

## How to buy using the *priority numbering system*

### Sales process

Most sales are made to homebuyers on a “first come, first served” basis. When there is high demand for certain lots it is difficult to conduct a sale in an orderly and fair manner, particularly when people begin to queue or even camp out before the day of the release. Therefore, Box Hill Heights reserves the right to implement a Priority Numbering System. The intent of this system is to limit the interest of any person to one lot only.

### Showing your interest

You can express interest in home and land prior to its sale by joining our customer database for the project. You will need to provide some basic contact information. Box Hill Heights will then contact you when lots are about to be released for sale and will advise you if the sale will proceed using priority numbers.

### How priority numbering works

If Box Hill Heights decides to use the Priority Numbering System and you are on the database for this project, you will be contacted by email.

The process is as follows:

- Number '1' will be issued to the first person who attends Box Hill Heights Sales Centre and so on down the queue.
- To obtain a priority number you must nominate the home and land or land only that you wish to purchase. Each person may only receive one priority number and nominate one lot.
- It is important to note that once you have obtained a priority number, your interest is restricted to purchasing one lot.  
You are not able to transfer ownership of a lot to someone else prior to sale.
- A Priority Numbers and Names list will be placed on Box Hill Heights Sales Centre door listing the names of the prospective purchasers and their nominated lot in priority number order so that you can check your position in the queue.

- If you are unable to attend the issuing of the priority numbers you may nominate a representative to obtain a number on your behalf. Nominees may only collect a priority number for one purchasing party. Please ensure this person brings with them the completed Priority Number Information Form and a copy of the purchasing party's ID.

### The priority order sales process

Once you have received the priority number you must be present at the Box Hill Heights Sales Centre on the day of the release. The first number will be called out at 10am. If no one responds when a priority number is called, that priority number is cancelled and the lot is made available for selection to the person with the next priority number.

When your priority number is called you should do the following:

- Confirm that you still wish to purchase your nominated lot; or
- Confirm that you wish to purchase a lot made available by the earlier withdrawal of a prospective purchaser whose nominated lot was higher on the list; or
- Cancel your nomination in which case you forfeit your priority number.

### Once you have confirmed your intent to purchase a lot, you should:

- Receive a Land Reservation Form.
- Ensure your reservation details are correct, as they will be the precise details under which you will be required to exchange contracts and settle the purchase of your land.
- Your purchase will then proceed as normal to the exchange of contracts and the settlement stages. Your solicitor / conveyancer can explain this to you.