
Residential Tenancies Act 1997

Timelines for Part 4A Agreements

1. Prospective Resident must be given a copy of the proposed Part 4A Agreement **and at the same time** must be given the Cooling Off Notice.
2. At the same time the Park Owner should also give to the Prospective Resident a copy of the Park Rules and a Summary of the Agreement (***Movable Dwellings - A Guide for Residents, Owners and Managers***, which is available from Consumer Affairs Victoria).
3. At the same time the Park Owner should have the Prospective Resident sign the Acknowledgement of Receipt of documents.
4. The Park Owner must then allow a period of 20 days for the Prospective Resident to consider the Part 4A Agreement. **The Part 4A Agreement cannot be signed until this period has expired.** If it is, the park Owner is liable to a fine of up to \$2,000.00.
5. The Resident may terminate the Part 4A Agreement under the Resident's cooling off rights at any time **within 5 business days** after the Part 4A Agreement is signed by the Resident. In that event the Resident is entitled to a refund of all money paid under the Part 4A Agreement less \$100.00 which may be retained by the Park Owner.