

HOUSING AUTHORITY CHECKLIST



HA REFERENCE: DP _____ LOT _____

CONSENT TO DEALINGS

Section A: LESSEE/VENDOR – TRANSFER, MORTGAGE & SUBLET

REQUIREMENTS	TICK	COMMENTS
1. Cover Letter attached	<input type="checkbox"/>	
2. Fully completed Consent Form <i>(Vendor/Lessee & Purchaser)</i>	<input type="checkbox"/>	
3. Fully completed CIRA Form <i>(By Purchaser)</i>	<input type="checkbox"/>	
4. Ground Rent – Last 6 Months Cleared	<input type="checkbox"/> Balance as at: _____	
5. Ground Rent Statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Consent to Transfer Fees - \$110.00per application	<input type="checkbox"/> Date Paid: _____	
- Consent to Mortgage Fees - \$110.00per application	<input type="checkbox"/> Date Paid: _____	
- Consent to Sublet Fees (residential) - \$110.00 per flat	<input type="checkbox"/> Date Paid: _____	
- Consent to Sublet Fees (commercial) - \$218.00 per flat	<input type="checkbox"/> Date Paid: _____	
7. Application Type:	Transfer <input type="checkbox"/>	Transfer Amount : \$.....
	Mortgage <input type="checkbox"/>	Mortgage Amount : \$.....
	Sublet <input type="checkbox"/>	No. of flats..... Amount per Flat: \$ Total : \$.....
	Variation <input type="checkbox"/>	Further Loan Amount: \$
8. Vacant Land		
a) Is it a vacant lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b) If yes, penalty fee paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c) Transferee to be a First-Home Owner	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d) Name Search <i>(confirming nil records from Deeds Office)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e) Undertaking from the Purchasers to build within 2 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Residential Lease with Structure, does the existing structure have an approved Plan? <i>(Please ensure that your approved plan aligns with your valuation report. The details of the structure in your valuation report must also be accurately reflected in the approved plan.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Structure Type:	<input type="checkbox"/> Single Storey <input type="checkbox"/> Double Storey <input type="checkbox"/> Triple Storey	

REQUIREMENTS	TICK	COMMENTS
a) Details of structure? <i>(Please clearly state the type of structure, for example, "3-bedroom concrete house" or "3bedroom wooden house".)</i>		
b) Is the house fenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c) Has the fencing plan been provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d) Does it have a concrete driveway?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e) Has the driveway plan been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
f) Does it have a retaining wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
g) Has the retaining wall plan been provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
h) Any other existing improvements or extensions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
i) Was the plan for the proposed improvements or proposed extensions made provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
j) Has the consent to build obtained from LHD been provided? <i>(you can obtain checklist from Level 4 – Housing Authority building)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
k) Has the Town Council's lodgment receipt been provided? <i>(to confirm that the plan was lodged with the Town Council)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Latest Certified True Copy (CTC) of Lease <i>(1month validity and we expect the original search result to be submitted to Housing Authority. Search results are not to be a copy nor a certified copy by a financial institution)</i>	<input type="checkbox"/> Dated:	
11. Valuation Report <i>(Color Copy - 5 years validity)</i>	<input type="checkbox"/> Date of Report:	

Section B:

TRANSFER - ESTATE ADMINISTRATION - LESSEE DECEASED

All requirements applicable as in "A" above with following;

- **Original and Copy of Probate or Letters of Administration (as applicable)**
- **Registered Deed of Renunciation** from beneficiaries **(if applicable)**
- **Certified copies of Death Certificate & Birth Certificate**
- **Copy of Transmission by Death**, if not already registered on Title

Section C:

Note: For Consent to Transfer, Mortgage and Sublet;

1. Consent forms must be fully executed by all parties.
2. Transfer, Mortgage and Variation of Mortgage documents must be fully executed by all parties.
3. Consent fees must be paid upon lodgment; the vetting officer will review the application and issue feedback.
4. Original consent forms (**Transfer, Mortgage and Sublet**) must be submitted at lodgment.
5. For Mortgages, ensure both the mortgage documents and consent to mortgage forms are executed by the mortgagee/bank **OR** their solicitor