

Manufactured homes Form 16



Residential Park Comparison Document

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 **[insert date]**. Some of the information included may not apply to existing site agreements.

Park owner signature Date

Residential park details

Park name

Phone

Park address

Suburb State Postcode

Website..... Number of current manufactured home sites

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

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

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

1 Site rent for new site agreements

*(GST exclusive)

Declaration of what site rent will be for new home owners.

Site rent* (or range of site rent) payable by new owners

.....

This applies to site agreements entered from 01 / 09 / 2026 DD/MM/YYYY)

How often is site rent due:

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Other (specify)

2 Site rent increases

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?

Basis

.....

.....

General increase day...01 / 09 / ANNUALLY (DD/MM/YYYY)

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.

Frequency

☐ Annual ☐ Other (specify)

Additional information (specify any additional basis, increase day and frequency below)

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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 not included in site rent (GST inclusive)

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?

☐ Yes (provide details below) ☐ No

Total costs / fees: \$.....

Details of costs / fees and when payable:

.....

Part 2 – Utilities and services

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

6 Sewage	Service Charge/s ☐ Included in site rent ☐ Not included in Site Rent ☐ Other (specify) Usage Charge/s ☐ Included in site rent ☐ Not included in Site Rent ☐ Other (specify)
7 Gas	Service Charge/s (individually measured and/or metered) ☐ Included in site rent ☐ Not included in Site Rent ☐ Other (specify) Usage Charge/s (individually measured and/or metered) ☐ Included in site rent ☐ Not included in Site Rent ☐ Other (specify)
8 Telephone	☐ Included in site rent ☐ Available but not included in site rent ☐ Not available ☐ Other (specify)
9 Internet	☐ Included in site rent ☐ Available but not included in site rent ☐ Not available ☐ Other (specify)
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

11 Park Manager and staff

Please provide details about the availability of park management.

Is an on-site manager (or representative) available to home owners?

☐ Yes ☐ No

Details of on-site availability:

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.....

Does the on-site manager live on-site or work on-site?

☐ Lives on-site ☐ Works on-site ☐ Not applicable

Does the park have an after-hours emergency contact?

☐ Yes ☐ No

After-hours emergency contact details

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Do any other staff work in the residential park?

☐ Yes ☐ No

If yes, provide details (e.g. First Aid Officer, Security, Grounds person etc).

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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.....

.....

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.....
.....

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.....
.....

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:

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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

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 Note: Park Owners are required to maintain and implement an emergency plan for the residential park. 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? ☐ Security cameras ☐ Key fob/pin code operated Security gates ☐ Emergency phones ☐ Defibrillator(s) Provide details of any other notable security or safety features of the park?
15 Accessibility features Please provide details of features in the park to assist home owners with mobility or other issues. 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? ☐ Ramps ☐ Lifts ☐ Wheelchair-accessible toilets ☐ Extra-wide doors ☐ Wheelchair-accessibility to Letterboxes ☐ Wheelchair-accessibility to Residential Park Office 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)
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? If no, provide details of any services, amenities or facilities that will become available when development is complete, including when these will be available
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:

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)? ☐ Yes ☐ No If yes, detail any limitations or requirements?
21 Insurance 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? Yes ☐ No ☐ What is covered by the insurance? ☐ Flood ☐ Storm ☐ Fire ☐ Public liability Note: home owners will generally be responsible for insuring their own property in the park. Are home owners required to insure their manufactured home? Yes ☐ No ☐ If yes, provide details:

Part 5 – Park Rules

[illegible]

Part 6 – Park details and operations

24 Park owner details

☐ **Individual owner/s**

Title.....Full name

Title.....Full name

Title.....Full name

☐ **Corporate owner**

Full company / corporation name

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Australian Company Number (ACN)

Australian Business Number (ABN)

Business address

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Suburb State Post code

Phone number

Email address

25 Park contact

Please provide contact details for the residential park for information and enquiries if different from above.

Contact name.....

Park phone.....

Park email.....

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: slas@cxton.org.au

Website: www.caxton.org.au/sails_slas

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

PARK RULES



Alcohol

Excessive use of alcohol and/or any use of banned drugs or other substances is a breach of the Park Rules. Alcohol may only be consumed inside accommodation units. No alcohol may be consumed around the 'Village' common areas, with the exception of the Community Centre and then only in compliance with the 'Community Centre' rules.

Day Visitors & Additional Guests

You may have additional guests stay over. Please see Reception to arrange this and register the guests so that the Park Management is aware of them in case of emergency. The Residents should make their guests aware of the Park Rules and are responsible for the activity of their guests and their compliance with the Park Rules.

Once your guests are registered they are permitted to use the facilities within the Village such as the pool and barbeque area.

Day visitors and guests' cars must only be parked in designated visitors' car park areas, or as instructed by Park Management.

