



FORDE RELEASE PROCESS

1. Customers must be registered on the Forde database with a primary contact email address to receive the most up to date information on all releases and to be contacted when registration opens on Release Evening.
2. Customers must ensure the primary contact email address registered on the Forde database is accessible by them between 8pm and 9pm on Release Evenings to be able to register for a release.
3. The date of the Release Evening and registration timeframe will be communicated to customers on the database via their primary contact email address.
4. An email, and importantly no other form of communication, will be sent to customers primary contact email address as registered on the Forde database between 8pm and 9pm on the Release Evening inviting customers to register for the sales release.
5. Registrations will be taken **by email only** and will require customers to send a reply email to register for the sales release and importantly their place in the registration process. The email from customers must include the following:
 - Your full name to appear on the sales contract
 - If buying in a company name the ABN or ACN of that company
 - Daytime phone number(s) for the Sales Team to contact you after registration

The following information is optional but will be required to complete the sales documentation on Sales Day:

- The name of your solicitor who will be acting on your behalf
- Your preferred block and any alternative choices

Important Tip: To ensure your registration is sent as soon as possible, customers should prepare an email response with the required information above and then paste the information requested into the reply email to complete their registration.

6. **The Forde Sales and Information Centre will not be open on the Release Evening. Phone registrations or registration by personal attendance at the Forde Sales and Information Centre will be accepted from 8:30am on the day after the Release Evening. Registrations of this type will be taken in the order they are received by phone or presented in person with the first registration being taken no earlier than 8.30am on the day after the Release Evening.**
7. Registrants will be allocated a number in the order the registrations have been received by the Forde Sales and Information Centre up to the total number of blocks available in the release. Those registrants will then be contacted the day following the Release Evening in the order of registration. A Forde Sales Consultant will confirm the following with the registrant:
 - a. The Forde Sales Policy is understood by the registrant
 - b. The name in which the registrant intends to purchase the block under the sales contract
 - c. The block that the registrant wishes to purchase
 - d. The registrants allocated position
 - e. The registrants solicitor details
 - f. The allocated time to attend the Forde Sales and Information Centre to complete the purchase of one block on the Sales Day. If you do not attend at the allocated time required, your allocated number will be forfeited. If you wish you may re-register a second time and be allocated a registration number.

8. Registrants allocated a number beyond the number of blocks available in the release will be contacted in order of registration on the Sales Day or the following day notifying them of their allocated number and the likelihood of blocks being available for sale. Once all sales transactions have been completed on the Sales Day a Forde Sales Consultant will contact remaining registrants in order to offer them any remaining blocks. This process will continue until the last block is sold.
9. Once all blocks are sold any remaining registrants will be contacted to advise them of the completion of the sales release.
10. Camping at the Forde Sales and Information Centre will **not** be allowed.
11. Forde Developments reserves the right to withdraw and/or alter the Forde Release Process at any time without notice.