# Manufactured homes Form 16

## Residential Park Comparison Document

Queensland Government

*Manufactured Homes (Residential Parks) Act 2003*

**This form is effective from 20 February 2025**

## Important

**About this document**

The Residential Park Comparison Document assists prospective manufactured home owners compare residential parks by providing general information about a park and their facilities and services, including the costs of moving into, living in and leaving the residential park. It is not intended to provide information about individual manufactured homes within a park. It doesn't form advice or guidance, and any prospective home owner is encouraged to seek independent financial and legal advice.

**Key things to know about residential parks**

Manufactured homes in residential parks are a form of housing where manufactured home owners own their dwelling and position them on sites in a residential park owned by a park owner. Home owners enter into a site agreement with the park owner for the use of the land and communal facilities, services and amenities and pay the park owner site rent.

Buying a manufactured home is a significant commitment, and when you enter into a site agreement you are agreeing to continue paying site rent for as long as you own the home, or until you remove the home from the site in the park.

In a residential park, **site rents can increase at regular intervals based on the terms of your site agreement** and subject to legislation on site rent increases in the *Manufactured Homes (Residential Parks) Act 2003*.

**You should carefully consider whether you can afford the ongoing expenses of living in the residential park, and how this will increase over time. You are strongly encouraged to seek independent financial and legal advice from an experienced Queensland lawyer about your rights, options and obligations as a manufactured home owner before buying a manufactured home in a residential park and entering into a site agreement.**

For more information about residential parks and the *Manufactured Homes (Residential Parks) Act 2003*, please see *https://www.qld.gov.au/housing/buying-owning-home/housing-options-in-retirement/manufactured-homes/about-manufactured-homes.*

The information in this Residential Park Comparison Document is correct as at 26/05/2025 *[insert date]*. Some of the information included may not apply to existing site agreements.

Park owner signature ..... Date 26/05/2025

## Residential park details

Park name BAY RESIDENTIAL VILLAGE

Phone 07 3203 1399

Park address 322 DECEPTION BAY ROAD

Suburb DECEPTION BAY State QLD Postcode 4508

Website www.roofley.com Number of current manufactured home sites 1

Park contains: ☐ only manufactured homes ■ multiple dwelling types (see section 15)

Total number of sites (including other dwelling types) currently in park 107

Development status: ☐ Completed ■ Under development (see section 16 for details)

Re-development planned in the next 5 years: ☐ Yes ■No (see section 16 for details)

Year Residential Park began operating.....

## Part 1 – Site rent and other costs

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| **1 Site rent for new site agreements**<br>*(GST exclusive)<br>Declaration of what site rent will be for new home owners. | Site rent* (or range of site rent) payable by new owners<br>$209.77<br>This applies to site agreements entered from ..... DD/MM/YYYY)<br>How often is site rent due:<br>■ Weekly ☐Fortnightly ☐Monthly ☐ Other (specify) ..... |
| **2 Site rent increases**<br>The proposed basis for how site rent can be increased under a site agreement for the site. | How does site rent increase for new home owners in the residential park?<br>**Basis**<br>3.5% or CPI (which ever is greater)<br>.....<br>**General increase day**..... (DD/MM/YYYY)<br>A general increase day is the day that site rent increases for all sites using a particular basis. A general site rent increase for a site cannot occur more than once a year.<br>**Frequency**<br>■Annual ☐Other (specify) .....<br>**Additional information** (specify any additional basis, increase day and frequency below)<br>.....<br>.....<br>.....<br>Note: general site rent increases are limited to once per year using only a single basis at a time. However, some park owners may have multiple bases which apply in different years. |
| **3 Mandatory costs or fees <u>not</u> included in site rent** (GST inclusive)<br>Note: Does not include sales commissions where the park owner resells homes. | Are home owners in the park required to pay any additional costs or fees which are not included in site rent?<br>☐ Yes (provide details below) ■ No<br>Total costs / fees: $.....<br>Details of costs / fees and when payable: .....<br>..... |

