



Australian Government

CHCSOH012 Acquire properties by purchase or transfer

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria New evidence requirements for assessment including volume and frequency requirements Significant changes to knowledge evidence

Application

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

This unit applies to work in a social housing context typically carried out by senior workers working autonomously within broad guidelines.

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

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

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

1. Formulate terms and conditions of Contract or transfer Agreement element

- 1.1 Formulate draft transfer Agreement terms and conditions to protect client's interests
- 1.2 Issue instructions to legal consultants to prepare draft Agreement
- 1.3 Formulate draft Agreements to meet relevant industry, company and legislative requirements
- 1.4 Convey draft Agreement terms and conditions to the relevant party or its agent before negotiations are undertaken

ELEMENT	PERFORMANCE CRITERIA
2. Negotiate Agreement terms and conditions	2.1 Hold discussions with interested parties to enable agreement to be reached on form and contents of Agreement 2.2 Ensure Agreement is signed by all parties once consensus has been reached on the form and content 2.3 Ensure Agreement is forwarded to legal or conveyancing services
3. Confirm acceptability of Agreement	3.1 Issue instructions to relevant consultants to enable the property inspection to be effected 3.2 Liaise with relevant parties regarding upgrades or maintenance requirements of identified properties 3.3 Convey decision to interested parties in a timely manner and in writing in relation to inspections, upgrades and maintenance 3.4 Confirm availability of finance 3.5 Confirm satisfactory pre-purchase or transfer inspection reports
4. Prepare for exchange or transfer	4.1 Organise financial deposit if relevant 4.2 Confirm all required documentation and certificates 4.3 Prepare and amend Contract and/or transfer Agreement to be made ready for exchange
5. Exchange Contract or transfer documentation	5.1 Confirm Contracts are identical and as agreed 5.2 Exchange Contract and deposit if required 5.3 Date Contracts for each party
6. Prepare for settlement	6.1 Conduct or arrange all relevant statutory enquiries 6.2 Issue requisitions on title 6.3 Prepare a transfer document 6.4 Satisfy financial obligations 6.5 Submit stamp duty and required documentation 6.6 Stamped transfer sent to vendor for execution

ELEMENT**PERFORMANCE CRITERIA**

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 or transfer documents

7.4 Check documentation

7.5 Conduct hand over 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 all relevant details into property management system

8.2 File property documentation

Foundation Skills

The Foundation Skills describe those required skills (employability skills, language, literacy and numeracy) that are essential to performance.

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

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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