

Dear Potential Shareholder

Mont Clair is a fine example of an Inter-war Functionalist-style apartment building. It was built between 1935 and 1938 as serviced apartments and incorporated many features that were considered innovative at the time. This included an intercom system and refrigerators to each apartment.

The building was designed by Esmond B Wiltshire and Hodges, a firm of architects particularly active in Sydney in the 1930s.

Mont Clair is a company title building and is well known within Darlinghurst and is a sought after building due to its magnification views from the rooftop and art deco restored finishing's.

The building is run by a board of directors who act on the behalf of the shareholders to keep the building in good working order.

The shareholders are all proud of Mont Clair. The building has a community of shareholders who all share the same pride and respect of its heritage nature.

Part of the process before becoming a shareholder is to meet with a company director(s) and they will give you a tour of the building. The same meeting and tour is given regardless of becoming a shareholder or tenant.

Before you meet with a Director(s) you need to send to the buildings managing agent the follow:

- Fill in the form on page 5 of this information pack.
- Submit written character references (from accountant, lawyer, employer)
- Government issued Identification (*Stored in accordance with the Commonwealth Privacy Act 1998*)

What will happen next?

Once your forms are submitted to the building's managing agent a time and date will be arranged to meet with a director(s) and a tour of the building will take place.

The building has a set of rules that we all adhere to. These rules are called **House Rules** and before moving in you will need to sign that you have read the house rules on page 5 of this information pack.

Meeting the director(s) and building tour:

Internal use please tick off when explained

Building website www.montclair.com.au

- Portal to view board meeting minutes and levies (After a board meeting an email will be sent advising the minutes have been loaded into the portal)
- Certificate of incorporation
- Articles of association
- History about the building
- House rules
- Information for real estate agents
- Renovation forms
- Applications for potential tenants

Foyer & Ground floor

- Front door security & intercom system
- Where your letter box is located
- How to book the rooftop terrace
- Where the bins are located
Please call the council to remove any large items you need to dispose of. If left in the bin room the clean up will be charged to you. The council can be contacted on 265 9333
- Back fire escape door (door alarmed 24/7) please do not open unless there is an emergency
- Use of bike racks
- Where the back fire stairs are, please do not use these stairs unless there is an emergency.

Lift

- The lift motor has been replaced and is new however please be careful of the interior. Before moving in a photo of the lift will be taken before and after by a director. You will need to tell the building manager the date and time you will be moving in. **If there is any damage the repair will be charged to you or your tenant if applicable.**

Hall way

- Hall lights are on a timer and will be turned off during the day
- Nothing is to be left outside your door in the hallway
- No smoking in Hallways
- Common property cleaning happens on a Monday & Thursday.

Laundry & Drying terrace

- The area can be used between 7am and 9pm.
- The washer and dryer take \$1 and \$2 coins
- Any items left in the area after 1 week will be removed after and disposed of.
- No soaking of clothes in the laundry tubs
- Communal pegs are available

The violet Cowley roof terrace

- Must be booked using the notice board in the foyer and not used after 11pm.
- Please clean up after using. If any items are left the clean up will be charged to you.

- No more than 10 Guests, If you would like more than 10 you need the boards permission.

Noise

- No Noise is to be made after 11pm

Fire safety

- The building has exit signs and maps on each level please make sure you take notice of your closets fire exit.
- Your unit door is a fire door and must be kept closed at all times.

Common area cleaning

- Cleaning takes place Monday & Thursday

Building notices affecting all residents

- An email will be sent to your email address provided on this application.
- Signs will be placed on the notice board, inside the lift, door leading out to the garbage room.

If you are planning on renting out your unit

- Please make sure your property manager is aware of the process to be followed
 - Tenant Application form needs to be filled in. The form is located on the building's website.
 - A tour of Mont Clair must take place for all potential tenants
 - Potential tenant(s) must be approved by the board.

Renovations

- An application form needs to be submitted to the board of directors for approval
- Deposit is required

Reminder

- Always carry your keys as all doors close behind you are locked
- Fire Alarms are sensitive if you set off an alarm and if the building is issued with a fine, the fine is paid by the unit occupier (tenant if applicable).
- No one can move into your apartment unless the board's permission is given. **Strictly no Airbnb.**

What will happen next

You will hear from the building's managing agent on your application and next steps.

Kind regards

The Board of Directors

**Mont Clair Home Units Pty Limited
347 Liverpool Street Darlinghurst NSW 2010
ABN 54 000 286 715**

Application form for prospective shareholder

Unit no: _____

Full Name(s): _____

Current address: _____

Mobile: _____

Work phone number: _____

Email: _____

Occupation: _____

Name solicitor or conveyancer: _____

Phone number of solicitor or conveyancer: _____

Email address of solicitor or conveyancer: _____

Will the unit be occupied or let? _____

If the unit is to be let, name of agent or property manager: _____

House Rules Agreement

I _____ have read, understand and agree to be bound by:

The House Rules of Mont Clair Home Units.” as listed on the buildings website
www.montclair.com.au

If the unit is to be let, I agree to update the real estate / property manager about the process before a prospective tenant can move in.

I agree not to sublease my unit out to an Airbnb or if leased make the property manager aware that airbnb is not allowed.

I understand that if my unit triggers the fire alarm and if there is a cost charged to the building to pay the fine. (only applicable if living in the unit. If leased tenant will sign off on this clause).

I agree to pay the levies on time.

Signature: _____ Date: _____

Check List

Please return to Mont Clair building manager:

- Full 7 pages of this information pack (check list will be used for building tour)
- Written character references (from accountant, lawyer, employer)
- Government issued Identification (Stored in accordance with the privacy act 1998)

Internal use

Board decision:

Application **approved/not approved** (please circle)

Signed: Director _____ Date _____

Signed: Director _____ Date _____