

# Handover of Asset Checklist for community organisations

- ✓ Meet with Council staff to agree the heads of terms for the legal documents, e.g. lease.
- ✓ Tell your solicitor to prepare for the legal exchange.
- ✓ Agree clear roles and responsibilities within the organisation.
- ✓ Undertake an inventory of any equipment etc. in the assets to be either transferred or retained by the Council.
- ✓ Read and understand the Handover Pack provided by the Council containing information about the asset, including certifications, compliance checks you will need to do, any restrictions, policies and procedures and useful web links.
- ✓ Inform service providers such as utility companies that you have responsibility for the asset and agree new contracts.
- ✓ Agree a communication plan for the wider community and interested parties (this is an important element of the asset transfer process to ensure the community are aware of the new services/activities you will be offering and to provide reassurance for existing user groups).

## **The Handover Pack should contain the following documentation and information (where applicable):**

- ✓ Your legal documents e.g. lease, contract, service level agreement (if applicable).
- ✓ Your business plan.
- ✓ Building condition survey (if applicable).
- ✓ Inventory of equipment (if applicable).
- ✓ Health and safety guidance.
- ✓ Certificates for compliances (if applicable).
- ✓ Handover checklist.
- ✓ Insurances.

