**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 **signed copy** of the Contract for Sale.
4. An independent Auctioneer’s 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 **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.