



Sale to Tenants – important information from Housing ACT

About the Scheme

The ACT Government's Affordable Housing Action Plan was introduced in April 2007 and is aimed at increasing the supply of affordable Housing to ACT residents.

The Sale to Tenant Scheme, which has been in operation since 1991, is aimed at providing a home ownership opportunity to public housing tenants.

Who is eligible?

You are eligible to buy your Housing ACT home if you:

- Have been a continuous public housing tenant for a minimum of 3 years
- Are a current head tenant and are occupying the dwelling you are applying to purchase
- Have no rental arrears or legal action pending regarding tenancy matters

How do I apply?

Complete a Registration of Interest form. The completed form can be delivered to Housing ACT as below;

BELCONNEN

Gateway Services Centre
Nature Conservation House
Cnr Emu Bank & Benjamin Way

CANBERRA CITY

City Health Centre
1 Moore Street
DROP OFF BOX ONLY

WODEN

Phillip Health Centre
Cnr Corinna & Keltie Sts
DROP OFF BOX ONLY



TUGGERANONG

Canberra Connect
Shop 17-21 Homeworld
Reed St
DROP OFF BOX ONLY

Or mailed to; Gateway Services
Locked Bag 3000
Belconnen ACT 2616

Are all Housing ACT homes available for sale?

No, not all properties are available for sale under the sale to tenant scheme. There are several reasons why Housing ACT may not approve the sale of a property, for example:

- Is not separately titled
- Was constructed less than 10 years ago
- Is in a suburb where Housing ACT own less than 5% and a suitable replacement property is unlikely to be sourced
- Has recently undergone expensive upgrade or maintenance works

For further information regarding the sale of Housing ACT properties under the sale to tenant scheme please refer to the policy located at www.dhcs.act.gov.au.

Housing ACT will also determine property availability by assessing the:

- Age of the property
- House size including the number of bedrooms
- Location of the property (suburb)
- Level of public housing ownership in the suburb
- Availability of replacement properties

What are the steps to purchasing my Housing ACT home?

The Sales to Tenant process is outlined in the “Steps in the Sale to tenant process” information sheet.

Housing ACT will facilitate the smooth transition into home ownership and are available to assist you with your purchase.

For any questions regarding the progress of your application, please call 62071596 and our staff will be happy to assist you.



How is the sale price determined?

Housing ACT will offer the property for sale to you at the current market price. To determine the market price, Housing ACT will obtain a valuation through an independent qualified valuation firm.

The valuation is an assessment of the property's current market value. This is achieved by evaluating many factors including the dwelling description, property and market risk analysis, property location, building type, land component and comparing recent sales of properties in your area.

Will any improvements I have made to the property be taken into consideration for the purposes of the valuation?

Yes, the final sale price of the property will be based on the current market valuation, less the market value of any assessable improvements, you have made to the property.

The independent valuer engaged by Housing ACT will determine the market value of any such assessable improvements, which will be deducted from the sale price.

Further information relating to valuations and tenant improvements are outlined in the Valuation Guidelines which can be obtained by calling 62071596.

Am I able to get my own valuation?

Yes, you may wish to obtain an additional valuation of the property at your expense, however the valuation is to be used for your information only. Housing ACT is under no obligation to consider a valuation provided by you.

What fees will I have to pay?

Housing ACT will ask you for two payments during the process. These payments cover outgoing expenses that Housing ACT will incur when obtaining the valuation, building, pest and energy reports.

If you proceed with the purchase of the property, the payments will act as a full deposit, and this amount will be deducted from your purchase price at settlement. However, if you withdraw at any stage in the process you forfeit any monies paid by you to Housing ACT.

You will be responsible for your legal expenses and associated costs relating to the purchase of the property.

You must also make your own arrangements in relation to obtaining finance to purchase the property.



When do I stop paying rent?

You should continue making rent payments until two weeks prior to the settlement date. If you are paying your rent by direct debit you should cancel the deductions before settlement takes place.

At time of settlement, if you have any rental credit, the full amount will be refunded to you through an adjustment in the final settlement statement.

Maintenance

Once you have advised Housing ACT that you wish to proceed to valuation, Housing ACT will instruct the valuer to assess the property.

No further maintenance work will be carried out on the property other than urgent repairs of a health and safety nature.

If at any stage you decide not to progress with the purchase, all maintenance works will re-commence.

Further Information

For more information, contact your Housing Manager or telephone the Community Services Directorate on 133 427.

For more assistance on Housing ACT matters, please telephone 133 427.

Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

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If English is not your first language and you require the **translating and interpreting services** – please telephone **131 450**.

If you are deaf or hearing impaired and require the **TTY typewriter service** – please telephone **(02) 6205 0888**.