

Alfie Settlement FAQs

Settlement for your new home at Alfie is fast approaching. To ensure a smooth process from now until settlement, here are some key Frequently Asked Questions that may arise.

When is the appropriate time I should have my finances in order leading up to settlement?

When you are within four months of settlement. You will also receive an email from the Alfie team as your home nears completion reminding you to reach out to your lender and ensure your loan approval is still valid or provide any new paperwork they require. Generally, finance approvals are valid for 6 months and then will require you to update your information with your lender. Reaching out early is the best way to avoid future delays.

Finance pre-approval will need to be in place for the Valuation inspection to take place.

Please continue to visit Alfie Connect for anticipated settlement timeframes updates and key settlement information.

What is the Registration of Titles?

Registration of Titles occurs prior to settlement. This creates a title of your property with the Victorian Land Titles Office and will be provided to your conveyancer or legal representative. Once received, a copy of the title to your home will be uploaded in the 'Key Documents' section of the Alfie Connect portal and distributed to your nominated Conveyancer or Legal Representative.

What is an Occupancy Permit?

At the completion of works, the Building Surveyor will issue an Occupancy Permit confirming your townhome is suitable to be occupied in accordance with relevant building regulations. Your Conveyancer or Legal Representative will be formally notified that the Occupancy Permit has been issued.

What are Valuation Inspections and how do I organise one?

Your Lender will require an inspection of your home at completion for the purpose of providing a valuation. These inspections will only occur once the homes are complete, final fixtures and fittings (i.e. appliances) are installed and the Occupancy Permit has been received. Your valuer will then be provided access to your townhouse to undertake a valuation prior to Settlement. The Alfie team will provide you with the available dates as soon as your townhome is available for valuation inspection.

You will need to communicate these dates with your Lender who will coordinate a valuer to attend the inspection. At this point, your finances should be organized, ready for settlement.

When is Settlement?

Your conveyancer will be notified when a settlement date has been confirmed. Settlement is due 21 calendar days following the Vendor's notification that both the Certificate of Title and Occupancy Permit have been received. A pre-settlement inspection will also be undertaken prior to settlement, which will ensure your home is handed over in a quality manner.

What are the key documents that I or my lender or conveyancer/legal representative need to receive prior to settlement?

To enable settlement, the Alfie team will provide your conveyancer or legal representative with a copy of the Occupancy Permit, the Title registration details and building insurance certificates as issued by the Owners Corporation. Please also notify your lender once in receipt of these documents.

What is a Pre-Settlement Inspection?

You will have an opportunity to inspect your new townhome once it is completed and prior to settlement. This is your opportunity to ask the Alfie team any questions you have and raise any defects you notice. Some purchasers may wish to engage an independent building inspector to undertake this inspection on their behalf. The inspector will need to inspect the home within the time allocated to your inspection (1.5 hours) and it is recommended that you also attend the inspection and ensure any concerns you may have been raised with the inspector and form part of their report should they deem necessary.

Available inspection times will be provided to you by the Alfie team and conducted alongside the Builder, Alfie's Settlement Concierge, and a member of Development Victoria so it is a great opportunity for any queries related to the home or the development to be answered.

This inspection will generally take place around three or four weeks prior to settlement, which allows appropriate time for the builder to action any items noted during your Pre-Settlement inspection.

You will receive an email from the Alfie Settlement Concierge regarding the nominated dates on which pre-settlement inspections can take place and how to book your preferred inspection time.

Once the Builder completes rectification works, you will be notified and requested to undertake a secondary inspection (likely one to two weeks before settlement) to confirm items identified in your pre-settlement inspection have been satisfactorily addressed.

Is there a limit on how many people can attend my pre-settlement inspection?

Currently, there aren't any restrictions on attendees, but it is important to keep in mind the limited time available and ensure you use this time appropriately to identify any final items to be addressed and learn about your home prior to settlement. When you are booking your appointment, please advise who will be attending and their role on the day.

Should there be any update in relation to restriction of the number of people to attend an inspection, this detail will be included in the email from the Alfie Team advising you of the pre-settlement inspection date of your townhome.

How does settlement and handover take place?

