

# Checklist

A copy of the completed and executed checklist is to be provided to the City with the Application for Assignment of Agreement form.

- 1) Sellers Assignment of Agreement executed by *Vendor*
- 2) Sellers Assignment of Agreement executed by *Purchaser*
- 3) Verification of Identification
- 4) All fees paid
- 5) Public Liability Insurance *by purchaser*
- 6) Gas Certificate
- 7) Smoke Alarm
- 8) Occupancy Log – *provided to the purchaser or retained in the shack*