

## WAITING LIST POLICY

(In accordance with the decisions taken at the PADCA Executive Meeting held on 16.5.2005.  
Amended September 2014)

1. Prospective buyers are invited to put their names down for a maximum of two different types of units, either choosing between the groups or from within one specific group, depending on the type of unit which will best suit their life style and budget, and which they would be comfortable to occupy.
2. **The selection groups are as follows:**
  - T5:** Spacious, 2 bedrooms, 2 bathrooms, open kitchen/dining/lounge with large study or TV lounge and double garage
  - T7, T4, F4:** Generous accommodation, 2 bedrooms, 2 bathrooms, open kitchen/dining/lounge, single garage (T7 has small study)
  - T3:** Intermediate accommodation, 2 bedrooms, single bathroom, separate toilet, open kitchen/dining/lounge, single garage
  - T2 or F2:** 2 bedrooms, single bathroom/toilet (shower + bath), open kitchen/dining/lounge, carport
  - T1, F1:** 1 bedroom, single bathroom/toilet (shower + bath), open kitchen/dining/ lounge, carport
  - The Mews:** Single accommodation, sleeping alcove, single bathroom/toilet, kitchenette, carport
  - The Oaks:** Mid-care bed-sitter, shower, kitchenette, serviced, laundry, meals and care.  
**(T5 units are free standing. All other units are semi-detached, terraced or in blocks of flats)**
3. **The Life Right to The Mews or The Oaks is a single life right and can therefore only be sold to and occupied by one person.**



#### **4. Admission to the Waiting List is as follows:**

- 4.1. The buyer/s chooses the unit/s which best suit their lifestyle and price range (paragraph 2. above)
- 4.2. The choice must be confirmed in writing and signed by both the prospective buyer/s and Housing Officer.
- 4.3. To be accepted on the waiting list at least one of the applicants must be 60 years old or more, whereas the other (if applicable) must be at least 55 years old. To become a life right holder, however, a person must be 60 years of age or older.
- 4.4. A non-refundable once off registration fee of R2000.00 is required to join the Woodgrove Waiting List. Thereafter an annual administration fee of R200.00 becomes due in January of each year and must be paid within 30 days. The payment of this fee is confirmation of intent to remain on the Woodgrove Waiting List; those who fail to pay will be removed from the Waiting List without notice after 31st March of each year.

#### **5. The Sales Process:**

- 5.1. When a unit becomes available, the person whose name appears first on the relevant list is advised telephonically and given seven days to exercise their option. If declined, or if the person cannot be contacted within that time, the next person on the list will be offered the unit, etc.
- 5.2. Persons who are not contactable at the time of offer provided the office is advised of that situation, will retain their position on the waiting list and the next person on the list will be contacted. If the office is not able to establish that the person/s are not contactable at time of offer and the period of 1 week is expended whilst trying to contact them, their name will be moved to the bottom of the list.
- 5.3. If, when contacted, the prospective buyer/s declines for whatever reason, their name/s will be moved to the bottom of the waiting list for the offered unit type. This does not affect their position on the alternate list.
- 5.4. Before purchase of a unit in The Oaks can be confirmed, applicants must provide a doctor's certificate on the prescribed form and be accepted by the Matron of our care facilities.

#### **6. The Payment Process:**

- 6.1. The prospective buyer/s must confirm in writing that the payment conditions for full payment within 70 days of signature will be met. No suspensive sales or other pre-conditions will be considered
- 6.2. Payment requirement comprises a deposit of 10% of the purchase price within 7 days of acceptance, an intermediate payment of 45% of the purchase price within 35 days of acceptance and the final 45% of purchase price within 70 days (10 weeks) of acceptance

#### **7. Taking Occupation:**

The underlying tenet is that the buyer **intends to occupy** the unit purchased i.e. the unit is ***not*** being bought for investment purposes or to rent prior to buyer/s occupying the unit, as per the Sales Agreement.

Occupation date is upon making full payment (normally 70 days of the date of signing the Sale Agreement). Occupation must be taken by the Life Right Holder within 6 months of the date of final payment. The buyer assumes responsibility for the levy and maintenance of the unit and garden from date of final payment.

## **8. Price Review**

The prices of units are reviewed twice a year by the PADCA General Committee. The current Price List is available from the Housing Office and the PADCA website.

## **9. Allocation of units:**

There is a priority for the allocation of units in Woodgrove which provides for members of the PADCA General Committee who meet the eligibility requirements being given first refusal, provided they have previously indicated their interest in the size unit available. If the unit is not taken by a committee member, existing Life-Right Holders who wish to up- or downgrade from the housing unit they presently occupy are offered refusal, thereafter the unit is offered in order of the names on the relevant Waiting List.

Amended 5.9.2014