

# Shack Transfer Process



Thank you for your request to transfer your Naval Base shack.

Naval Base shack information can be viewed here:

[http://www.cockburn.wa.gov.au/Council\\_Services/City\\_Development/Projects/Navalbase/default.asp](http://www.cockburn.wa.gov.au/Council_Services/City_Development/Projects/Navalbase/default.asp)

The Application for a Sellers Assignment of Agreement (the Application) form will need to be completed and executed by both Vendor and Purchaser and forwarded to the City. Identification is also required to be sighted by the City.

(Note the Application can only be requested by the current Lessee.)

**Importantly:** A shack lease assignment will not be executed by the City until the entire annual lease fee and any other costs owed to the City are paid in full. If any monies are outstanding at the time of application consideration, the Application for a Sellers Assignment of Agreement form will be returned to the Vendor.

In accordance with the Lease Agreement, public liability insurance, a gas certificate of safety and proof of smoke alarm are required by all lessees prior to transfer. Note the assignment will not proceed if these requirements are not met. The proposed new lessee will need to provide a copy of their insurance within fourteen (14) days of the Assignment being approved. The Assignment of Lease will not be forwarded to the parties for execution until the new insurance policy has been received. If the insurance policy is not received within the 14 days the City will consider returning the Application to the Vendor and not proceeding with the transfer. It is also required that the current lessee provide their Occupancy Log to the purchaser or that it be retained in the shack.

Upon approval by the City's officers and the new insurance is provided, an Assignment of Lease Document will be prepared. The Assignment of Lease will act as an addendum to the original Lease, confirming the change in ownership details. This document will be posted to the Vendor and again require execution by both Vendor and Purchaser and returned to the City so that final execution by the Minister and the City can be arranged.

Following execution by the City and the Minister for Lands, the City will forward a fully executed copy of the Assignment Lease and Agreement to the new purchaser for their records. Shack transfer is now complete.

## Basic Order of Events:

**Sellers Application for Assignment of Lease completed**

**Verification of Identification of Vendor and Purchaser**

**Current Insurance Policy, Gas Certificate and Smoke Alarm**

**All outstanding monies to be paid in full**

**New Insurance to be provided by potential purchaser within 14 days**

**Assignment of Lease to be sent to Vendor to then return it to the City of Cockburn**

**Assignment of Lease to be sent to Purchaser then return it to the City of Cockburn**

**City's Consent**

**Ministers Consent**

**Advice to Vendor and Purchaser that Assignment has been finalised**

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