



Renovation Plan

Retirement Villages Act 1992 (WA) (the Act) - section 27(6)

About this form

An operator must use this form to prepare a renovation plan if a former resident is required to pay for renovation of residential premises in a village after permanently vacating the premises.

More information about renovations is available on the Consumer Protection website:

www.consumerprotection.wa.gov.au/rvreno

Information for operators:

1. Refer to the Renovation Plan Guidance for examples and important information about how to complete this renovation plan.
2. The renovation plan must be provided to the resident or residents for review and approval.
3. Any document relied on to provide information required by this form, or identified in this form as an attachment, should be attached to the renovation plan and provided to the resident with the plan.

Information for residents or their representatives:

1. Consider the important information at the end of this form before reviewing the plan.
2. Sign the declaration in section 7 only if you agree to the renovation plan.

Do not send this form to the Department of Local Government, Industry Regulation and Safety.

Section 1: Information about the resident(s)

Resident 1

**Resident 1
name**

**Resident 1
contact
information**

Address line 1

Address line 2

Suburb/Town State Postcode

Email Phone

Resident 2 (if required)

**Resident 2
name**

**Resident 2
contact
information
(if different
from above)**

Address line 1

Address line 2

Suburb/Town State Postcode

Email Phone

If an authorised representative will act on behalf of the resident or residents:

**Name of
representative**

**Relationship
to resident**

**Representative
contact
information**

Address line 1

Address line 2

Suburb/Town State Postcode

Email Phone

Section 2: Information about the unit to be renovated

Address of the premises to be renovated	Address line 1								
	Address line 2								
	Suburb/Town		State		Postcode				
Date the resident moved in		Date							
Date the resident permanently moved out		Date							
Length of time the resident occupied the premises		Estimate in years, months and days							

Section 3: Information about the retirement village and operator

About the retirement village	Name of village							
	Address line 1							
	Address line 2							
	Suburb/Town		State		Postcode			
About the operator (at least one operator of the village)	Village operator name (entity)							
	Business trading name (if different from above)							
	Australian Company or Business Number (if no ACN, insert ABN):							
	Email		Phone					
Business address (if different from above)	Address line 1							
	Address line 2							
	Suburb/Town		State		Postcode			

Section 4: Renovation information (general)

[illegible]

Estimated total cost of renovation

Note: If a quote has been obtained for any of the renovation work outlined above, it should be attached to the renovation plan. The quote must include the name of the person or company that provided it, the date on which it was issued and its expiry date, if applicable. The estimated cost outlined in the quote should be included in the table above.

Section 5: Renovation information (sharing of costs)

5.1 What proportion of the estimated renovation cost is the resident or residents required to pay?

% of the total estimated renovation cost

Estimated total amount \$

5.2 When is the resident or residents required to pay their share of the renovation cost?

Date

5.3 Who will pay any amount by which the actual renovation cost exceeds the estimate above?

☐ Resident

☐ Operator

☐ Operator and resident(s) will share liability

% proportion to be paid by resident

% proportion to be paid by operator

☐ Someone other than the resident or operator

% proportion to be paid by this person

Name of person and relationship to operator or resident

Section 6: Operator declaration

I confirm that, as at the date below, the information provided in this form is true and correct.

Date

Full name

Title

Signature

Section 7: Resident declaration

I confirm that I have carefully considered this renovation plan and agree to it by signing and dating the declaration below. I understand that I am not required to sign this renovation plan if I do not agree with it.

Full name of resident 1

Signature

Date

Full name of resident 2

Signature

Date

Full name of resident representative

Signature

Date

Note: Each declaration must be dated after the resident has permanently vacated the premises.

Important information for operators and residents

1. When are residents required to pay for renovations

A resident who has permanently moved out of their home in a village can only be required to pay for renovation of the unit if all the conditions below are met:

- they agree on a plan for renovation using this form, on or after permanently moving out of their home;
- the renovation is completed as per the plan; and
- the residence contract provides that the resident is entitled to a share of any capital gain that is at least in proportion to the amount of the renovation costs the resident is required to pay.

2. Renovation plan not required if resident is reinstating residential premises

A resident may be required to reinstate the premises if:

- they did not leave the premises in the same condition it was as when they moved in, except for fair wear and tear;
- their residence contract requires them to pay for reinstatement of the premises; and
- the cost of reinstatement has been agreed between the operator and resident or determined by the State Administrative Tribunal (SAT).

3. Approving a renovation plan

Operators must provide a complete renovation plan to the resident or their authorised representative for review and approval. The resident or their authorised representative must sign the declaration in section 7 if they agree to the renovation plan.

4. When the renovation costs exceed the estimate in the plan

The operator and resident must agree in writing on how any costs exceeding the estimate will be paid.

5. Operator and resident disagree on renovation costs

If the resident and operator cannot agree on renovation costs, either party may apply to the SAT for a determination of the amount, if any, that the resident must pay to renovate the residential premises.

6. Seek independent legal advice

Residents leaving a village should consider obtaining independent legal advice before agreeing to a renovation plan.

7. More information

For more information or help filling out this form:

Email: consumer@lgirs.wa.gov.au

Call 1300 30 40 54 on weekdays from 8:30am to 4:30pm.

Visit: www.consumerprotection.wa.gov.au/retirement-villages