



COUNCIL POLICY

Allocation of Units at Amherst Village

- Policy No:** 6.2
- Policy Subject:** Allocation of Units at Amherst Village
- Policy Statement:** To provide guidelines to Council Staff on how the Licence to Occupy Agreements for vacant units at the Amherst Retirement Village are to be allocated.
- Objective:** To ensure all Licence to Occupy Agreements for vacant units at the Amherst Village are allocated utilising a clear, fair and transparent system.
- Guidelines:** The Shire of Katanning will maintain a list of residents who have expressed an interest in purchasing a Licence to Occupy Agreement for vacant units at Amherst Village.
- When a unit becomes vacant Administration will write to all applicants on the “Expression of Interest” list to inform them of the vacancy and offer them the opportunity to submit an offer amount for the Licence to Occupy Agreement.
- Applicants are to be given a minimum of 21 days to submit an offer.
- All offers will be retained un-opened until the closing date at which time they will be opened by a Senior Staff member and recorded in the inward mail system.
- Offers will then be rated based on the amount offered with offers by Katanning Residents (resident for more than 5 years) weighted by 5% over offers from applicants residing outside the Katanning Shire. Only unconditional offers will be considered. In the event of the offer of a Katanning resident being accepted as a result of the 5% weighting being applied, the vacating resident will receive one half of any profit (above initial capital deposit) calculated on the highest offer received.
- Applicants who have been residents of Katanning for five or more years will be given priority where the offered amounts are equal after applying the weighting system

above. This will include long term residents of Katanning who have moved away (for no more than five years) and are now looking to retire in Katanning for family/personal reasons.

The successful applicant will be required to provide a 10% deposit and a doctor's certificate proving their ability to live independently within 7 days. The remaining funds are to be paid within a further 35 days. (Total of 42 days following receipt of the deposit)

Successful applicants may be permitted to move into the unit under a short term lease once the deposit has been paid (prior to remaining funds being paid) and the doctor's certificate provided. The applicant will in addition to the normal weekly maintenance fee, pay rent set at the rate of \$200 GST exclusive per week until the balance due is paid.

Resolution No:	Ordinary Council	OC39/07
Resolution Date:	27 September 2006	
Amended	28 November 2012	OC278/12
	22 October 2014	OC/106/14
	27 March 2018	OC29/18
Marked for Review:	22 October 2008	OC49/09
Source:	Community Services and Facilities	
Review Date:	October Annually	
Review		
Responsibility:	Executive Manager Finance & Administration	