

Reporting letter to Co-Purchasers

To: Kāinga Ora–Homes and Communities (Kāinga Ora) and [Home Owner]

Reference: [#]

Re: [Name(s) of the Home Owner] – [Property] (Property) – advice in respect of [agreement for sale and purchase [and/or] due diligence] for Property

We refer to:

1. The letter from Kāinga Ora to us dated [#] which sets out **instructions from Kāinga Ora** in relation to the above transaction, including its *General Instructions for Solicitors* acting in a shared ownership transaction; and
2. The Kāinga Ora *Supplementary Reference Schedule* dated [#],

(collectively the **Instructions**).

We certify as follows:

(1, 2 and/or 3 as relevant):

- | | Yes |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. We have reviewed the agreement for sale and purchase and confirm it conforms to all requirements by Kāinga Ora in the <i>Kāinga Ora Requirements for Agreements for Sale and Purchase</i> checklist. | <input type="checkbox"/> |
| 2. We have complied with the Specific Due Diligence Requirements as required by Kāinga Ora as set out in the Instructions. | <input type="checkbox"/> |
| 3. We have complied with the General Due Diligence Requirements as required by Kāinga Ora as set out in the Instructions. We record the scope of that due diligence and our findings in the Schedule to this letter. | <input type="checkbox"/> |
| <i>(Delete two of the following so that only one paragraph 4 remains)</i> | |
| 4. The Property is not a leasehold title, a cross-lease, or a unit in a unit title development. | <input type="checkbox"/> |
| OR | |
| 4. The Property is a leasehold title, a cross-lease, or a unit in a unit title development. We have undertaken the necessary actions in paragraphs 4.18 – 4.20 of the Property Law Section Property Transactions and E-Dealing Practice Guidelines prepared by the Property Law Section of the New Zealand Law Society and have not identified any problems, potential problems or defects (as referenced by those clauses). | <input type="checkbox"/> |
| OR | |
| 4. The Property is a leasehold title, a cross-lease, or a unit in a unit title development. We have undertaken the necessary actions in paragraphs 4.18 – 4.20 of the Property Law Section Property Transactions and E-Dealing Practice Guidelines prepared by the Property Law Section of the New Zealand Law Society. We have identified a problem, potential problem, or defect as set out in more detail in the Schedule to this letter. | <input type="checkbox"/> |
| <i>(Delete one of the following so that only one paragraph 5 remains):</i> | |
| 5. We have not been made aware of issues that need to be disclosed to the mortgagee. If we become aware of any matters of this nature we will advise you promptly of this. | <input type="checkbox"/> |

OR

5. We have identified some issues that may need to be disclosed to the mortgagee so as to enable us to provide our unamended solicitors certificate to the mortgagee. We enclose a summary of these issues in the Schedule to this letter. If we become aware of any other matters of this nature we will advise you promptly of this.

Yours faithfully

Name of firm/practitioner: _____

Dated: **20**

Signature of Partner/Director/Sole Practitioner

Name of Partner/Director/Sole Practitioner

Schedule

Scope of General Due Diligence

[Solicitor to outline scope as identified in accordance with the General Instructions to Solicitors.]

Findings of General Due Diligence

[Solicitor to specify findings and advice. Please clearly state the nature of the issue and its effect on our (or the Home Owner's) interests.]

Findings of Specific Due Diligence

[Solicitor to specify findings and advice.]

Enclosures

[E.g. vendor's term of agreement for sale and purchase, current record of title, copies of instruments that you are reporting on, pre-contract disclosure statement.]