

ASSET PROTECTION**BOND PAYMENT / RETURN FORM**

PLEASE COMPLETE THIS FORM WHEN MAKING ASSET PROTECTION BOND PAYMENT OR BOND REQUEST RETURN.

Bond Payment sections 1, 2 & 4 must be completed. Bond Return sections 1, 3 & 4 must be completed.

Return forms to: **Sandhurst Club Ltd, 75 Sandhurst Blvd, Sandhurst Vic 3977.**

SECTION 1	PROPERTY DETAILS
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Lot Number: _____ Street Number _____
 Street Address: _____

SECTION 2	BOND PAYMENT
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Paid By: _____
 Contact Name: _____
 Postal Address: _____

Enclosed is cheque payable to **SANDHURSTCLUB LTD ASSET MAINTENANCE BOND ACCOUNT**

Important note – The Club must receive the Damage Inspection Report a minimum of 5 workings day prior to the commencement of construction.

SECTION 3	BOND RETURN
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Occupancy Certificate attached: Yes *You must supply a copy of the Certificate of Occupancy*
 Compliance Certificate attached: Yes *You must supply a copy of the Compliance Certificate from Plumbing Industry Commission showing installation of recycled water*

Bond Refund Cheque Payable To: _____
 Contact Name: _____ Phone: _____
 Postal Address: _____

SECTION 4	APPLICATES AUTHORITY
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Signed by Applicant: _____
 Print Name: _____
 Date: _____

Sent By		Office Use Only	Received
By	Date	To Do	
		Bond Payment – Scan all documents to Grahame Rigby – grigby@sandhurst.com .	
		Bond Return – Scan all documents to	
		1. Grahame Rigby – grigby@sandhurst.com to complete a Construction Complete Report and return to Administration	
		2. Architectural Review Committee – arc@clublinks.com.au for your information and final inspection.	
		3. ClubLINKS Security - shcsecurity@clublinks.com.au for your information regarding construction completion.	
		4. ClubCOM – bmollet@clublinks.com.au for your information regarding construction completion.	
		Bond Return - Original application and copy email sent to above to Administration and filed in Asset Bond Return filing draw	

Sandhurst Club reserves the right to vary this information sheet at anytime without notice.

