

Monash University Procedure

Procedure Title	Real Estate Transactions Procedures (Australia only)
Parent Policy	Real Estate Transactions Policy (Australia only)
Date Effective	18-July-2013
Review Date	18-July-2016
Procedure Owner	Divisional Director, Buildings and Property Division
Category	Operational
Version Number	1.0
Content Enquiries	F-SPolicy@monash.edu
Scope	Applies to all real estate transactions undertaken in the name of Monash University in Australia.
Purpose	This policy sets out a framework to ensure that any real estate transaction on behalf of the University or associated entities is undertaken in compliance with relevant State legislation.
PROCEDURE STATEMENT	

1. Real Estate Transactions

1.1. All areas of Monash University in Australia (with the exception of Monash College) must engage the Property and Lease Management Unit of the Buildings and Property Division prior to the commencement of any discussions and / or negotiations in relation to any of the following matters:

- Purchase of Real Estate
- Sale/Disposal of Real Estate
- Leasing of Real Estate (As Landlord)
- Leasing of Real Estate (As Tenant)

Responsibility

Any faculty or division of the university seeking to purchase, dispose of or lease real estate.

Responsibility for implementation	Divisional Director, Buildings and Property Division
Status	New
Approval Body	<p>Name: Chief Operating Officer and Senior Vice-President (Administration)</p> <p>Meeting: n/a</p> <p>Date: 13-July-2013</p> <p>Agenda item: n/a</p>

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Definitions	
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