

ASSIGNMENT INTERVIEW QUESTIONS & Checklist

The purpose of this document is to give Body Corporate Committees and Resident Managers guidance on a set of questions or items of information that the committee may choose to select from to be reasonably satisfied with the assignment of the Management Rights from one party to another. The Committee is not required to choose all items on this checklist. It may choose any number from this list but should avoid going outside this list. The type of questions may vary from operator to operator depending on the operator's experience.

This document can also be used to prepare the purchaser for what *may* be required in the lead up to and during the "Assignment Interview".

Note: Where the proposed new manager is a company these questions relate to the company and all associates (usually directors and any others who will work in the business). Where the proposed new manager is a partnership, the questions relate to all partners and all associates of corporate partners.

This document has been compiled in consultation with the Strata Industry Umbrella Group which consists of Strata Community Australia (Queensland) – SCA(Q), Owners Corporation Network (Queensland) - OCN(Q) and the Australian Resident Accommodation Managers Association – ARAMA. Updated 9/12/2016.

CHARACTER

1. Have you submitted two character references to the Body Corporate? Who are they from.
2. Have you ever been convicted of charges involving fraud, dishonesty, bodily harm or assault?
3. Have you been convicted of any criminal offence? Please elaborate.
4. Have you ever been the subject of a domestic violence order? If so, please state the timing of such order.

TRAINING

5. What are the pre-settlement and post-settlement tuition periods under your purchase contract?
6. Does the current manager have a checklist of matters that require consultation with you or that relate to the manager's duties generally?
7. Have you completed the ARAMA Industry Accredited - Management Rights Induction Training Program (MRITP)? Please provide certificate of achievement. If not, when do you intend to do so?
8. Are you a member of ARAMA? If not, why not?
9. Have you completed the *on-line training for committee's* program via the BCCM Commissioners website? Please provide certificate of completion. If not, when do you intend to do so?

FINANCIAL STANDING

10. Have you ever had judgement entered against you for a debt? If so, please elaborate.
11. Are you involved in any litigation of any description? If so, please elaborate.
12. Have you ever been declared bankrupt? If so, please state the timing of such matter.
13. Have you ever been involved with a company that has gone into voluntary administration, receivership or liquidation? If so, please elaborate.
14. Which person/s or entity is buying the manager's unit and what relationship is there between the buyer of the unit and the buyer of the business?
15. Are you borrowing money to purchase the business and the unit? If so has your finance application been approved and which bank or financial institution is providing the loan for the purchase?
16. What percentage of the total value of the business and unit is being borrowed?
17. Are you confident that you will be able to meet your financial obligations with respect to borrowings?
18. Have you engaged an accountant or a suitably qualified professional to carry out an income verification report for the business?
19. Will you agree in writing to be bound by the obligations under the Management Rights Agreements as if you were named as an original party?
20. If the proposed new manager is a company are its directors and principal shareholders prepared to give the Body Corporate personal guarantees for the performance of the company's obligations under the relevant Agreements?

EXPERIENCE AND QUALIFICATIONS

21. Have you submitted a resume of your past work experiences and references from previous employers? Who is it from?
22. There may be physical elements required for this role as such do you have any physical impairment or other health issues that may affect the performance of your duties? If so, please elaborate.
23. Please give details of any written or oral English language difficulties that may affect the performance of your duties and how you plan to manage this.
24. Will you be employing staff? If so, then what will they do for you?
25. Outline the extent to which you be involved in the day to day running of the business?
26. Will you take out and maintain professional indemnity insurance to cover the Body Corporate against your negligence? Who is the insurer and what is the amount of cover?
27. Can you explain in broad terms the provisions of the Body Corporate and Community Management Act and applicable Regulation Module?
28. Can you explain in broad terms the Property Occupations Act and Regulations Module that relate to your role as letting agent?
29. What are some examples of your obligations under the Code of Conduct of these two Acts?
30. Do you have any questions or comments to make about your duties, rights and responsibilities which are outlined in the Management Rights Agreement with the Body Corporate?
31. Do you have any questions or comments to make about the schemes By-laws?
32. Can you tell us what the by-laws say about parking of vehicles?
33. Can you tell us what the by-laws say about pets?
34. Can you tell us what the by-laws say about hours of operation of the swimming pool?
35. Have you ever owned or worked in a Management Rights Business before? If so, please tell us about it, including your reasons for leaving and give us the names of the buildings.
36. What size buildings were those and how do they compare to this one?
37. Have you provided references from the Body Corporate of those buildings or committee members?
38. Have you ever owned or worked in a business or in a role similar to a Management Rights Business? If so, please tell us about that.
39. Do you have any formal trade or educational qualifications? If yes, please provide details.
40. Do you have any specific clerical or administrative skills? If yes, please provide details.
41. Are you proficient in gardening, cleaning, pool, spa and general maintenance (if applicable)? Please elaborate.
42. Do you have your resident letting agent's licence or any other real estate licence? If not, have you applied for one? If so, have you done the requisite study modules and have you passed those?
43. Have you been granted a real estate licence of any description? Or had an application for a real estate license refused or a real estate license revoked?
44. Do you have a business plan detailing how you will you run the business? If so, please provide.
45. Are there any apparent ways in which the building is currently managed that you would like to change or improve? Please elaborate.
46. Can you tell us in your own words why you believe you will be able to carry out the inherent duties required of you under the Management Rights Agreements?