

## Builder Referral Form

### Customer Details:

First Name:..... Surname:.....  
Email: ..... Mobile:.....  
Address: .....  
Suburb: ..... State:..... Postcode:.....  
Lot purchased:.....

### Sales Consultant Details:

Builder: .....  
First Name:..... Surname:.....  
Email: ..... Mobile:.....  
Address: .....  
Suburb: ..... State:..... Postcode:.....

The referrer acknowledges that the details provided for the purchaser in this form will enable the referrer to receive a \$5,000 prepaid Mastercard gift card, if the eligibility requirements set out in the terms and conditions attached to this form are satisfied.

Signature..... Date:.....

Card type:      Physical (via registered post)      Digital (via SMS)  
\*Apple Pay, Google Pay, Samsung Pay required

### Office use only:

I confirm that the purchaser contact details have been entered into Runway and referrer's details have been entered as a note against the contact record.

Agent Signature..... Date:.....

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### Terms & Conditions

1. In these Terms and Conditions:
  - (a) **'Gift Card'** means a \$5,000 prepaid Mastercard gift card procured by Development Victoria;
  - (b) **'Builder'** means a building practitioner registered with the Victorian Building Authority (VBA);
  - (c) **'Purchaser'** means a person who:
    - (i) has been referred to the Riverwalk Development by a Referrer; and
    - (i) purchased a residential property within the Riverwalk Development from the Riverwalk Sales Centre and entered into a Riverwalk Contract;
  - (d) **'Referrer'** means a Builder or a person representing a Builder who has referred the Riverwalk Development to a Purchaser;
  - (e) **'Riverwalk Contract'** means a binding and unconditional Contract of Sale with Development Victoria in respect of a residential property within the Riverwalk Development;
  - (f) **'Riverwalk Development'** means the Riverwalk estate in Werribee, Victoria; and
  - (g) **'Riverwalk Sales Centre'** means the sales centre for the Riverwalk Development located at Assembly Street, Werribee, Victoria.
2. The 'Riverwalk Builder Referral Program' (**Program**) commences on 19 January 2026 and ends on 31 March 2026 and only applies to Riverwalk Contracts entered into by Purchasers within this timeframe.
3. Only one Gift Card will be made available in respect of each Riverwalk Contract. A Purchaser can nominate only one Referrer in respect of a Riverwalk Contract.
4. If a Purchaser enters into a Riverwalk Contract, only the Referrer will receive a Gift Card within 60 days after the Purchaser enters into a Riverwalk Contract.
5. The Referrer agrees and acknowledges that Development Victoria will determine, in its absolute discretion, whether a person satisfies the criteria to be considered a Referrer.
6. Development Victoria assumes no responsibility for incorrectly completed 'Builder Referral Forms'. It is the responsibility of the Referrer to ensure that the correct details are provided for the Referrer.
7. The Gift Card will be sent to the Referrer by Australia Post registered mail using the address notified by the Referrer.
8. The bearer of the Gift Card is entitled to its face value of the card. Standard terms and conditions of the card issuer (including, but not limited to, any validity, expiry dates or activation requirements) apply to the use of the Gift Card.
9. Development Victoria accepts no responsibility for defaced, altered, damaged, lost or stolen Gift Cards.
10. Entitlement to receive a Gift Card is not transferrable.
11. The Program cannot be used in conjunction with any other referral program offered by Development Victoria.
12. Development Victoria reserves the right to review, change or discontinue the Program at any time.
13. Employees and contractors of Development Victoria and their families are excluded from the Program.

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### Sales Agent Process

1. Builder representative (Referrer) to contact Riverwalk sales agent to confirm the lot the potential Purchaser wishes to purchase is available. Referrer sends the potential Purchaser to the Riverwalk Sales Centre to place a hold on the desired lot. The Purchaser must attend the Riverwalk Sales Centre within 24 hours to place a holding deposit. Purchaser must sign an unconditional contract.
2. Referrer provides the completed digital 'Builder Referral Form' to the sales agent.
3. Sales agent creates a note against the Purchaser's contact record in Development Victoria CRM, noting the Purchaser was referred by the Referrer.
4. Sales agent signs and dates the 'Builder Referral Form'.
5. Once the Contract of Sale becomes unconditional, the sales agent will:
  - (a) contact the Referrer to advise them they qualify to receive the \$2,500 Gift Card; and
  - (b) email Development Victoria's Marketing Team the completed and signed 'Builder Referral Form', which outlines all the necessary details for the Marketing Team to order the Gift Card to be delivered to Referrer within 60 days of the Contract of Sale becoming unconditional. (Gift Cards ordered on a monthly basis).
6. Once the Gift Card is issued, the Marketing Team sends the completed and signed 'Builder Referral Form' to Development Victoria Sales Coordinator to save in Content Manager.

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