




# Building upgrade process

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

### TIPS

-  Consult with existing tenants
-  Confirm approximate costs
-  Check planning requirements with Council

### Who's involved?

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

## 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

**if eligible** Submit an application form to the 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

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

Finalise documentation

## 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

Funds released and upgrade works carried out

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

## 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 CO<sub>2</sub> savings report

