



**MANAGEMENT RIGHTS PURCHASE CHECK LIST**

<u>Purchase Assessment:</u>	Tick on 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
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Solicitor:

Name:	Phone	Fax
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Accountant:

Name:	Phone	Fax
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Bank Manager:

Name:	Phone	Fax
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