

CHARITIES REGULATORY AUTHORITY

Guidelines for making an application for the consent to a Sale of Charity property for full value

Applications for consent to Sale must be completed in duplicate and signed by not less than two-thirds of the trustees (see note on trustees).

“Brief particulars of the application should also be set out in the form entitled “Memo for the Authority for the Consent to a Sale of Charity Property for Full Value”.

When returning the completed forms and memo please provide the following:

1. A copy of the Deed vesting the property in the charity.
2. A copy of the Charity’s Governing Document setting out the charitable trusts affecting the property (**in the absence of a Governing Document please specify the original charitable trust attaching to the funds out of which the property was acquired on the form entitled “Memo for the Authority” at item 9).**
3. A copy of the Contract for Sale.
4. An independent auctioneers valuation certifying the full open market value of the property together with confirmation of the recommended asking price and a copy of the brochure for sale. The said **valuation must be dated within six months of date of application.**
5. The Charity’s proposals for the application of the proceeds of the sale.
6. A map of the property in sale together with details of the area.
7. The Registered Charity Number must be provided on both the Memo for the Board and the Authorisation of Sale Forms.”

Photocopies of documents submitted with applications will not be returned when the application has been processed unless a specific request to return them is received.

Please note that only typed applications will be accepted.

It should be understood that the Authority will not deal with incomplete applications.

MEMO FOR THE AUTHORITY FOR THE

CHARITY:

PROPERTY:

1. **APPLICATION:** To Sanction Sale of Trust
(e.g. sale, lease, transfer) Property.

2. **APPLICANTS:**
(Applicants who must be
at least two-thirds in
number of the Trustees)

3. **PURCHASER:**

4. **PURCHASE PRICE:**

5. **SOLICITORS:**

6. **PREMISES:**

7. **TENURE:**

- 8(a) **AUCTIONEERS REPORT:**
(Certifying the Open Market value of the property.)

8(b) Price Determined under statute
(Section 7 (5) of the Landlord and Tenant (Amendment) Act, 1984.

9. TRUST ATTACHING TO THE PREMISES:

10. TRUSTEES PROPOSALS FOR THE APPLICATION OF THE PURCHASE MONEY:

11(a) TRUSTEES REASONS FOR SELLING THE PROPERTY:

PLEASE CONFIRM OR DELETE AS APPLICABLE:

11(b) The purchaser has a statutory right to acquire the fee-simple compulsorily under the Landlord and Tenant (Ground Rent)(No. 2) Act, 1978:

(a) The property is a dwelling house and does not exceed 1 acre in area and Yes No

(b) There is not less than 15 years to run in the Purchaser's Lease, or he holds as a yearly tenant. Yes No

Solicitor.

Date

Dated this day of

NOTE ON TRUSTEES

A Deed appointing New Trustees should be signed by:-

- (a) a person said to have been given a power of appointment in the Original Trust Deed, or
- (b) a surviving or continuing Trustee who signed the Deed at a time when there was a vacancy for a new Trustee or,

if there were no Trustees available to make the application and the personal representative of the last surviving Trustee is alive, he may make the application for liberty to sell the property in his capacity as a personal representative of the last surviving Trustee, or he should appoint new trustees. If this is not possible, an application should be made to the Board.