

# Checklist

This checklist is to be used to guide you through the basic transfer process. It is recommended that when you attend the City's office for Step 3 (Verification of Identity) that Steps 4 to 7 are completed at the same time.

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.

For further information on the transfer process, or to arrange a Shack Transfer appointment please contact Land Administration on 08 9411 3444.