

# SALES ADVICE NOTE

(Memorandum of sale) should be read in conjunction with Reservation Agreement



Development **Lagmore** Site No  House Type

Postal Address

Reservation Date  Estimated Completion Date\*  Date Building Agreement Required

## Purchasers Name and Address

## Contact Details

Mobile 1	<input type="text"/>
Mobile 2	<input type="text"/>
Home	<input type="text"/>
Email 1	<input type="text"/>
Email 2	<input type="text"/>

## Purchasers Solicitor and Address

## Vendors Solicitor (ACC Limited)

Crawford Lockhart Black Solicitors  
7-11 Linenhall Street  
Belfast  
BT2 8AA  
Telephone: 028 9032 2204

Purchase Price

Amount of Holding Fee Paid

Utility Connection Contribution

Approximate Management Fee in Year One

## Information for office use:

Co-ownership  Garage Type If Applicable  Agent

*\*The Estimated Completion Date depends on receiving signed Building Agreements on time; only then can we provide a formal Contract Completion Date. There are many variables in constructing a new home and estimated dates can change however we will endeavour to keep you informed where possible.*

**ALL OF THE ABOVE PARTICULARS ARE  
SUBJECT TO RECEIPT OF SIGNED  
BUILDING AGREEMENTS/CONTRACT**

Registered Office:

LADYHILL HOUSE  
130-134 HIGH STREET  
HOLYWOOD  
BT18 9HW

# RESERVATION AGREEMENT

Terms & Conditions Pre-Building Agreement  
Subject to Contract

Thank you for choosing ACC Ltd as your new home builder. To help ensure a smooth reservation and purchase process, please review the following Terms & Conditions, which apply upon reserving a property within our development. We aim to make this process as straightforward and transparent as possible.

## 1. Reservation Period

Upon reservation of a property, customers are granted a minimum of 6-weeks to sign and return the Building Agreements/Contract, unless otherwise agreed in writing by ACC Ltd. This timeframe is known as the Reservation Period. The property's basic purchase price is fixed for the duration of the Reservation Period.

If reasonable progress towards returning signed and acceptable Building Agreements/Contract is not evident, ACC Ltd reserves the right to re-market and potentially sell the property to another customer.

## 2. Appointment of Solicitor and Contract Deadline

A Sales Advice Note and Information Pack will be sent to you. It will confirm the date by which acceptable Building Agreements/Contract are required. A copy of the Sales Advice Note will also be sent to your appointed solicitor. To avoid delays, customers must appoint a solicitor within 48 hours of reservation.

Failure to meet the contract return deadline may result in an increase to the purchase price or/and the property being returned to 'Available' status.

## 3. Eligibility to Reserve

Reservations are typically accepted from customers who can proceed to contract within the Reservation Period e.g. First-time buyers, Buyers with an agreed sale, Cash buyers etc. Proof of readiness to proceed with a sale will be required by our selling agent or ourselves — for example, a Decision in Principle, Financial Advisor confirmation, or evidence of your own property being listed for sale/sale agreed. In some instances, reservations may be accepted from customers still awaiting an offer on an existing property. In such cases, the property will remain listed as 'Available' or 'Reserved(A)', though ACC Ltd will not proceed with an alternative sale without giving the customer 24 hours' notice. During this time,

confirmation of the imminent return of acceptable Building Agreements/Contract will be required. You will be issued with additional 'Reserved(A)' terms if applicable.

## 4. Holding Fee

A non-refundable Holding Fee of £1,000 is payable to secure a reservation unless otherwise specified in writing by ACC Ltd. If your mortgage or finance is declined through no fault of your own, a refund may be issued. This requires written confirmation from your lender or financial adviser, submitted via your solicitor.

A 14-day refundable cooling-off period begins from the date the Holding Fee is paid. Please be aware that specification choices may become limited during this period. Our Sales Team will be happy to discuss any implications at the point of reservation.

## 5. Deposit and Payment Structure

Upon acceptance of the Building Agreements/Contract, a 5% deposit (minus the Holding Fee) is payable via your solicitor. Unless specified in writing by ACC Ltd, no other interim payments are required during construction.

The balance of the purchase price including any extras you have chosen is payable on the Contract Completion Date (property handover) via your solicitor.

Details for home warranty and insurance including deposit protection can be found on the NHBC section of our website under Useful Links.

## 6. Customer Information Pack

Comprehensive information about the sales process, from reservation to post-handover care and details for your new home including available choices and authorised suppliers will be provided in the Customer Information Pack.

It is important you adhere to the timelines/dates shown in this pack. The pack is usually sent within 10 working days of receipt of the Holding Fee.

## 7. Definitions

For clarity, headings on the price list refer to the following definitions:

**Available** – The property is actively on the market and available for reservation.

**Reserved** – A Holding Fee has been received, and the Reservation Period has commenced. If marked as '**Reserved (A)**', interested parties may contact ACC Ltd Head Office on 028 9042 8661 for current sales status.

**Sold** – Contracts have been exchanged; the property is under offer and awaiting handover.

**Approximate Size** – Based on architectural drawings. Does not include integral garages unless otherwise noted.

**Garage Type** – Garages are optional unless listed or described as 'integral'. If 'None' is listed, a garage is not feasible for that plot, or planning permission has not yet been obtained. A garage may be adjoined to a neighbouring garage on some plots, can vary in size, and are dependent upon planning permissions and site conditions. Garage options can be discussed and then confirmed in writing by our Sales Team at reservation.

## 8. Site Safety

To ensure your safety, all site visits must be pre-booked with the ACC Ltd Sales Team or through an authorised selling agent. You will then receive a confirmatory email for the date, time and meeting point. Access to view the property is only permitted with our expressed authorisation.

## 9. Important Notice

While every care has been taken in preparing the particulars and plans included in our Brochures and Specification, their accuracy cannot be guaranteed, and we regret that no responsibility can be accepted for any errors or omissions. These materials are provided for general guidance and identification purposes only and do not form part of any contract. Materials can change and are subject to availability.

All negotiations and agreements remain subject to the prior approval of Antrim Construction Company Limited.

Antrim Construction Company Limited reserves the right to make changes to elevations, floor plans, specifications, and prices as required and without prior notice.

## 10. Completion Charges

In addition to the purchase price and any agreed extras, two mandatory charges are payable to ACC Ltd on completion via a customer's solicitor:

**i. Management Fee** - An annual fee collected and transferred to a nominated company responsible for maintaining shared and common areas. Further information is available from our Sales Team.

**ii. Utility Connection Contribution** - A one-time contribution of £1,500 (excludes plots 168, 179 and 179a), payable at completion, toward the cost of water and electricity connections. ACC Ltd covers the remaining cost of these services, which will always exceed the customer contribution.

**Acknowledgement** - You confirm that you accept the terms and conditions outlined in this Reservation Agreement.

I have received a copy of the brochure reference number \_\_\_\_\_

I have received a copy of the price list reference number \_\_\_\_\_

I have received a copy of the development specification reference number \_\_\_\_\_

Plots 168, 179 and 179a MUST BE PURCHASED USING NI CO-OWNERSHIP SCHEME and the contract documents will be signed by them.

PRINT  
NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

If you have any questions or would like clarification on any of the terms outlined above, our Sales Team will be pleased to assist you. We look forward to helping you on your journey to owning a new home from ACC Ltd.

