

Management Rights Purchase Checklist



Purchase Checklist

- Requested Finance Quotes Via Mike Phipps Finance
- Completed Study Modules for Resident Letting Agent's Licence
- Contracts Signed
- Chosen Preferred Lender
- Loan Application Completed and Submitted
- Accountant Instructed to Complete Verification Report
- Lawyer Instructed to Complete Due Diligence
- Resident Letting Agent's Licence Application Submitted to O.F.T
- Trust Account Application Submitted to O.F.T
- Finance Approved and Letter of Offer Signed
- EFT POS Application Completed
- Trust and General Account Applications Completed
- Insurance Quotes Organised (PI/PL/Life/Keyman/Contents)
- Loan Security Documents Signed
- Body Corporate Meeting Scheduled
- CVs Prepared for Body Corporate Meeting
- Outstanding Due Diligence Matters Finalised
- Outstanding Bank Approval Conditions Completed

General Items Checklist

- Telephone Systems Up to Date
- Computer Systems Up to Date (inc Software)
- Software User Licences
- Sinking Fund Balance (Sufficient to Cover Repairs and Maintenance)
- Intended Future Upgrades or Major Renovations
- General State of Repairs and Maintenance
- Equipment Included in Sale Price (Check Ownership and State of Repair)
- Outstanding Finance Leases on Equipment
- Vendor's Letting Appointments in Place and Up to Date With Assignment Clauses (PAMDA 20A)

Contacts

Sales Agent Name:

Telephone Number:

Email Address:

Solicitor Name:

Telephone Number:

Email Address:

Accountant Name:

Telephone Number:

Email Address: