

## Naval Base Shack Assignment Checklist



**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
<input type="checkbox"/>	<b>Buyer to complete the below (Naval Base Shack Assignment) Vetting Form</b> The City requires to conduct a preliminary check on the buyer before entering into a lease agreement.
<input type="checkbox"/>	<b>Gas Safety Certificate</b> 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.
<input type="checkbox"/>	<b>Evidence of a Smoke Alarm</b> 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.
<input type="checkbox"/>	<b>Public Liability Insurance</b> The buyer must provide a public liability insurance certificate of currency. A policy statement, invoice or proof of payment is not adequate.
<input type="checkbox"/>	<b>Payment of Outstanding Fees</b> 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
<input type="checkbox"/>	<b>Verification of Identity</b> The Seller and Buyer are required provide: <ul style="list-style-type: none"> <li>• 1 form of photo identification; or</li> <li>• 2 form of original non-photographic identification.</li> </ul>
<input type="checkbox"/>	<b>Payment of Transfer Fee</b> There is a \$250 payable to transfer the Shack.
<input type="checkbox"/>	<b>Vendor and Buyer Execution of Agreement</b> 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.
<input type="checkbox"/> (Office Use Only)	<b>City/Ministers Consent and Execution</b> The City is required to execute the Assignment Document and the Minister to Consent to the assignment.
<input type="checkbox"/> (Office Use Only)	<b>Advice to Seller and Buyer that Assignment is Finalised</b> A copy of the executed assignment documents will be provided to the Seller and Buyer.