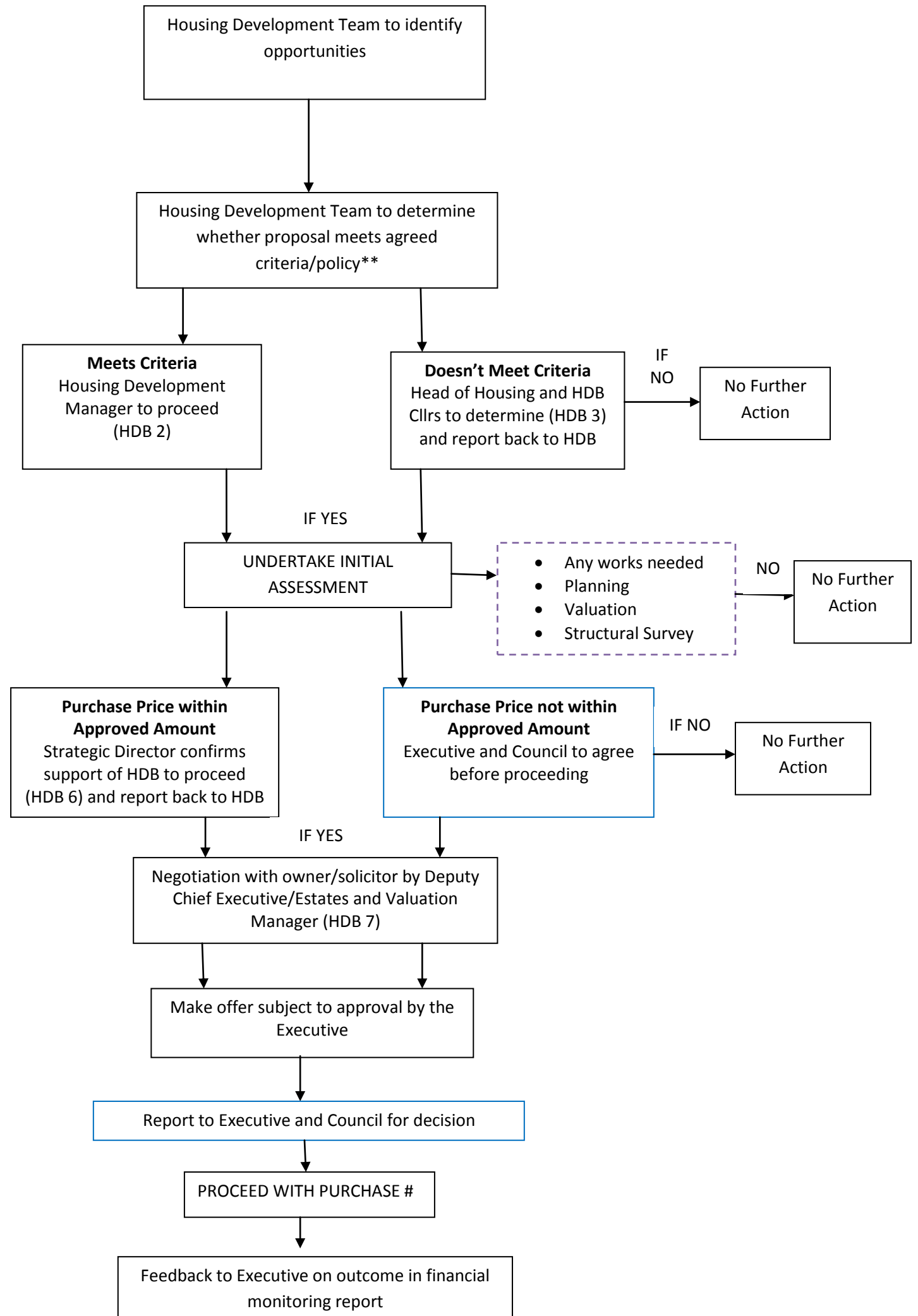


PURCHASE OF AN OPEN MARKET PROPERTY



NOTES:

** CRITERIA needed

if works are needed to a property:-

- i. alert Housing Maintenance team to enable works to be programmed and
- ii. set up a process to track transfer of the funds from capital spend into maintenance budget