxton.org.au</p>

**Seniors Legal and Support Services Centres**

These centres provide free legal and support services for seniors concerned about elder abuse, mistreatment or financial exploitation.

Caxton Legal Centre Inc.

1 Manning Street, South Brisbane, QLD 4101

Phone: 07 3214 6333

Email: [caxton@caxton.org.au](mailto:caxton@caxton.org.au)

Website: [www.caxton.org.au/sails\\_slass](http://www.caxton.org.au/sails_slass)

**Queensland Civil and Administrative Tribunal (QCAT)**

This independent decision-making body helps resolve disputes and reviews administrative decisions.

GPO Box 1639, Brisbane, QLD 4001

Phone: 1300 753 228

Email: [enquiries@qcat.qld.gov.au](mailto:enquiries@qcat.qld.gov.au)

Website: [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)

**Queensland Law Society**

Find a solicitor

Law Society House

179 Ann Street, Brisbane, QLD 4000

Phone: 1300 367 757

Email: [info@qls.com.au](mailto:info@qls.com.au)

Website: [www.qls.com.au](http://www.qls.com.au)

**Department of Justice and Attorney-General**

Dispute Resolution Centres provide a free, confidential and impartial mediation service to the community.

Phone: 07 3006 2518

Toll free: 1800 017 288

Website: [www.justice.qld.gov.au](http://www.justice.qld.gov.au)