

# The South Punyelroo Progress Association Inc.

## New Member Information Sheet

---

The South Punyelroo Progress Association requires from prospective members the following items to be completed before membership is granted and the Assignment of Lease is finalised:

1. Application for Membership.
2. Assignment & Transfer of Lease.
3. Mortgage Consent Approval (if applicable).
4. Copy of liability insurance.
5. Copy of the contract of sale.
6. Attendance to a meeting with the Management Committee.
7. Payment of membership and joining fees.

### 1. Application for Membership:

Prospective members are required to complete an "Application for Membership" form. The membership application is available via the website: [sppai.org.au](http://sppai.org.au) or by the Secretary along with the "new member" documentation:

- (a) a copy of the Constitution for reading.
- (b) a copy of the Rules and Regulations for reading.

### 2. Assignment & Transfer of Lease:

Assignment & Transfer of Lease documentation are managed on behalf of the Association by Liedig and Associates Conveyancing. To initiate the assignment and transfer of a lease, the following is to be provided to them a minimum of 14 days prior to the meeting with the management committee:

- (a) Copy of the signed contract
- (b) Contact information of the purchaser's conveyancer.

Contact Liedig and Associates Conveyancing via email: [liedigandassociates.com.au](mailto:liedigandassociates.com.au) or ph:(08) 8396 3855.

### 3. Mortgage Consent Approval:

Consent from the Management Committee is only required if a mortgage is intended to be taken over the lease. For consent to be granted by the Committee, a copy of the mortgage documents are to be provided to the Secretary a minimum of 14 days prior to the meeting with the Management Committee. This is to allow enough time for the mortgage documents to be reviewed by the Association's solicitors. For more information on the associated costs of the mortgage consent approval please contact the secretary [secretary@sppai.org.au](mailto:secretary@sppai.org.au).

### 4. Copy of Insurance Liability

A copy of the insurance for your site, including the liability coverage (minimum of \$20,000,000). A requirement of the lease is to maintain this coverage.

### 5. Contract

A full copy of the contract stating the value of the sale broken down into:

- (a) The contents value;
- (b) The premises value.

### 6. Attendance to Management Committee Meeting:

To finalise your membership once items 2 and 3 have been completed, you will be required to attend a meeting with the Management Committee. To schedule a time at the next available Management Committee meeting contact the secretary [secretary@sppai.org.au](mailto:secretary@sppai.org.au).

### 7. Payment of Fees

Fees are to be finalised at the meeting (or prior to) with the Management Committee.

- (a) Membership fee of \$120.00 – reviewed annually
- (b) Joining fee of \$1000.00 – reviewed annually

These can be paid by direct debit to the associations account (details available from the Treasurer) [treasurer@sppai.org.au](mailto:treasurer@sppai.org.au)