## Part 2 – Utilities and services

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| **4 Electricity** | Service Charge/s (individually measured and/or metered)<br>☒ Included in site rent ☐ Not included in Site Rent<br>☐ Other (specify) .....<br>Usage Charge/s (individually measured and/or metered)<br>☐ Included in site rent ☒ Not included in Site Rent<br>☐ Other (specify) .....<br>Does the park contain an embedded network for the supply of any electricity in the residential park?<br>☒ Yes ☐ No<br>For more information about embedded networks see:<br>https://www.aer.gov.au/consumers/understanding-energy/embedded-networks-customers<br>Can solar panels be installed on manufactured homes?<br>☒ Yes ☐ No<br>Are there any known conditions/restrictions on the installation or use of solar panels in the residential park?<br>☒ Yes ☐ No<br>If yes, specify<br>We have no capacity to provide electricity credit..... |
| **5 Water** | Service Charge/s (individually measured and/or metered)<br>☒ Included in site rent ☐ Not included in Site Rent<br>☐ Other (specify) .....<br>Usage Charge/s (individually measured and/or metered)<br>☐ Included in site rent ☒ Not included in Site Rent<br>☐ Other (specify) ..... |

| | |
|---|---|
| **6 Sewage** | Service Charge/s<br>☒ Included in site rent ☐ Not included in Site Rent<br>☐ Other (specify) .....<br>Usage Charge/s<br>☐ Included in site rent ☒ Not included in Site Rent<br>☐ Other (specify) ..... |
| **7 Gas** | Service Charge/s (individually measured and/or metered)<br>☒ Included in site rent ☐ Not included in Site Rent<br>☐ Other (specify) .....<br>Usage Charge/s (individually measured and/or metered)<br>☐ Included in site rent ☒ Not included in Site Rent<br>☐ Other (specify) ..... |
| **8 Telephone** | ☐ Included in site rent ☒ Available but not included in site rent<br>☐ Not available ☐ Other (specify) .....<br>..... |
| **9 Internet** | ☐ Included in site rent ☐ Available but not included in site rent<br>☒ Not available ☐ Other (specify) .....<br>..... |
| **10 Other utilities and services** | Details of other services or utilities (for example, food services, gardening services, personal care services, transportation services) including whether provision of these services by the Park Owner is included in site rent<br>There are no additional charges.<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |

| 11 Park Manager and staff<br><br>Please provide details about the availability of park management. | **Is an on-site manager (or representative) available to home owners?**<br>☐ Yes ■ No<br>Details of on-site availability:<br>.....<br>.....<br>**Does the on-site manager live on-site or work on-site?**<br>☐ Lives on-site ☐ Works on-site ☐ Not applicable<br>**Does the park have an after-hours emergency contact?**<br>☐ Yes ■ No<br>**After-hours emergency contact details**<br>.....<br>.....<br>**Do any other staff work in the residential park?**<br>■ Yes ☐ No<br>If yes, provide details (e.g. First Aid Officer, Security, Grounds person etc).<br>Groundsperson, Tradespeople, Tenancy Administrators.....<br>.....<br>.....<br>.....<br>..... |
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## Part 3 – Facilities and amenities

**12 Communal/shared facilities** Please provide details about the facilities currently available in the park, including any additional costs for the use of these facilities.

(NOTE: Under section 14 (a) (iii) of the Act, a home-owner has non-exclusive use of the park's common areas and communal facilities).

☐ Activities, workshops or games room/s

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ BBQ area outdoors

Details.....

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Cost: ☐ Included in site rent ■ Additional fee (specify)

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Available to: ■ Home owners ■ Guests / Visitors ☐ Public

☐ Bowling green

☐ Indoor ☐ Outdoor

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Club House

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Communal open space

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Gym

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Library

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Restaurant / Cafe

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Shops

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Park bus or other park-supplied transport options

Details (conditions for use)

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Frequency: .....

Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Swimming pool

☐Indoor ■ Outdoor ☐ Heated ☐ Not heated

Size: .....

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ■ Home owners ☐ Guests / Visitors ☐ Public

☐ Tennis court / Pickleball

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Changing rooms and showers at sports facilities

Details.....

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☐ Kitchens in communal facilities

Details.....

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Cost: ☐ Included in site rent ☐ Additional fee (specify)

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Available to: ☐ Home owners ☐ Guests / Visitors ☐ Public

☐ Other facilities and amenities (specify below, including availability and cost)

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**13 Parking**

Please provide details of parking available to home owners and their guests.

Do home owners have personal parking space/s on their site?

☒ Yes ☐ No ☐ Varies by site

Are there any restrictions on home owners parking on or adjacent to their site (e.g. on their driveway)? If so, please provide details:

One car park is available to the site

Is there additional parking available for home owner use in the park?

☐ Yes ☒ No

If yes, specify number of spaces and any conditions

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Is there additional parking available for visitor use?

☒ Yes ☐ No

If yes, specify number of spaces 11

Is there parking available for large vehicles such as trailers, motorhomes, caravans, boats or other recreational vehicles?

☐ Yes ☒ No

If yes, specify number of spaces and any conditions

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Are there any fees in addition to site rent applicable to the use of parking spaces for large vehicles such as trailers, motorhomes, caravans, boats or other recreational vehicles?

☐ Yes ☐ No

If yes, provide details

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| **14 Security and safety**<br>Note: Park Owners are required to maintain and implement an emergency plan for the residential park.<br>Additional features listed at park owners discretion. This list may not be exhaustive. Please enquire with park owner for more details. | Does the residential park have any of the following security and safety features?<br>☒ Security cameras ☐ Key fob/pin code operated Security gates<br>☐ Emergency phones ☐ Defibrillator(s)<br>Provide details of any other notable security or safety features of the park?<br>Fire hoses ..... |
| **15 Accessibility features**<br>Please provide details of features in the park to assist home owners with mobility or other issues.<br>Details are provided for comparative information only. Home owners with specific accessibility requirements should contact the park owner to ensure the park can meet their needs. | Does the residential park have any of the following accessibility features in the common areas of the residential park?<br>☐ Ramps<br>☐ Lifts<br>☐ Wheelchair-accessible toilets<br>☐ Extra-wide doors<br>☐ Wheelchair-accessibility to Letterboxes<br>☐ Wheelchair-accessibility to Residential Park Office<br>What parts of the park have these features? |

## Part 4 – Miscellaneous

**16 Other dwellings**

Does the park contain dwellings other than manufactured homes (i.e., is a mixed-use park)?

■ Yes ☐ No

If yes, provide details, for example caravans, holiday rental cabins, residential premises (including manufactured homes) under residential tenancy agreements)

Cabins and caravans under residential tenancy agreements.....

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**17 Development**

Indications of future plans may be subject to change. For more information contact the park owner.

Has development of the park been completed?

☐ Yes ■ No

If no, provide details of how many sites, including manufactured home sites and other dwellings will be available when planned development is completed and the anticipated date for completion?

Replacement of 33 caravans with new cabins.....

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If no, provide details of any services, amenities or facilities that will become available when development is complete, including when these will be available

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**18 Home owners committee**

Does the park have a home owners' committee?

☐ Yes ■ No

**19 Letting the home**

Do site agreements in the residential park permit home owners to let their home to another person?

