

# Buying land using the Priority Numbering System

Landcom land sales are sold to homebuyers on a ‘first come, first served’ basis. However, when there is a high demand for our lots, we will take steps to ensure that sales are conducted in a manner that is orderly and fair for everyone, particularly when prospective purchasers begin to queue before the day of release.

In these cases, Landcom reserves the right at any time to implement a ‘Priority Numbering System’. The Priority Numbering System can be applied to a land sales release where people begin queuing at the Sales Centre prior to the release day and time. The Priority Numbering System is a system to provide an opportunity for people who are ‘Purchase Ready’ to reserve a Lot.

## How to buy with Landcom

All purchasers must be registered on the Landcom sales database for the project of interest.

Once you’ve registered, you’ll begin to receive information about the community you’re interested in and upcoming sales releases.

**HINT:** ensure [hillcroft@landcom.nsw.gov.au](mailto:hillcroft@landcom.nsw.gov.au) is in your contact list so our important sales information is not lost in your spam or junk mail.

## What does being Purchase Ready mean?

To purchase land within a Landcom sales release you will need the following:

- Step 1.** Have your deposit secured, (5% of the purchase price) – this will need to be paid to Landcom within 30 days of your reservation date.
- Step 2.** Know the size land you will need to build your dream home design or investment property. Know how much you can borrow – land and house included.
- Step 3.** Participate in a sales release to purchase your lot.

You’ll receive an email notifying you of when a sales release is on and the land lots available to purchase. If you have any questions the friendly Landcom sales team will help guide you along the way.

### TIP

Speak to the sales team well before a sales release. The sales team will be able to help you in selecting a suitable lot.

## Issuing Priority Numbers

Registrants on the Landcom database will be advised of a sales release by email.

If people start queuing for a lot at any time prior to the Sales Release Date, Landcom reserves the right to implement the Priority Number System. The process for issuing Ticketed Priority Numbers is below:

- The first Ticketed Priority Number will be issued to the first person who attends at the relevant Landcom Sales Centre, and so on down the queue. If a queue has formed outside of the Sales Centre operating hours, priority numbers and/or appointment times will be issued when the Sales Centre opens in the order of the queue.
- The sales representative will provide you with a Sales Release **Unique Registration Number**. Keep this as you will need to show this at the Sales Release during your appointment.
- Priority numbers will only be issued during Sales Centre operating hours up until 5pm the day before the Release Date. For operating hours see <https://www.landcom.com.au/belonging/find-your-home/hillcroft>
- To obtain a Priority Number, you must nominate the lot you wish to purchase and provide photo identification. Each person may only nominate one lot and will only receive one Priority Number. Each lot can only be nominated once. Once all available lots have been nominated, the remaining Priority Numbers will still be issued to those attending the Sales Centre, but with no lot number nominated.
- A list will be placed outside the sales office indicating the issued Priority Numbers and nominated lots in order of the queue.
- If you wish to change your nominated lot prior to the Release Date, you will need to forfeit your original Ticketed Priority Number and receive the next available Priority Number. The lot you originally nominated will then not be available for nomination or reservation until the Release Date.
- Once you receive a Ticketed Priority Number, your interest is restricted to the one lot you have nominated. You will not be able to change names or transfer your interest in the lot to someone else prior to settlement.
- If you are not present at the sales centre at the time your Ticketed Priority Number is called, you will forfeit your opportunity to purchase.
- If you are unable to attend the Landcom Sales Centre to receive a Ticketed Priority Number, another person may obtain the Ticketed Priority Number on your behalf if they provide a signed "Authority To Obtain a Priority Number" form. This form, which authorises your representative to act on your behalf, is available from the Landcom Sales Centre or <https://www.landcom.com.au/assets/Hillcroft/LAND-22-425-Authority-Lots-V3-FINAL-v2.pdf>
- To be issued with a Ticketed Priority Number you will need to not have a current unsettled land purchase (reservation or exchanged contract pending settlement) with Landcom during the time of the land release.

## The Priority Number Sales Process

Once you have received your Ticketed Priority Number you must be present at the relevant Landcom Sales Centre on the Release Date. If you are not present when your Ticketed Priority Number is called, you will forfeit your place in the purchase queue. Please note that reservation processing times can vary.

When your Ticketed Priority Number is called, you will need to provide your Ticketed Priority Number confirmation, and:

- Confirm whether you still wish to reserve your nominated lot;
- Or confirm whether you wish to reserve another lot that has been 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 will forfeit your priority number.

## To reserve an available lot, you will need to:

- Provide photo identification to confirm the identity of all people who appear on the reservation form (drivers licence or passport);
- Pay a \$300 non-refundable administration fee;
- Provide your solicitor's or conveyancer's details;
- Ensure that the reservation details on this notice are correct as these will be the precise details under which you will be required to exchange contracts and settle your purchase; and
- Have the 5% deposit ready for exchange within 30 days of your solicitor receiving the Contract of Sale.

If you cannot attend the sales release in person, your representative must complete an 'Authority to Obtain a Priority Number (or reserve a lot if applicable)' form before the sales release. They must bring this form along with all required documents, including identification of all parties, to the Sales Centre on the release day to proceed with reserving your nominated lot.

## Special Note:

**Reservations can only be made in the name of individuals. Corporate entities may not participate in the priority numbering system and building companies are excluded from purchasing lots on the first week of a sale release.**

The information you provided on your at the time of Registration To Purchase must be the same information you provide in any Contract for Sale you enter.

## Disclaimer

Landcom reasonably believes this document is correct at the date of publication but gives no warranty or representation as to its accuracy or completeness of any information in it or provided in connection with it. All persons should make their own independent enquiries as to the matters referred to in this document. To the extent permitted by law, Landcom (including its agents and employees) disclaims any liability whatsoever in connection with, reliance upon, or use of this document by any person.

## Privacy

Landcom is collecting your personal information to communicate with you in respect to upcoming land release for the project/s indicated, including administering the ballot. Your contact information may be shared if Landcom has engaged any consultants to assist in administering the ballot.

For more information about how Landcom will handle your personal information, please see Landcom's Privacy Management Plan on our website [www.landcom.com.au](http://www.landcom.com.au).

If you have any questions about the collection, use, disclosure or amendment of your personal information, including who to contact if you have a privacy enquiry or complaint, please contact Landcom's Privacy Officer by email to [privacy@landcom.nsw.gov.au](mailto:privacy@landcom.nsw.gov.au).