Balconies & Carports

Balconies and carports must be kept clean and tidy at all times. No clothing, building materials, motor vehicle parts or other items are to be left on balconies or within the carport of homes at any time.

Bikes, Skates and Scooters

Helmets approved to Australian Standards must be worn in the Village when riding bicycles & motor scooters. Skateboards, roller-skates, rollerblades, motorized scooters and other skates are not permitted to be used within the Village grounds.

Boats & Trailers

No boats, trailers, caravans, or motorhomes are to be brought into or stored in the Village without the Park Owner's written approval. Parking bays for the above vehicles may be available at additional cost. However where a Resident has purchased a home that has room to accommodate all his vehicles within the driveway area of his home, the Park Owner's permission will not be withheld unnecessarily.

Cars & Other Vehicles

Only residents' vehicles that are registered with the Park Manager are permitted to park inside the Village. Residents' trucks are not permitted to park within the Village. To comply with Safety Regulations, residents' vehicles must be roadworthy and registered with the Department of Transport at all times.

Residents' cars are permitted to be parked only on their own home's driveway and not on the grass or on the roadways. The particulars of all vehicles are to be registered with Park Management.

Should there be any changes, please notify Park Management. Residents must ensure that their driveway is kept free of grease, oil and rubbish at all times.

Clothes Lines

Residents can only hang clothing in an area designated for the hanging of clothing that has been washed and is drying.

Clotheslines are provided at each home for the use of residents.

Damage

We request that all residents and guests respect the Park's property, including the Community Centre, gardens, lawns, and other amenities. The cost of any damage will be at the cost of the person/s responsible.

Facilities & Amenities

Residents may use facilities and amenities only during the hours and on the terms the Park Owner may nominate from time to time. E.g. – BBQs must be cleaned after use. Use of facilities may be withdrawn in respect of any person who uses a facility or amenity recklessly or without regard to the proper enjoyment of other persons' use of the same.

Inspections

Management reserves the right to inspect sites/homes in accordance with s94 Manufactured Homes (Residential Parks) Act 2003 and any specific regulations under that legislation that may apply

PARK RULES



Keys

Only one security key is provided per site, which is used to gain vehicle access via the boom gate.

Mail & Couriers

Mail for registered residents will be delivered by Australia Post to residents' designated lockable post boxes, located near the Community Centre.

For courier deliveries, the courier will be directed to the resident's site by Park Management and the responsibility of signing and checking with is that of the resident. No courier parcels will be accepted at Reception.

Maintenance

Residents should inform Park Management of any maintenance that needs to be carried out around the Village common areas.

Noise

Noise must be kept to a minimum at all times. For the comfort of all residents and guests, all noise is to cease by 10.00pm.

Pets

Permanent residents are permitted to have pets within the Village AT ANY TIME, however details of the pet(s) must be registered with the Park Management. The pets must not exceed 10kg and the pet's hygiene and cleanness is the sole responsibility of the owner. Any neglect will be reported to the appropriate authority organization.

All dogs must be kept on a leash, whilst in the confines

of the Village. Residents' cats must not be allowed to roam outside the resident's site.

Pools

The pool area is open for the use of residents and guests between 8am and 7pm daily except when cleaning. For safety reasons, an adult must accompany children under the age of 12 at all times. Food, drinks and alcoholic beverages are not permitted in or around the pool area. (All pool safety rules are clearly displayed on Pool Notices).

Recreational Facilities

A resident will not permit the carrying on of any sport or recreational activity within the Village, which the Park Owner deems unsafe, or of annoyance to others.

Rental and extras

Please ensure that all rental monies are settled as per your site agreement. Amounts owing for extras must be paid at the time of charge. Using credit cards to settle accounts will incur a fee equivalent to that charged by the relevant banking organisation.

Road Rules

For the safety of all residents and guests, normal road rules apply in the Village. You must obey the "walking pace" 10 km speed limit at all times. This includes those riding bicycles and motor scooters. No person is to drive in the Village under the influence of drugs or alcohol.

Rubbish

Littering is prohibited. Residents must wrap all household rubbish and place in the designated bins.

Shopping Trolleys

No shopping trolleys are to be brought into the Village.

Site/Garden Maintenance

Residents and guests are responsible for keeping their home, site and garden in a neat and tidy condition at all times.

All trees and shrubs in common areas, remain the property of 'Laeta Living Laidley'. A resident and/or any guest is not permitted to remove or cause any damage to flowers, shrubs, gardens, lawns, trees, facilities or amenities within the Village.

Storage

Due to fire and health regulations, no goods or materials are to be stored under accommodation units.

It is the responsibility of all residents to become familiar with the appropriate legislative requirements that pertain to their accommodation type, including the Residential Tenancies and Rooming Accommodation Act 2008 and the *Manufactured Homes (Residential Parks) Act 2003*, and abide by these at all times.