



## FORDE RELEASE PROCESS

1. Customers must have an email address and daytime contact number registered on the Forde database to receive the most up to date information on all releases and this registered email address will be used to contact customers when registration opens on Release Evening.
2. Customers must ensure the email address registered on the Forde database is accessible by them between 8pm and 9pm on Release Evenings, as nominated by Forde Developments, to be able to register for a release. Customers should ensure that security systems such as spam filters and quarantines do not interfere with the customers' ability to receive the release email in a timely fashion.
3. The date of the Release Evening and registration timeframe will be communicated to customers registered on the Forde database via their registered email address on the Forde database prior to the registration opening.
4. A registration email notifying that registrations are now being taken, and importantly no other form of communication, will be sent to the customers email address as registered on the Forde database between 8pm and 9pm on the Release Evening inviting customers to register for the sales release. Any emails sent by the customer prior to the registration email being sent by Forde Developments will not be considered as a registration for a release.
5. Registrations will be taken **by the customer completing the online registration form only**. Customers are required to complete the registration form, accessed via the link contained in the registration email sent by Forde Developments on the nominated Release Evening, to register for the sales release and importantly their place in the registration process. Reply emails, automatic or out of office responses will not be accepted. The registration form will require customers to include the following:
  - Customers full name(s) to appear on the sales contract, both names required if buying in joint names
  - If customer is buying in a company name, the company name and the ABN or ACN of the company
  - Daytime phone number(s) for the Sales Team to contact the customer after registration
  - Email address to which you wish the confirmation of your registration to be sent
6. Forde Developments are not responsible for the time taken by the customer's Internet Service Provider to receive an email advising registration is open, or open the link to the registration form, or receive the completed registration form, or receive an email advice acknowledging receipt of a registration. Responsibility for these actions is with the customer and their Internet Service Provider.
7. **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.**
8. Registrants will be allocated a number in the order the registrations have been received. The time used to place registrations in order will be the time the completed registration form is received by the Forde Developments release server. Acknowledgement of the registration will be issued shortly thereafter when received by the release server.

9. Registrants up to the total number of blocks available in the release will be contacted no earlier than 24 hours following the Release Evening in the order of registrations received. A Forde Sales Consultant will confirm the following with the registrant:
  - a. The Forde Sales Policy is understood by the registrant
  - b. The block that the registrant wishes to purchase
  - c. The registrants allocated position
  - d. The registrants solicitor details
  - e. The allocated time to attend the Forde Sales and Information Centre to complete the purchase of one block on the Sales Day(s). If the registrant does not attend at the allocated time required, the registrants' allocated number will be forfeited. Registrants may re-register a second time and be allocated a new registration number if they wish.
10. Registrants allocated a number beyond the total number of blocks available in the release will be contacted in order of registration on the Sales Day(s) or the following day(s) 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(s) a Forde Sales Consultant will contact remaining registrants in order to offer them any remaining blocks, if any. This process, if required, will continue until the last block is sold.
11. Once all blocks are sold any remaining registrants will be contacted to advise them of the completion of the sales release.
12. Camping at the Forde Sales and Information Centre will **not** be allowed.
13. Forde Developments reserves the right to withdraw and/or alter the Forde Release Process at any time without notice.