



# Community housing property sale request form

This form is to be completed by the **Community Housing Provider**. The information will be used to determine SA Housing Authority (the Authority), consent for the sale, and to inform the preparation of a subsequent Project Agreement outlining the commitment for reinvestment of the proceeds of sale. For further information refer to the relevant Core Operating documents at the end of this form or contact the SA Housing Authority Housing Partnerships at [housingpartnerships@sa.gov.au](mailto:housingpartnerships@sa.gov.au)

| 1. PROVIDER DETAILS   |  |
|---|--|
| Organisation name   |  |
| Address   |  |
| Contact person  |  |
| Contact telephone number  |  |
| Contact email   |  |
| 2. SUMMARY  |  |
| Sale type (tick all those applicable)<br>Please note additional requirements apply if purchaser is an Authority staff member.                                       | <input type="checkbox"/> Sale to Tenant<br><input type="checkbox"/> Sale on Open Market<br><input type="checkbox"/> The Authority staff member |
| Provide a summary of the proposal   |  |
| Provide key reasons why SAHT's consent should be provided   |  |
| 3. PROPERTY DETAILS (of property to be sold)  |  |
| Address   |  |
| Certificate of Title Reference  |  |
| Titling arrangements<br><input type="checkbox"/> Torrens <input type="checkbox"/> Community<br><input type="checkbox"/> Strata <input type="checkbox"/> other _____ |  |
| Property Type<br><input type="checkbox"/> Attached <input type="checkbox"/> Detached<br><input type="checkbox"/> other _____  |  |
| Number of Bedrooms<br><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3<br><input type="checkbox"/> 4 <input type="checkbox"/> 5+    |  |
| Current Tenant Type<br><input type="checkbox"/> General <input type="checkbox"/> Supported<br><input type="checkbox"/> Affordable                                   |  |
| Proposed Settlement Date (approximate)  |  |

**4. SALE PRICE DETERMINATION**

|   |   |
|---|---|
| Minimum sales price as per Community Housing Property Transaction Policy  |   |
| Tenant equity deed (if applicable).   | % |
| CHP equity holdings (if applicable).  | % |
| Final sale price (or range).<br>(will be documented in Project Agreement)   |   |
| Explain any variation between market valuation and proposed final sale price (e.g. discount due to tenant-funded improvements). |   |



**Attach a copy of the independent valuation/market appraisals**

**5. PROPOSED REINVESTMENT OF SALES PROCEEDS**

|  |   |
|--|---|
| Proposal to reinvest the proceeds of sale  | <input type="checkbox"/> Replacement property known and immediately available<br><input type="checkbox"/> Replacement property yet to be identified<br><input type="checkbox"/> Redevelopment project <sup>1</sup> (please complete a CHARP project proposal) |
| Replacement Property address and Certificate of Title reference (or other identification).<br><br>Provide general description if property as yet is unidentified e.g. suburbs sought, land size.   |   |
| Dwelling description (actual or sought after): <ul style="list-style-type: none"> <li>▪ Type of construction</li> <li>▪ Dwelling type</li> <li>▪ Bedrooms</li> </ul> If as yet unidentified, please describe in a manner that can be drafted in Project Agreement. |   |
| Value of new property against which SAHT's financial interest can be secured <sup>2</sup> (or purchase price range if property is as yet unidentified).  |   |
| Timeframe for acquisition of new property(ies).  |   |



**If available, attach a copy of the independent valuation of the replacement property.**

**If available, attach copy of certificate of title of replacement property, or deposited plan or concept plan.**

<sup>1</sup> This form is only applicable if the new or existing development does NOT involve redevelopment of any assets in which SAHT has an interest under the Master Community Housing Agreement. If you propose to develop SAHT assets, a proposal must be submitted in accordance with the Community Housing Asset Renewal Program \*CHARP Guidelines. The proposed sale of any properties to support that development should be included in that proposal.

<sup>2</sup> Where the purchase price of the new property is less than the sale price of the current property, please also describe how the excess funds will be used, and where that part of SAHT interest will be registered (e.g. over alternate project property).