The formal notification of the 'settlement' date will be issued to your conveyancer or legal representative and the Alfie team will also notify you to confirm and coordinate settlement and handover dates.

Settlement officially takes place electronically via your conveyancer. Once this has been confirmed, the Alfie team will contact you to arrange a time for a final handover meeting.

This is when the keys to your townhome are handed over, along with your settlement gift pack and a detailed Alfie Owner's Manual which contains a range of important documentation regarding your new townhome.

You will also be guided through the Owner's Manual and how to use the contents, which includes a guide on maintaining your new home, the warranty process and emergency contact numbers.

Can I settle prior to the settlement due date?

Development Victoria can consider requests for settlement to occur before the nominated settlement date (an 'early settlement' request) however, please bear in mind that it is often not possible to grant such requests. In the first instance, please liaise with your conveyancer or legal representative and ask that they lodge a formal 'early settlement' request on your behalf with Development Victoria's conveyancer.

Development Victoria will consider alternative settlement arrangements only if the property is ready for settlement, there are no outstanding items to be attended to by the builder and any necessary financial arrangements can be finalised in the timeframe. Please make sure that you speak with your Lender about achieving an early settlement - it may not be possible for your Lender to 'shorten' the process that they need to work through leading up to settlement.

What if I can't settle by the due date?

Please have your conveyancer or legal representative contact the Development Victoria Sales and Settlements team (phone 03 8317 3400) as soon as you are aware that settlement may not occur by the due date – and provide an alternative date once available.

You and your conveyancer or legal representative can refer to your contract of sale for any terms that may be included for settlement of your townhome beyond the confirmed settlement due date.

What if there are issues Post-Settlement (Maintenance Inspection)?

It is common for minor items to require attention as your new home settles, and you begin to use your home on a daily basis. These items will be rectified via a maintenance inspection booked directly with the builder three months after settlement occurs. The Alfie team will contact you prior to this as a reminder to prepare a list of any items requiring attention, so that this can be issued to the builder for their action.

Details of the process to follow when submitting these items can be found within the Alfie Owner's Manual provided as part of your settlement pack.

For any urgent issues, you will be provided with a list of emergency contact numbers in your settlement pack as well as a guide to help you identify an urgent defect from those that can be submitted as part of your 3-month maintenance inspection.

Will all the key services (e.g. phone, internet, water, gas, electricity) be connected when I move in?

Your water, electricity & gas supply will already be connected automatically by the time you move in. Please note your water account will be set up automatically with Greater Western Water.

Accounts will need to be set up with your electricity, gas and internet/phone providers.

Your property has access to an Origin Energy Centralised Electricity network – also referred to as an 'Embedded Network' - which aims to provide competitive bulk electricity supply rates.

RedTrain Networks operates the Fibre optic network within the Alfie development for internet and phone connections at your property. You are able to choose from a range of Internet service providers (ISP) to supply these services via the RedTrain fibre optic network.

Details on how to arrange accounts and connections for Electricity, Gas and Internet services will be provided by the Alfie team a few weeks prior to settlement and included in the Alfie Owner's Manual.

Do I need to organise waste bins before I move in?

Bin collection is conducted by a private waste contractor and is managed by the Owners Corporation. Bins will be delivered to your property prior to your settlement date and collection details will be provided in the Alfie Owner's Manual.

Is there an Owners Corporation for my townhome?

Yes. Quantum United has been appointed as the Owners Corporation (OC) Manager for the development.

Included in your Alfie Owner's Manual is a copy of key documentation relating to the Owners Corporation (OC) including Rules, Budgets and contact details. The OC is responsible for managing the common property on behalf of all the Owners. Please ensure you have supplied correct contact details to the OC Manager upon settlement as this will ensure ongoing communication relating to the Owners Corporation will be provided.

What are the details of my local Council at Alfie?

The local council Alfie falls under is Hobsons Bay City Council.

Contact details for Hobsons Bay City Council are:

Address: 115 Civic Parade, (at the end of Pier Street) Altona 3018

Phone: 1300 179 944

Email: customerservice@hobsonsabay.vic.gov.au

If you have any further questions regarding the pre-settlement or settlement process, please do not hesitate to contact Ann-Marie, Alfie's settlement concierge via the details below.



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Alfie Settlement Concierge

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