

fix, replace or improve

Identify eligible works that will improve the environmental performance of the building including upgrades, repairs or replacement of:



Heating, ventilation & air conditioning



lighting



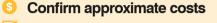
water-saving equipment



general plant & equipment



Consult with existing tenants



Check planning requirements with Council

Who's involved?

Owner / Tenants / Project manager / Technical consultant / City of Sydney

Contact your lender and the City of Sydney

Prepare and finalise scope of work and tender documentation

Who's involved? Owner / Legal / Project manager

Steps

Talk to your lender for in-principle finance approval and then confirm your eligibility with the City of Sydney

Who's involved?

Owner / Lender / City of Sydney



Submit an application form to the City of Sydney

Advertise tender and source supplier quotes

Who's involved? Owner / Project manager

Evaluate tenders and appoint suppliers and contractors

Who's involved? Owner / Project manager

Finalise finance with lender including letter of offer

Who's involved? Owner / Lender

Steps

Prepare and sign (contract, schedules and annexures)

Who's involved?

Owner / Lender / Legal Technical consultant / City of Sydney

need help City of Sydney staff are available to assist with the process

Finalise documentation

Funds released and upgrade works carried out

Who's involved? Owner / Tenants / Project manager / Contractor



Building Owner City of Sydney Lender

Loan repayments and reporting

Who's involved? Owner / Lender / City of Sydney

City of Sydney levies upgrade costs on the land and sets repayments schedule

- Loan repayments made quarterly with rates payments to the City of Sydney
- City of Sydney passes on repayments to lender
- Builder owner submits a report when works are completed and provides an annual energy, water and C0₂ savings report