**6. ASSET MANAGEMENT PLAN**

Describe how this sale and acquisition of the replacement property is supported by your Asset Management Plan, e.g. supply and demand, redevelopment potential, age/condition, maintenance liability, target demographic. Please also identify any known/suspected risks e.g. asbestos or contamination.

*Attach additional pages if necessary*



**Attach relevant extracts from your Asset Management Plan.**

**7. TENANT CONSIDERATIONS**

Explain any tenant considerations for the property to be sold including whether it is currently vacant or your future plans for ensuring the property becomes vacant.

**8. REDEVELOPMENT DETAILS (IF APPLICABLE)**

***Only complete this section when the redevelopment does not fall within the CHARP guidelines.***

**8.1. OTHER PROJECT PARTNERS AND ARRANGEMENTS (i.e. Developers etc.)**

Organisation name

Address

Overview of arrangements, including roles/responsibilities and any formal agreements already in place

**8.2. EXPECTED DEVELOPMENT OUTCOMES**

Project description i.e. anticipated yield, tenure, design approach, location etc.

Proposed properties that sale proceeds will be secured against (include addresses and approximate values where known).

Proposed distribution of affordable versus high needs outcomes.

Projected timeframe for completion and key milestones (e.g. planning and development approvals).

Details of discussions with Local Government demonstrating compliance with Council planning and development requirements (e.g. multiple dwellings acceptable)

**8.3. FUNDING ARRANGEMENTS**

Provide brief details of how the project will be funded (i.e. cash funding/ borrowings/ external grants/ philanthropic investment).

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|  |  |
|--|--|
| Explain any dependencies.  |  |
| If proposal is subject to raising bank finance, please provide details including status of negotiations and approvals. |  |

Declaration to be executed by the CHP's Representative as designated in Schedule 1 of the Master Community Housing Agreement.

1. The decision to sell the property subject to SAHT's consent has been duly authorised according to the requirements of our Constitution and/or delegations of authority.
2. We agree to enter into a Project Agreement with SAHT relating to the reinvestment of sales proceeds into agreed community housing projects as described above.
3. We confirm the value of any tenant improvements are accurate and tenant funded.
4. We agree to enter into a Deed of Statutory Charge to the value of the total sales proceeds.
5. In the case of a sale to tenant, we have considered the circumstances of the tenant to ensure that they will not be placed in housing stress as a result of the purchase. (*strike out if not applicable*)

Permission is also granted for the Authority to obtain a copy of the undersigned organisation's latest *Financial Performance Report* and *Compliance Report* from the Registrar.

|           |       |       |
|-----------|-------|-------|
| _____     | _____ | _____ |
| Signature | Name  | CHP   |

DATED            /            / 20

**Return to:** SA Housing Authority, Housing Partnerships, GPO Box 292, ADELAIDE SA 5001 or email [housingpartnerships@sa.gov.au](mailto:housingpartnerships@sa.gov.au)

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|   |                                      |
|---|--------------------------------------|
| <b>Office use only</b>  |                                      |
| Name of the Authority officer   |                                      |
| Date checked by the Authority officer   |                                      |
| Date received by the Authority  |                                      |
| Sale price in accordance with <a href="#">Property transaction policy</a>               | Yes/No                               |
| Links to the Authority's Asset Strategy?  | Yes/No                               |
| Aligned to Asset Management Plan?   | Yes/No                               |
| Any property/titling impediments preventing sale?                                       | Yes/No                               |
| Replacement property sufficient value for SAHT's interest?                              | Yes/No                               |
| Replacement property appropriate type, location etc to match the Authority's strategy?  | Yes/No                               |
| Number of housing outcomes maintained or enhanced?                                      | Yes/No                               |
| Risks identified if replacement property is contingent upon a redevelopment project?    | Describe                             |
| Recommended for Approval subject to Project Agreement to secure SAHT financial interest | Yes/No<br><br>____/____/____<br>Date |

Confidentiality level:

Public

Controlling Documents:

[Community housing Property Transaction Policy](#)

[Community housing Property Sale to Tenant Procedure](#)

[Community housing Property Disposal Procedure](#)

Date this form applies from:

07/06/2022

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4

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2024

Form Custodian:

Director Business and Partnerships SA Housing Authority

Disclaimer

This form can be changed, withdrawn or replaced at any time.