



Australian Government

CHCSOH023 Acquire properties by purchase or transfer

Release: 1

CHCSOH023 Acquire properties by purchase or transfer

Modification History

Release 1. CHCSOH023 Acquire properties by purchase or transfer supersedes and is equivalent to CHCSOH012 Acquire properties by purchase or transfer.

Application

This unit describes the performance outcomes, skills and knowledge required to negotiate the purchase and transfer of property to social housing.

This unit applies to individuals who work in a social housing context. They are typically senior workers working autonomously within broad guidelines.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Social Housing

Unit Sector

Community Services

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Formulate terms and conditions of contracts or transfer agreements.
2. Negotiate terms and

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Formulate draft contract or transfer agreement terms and conditions to protect client interests and meet organisational and legislative requirements.
- 1.2. Issue instructions to legal consultants to prepare draft contract or transfer agreement.
- 1.3. Convey draft terms and conditions to the relevant parties and agents prior to negotiations.
- 2.1. Negotiate contract or transfer agreement form and contents

- conditions. with interested parties.
- 2.2. Ensure contract or agreement is signed by all parties once consensus has been reached on the form and content.
 - 2.3. Forward signed contract or agreement to legal or conveyancing services.
3. Confirm acceptability of contract or agreement.
- 3.1. Conduct due diligence checks on property and record findings.
 - 3.2. Issue instructions to consultants for property inspection.
 - 3.3. Liaise with relevant parties regarding property upgrade and maintenance requirements.
 - 3.4. Confirm availability of finance.
 - 3.5. Confirm pre-purchase and transfer inspection reports.
4. Prepare for exchanges and transfers.
- 4.1. Organise financial deposit if required for exchanges and transfers.
 - 4.2. Confirm documentation required for exchanges and transfers.
 - 4.3. Prepare and amend contracts and transfer agreements ready for exchanges and transfers.
5. Exchange contracts and transfer documentation.
- 5.1. Confirm contracts are identical and as agreed.
 - 5.2. Exchange contracts and deposit as required for transfer.
 - 5.3. Date contracts for each party.
6. Prepare for settlement.
- 6.1. Conduct and arrange statutory enquiries.
 - 6.2. Issue requisitions on title.
 - 6.3. Prepare transfer document.
 - 6.4. Complete all pre-transfer financial obligations.
 - 6.5. Submit stamp duty and documentation required for settlement.
 - 6.6. Send stamped transfer to vendor for execution.
 - 6.7. Arrange settlement time, date and finance.
7. Confirm legal transfer.
- 7.1. Attend settlement.
 - 7.2. Obtain final search on property for encumbrances.
 - 7.3. Conduct handover of title and transfer document.
 - 7.4. Check documentation.
 - 7.5. Conduct handover of finances.
 - 7.6. Register documents with statutory authority.
 - 7.7. Accept new land issues in purchaser's name.
8. Document asset to property portfolio.
- 8.1. Enter details into property management system.
 - 8.2. File property documentation.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. CHCSOH023 Acquire properties by purchase or transfer supersedes and is equivalent to CHCSOH012 Acquire properties by purchase or transfer.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>