

HOUSING AUTHORITY CHECK LIST

Consent to Dealings

A.

LESSEE/VENDOR - TRANSFER / MORTGAGE

REQUIREMENTS	(TICK)	COMMENT(OFFICE USE)
1. Consent application completed fully by Lessee/Vendor and Purchaser <i>(Refer instructions stated therein)</i>		
2 Payment; - Consent fees (\$110.00 per application) - Ground rent paid fully		
3 Transfer / Mortgage <i>(Optional to provide with application OR Upon grant of consent for endorsement)</i>		
4. Latest certified true copy(CTC) – Lease/Title		
5. Approved Building Plans(AP) for building structure as-is existing with extension improvements(Self-Built) <i>(If structure is HA standard then not applicable however in event of extension then provide AP)</i>		
6. If property with approved plans is sublet , Consent to Sublet application with fees payment(\$110.00 per flat) to be formalised.		

** Provision photo-copy valuation report(recent/current) will be appreciated as will compliment property **

B.

TRANSFER - ESTATE ADMINISTRATION - LESSEE DECEASED

All requirements applicable as in “A” above with following;

- Copy of Probate
- Deed of Renunciation from beneficiaries relating estate transfer via administration and/ or Consent from beneficiaries or a Court Order for sale of estate property