



**MANAGEMENT RIGHTS PURCHASE CHECK LIST**

| <u>Purchase Assessment:</u>   | Tick on<br>Completion    |
|---|--------------------------|
| <b>Make contact with Barry Maller of Catalina Finance for industry advice</b> | <input type="checkbox"/> |
| Establish initial contact with industry professionals Accountant/Solicitor    | <input type="checkbox"/> |

Questions and what to look for in a complex:

|   |                          |
|---|--------------------------|
| Is office on title  | <input type="checkbox"/> |
| What types of agreements are in place Standard Module or Accommodation              | <input type="checkbox"/> |
| Remaining term on Agreements  | <input type="checkbox"/> |
| Telephone and computer systems- are they to industry standards and in good order    | <input type="checkbox"/> |
| Equipment/computers etc are they owned or under lease agreements                    | <input type="checkbox"/> |
| Are there any major renovations upgrades planned                                    | <input type="checkbox"/> |
| What is the general state of complex - any repairs and maintenance due              | <input type="checkbox"/> |
| Sinking Fund Balances -(sufficient to cover general repairs and maintenance)        | <input type="checkbox"/> |
| Linen is it owned by vendor or hired- If owned is it in good condition and adequate | <input type="checkbox"/> |
| Are vendors letting agreements with owners in place-(PAMDA 20A)- <b>Assignable</b>  | <input type="checkbox"/> |

Purchase Process:

|   |                          |
|---|--------------------------|
| Contracts signed  | <input type="checkbox"/> |
| Accountant instructed to complete Verification Report -(financials)               | <input type="checkbox"/> |
| Solicitors instructed to complete Due Diligence-(legal matters re agreements etc) | <input type="checkbox"/> |
| Loan Application completed and submitted  | <input type="checkbox"/> |
| Complete Study Modules/Course for Restricted Real Estate Licence                  | <input type="checkbox"/> |
| Comply with finance approval conditions   | <input type="checkbox"/> |
| Submit Application for Restricted Real Estate Licence to Office of Fair Trading   | <input type="checkbox"/> |
| Submit Trust Account Application to Office of Fair Trading                        | <input type="checkbox"/> |
| Insurance Quotes- PI & PL / Contents / Life or keyman                             | <input type="checkbox"/> |
| Bank Accounts -open General and Trust Accounts                                    | <input type="checkbox"/> |
| Bank EFTPOS facility to be arranged   | <input type="checkbox"/> |
| Loan Security documents signed  | <input type="checkbox"/> |
| Complete CVs for Body Corporate Meeting   | <input type="checkbox"/> |
| Body Corporate Meeting date set   | <input type="checkbox"/> |
| Outstanding Due Diligence matters finalised                                       | <input type="checkbox"/> |
| Outstanding Bank approval conditions met  | <input type="checkbox"/> |
| Settlement Date confirmed   | <input type="checkbox"/> |
| Post Settlement - Complete new letting agreements                                 | <input type="checkbox"/> |
| <b>HAVE A HOLIDAY BEFORE SETTLEMENT</b>   | <input type="checkbox"/> |
| Other general matter -  | <input type="checkbox"/> |
| Other general matter -  | <input type="checkbox"/> |

Contacts:

|                     |                 |               |
|---------------------|-----------------|---------------|
| <b>Barry Maller</b> | Phone 5449 1484 | Fax 5449 1484 |
|---------------------|-----------------|---------------|

Solicitor:

|       |       |     |
|-------|-------|-----|
| Name: | Phone | Fax |
|-------|-------|-----|

Accountant:

|       |       |     |
|-------|-------|-----|
| Name: | Phone | Fax |
|-------|-------|-----|

Bank Manager:

|       |       |     |
|-------|-------|-----|
| Name: | Phone | Fax |
|-------|-------|-----|