**All steps must be completed prior to conducting an assignment.**

**Request to Undertake Assignment Form**

The Seller and Buyer are required to provide the below requested details in this form.

|  |  |
| --- | --- |
| **Completed** | **Details** |
| **□** | **Buyer to complete the below (Naval Base Shack Assignment) Vetting Form**  The City requires to conduct a preliminary check on the buyer before entering into a lease agreement. |
| **□** | **Gas Safety Certificate**  If gas is connected to the Shack a gas safety certificate must be provided. If gas is not connected to the Shack the Seller and Buyer must sign declarations. |
| **□** | **Evidence of a Smoke Alarm** Evidence of a smoke alarm at the shack is required to be provided. This takes the form of a photo of the smoke alarm installed at the Shack. |
| **□** | **Public Liability Insurance**  The buyer must provide a public liability insurance certificate of currency. A policy statement, invoice or proof of payment is not adequate. |
| **□** | **Payment of Outstanding Fees**  Payment of any outstanding fees associated with the Shack is required. A Shack cannot be transferred while fees are owed. |

**Finalising an Assignment**

Once the above is all completed, the City may process an assignment request.

|  |  |
| --- | --- |
| **Completed** | **Details** |
| **□** | **Verification of Identity**  The Seller and Buyer are required provide:   * 1 form of photo identification; or * 2 form of original non-photographic identification. |
| **□** | **Payment of Transfer Fee**  There is a $250 payable to transfer the Shack. |
| **□** | **Vendor and Buyer Execution of Agreement**  Both the Seller and Buyer are required to sign the Assignment Document. This document will act as an addendum to the original Lease and confirms the changes in Lessee details. |
| **□**  (Office Use Only) | **City/Ministers Consent and Execution**  The City is required to execute the Assignment Document and the Minister to Consent to the assignment. |
| **□**  (Office Use Only) | **Advice to Seller and Buyer that Assignment is Finalised**  A copy of the executed assignment documents will be provided to the Seller and Buyer. |