

Category 3 Voluntary Buy-out Process

Property owner starts voluntary buy-out process

STEP 1: Information phase

- Initial contact with property owner to confirm eligibility and readiness to engage
- Each property assigned individualised support staff to provide guidance throughout the process
- Initial meeting scheduled and held. Exchange of information and agreement to continue
- Valuation information collated for valuers

STEP 2: Valuation process

- Council valuation undertaken by independent valuer
- Owner can commission own valuation at any time
- Valuations reconciled and report provided for offer process

STEP 3: Offer process

- Offer is calculated as per Voluntary Buy-out Policy, including consideration of any terms and conditions or special circumstance requests sought by the owner
- Offer is passed through **Independent Advisory Panel** and approved offer is presented to property owner

STEP 4: Completion process

- Legal agreements signed
- Transfer of funds
- Property transfer including dwelling relocation/demolition

Process completed