

# GOVERNMENT REGIONAL OFFICERS' HOUSING

## Sales To Tenants In Occupation Policy

October 2009



Government of **Western Australia**  
Department of **Housing**

Policy Number	
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# **1. INTRODUCTION**

## **1.1 OVERVIEW**

Tenants residing in Government Regional Officers Housing (GROH) properties are eligible to apply to purchase the property as a tenant in occupation.

## **1.2 PURPOSE OF THIS DOCUMENT**

This document is written with the aim of providing clear policies and procedures for Department of Housing officers to ensure effective management and consistent implementation of the Sales to Tenants Policy.

## **1.3 SCOPE**

This document is written for use by Department of Housing officers and GROH Tenants.

## **1.4 RELEVANT LEGISLATION AND REFERENCES**

- ◆ Government Employees' Housing Act 1964
- ◆ Residential Tenancies Act 1987
- ◆ Customer Service Charter

## **1.5 DOCUMENT CONTROL**

This document is published on the GROH Internet site at [www.groh.wa.gov.au](http://www.groh.wa.gov.au) - GROH Policies

**Responsibility for the document** lies with Director, Government Regional Officers' Housing.

## 1.6 DOCUMENT REVIEW

This document may be amended from time to time (see 1.7 Document History).

## 1.7 FULL DOCUMENT HISTORY

ISSUE	DATE	REASON	POLICY AUTHOR	OFFICERS TITLE	DATE LOADED ON Internet
1	October 2008	First Edition	Emily Tyrrell-Clark	Policy and Research Officer	
2	October 2009	Policy Reformatted	Danielle Faulkner	Coordinator Policy and Projects	October 2009
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## 1.8 DEFINITION OF TERMS (Glossary)

TERM / ACRONYM	MEANING
GROH	Government Regional Officers' Housing

## 2. APPLICATION PROCESS

POLICY :	PRACTICES / PROCEDURES
<ul style="list-style-type: none"> <li>• Properties less than 7 years old will NOT be sold as part of the Sales to Tenants in Occupation program.</li> <li>• Applications for sale to in tenant occupation must be made to GROH head office.</li> <li>• Applications are to be accompanied by a \$500 registration fee.</li> <li>• Final approval for sales lies with the Minister for Housing and Works.</li> <li>• Due to the nature of the application process GROH cannot provide an exact time-frame for the application/ approval process.</li> </ul>	<p>2.1 The Sales to Tenants in Occupation program is aimed at retaining government employees in regional areas.</p> <p>2.2 All applications should be made to GROH Sales Officer.</p> <p>2.3 An application form should be completed by the tenant.</p> <p>2.4 All applications must be approved initially by GROH Management and the tenants employing department. The following issues will be considered:</p> <ul style="list-style-type: none"> <li>• Does GROH wish to retain the property for future use?</li> <li>• Does the client department wish to retain the property?</li> <li>• Is the property suitable for future redevelopment?</li> <li>• Is there other properties available in the location?</li> </ul> <p>Should the application NOT be approved at THIS POINT the registration fee will be returned.</p> <p>2.5 The registration fee may be returned in some other circumstances, such as where the tenant withdraws the application prior to GROH incurring cost (e.g. prior to valuations being completed). However should an application be unsuccessful GROH will usually retain the application fee to help cover the expenses incurred in processing the application.</p> <p>2.6 All offers should be considered “in principle” until final approval is granted by the minister.</p>

<b>POLICY :</b>	<b>PRACTICES / PROCEDURES</b>
	2.7 GROH endeavours to progress applications in a timely manner but delays are often unavoidable given the application process that must be followed. Property prices will NOT be backdated to the time of initial application.

### 3. SALE PRICE

<b>POLICY :</b>	<b>PRACTICES / PROCEDURES</b>
<ul style="list-style-type: none"> <li>• The sale price is NOT negotiable.</li> <li>• The sale price is based on two independent private valuations obtained by GROH.</li> <li>• SOME tenant improvements may be taken into account when calculating the sale price.</li> <li>• Length of time the tenant has occupied does NOT influence the sale price.</li> <li>• If the tenant making the application for purchase has outstanding debts (tenant liability and water consumption) the sale will not proceed.</li> </ul>	<p>3.1 Property valuations will be undertaken by licensed valuers.</p> <p>3.2 The mid-point of the two valuations will be taken as the sale price for the property.</p> <p>3.3 Should the valuations obtained differ by 10% or more then valuers may be asked to consider recalculating their price or another valuation may be obtained.</p> <p>3.4 GROH will instruct valuers to provide a monetary figure for genuine improvements and this will be taken into account when calculating the sale price.</p> <p>3.5 Improvements considered do not include gardens or improvements that have already been reimbursed by GROH. Tenants may be required to provide receipts for work completed.</p> <p>3.6 Outstanding debts to GROH must be paid in full prior to settlement on the property sale.</p>