☐ Yes ■ No

If yes, detail any restriction on letting:

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| **20 Temporary stays** | Do site agreements in the residential park include any limitations or requirements on people temporarily staying in the residential park? (For example, house sitters, pet sitters or family members temporarily staying at the home)?<br>☐ Yes ■ No<br><br>If yes, detail any limitations or requirements?<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |
| **21 Insurance**<br>Please provide details about any insurance taken out over the park land and/or facilities | Are the communal facilities and land in the residential park insured?<br>Yes ■ No ☐<br>What is covered by the insurance?<br>☐ Flood ■ Storm ■ Fire ■ Public liability<br>Note: home owners will generally be responsible for insuring their own property in the park.<br><br>Are home owners required to insure their manufactured home?<br>Yes ☐ No ■<br>If yes, provide details:<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |

## Part 5 – Park Rules

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| **22 Pets** | Are there any restrictions on pets in the park?<br>☒ Yes ☐ No<br><br>If yes, provide details:<br>Moreton Bay Regional Council local laws prohibit the keeping of certain pets on our property, in particular cats and dogs. |
| **23 Park rules** | Please provide a list of the park rules (may be provided as an attachment)<br>See Park Rules document |

## Part 6 – Park details and operations

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|---|---|
| **24 Park owner details** | ☐ **Individual owner/s**<br>Title.....Full name .....<br>Title.....Full name .....<br>Title.....Full name .....<br>▣ **Corporate owner**<br>Full company / corporation name<br>The Woolnough Investment Trust<br>Australian Company Number (ACN) .....<br>Australian Business Number (ABN) 83 016 282 213<br>Business address<br>322 Deception Bay Road<br>Suburb Deception Bay State QLD Post code 4508<br>Phone number 07 3203 1399<br>Email address bay@roofley.com |
| **25 Park contact**<br>Please provide contact details for the residential park for information and enquiries if different from above. | Contact name Hamish Baird<br>Park phone 07 3203 1399<br>Park email bay@roofley.com |

## Further Information

If you would like more information, contact the Department of Housing and Public Works on 13 QGOV (13 74 68) or visit our website at **www.hpw.qld.gov.au**

**Regulatory Services (Department of Housing and Public Works)**
Regulatory Services administers *the Manufactured Homes (Residential Parks) Act 2003*. This includes investigating breaches of the Act.

Department of Housing and Public Works
GPO Box 690, Brisbane, QLD 4001
Phone: 07 3013 2666
Email: regulatoryservices@housing.qld.gov.au
Website: www.housing.qld.gov.au/housing

**Queensland Retirement Village and Park Advice Service (QRVPAS)**
Specialist service providing free information and legal assistance to home owners and prospective home owners in residential parks in Queensland.
Caxton Legal Centre Inc
Level 23, 179 Turbot Street
Brisbane Qld 4000
Phone: 07 3214 6333
Email: qrvpas@caxton.org.au
Website: www.caxton.org.au

**The Queensland Manufactured Home Owners Association Inc (QMHOA)**
Is a peak body representing owners of manufactured homes in Queensland. They provide information and assistance to home owners and prospective home owners in relation to their rights and responsibilities under the *Manufactured Homes (Residential Parks) Act 2003.*
Phone: 07 3040 2344
Website: www.qmhoa.org.au

**Seniors Legal and Support Service**
Provides free legal and support services for seniors concerned about elder abuse, mistreatment or financial exploitation.
Caxton Legal Centre Inc
Level 23, 179 Turbot Street
Brisbane Qld 4000
Phone: 07 3214 6333
Email: slass@caxton.org.au
Website: www.caxton.org.au/sails_slass

**Queensland Civil and Administrative Tribunal (QCAT)**
This independent decision-making body helps resolve disputes and reviews administrative decisions by government.

GPO Box 1639, Brisbane, QLD 4001
Phone: 1300 753 228
Email: enquiries@qcat.qld.gov.au
Website: www.qcat.qld.gov.au

**Queensland Law Society**
Find a solicitor
Law Society House

179 Ann Street, Brisbane, QLD 4000
Phone: 1300 367 757
Email: info@qls.com.au
Website: www.qls.com.au

**Department of Justice and Attorney-General**
Dispute Resolution Centres provide a free, confidential and impartial mediation service to the community.

Phone: 07 3006 2518
Toll free: 1800 017 288
Website: www.justice.qld.gov.au