



**Basingstoke  
and Deane**

<p style="text-align: center;"><b>APPLICATION TO ASSIGN MOBILE HOME (MOBILE HOMES ACT 1983)</b></p>
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**ASSIGNMENT PROCEDURE**

**1. INITIAL ENQUIRY**

Once an initial enquiry is made application forms will be sent out for the current owners and purchasers to complete.

**2. INSPECTION**

Once both parties have submitted their application an inspection of the pitch will be carried out by the site manager. Note: this is not a structural survey of the mobile home.

We strongly recommend that purchasers have a structural survey carried out on the mobile home they are buying.

**3. GAS / ELECTRICAL CERTIFICATES**

Before an assignment takes place the current owner will be asked to submit copies of all current electrical and gas safety certificates to the council.

**4. INTERVIEW**

The site manager will then arrange a brief interview with the purchaser, usually at the council offices.

**5. RENT**

Rent and any other outstanding charges must be paid up to date before the assignment can be approved.

**6. APPROVAL**

The assignment request will be presented to the Head of Property and Facilities Management for approval.

**7. DATE FOR ASSIGNMENT**

Both parties will be advised if the assignment has been approved. A date can then be set for the legal documentation to be completed.

**8. DAY OF ASSIGNMENT**

On the day of the assignment both parties will need to visit to the council offices to complete the legal paperwork which transfers the rights to the mobile home pitch.

**9. PAYMENTS**

On the day of the assignment the current owner will be required to pay the Council 10% of the sale price of the home.

## **TIMESCALES**

Under the Mobile Homes Act (1983) park owners have 28 days beginning on the date on which an application is received to make a decision on whether or not to approve an assignment.



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PITCH NO.	Attwood Close Mobile Home Park
CURRENT OCCUPIER/S:	
FORWARDING ADDRESS:	
AGREED SALE PRICE:	£

I/We\* wish to sell the Mobile Home referred to above and hereby apply to the Basingstoke and Deane Borough Council for permission to assign the tenancy of the above standing to the Purchaser(s) named below at the agreed sale price.

I/We\* understand that legal action may be taken against me/us if I/we give false or misleading information about the assignment of this tenancy.

\* Delete as appropriate

SIGNED:	
SIGNED: (IF JOINT)	
DATE:	

<b>WARNING:</b>	A PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT MAY BE LIABLE TO PROSECUTION.
<b>NOTE:</b>	Under the Mobile Homes (Commissions) Order, 1983 the Council is entitled to a commission of up to 10% of the agreed sale price of the Mobile Home. This must be paid to the Council on completion of the sale, and before the actual assignment, accompanied by a copy of the Memorandum of Sale duly signed by both parties to the transaction.

## **RETURN ADDRESS**

Once completed the application

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