



RETIREMENT LIVING DISCLOSURE REQUIREMENTS – FROM 1 JULY 2014

FIRST STAGE OF DISCLOSURE – GENERAL ENQUIRY STAGE

1	Retired person makes initial enquiries and before unit reserved	Provide Factsheet (in CAV approved format) within 7 days of request
2	Promotional material handed or sent to retired person (excluding general letterbox drop)	Include CAV approved Factsheet with promotional material
3	Documents listed in Factsheet	Copies must be made available for inspection within 7 days of request at no charge
4	Updating information in Factsheet	At least annually, or sooner if there is any change to any of the information in the Factsheet
5	Village should keep a copy of every version of Factsheet prepared	

SECOND STAGE OF DISCLOSURE – PRE-CONTRACT STAGE

6	Village owner or manager to provide Factsheet	Must be provided to prospective resident at least 21 days before any residence contract or management agreement signed
7	Owner to provide residence contract	
8	Manager to provide Disclosure Statement (in CAV approved format). Disclosure Statement must be individually tailored for each prospective resident	
9	Manager to provide management contract and village by-laws	
10	Updating information in Disclosure Statement	Disclosure Statement must be individually tailored and updated for each prospective resident
11	Village should keep a copy of every Disclosure Statement prepared	
12	Village should obtain signed acknowledgement of receipt of above documents by resident	



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